

Adding a Function/Sub-Event to an Event

Updated: November 17, 2015

This article will walk you through adding Functions/Sub-Events to an event. These will allow you to add detailed information for each space for each day of your event.

Function and Sub-Event are both terms used in the events industry. We have some accounts that use Function and some that use Sub-Event. Both terms refer to the same feature set.

There are two ways that you can add functions/sub-events to your event:

- Using the Mass Edit on the Functions tab
- Using the Add Sub-Event in the Actions menu

Both methods have their advantages, and both methods can be customized to include additional information. With the Mass Edit, you will be able to see a list of your functions as you work and you can copy functions, but you will have to know the name of your spaces in order to search for them and you cannot set a status per function. With the Add Sub-Event, you will have your calendar tree to add spaces and you will be able to assign a unique status to each function, but you will only see the function you are entering. Try both methods to see which works best for you!

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Adding a Function/Sub-Event via the Mass Edit

1. On the Event details page, navigate to the Functions (or Sub-Events) tab and click *Mass Edit*.

On your account, Functions may be its own tab, or it may be on the same tab with Spaces Used.

The screenshot shows the 'Annual Conference : Event (id=8511)' page. It includes fields for Event Name, Spaces Used, When, Status, Type, and Avails Display. Below these is a tabbed interface with 'Functions', 'Spaces Used', 'Functions/Spaces', 'Timeline', 'Activities/Journals', 'Notes', 'Documents', and 'Resources'. The 'Functions' and 'Functions/Spaces' tabs are highlighted with orange boxes, and an orange arrow with the word 'or' points between them. Below the tabs is a 'Price Schedule (select to apply rental rates)' section with a 'Not Set' status. An orange arrow points from the 'Price Schedule' section to a 'Mass Edit' link, which is also highlighted with an orange box. At the bottom, there is a 'Sort By: Calendar Rank' dropdown and a table with columns 'Where', 'When', 'Status', and an 'X' icon.

Where	When	Status	
Ballroom	12/5/2015 8:00 AM - 11:59 PM (Sat)	Pending Contract	X
Function Rooms	12/5/2015 8:00 AM - 11:59 PM (Sat)	Pending Contract	X
Exhibit Halls	12/5/2015 8:00 AM - 11:59 PM (Sat)	Pending Contract	X

2. In the pop up box, click *+Add*.

Mass Edit

Name	Where	When	Status	Type
+Add				

3. A row will be created for your function. In this row, type in the name of your function.

Mass Edit

Name	Where	When
  Registration	Exhibit Halls	<input type="checkbox"/> Move In/Move Out  12/5/2015 8:00 AM  12/5/2015 1:00 PM
+Add		

4. Search for the space where your function is to be held; select the space.

The screenshot shows a 'Mass Edit' window with three columns: 'Name', 'Where', and 'When'. The 'Name' column contains a text box with 'Registration' and a '+Add' link. The 'Where' column has a dropdown menu open, showing a search bar with 'Ball' and a list of options: 'Ballroom', 'Ballroom A', 'Ballroom B', 'Ballroom C', 'Ballroom D', 'Ballroom A+B', 'Ballroom A+B+C', 'Ballroom A+B+C+D', and 'Ballroom B+C'. The 'When' column shows a date and time '12/5/2015 8:00 AM' and a 'Move In/Move Out' checkbox.

5. Update the time and date of your function.

The screenshot shows the 'Mass Edit' window with the 'Where' column set to 'Ballroom'. The 'When' column shows a date and time range '12/5/2015 8:00 AM' to '12/5/2015 12:00 PM'. The 'Status' column shows 'Inherit' and the 'Type' column shows 'None'.

6. Note that you cannot update the status; the status of your function will be the same as the status of the event it is a part of.

The screenshot shows the 'Mass Edit' window with the 'Where' column set to 'Ballroom'. The 'When' column shows a date and time range '12/5/2015 8:00 AM' to '12/5/2015 12:00 PM'. The 'Status' column shows 'Inherit' and the 'Type' column shows 'None'.

7. Assign an event type to your function if needed.

This list may be customized for your venue (certain accounts that are a part of a venue network may have restrictions).

The screenshot shows a web interface for managing events. A dropdown menu is open, displaying a list of event types. The menu is titled 'Type' and has a search bar. The list includes: None, Ceremony, Church - Internal, Concert, Funeral, Meeting, Men's Club, Outside Corporate/NonProfit/Meeting, Reception, Women's Club, Wedding, Convention, In-House, Family Show, Job Fair, Sporting Event, Theatre, Transient, Unspecified, and Knox Roller Girls. The 'None' option is currently selected. In the background, a table shows event details for 'Move In/Move Out' on 12/5/2015 from 8:00 AM to 12:00 PM, with a status of 'Inherit'.

Name	Where	When	Status
Move In/Move Out		12/5/2015 8:00 AM - 12:00 PM	Inherit

8. Click **+Add** to add another function to your event, or if you have another function similar to the first, you can click the *copy* icon by an existing function to copy it and then make any edits necessary.

The screenshot shows a web interface for managing events. A table lists functions with columns for Name, Where, and When. The first row shows 'Registration' in the 'Ballroom' at '12/5/2015 8:00 AM'. A '+Add' button is visible on the left, and a copy icon is shown next to the first row. The table is titled 'Mass Edit'.

Name	Where	When
Registration	Ballroom	12/5/2015 8:00 AM

9. Once you have added all your functions and all their details are correct, click *Save*.

Mass Edit

	Name	Where	When	Status	Type
<input checked="" type="checkbox"/>	Registration	Ballroom	<input type="checkbox"/> Move In/Move Out 12/5/2015 8:00 AM 12/5/2015 9:00 PM	<input type="radio"/> Inherit	None
<input checked="" type="checkbox"/>	Trade Show	Exhibit Halls	<input type="checkbox"/> Move In/Move Out 12/5/2015 1:00 PM 12/5/2015 9:00 PM	<input type="radio"/> Inherit	None
<input checked="" type="checkbox"/>	Opening Session	Ballroom	<input type="checkbox"/> Move In/Move Out 12/5/2015 9:00 AM 12/5/2015 12:00 PM	<input type="radio"/> Inherit	None
<input checked="" type="checkbox"/>	Breakout Session	Function Room 1	<input type="checkbox"/> Move In/Move Out 12/5/2015 1:00 PM 12/5/2015 2:00 PM	<input type="radio"/> Inherit	None
<input checked="" type="checkbox"/>	Breakout Session	Function Room 2	<input type="checkbox"/> Move In/Move Out 12/5/2015 1:00 PM 12/5/2015 2:00 PM	<input type="radio"/> Inherit	None
<input checked="" type="checkbox"/>	Breakout Session	Function Room 3	<input type="checkbox"/> Move In/Move Out 12/5/2015 1:00 PM 12/5/2015 2:00 PM	<input type="radio"/> Inherit	None
<input checked="" type="checkbox"/>	Breakout Session	Function Room 1	<input type="checkbox"/> Move In/Move Out 12/5/2015 2:30 PM 12/5/2015 3:30 PM	<input type="radio"/> Inherit	None
<input checked="" type="checkbox"/>	Breakout Session	Function Room 2	<input type="checkbox"/> Move In/Move Out 12/5/2015 2:30 PM 12/5/2015 3:30 PM	<input type="radio"/> Inherit	None
<input checked="" type="checkbox"/>	Breakout Session	Function Room 3	<input type="checkbox"/> Move In/Move Out 12/5/2015 2:30 PM 12/5/2015 3:30 PM	<input type="radio"/> Inherit	None
<input checked="" type="checkbox"/>	Banquet	Ballroom	<input type="checkbox"/> Move In/Move Out 12/5/2015 5:00 PM 12/5/2015 9:00 PM	<input type="radio"/> Inherit	None

[Add](#)

Save Cancel

10. Your functions will be booked. They will be listed on the Functions tab, and each function's name is a clickable link to the function details page.

Annual Conference : Event (id=8511)

Event Name

Annual Conference

Spaces Used

Ballroom

,

Function Rooms

,

Exhibit Halls

When

[Move](#) [View Calendar](#)

12/5/2015 8:00 AM - 11:59 PM (Sat)

Status

Pending Contract

Type

Meeting

Avails Display

Show only the color (no text)

Grouping

Could not locate parent

Functions

Spaces Used

Functions/Spaces

Timeline

Activities/Journals

Notes

Documents

Resources

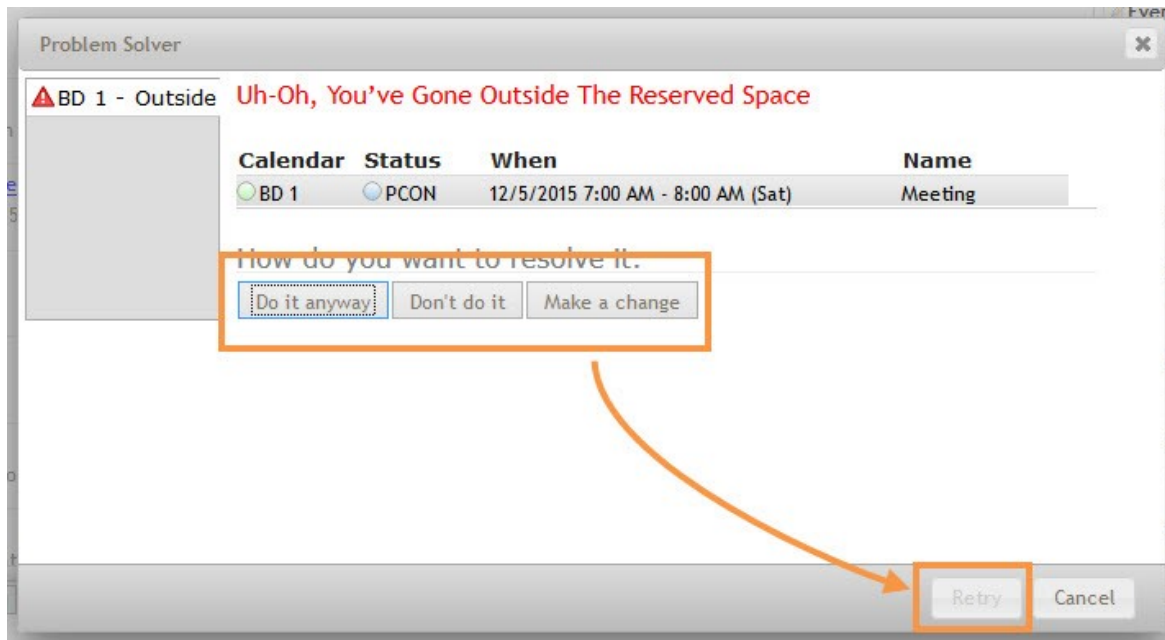
[Mass Edit](#) [Mass Edit When](#)

Name	Where	When	Status	Type
Registration	<div>Ballroom</div>	12/5/2015 8:00 AM - 9:00 PM (Sat)	<div>Pending Contract</div>	
Opening Session	<div>Ballroom</div>	12/5/2015 9:00 AM - 12:00 PM (Sat)	<div>Pending Contract</div>	
Breakout Session	<div>Function Room 1</div>	12/5/2015 1:00 PM - 2:00 PM (Sat)	<div>Pending Contract</div>	
Breakout Session	<div>Function Room 2</div>	12/5/2015 1:00 PM - 2:00 PM (Sat)	<div>Pending Contract</div>	
Breakout Session	<div>Function Room 3</div>	12/5/2015 1:00 PM - 2:00 PM (Sat)	<div>Pending Contract</div>	
Trade Show	<div>Exhibit Halls</div>	12/5/2015 1:00 PM - 9:00 PM (Sat)	<div>Pending Contract</div>	
Breakout Session	<div>Function Room 1</div>	12/5/2015 2:30 PM - 3:30 PM (Sat)	<div>Pending Contract</div>	
Breakout Session	<div>Function Room 2</div>	12/5/2015 2:30 PM - 3:30 PM (Sat)	<div>Pending Contract</div>	
Breakout Session	<div>Function Room 3</div>	12/5/2015 2:30 PM - 3:30 PM (Sat)	<div>Pending Contract</div>	
Banquet	<div>Ballroom</div>	12/5/2015 5:00 PM - 9:00 PM (Sat)	<div>Pending Contract</div>	

11. If you add a function where either the space isn't booked as a part of the event, or if the time you are booking the space for isn't a part of the event, you will receive a warning that "You've Gone Outside the Reserved Space". You will have the option to:

- *Don't do it*: The function will not be created.
- *Make a change*: You will be given the opportunity to change the space or the date/time.
- *Do it Anyway*: Book the function outside of the reserved space.

Make your selection and click *Retry*.



12. If you *Do it Anyway* it is extremely important that you then go to the Event's *Spaces Used* tab. You will see a red warning that there is a space outside the range. Click the blue *Add to (your event name)* link.

Type
● Meeting

Avails Display
Show only the color (no text)

Grouping
Could not locate parent

Functions Spaces Used Functions/Spaces Timeline Activities/Journals Notes Documents Resource

Sort By: Calendar Rank

Where	When	Status	
+ Ballroom	12/5/2015 8:00 AM - 11:59 PM (Sat)	● Pending Contract	X
+ Function Rooms	12/5/2015 8:00 AM - 11:59 PM (Sat)	● Pending Contract	X
+ Exhibit Halls	12/5/2015 8:00 AM - 11:59 PM (Sat)	● Pending Contract	X
- Outside Range (1)			
Meeting	12/5/2015 7:00 AM - 8:00 AM (Sat)	● Pending Contract ● Boardroom 1	

13. In the pop up, check the space to add to your event and then click *Add*.

Outside Range

Add to Annual Conference: Event

Where	When	Status	Sub-Event
<input checked="" type="checkbox"/> Boardroom 1	12/5/2015 7:00 AM - 8:00 AM (Sat)	● Pending Contract	Meeting

Add Cancel

14. The date/time of the event (under *When*) as well as the spaces used will now include all the spaces/times needed for your functions.

Annual Conference : Event (id=8511)

Event Name
Annual Conference

Spaces Used
Ballroom, Function Rooms, Exhibit Halls (1 more)

When [Move](#) [View Calendar](#)
12/5/2015 7:00 AM - 11:59 PM (Sat)

Status
Pending Contract

Type
Meeting

Avails Display
Show only the color (no text)

Grouping
Could not locate parent

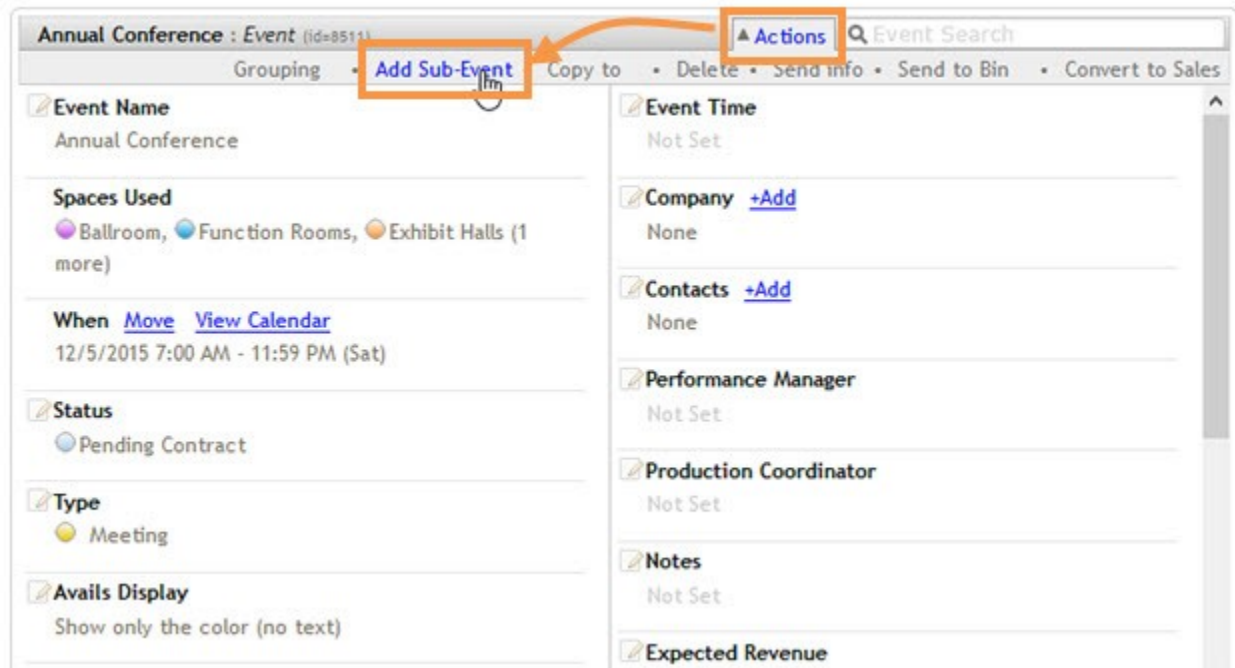
Functions Spaces Used Functions/Spaces Timeline Activities/Journals Notes Documents

Sort By: Calendar Rank

	Where	When	Status	
	Ballroom	12/5/2015 8:00 AM - 11:59 PM (Sat)	Pending Contract	X
	Boardroom 1	12/5/2015 7:00 AM - 8:00 AM (Sat)	Pending Contract	X
	Function Rooms	12/5/2015 8:00 AM - 11:59 PM (Sat)	Pending Contract	X
	Exhibit Halls	12/5/2015 8:00 AM - 11:59 PM (Sat)	Pending Contract	X

Adding a Function/Sub-Event via the Actions menu.

1. In the upper right corner of the event details page, click on *Actions* and then click *Add Sub-Event*.



2. In the pop up, name your function

Add Sub-Event

Registration

☐ Inherit

All None Expand Collapse 4

- ☒ Arena
 - ☐ EB Arena
- ☐ Convention Center
 - ☒ Ballroom
 - ☒ Boardrooms
 - ☒ Boardroom 1
 - ☐ Boardroom 2
 - ☐ Boardroom 3
- ☒ Function Rooms
- ☒ Exhibit Halls

12/5/2015 7:00 AM — 12/5/2015 11:59 PM

Add Another Save Cancel

3. Set the status of your function. Usually, leave the status on *Inherit* so that the status of the function matches the status of your event. Or, you may choose a different status for your function.

Add Sub-Event

Registration

☐ Inherit

- ☐ Inherit
- ☐ Next Available Tentative
- ☐ Granted Hold 1
- ☐ Granted Hold 2
- ☐ Granted Hold 3
- ☐ Pending Contract
- ☐ Request for Hold
- ☐ Blackout
- ☐ In-House Event
- ☐ Cancelled

☒ Function Rooms

☒ Exhibit Halls

12/5/2015 7:00 AM — 12/5/2015 11:59 PM

Add Another Save Cancel

4. Choose the space where your function will be held.

The screenshot shows the 'Add Sub-Event' dialog box. At the top, there is a text field containing 'Registration' and a radio button labeled 'Inherit'. Below this is a tree view of locations. The tree is expanded to show the 'Convention Center' and its sub-items. The 'Ballroom' is selected with a checkmark. The 'Boardrooms' are also expanded, showing 'Boardroom 1', 'Boardroom 2', and 'Boardroom 3'. The 'Function Rooms' and 'Exhibit Halls' are also listed. At the bottom of the dialog, there is a date and time range selector showing '12/5/2015 7:00 AM' to '12/5/2015 11:59 PM'. The 'Add Another', 'Save', and 'Cancel' buttons are at the bottom right.

Registration

☐ Inherit

All None Expand Collapse 1

- ☐ Arena
 - ☐ EB Arena
- ☒ Convention Center
 - ☒ Ballroom
 - ☒ Boardrooms
 - ☐ Boardroom 1
 - ☐ Boardroom 2
 - ☐ Boardroom 3
- ☐ Function Rooms
- ☐ Exhibit Halls

12/5/2015 7:00 AM 12/5/2015 11:59 PM

Add Another Save Cancel

5. Update the time and date of your function.

This screenshot is identical to the one above, showing the 'Add Sub-Event' dialog box with the 'Ballroom' selected. The date and time range selector at the bottom is highlighted with an orange box, indicating the area to be updated.

Registration

☐ Inherit

All None Expand Collapse 1

- ☐ Arena
 - ☐ EB Arena
- ☒ Convention Center
 - ☒ Ballroom
 - ☒ Boardrooms
 - ☐ Boardroom 1
 - ☐ Boardroom 2
 - ☐ Boardroom 3
- ☐ Function Rooms
- ☐ Exhibit Halls

12/5/2015 7:00 AM 12/5/2015 11:59 PM

Add Another Save Cancel

6. Once all the details of your function are correct, click *Add Another* to add another function. Once you have added all your functions, click *Save*.

Add Sub-Event

Registration

☐ Inherit

All None Expand Collapse 1

- ☒ Arena
 - ☐ EB Arena
- ☒ Convention Center
 - ☒ Ballroom
 - ☒ Boardrooms
 - ☐ Boardroom 1
 - ☐ Boardroom 2
 - ☐ Boardroom 3
- ☐ Function Rooms
- ☐ Exhibit Halls

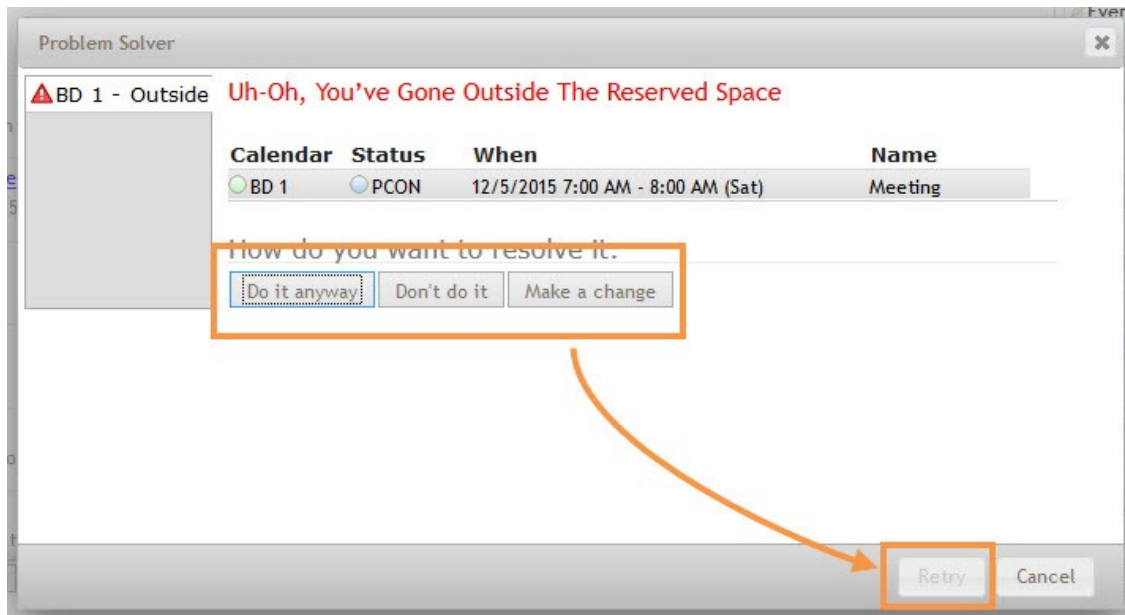
12/5/2015 7:00 AM 12/5/2015 11:59 PM

Add Another → Save Cancel

7. If you add a function where either the space isn't booked as a part of the event, or if the time you are booking the space for isn't a part of the event, you will receive a warning that "You've Gone Outside the Reserved Space". You will have the option to:

- "Don't do it" - the function will not be created
- "Make a change" - you will be given the opportunity to change the space or the date/time
- "Do it Anyway" - book the function outside of the reserved space

Make your selection and click *Retry*.



8. If you *Do it Anyway* it is extremely important that you then go to the Event's *Spaces Used* tab. You will see a red warning that there is a space outside the range. Click the blue *Add to (your event name)* link

Type
Meeting

Avails Display
Show only the color (no text)

Grouping
Could not locate parent

Functions Spaces Used Functions/Spaces Timeline Activities/Journals Notes Documents Resource

Sort By: Calendar Rank

Where	When	Status
+ Ballroom	12/5/2015 8:00 AM - 11:59 PM (Sat)	Pending Contract
+ Function Rooms	12/5/2015 8:00 AM - 11:59 PM (Sat)	Pending Contract
+ Exhibit Halls	12/5/2015 8:00 AM - 11:59 PM (Sat)	Pending Contract
- Outside Range (1)	Add to Annual Conference	
Meeting	12/5/2015 7:00 AM - 8:00 AM (Sat)	Pending Contract Boardroom 1

9. In the pop up, check the space to add to your event and then click *Add*.

Outside Range

Add to Annual Conference: Event

Where	When	Status	Sub-Event
<input checked="" type="checkbox"/> Boardroom 1	12/5/2015 7:00 AM - 8:00 AM (Sat)	Pending Contract	Meeting

Add Cancel

10. The date/time of the event (under *When*) as well as the spaces used will now include all the spaces/times needed for your functions.

Annual Conference : Event (id=8511)

Event Name
Annual Conference

Spaces Used
● Ballroom, ● Function Rooms, ● Exhibit Halls (1 more)

When [Move](#) [View Calendar](#)
12/5/2015 7:00 AM - 11:59 PM (Sat)

Status
● Pending Contract

Type
● Meeting

Avails Display
Show only the color (no text)

Grouping
Could not locate parent

Functions Spaces Used Functions/Spaces Timeline Activities/Journals Notes Documents

Sort By: Calendar Rank

	Where	When	Status	
	● Ballroom	12/5/2015 8:00 AM - 11:59 PM (Sat)	● Pending Contract	X
	● Boardroom 1	12/5/2015 7:00 AM - 8:00 AM (Sat)	● Pending Contract	X
	● Function Rooms	12/5/2015 8:00 AM - 11:59 PM (Sat)	● Pending Contract	X
	● Exhibit Halls	12/5/2015 8:00 AM - 11:59 PM (Sat)	● Pending Contract	X