

How to Create an Event and Enable Member Registration

Overview

This guide walks you through creating an event on CooplyHQ and opening it for member registration. After completing these steps, the event will appear on your co-op's events page and members can register directly from their dashboard.

Part 1: Create the Event

Step 1: Go to Events in your admin panel

1. Sign in to your co-op's CooplyHQ site.
2. In the left sidebar, click **Events**.

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DB Daniel Brookbank

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Search events...

EVENT	DATE & TIME	CAPACITY	PRICE	STATUS					
Native Plants & Pollinators Workshop Foothills Nature Center	Jul 17, 2026 9:00 AM - 11:00 AM	0/30	\$45.00	Published	Class	Roster	Attendance	Registr	
Junior Ranger Day at Foothills State Park Foothills State Park	Jul 31, 2026 9:00 AM - 2:00 PM	0/30	\$95.00	Published			Attendance	Registr	
Family STEM Build: Caterpillars View	Aug 14, 2026 9:00 AM - 11:00 AM	0/30	\$15.00	Published	Class	Roster	Attendance	Registr	

You'll see a list of all events you've created. New co-ops will see an empty state with a prompt to create your first event.

Step 2: Open the Create Event form

1. Click **Create Event** (top right of the Events page).

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Create Event

Add a new event for your co-op

Event Title

e.g. Fall Field Trip to the Zoo

Description

Describe the event, what to bring, any requirements...

Start Date & Time

mm/dd/yyyy, --:-- --

End Date & Time

mm/dd/yyyy, --:-- --

Location

e.g. City Park Pavilion, 123 Main St

Capacity

Leave blank for unlimited

Price

\$ 0.00 for free

Leave blank or 0 for free events

Step 3: Fill in the event title and description

1. In the **Event Title** field, type a clear, descriptive name (e.g. *Fall Field Trip to the Natural History Museum*).
2. In the **Description** field, add any details families should know — what to bring, where to meet, age suitability, etc.

Step 4: Set the date, time, and location

1. Click the **Start Date & Time** field and pick the event date and start time.
2. Optionally click **End Date & Time** and set when the event finishes.
3. In the **Location** field, enter the address or venue name (e.g. *City Park Pavilion, 123 Main St*).

Part 2: Configure Capacity and Registration

Step 5: Set a capacity limit (optional)

- 1. In the **Capacity** field, enter the maximum number of registrations you'll accept.
- 2. Leave the field blank to allow unlimited registrations.

Registration closes automatically one day before the event start time. Capacity limits are enforced in real time — once the last spot is taken, the Register button disappears for new visitors.

Part 3: Set Event Pricing

Step 6: Set the price

- 1. In the **Price** field, enter the dollar amount per registration (e.g. *12.00*).
- 2. Leave the field blank, or enter *0.00*, if the event is free.

Fee handling — if you set a price, choose how processing fees are handled:

Option	What members see
Absorb <i>(default)</i>	Members pay exactly the listed price. Your co-op covers the processing fee.
Gross-up	The processing fee is built into one combined price. Members see a single total with no separate fee line.

Members receive a payment confirmation email automatically after a successful paid registration.

Part 4: Publish the Event

Step 7: Publish immediately or save as a draft

- Toggle **Publish immediately** on to make the event visible to members as soon as you save.
- Leave it off to save the event as a draft. You can publish it later from the event edit page.

Optional settings:

- **Allow guest registration** — enables non-members to register without a CooplyHQ account.
- **Collect dietary/allergy information** — adds a dietary preferences question to the registration flow.

Step 8: Save the event

1. Click **Create Event**.

You'll be returned to the Events list, and a confirmation banner will appear. The event is now live if you toggled **Publish immediately** on.

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Edit Event

 Duplicate  Manage Volunteers  Photos

Update event details

Event Title

Junior Ranger Day at Foothills State Park

Description

A full Saturday at the state park. Kids can earn their Junior Ranger badge through guided activities. Pack a lunch and good walking shoes.

Start Date & Time

07/31/2026, 09:00 AM

End Date & Time

07/31/2026, 02:00 PM

Location

Foothills State Park

Capacity

30

Price

\$ 95

Leave blank or 0 for free events

Cookie preferences

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Part 5: Member Registration Experience

Step 9: Members find the event

Once published, the event appears on your co-op's **Events** page, which members access from their member dashboard.

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Upcoming Events

Browse and register for upcoming co-op events

Native Plants & Pollinators Workshop

Jul 17, 2026 · 9:00 AM

Foothills Nature Center

0 / 30 spots

Junior Ranger Day at Foothills State Park

Jul 31, 2026 · 9:00 AM

Foothills State Park

0 / 30 spots

Family STEM Build: Catapults

Aug 14, 2026 · 9:00 AM

Mountain View Library — Maker Room

0 / 30 spots

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Step 10: Members register

1. A member clicks the event name to open the event detail page.
2. They click **Register**.
 - For free events, registration is confirmed immediately and a confirmation email is sent.
 - For paid events, the member is taken to a secure checkout page. After payment, they receive a payment confirmation email.

[← All Events](#)

Backyard Astronomy Night

1 / 30 spots remaining

Evening stargazing meetup. Telescopes provided. We'll identify constellations, observe the moon, and (weather permitting) spot a planet or two.

ADD TO CALENDAR

 Add to Google Calendar

 Add to Apple Calendar



DATE & TIME

Tuesday, June 30,
2026
9:00 AM – 11:00 AM



LOCATION

Mountain View
Community Field



SPOTS

1 / 30 registered

Join to register

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Members who are not signed in, or whose membership is not active, see a prompt to join or renew before they can register.

Tracking Registrations

After publishing, you can view who has signed up at any time:

1. From the **Events** list, click the event name.
2. Click **Registrations** in the admin tabs.

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Junior Ranger Day at Foothills State Park — Registrations

Jul 31, 2026

Download PDF

Nametag PDF

Export CSV

All 0

Confirmed 0

Pending 0

Cancelled 0

Newest first

Search...

FAMILY	CONTACT	ATTENDEES	STATUS	REFERENCE	REGISTERED
No registrations yet					

The registrations page shows each attendee's name, registration date, and payment status.

What's next

Now that your first event is live, consider:

- [How to Set Up Membership Plans and Recurring Payments](#) — make sure families are set up with an active plan before your event date
- Adding a recurring event series using the **Recurring event** toggle on the create form

Revision #3

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