

GET INVOLVED

Organize an event with Friends of Ryan

You propose it, we review it, you run it, and Friends of Ryan puts it live. Here is what that looks like, start to finish.



READ THIS ONLINE

friendsofryanalumni.org/organize-an-event

BEFORE YOU START

You need a rough idea of the event and about ten minutes. You do **not** need a date, a venue, or a finished plan — a working title and a description is enough to start the conversation. The form does not save half-finished, so fill it in one sitting.

1. Applying

The form is at friendsofryanalumni.org/apply-organizer. You do not need an account to fill it in.

WHAT YOU MUST FILL IN

- **Your name** and **Email** — how we reach you, and the address your account is created against.
- **Business / organization name** — the group putting the event on. If it is just you, put your own name; it does not have to be a registered company.
- **Phone** .
- **Tell us about the event** — the important one. What is it, roughly when, who is it for, and what do you need from us? This is what gets read when the decision is made, so give it a few real sentences.
- The consent tick-box confirming we can contact you about it.

NAMING THE EVENT

There is a field called **What should we call the event?** If you are proposing something new, type a working title — it does not have to be final. Leave it blank without picking an existing event and the form will stop you with *“Tell us what you would like to call the event, or pick an existing one.”*

WORTH FILLING IN, BUT OPTIONAL

Your position or role, a website, a short description of your organization, a logo, and your Facebook, Instagram, Twitter/X, LinkedIn and TikTok handles. These build your organizer profile and shape how your organization appears if your event has sponsors.

The one conditional field. Tick **Are You An Archbishop Ryan High School Alumni?** and a **Graduation Year** dropdown appears and must be answered. Leave it unticked and that field stays hidden and is never asked for.

2. What happens next

THE MOMENT YOU SUBMIT

- 1 You see a confirmation**
— “Thanks! Your application is in. We'll email you when an organizer reviews it.”
- 2 You get a confirmation email**
confirming we received your event proposal, and a Friends of Ryan admin is notified that it arrived.
- 3 If this is your first time on our site, an account is created for you**
and you get a second email — “Welcome to Friends of Ryan — set your password”. That arrives when you *apply*, not when you are approved, so do not wait for a decision before setting your password. If you already had an account you will not get it, and nothing has gone wrong.

Applying does not give you access yet. Until an admin approves you, you can sign in as a normal member but you will not see any event management tools. If you named a new event it exists only as a private record for the admin to read — it is not on the public site.

ONCE YOU ARE APPROVED

You get an email saying your proposal is approved, with a link straight into your event. From then on, signed in with the account you applied with:

YOU CAN

- + Edit your event — title, description, dates, times, venue, images
- + Set up your ticket types and merch, with prices and stock
- + Review the volunteers, speakers and performers who apply
- + Run the door: sell, scan, and check people in
- + Issue refunds, including after the event
- + See your attendance and your guests' feedback

YOU CANNOT

- Publish your own event — that is an admin decision
- Delete an event, including your own
- See any other event's guests, money or rosters
- Send mass emails — ask an admin and they will send it
- Change sponsors, pricing or financials

3. Setting your event up

Open your event's own page on the site and scroll down — or use the [Manage event](#) button. That panel is where the work happens.

1

Edit Event

Name, description, start and end date and time, registration limit, and your venue. Pick the venue here — the Venues tab elsewhere in the panel is read-only. If the venue you need is not listed, ask an admin to add it.

2

Products — your ticket types

Click [+ New product](#) and it is created against your event automatically. Set the price, the stock, and the sale-open and sale-close dates if you want early-bird and at-the-door tiers. Merch works the same way.

3

Public sign-ups

Turn on volunteer and performer applications if you want people to be able to apply, and set a cap and a deadline for each.

4

Requests

Approve or decline the people who applied to help.

Your event will sit at “Pending”, and that is normal. It stays off the public events page until a Friends of Ryan admin publishes it. That is deliberate — it gives your event a read-through before anyone sees it.

You do not need to do anything to trigger that. Tell an admin when it is ready. For the same reason you cannot delete an event; ask an admin.

WHAT YOU WILL NOT SEE, AND WHY

- **Orders** — raw order records are treasurer and admin work. Your [Attendees](#) tab has who is coming.
- **Raffle, Galleries, Social** — admin-run. Ask if your event needs one.
- **Communications** is visible but read-only: it shows which automated emails have gone out for your event, so you can confirm people were contacted.

4. On the day

The door tools are yours for your event on **any date** — not just the event day — so you can still take a refund a week later.

- **Check-in hub** — your home base at the door. Live count of how many people have arrived, and a jumping-off point to everything below.
- **Scanner** — scan the QR code on a guest's phone, wallet pass or printout. No code to scan? Search them by name, email or order number.
- **Register** — sell tickets and merch at the door. Card, cash or Venmo.
- **Refunds and Transfers** — refund a whole order or single items, or move someone's tickets to another event.

Practise first. Friends of Ryan runs a practice copy of the whole site. Card payments there are fake and emails go nowhere real, so it is the right place to train anyone working your door. Ask an admin to point you at it.

WHO TO ASK

- **Anything about your own event** — the full written how-to lives on the site once you are approved, under Staff Help. Your organizer account opens it automatically.
- **Publishing, deleting, sponsors, mass emails, a new venue** — a Friends of Ryan admin.
- **Anything else** — friendsofryanalumni.org/contact

Ready to start? friendsofryanalumni.org/apply-organizer