Eventsforce basics

Creating events in Eventsforce

Eventsforce is the events management software that is integrated with our website. Using it allows members who have ticked the box for your group to see your events in their Member Dashboard, as well as on the group's own webpage.

It is a very powerful platform and can manage extremely complex events; however, thankfully, Regional Society and Special Interest Group events are straightforward to create and easy to manage.
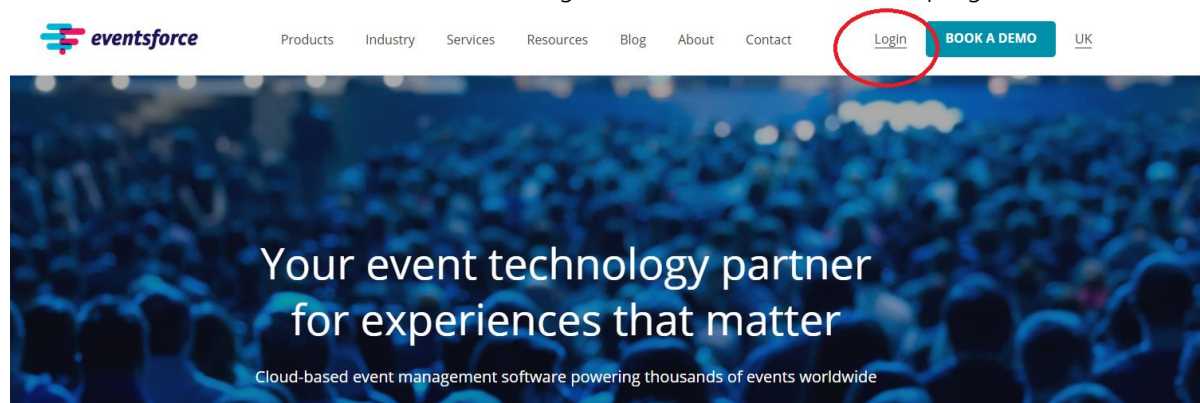
If you can manage MS Word and stick to a simple tick-list of actions, using Eventsforce in this limited capacity will bring lots of benefits and no problems.

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Logging in

Go to www.eventsforce.com   Click the 'log in' button which is in the top right corner.

Enter the 'client account name*', which is **theorsociety**
Enter your username and password. Then confirm your username and password.

Find your template

Once you're logged in, find your template by selecting 'Events' and then 'Show all Events'. This will bring up the list of all the events relevant to you. Select your template by double-clicking.
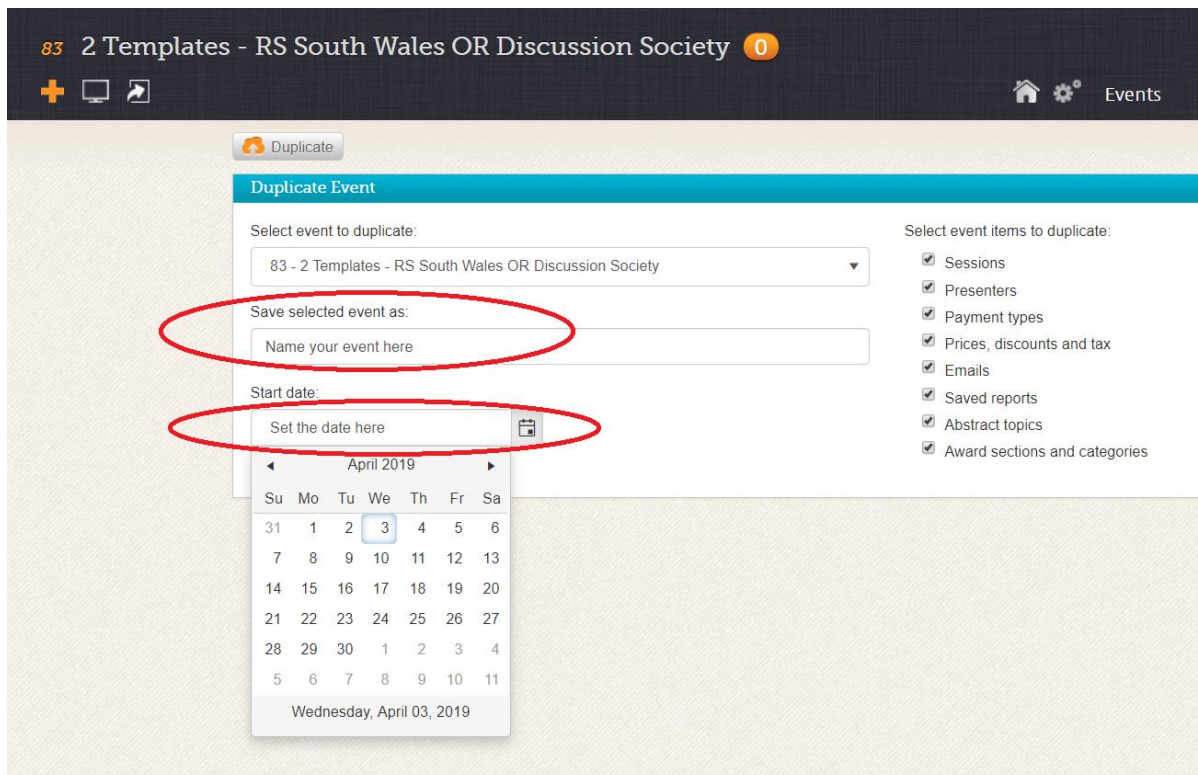

Duplicate your event

To create the duplicate event, click on the plus symbol in the top left, and select 'Duplicate Event' in the drop-down menu.
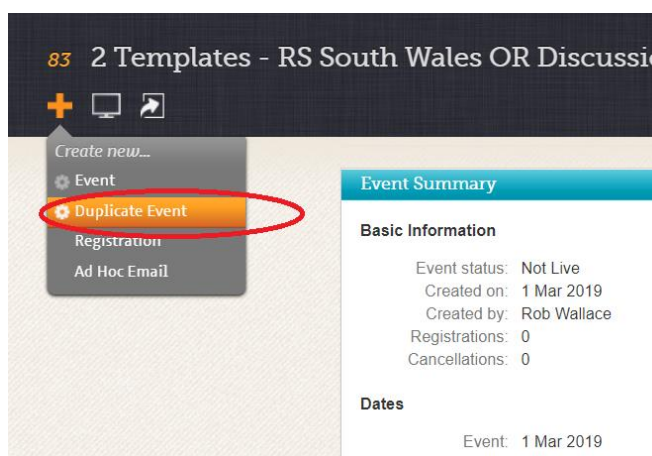
Give your event a name – this is the name that will appear on the website, so make it useful to potential interested people. Set the date.

Then click 'Duplicate' to save your new event.

Set up your event

Select 'Setup' on the top right menu, followed by 'Events' and then 'Properties'.

Time, date and group

Here you can set the start date, start time, end date and end time of your event.
You can also ensure that your event is correctly assigned to your editing permissions, meaning it will show up on your events list within Eventsforce.

At the bottom of the page, you can ensure that your group is selected correctly, indicated below in red circles. This ensures that theorsociety.com picks up your event and displays it on the correct pages.

Website pages

Add the event information to your webpage by selecting 'Website', then 'Content' and then 'Website Pages'
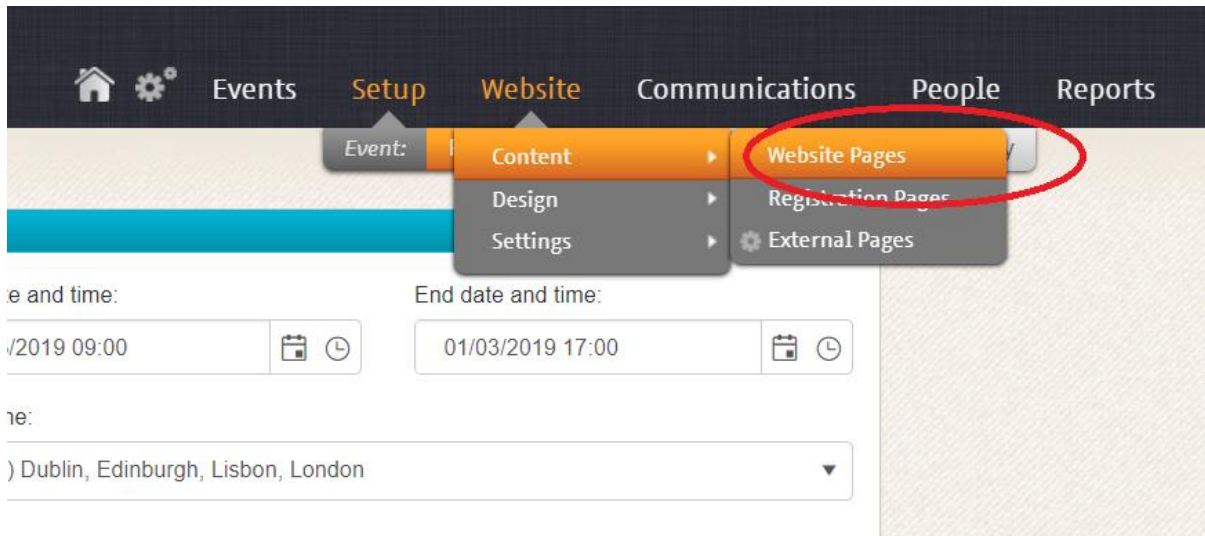
Edit your banner text

Edit your banner text by hovering your mouse cursor over the 'pencil and paper' graphic, which will give you a drop-down menu. Select edit.
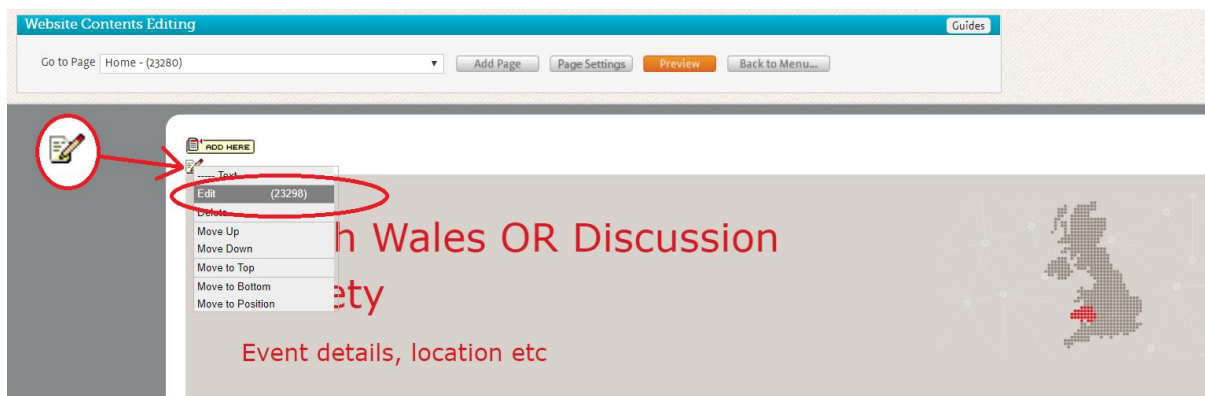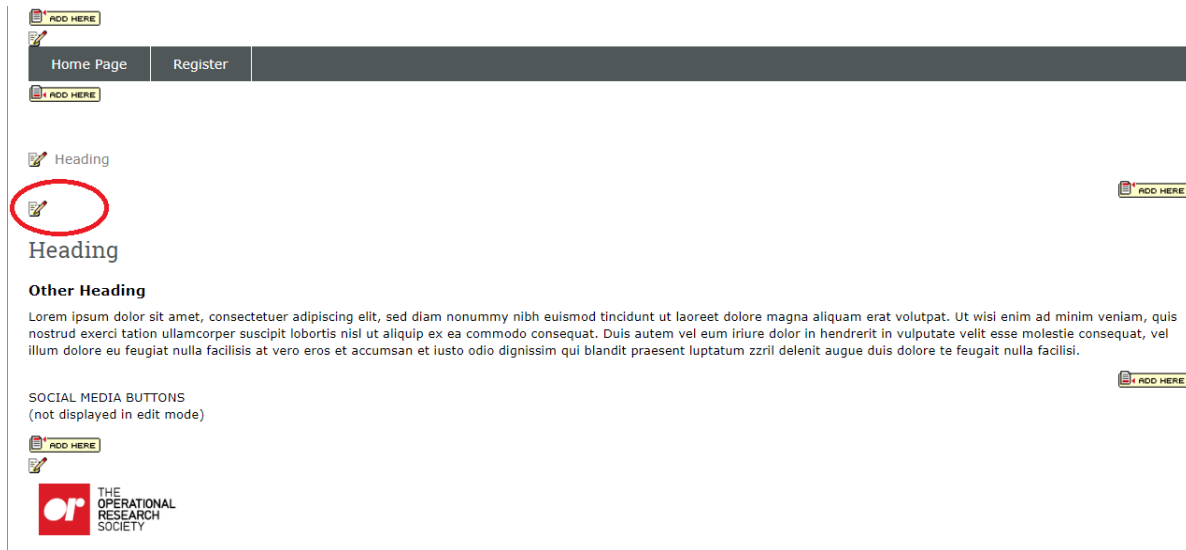

This will enable you to edit the text in the banner in a manner very similar to MS Word.
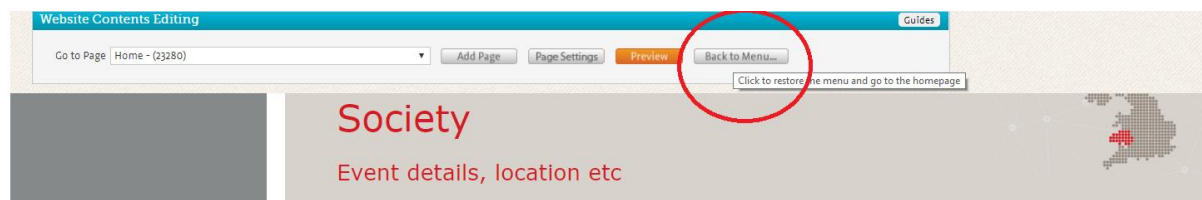
Select 'save'.

Edit your main text

Edit your main text as the same way as the banner. Hover over the 'pencil and paper' graphic and make the changes to the text. Select 'save'.

Return to the setup pages
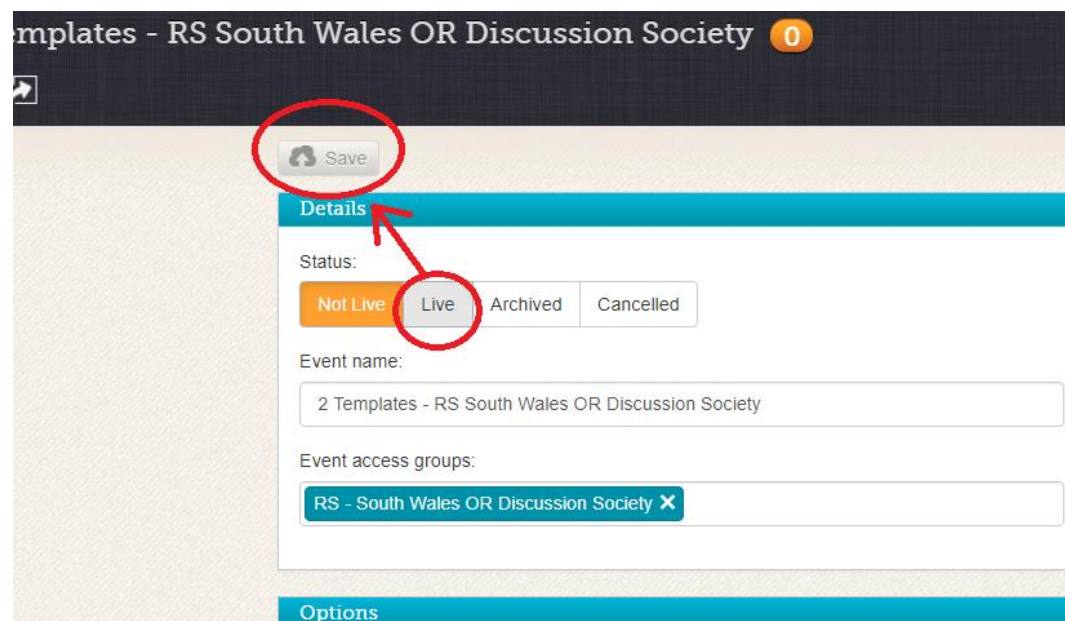
Return back to the main Eventsforce setup pages by selecting 'Back to menu'

Make your event 'Live'

From the 'Setup' menu item, select 'Event' and then 'Properties'. Then select the 'Live' option on the left and then 'Save' at the top of the page. Your event will now appear on the main OR Society website.