

Join us for 'How To' sessions to ensure you are getting the most out of EvoEvents. Sessions will be delivered via Zoom and last between 60 and 90 minutes, with the opportunity to ask questions and share feedback and personal experience.

\$10 per Session - Sessions start at 7:30pm

JUNE 2025

- 10th June **Getting Started and Navigating EvoEvents**
Great for those new to the software or it has been a while since you used it
- 19th June **Setting Up Your Show**
A smoothly run show starts here
- 25th June **Managing Held Entries**
Block entries without payment and save turning your self into a debt collector!

JULY 2025

- 10th July **Managing Waitlists**
Can't take all the entries you receive, learn how to manage a waitlist.
- 15th July **Finances**
Balancing rider accounts, payment options, reporting, Xero Integration
- 17th July **Timetables and Draws**
Get this right and you will ensure a great rider experience
- 23rd July **Yarding/Stabling/Camping**
Lots of new options for this season. Get the options before you write your schedule
- 30th July **Volunteers Part 1**
Setting up volunteers for your show.
- 31st July **Volunteers Part 2**
Managing volunteers at the show

AUGUST 2025

- 5th August **Series**
Within a show, across shows, across organisations
- 13th August **Teams**
Formal teams entered by a team manager or a more informal competition with teams made up of riders already entered in the show.
- 20th August **Memberships**
Maybe useful for tracking memberships as required in the new Incorporated Societies Act 2022. Can offer members special entry prices.
- 21st August **Clinics or Seminars**
With or without a horse
- 26th August **Using Canva**
Jazz up your schedule or create images for the website and size your logos.

Register online at EvoEvents.co.nz

Registrations close 9am on the morning of the session so we can email out the meeting link and slides.

Payment must be made at time of registration

We will attempt to record the sessions but there is no guarantee of this.