Setting Up Functions

Functions are used in EventsAir to create any type of function or event within the structure of your conference or meeting. These functions can include:

- Workshops
- Breakout meetings
- Social activities
- Inclusive activities or meals
- Optional activities or meals
- Golf outings
- Anything else you can imagine!

The system has no limits on what it can manage, and can handle waiting lists, table allocation, seating plans, dietary requirements, invitations and more.

Function Configuration

Once you have defined your Function Groups, you can start creating and managing specific functions within that group.

The areas you can set up in Functions are:

- **Name** – enter the name of your function here.
- **Function Group** – select the Function Group here (created separately).
- **Inventory** – if you wish to limit the number of guests for this function (like a limited seating event), enter that inventory number here. If applied, attendees will see a "Full" indicator when signing up online and there is no more inventory available.
- **Optional Alerts** – see the Alerts section below for more information.
- **Date** – the date the function will occur.
- **Start and End Time** – the start and end times for the function.
- **Overview** – a broad description of the function.
- **Details** – more information about the function
- **Expected Attendees** – an optional field where you can enter an estimate of attendance.
- **Expected Attendees Optional Alerts** – see the Alerts section below for more information.
- **Track** – you can assign a track number from 1–99.
- **Options**
    - Do not Publish to Attendee App
    - Do not Publish to OnAIR
    - Do not Publish to Event Websites and Portals

- Do not Publish in My Agenda

- Allow attendees to indicate attendance

- **Location** – locations are defined in either the Presentation Module or the Function Module setup screens.

- **Room Setup** – this field can accept information about seating, podium and other room layout options.

- **Food & Beverage** – enter any food & beverage arrangements here.

- **Agenda Color** – this setting lets you define the text color for this function on the agenda.

- **Agenda Background** – this setting lets you define the background color for this function on the agenda.

- **Agenda Bold Checkbox** – checking this box will make the function title bold in the agenda.

- **Table Allocation Options** – these options let you enable and manage how attendees can select table seating in the Attendee App and to enable if you wish to track ticket collection (where attendees can pick up tickets in advance of a function).

  Click here to learn more about Table Allocation options in EventsAir.

- **Guest Name Options** – these options let you mangae how guest names are collected in EventsAir.

  Click here to learn more about Guest Name collection options in EventsAir.

- **Comment** – any additional comments are entered here.

Alerts

You have two options when configuring functions:

- If you set an inventory limit for a function, you can set an alert to be sent if the remaining inventory level falls below the "Limit" percentage of your "Limited To" number.

Inventory	○ Unlimited
	● Limited to
	50
Optional Alert	☑ Send an Alert when remaining inventory falls below limit
Limit	10%
Alert Level*	Information ⌄

- If you set the number of Expected Attendees, you can configure alert milestones. For example, if you set 25% as a milestone, an alert will be sent once function numbers reach 25%, 50%, 75% and 100% of your Expected Attendees estimate.

Expected Attendees	500
Optional Alert	☑ Send an Alert as each milestone of attendance is reached
Milestone Increment	25%
Alert Level*	Medium ⌄

Payment Policy Tab

If enabled in the Payment and Cancelation section of Function setup, a Payment Policy tab will be visible.

Click this link to read more about setting up global Function Payment Policies, and Terms and Conditions.

Here in the Function setup, you can choose to either use the **Default Payment Schedule** (from Function Payment Policies), or define a **Custom Payment Schedule**, just for this one Function.

Cancelation Policy Tab

If enabled in the Payment and Cancelation section of Function setup, a Cancelation Policy tab will be visible.

Click this link to read more about setting up global Function Cancelation Policies, and Terms and Conditions.

Here in the Function setup, you can choose to either use the **Default Cancelation Schedule** (from Function Cancelation Policies), or define a **Custom Cancelation Schedule**, just for this one Function.

Additional Tabs

The following additional tabs give you additional options that you can configure for each function you are setting up:

- **A/V** – you can select specific A/V items for this specific function. You can choose your A/V items from your pre-defined list, or add additional A/V items as needed.
- **Sponsors** – if you have sponsors at your event and sell function sponsorships, you can assign a specific function sponsor here.
- **Itinerary** – this free-form text field can capture itinerary details such as transportation, location, dress codes and more.
- **Run Sheet** – this tab lets you easily add your specific function to the run sheet while remaining in the function setup panel.
- **Table Plan** – this tab lets you create a table seating floorplan for easy assignment of attendees to specific tables at a function. See Table Plan for more information.