



PayPams Event Management Request Form

* indicates required fields

Note: All times in the system are Pacific Standard Time (PST)

Event Name:*																
Event/Purchase ID: (Assigned by Building Secretary)																
Start Date: (if applicable)																
End Date: (if applicable)																
Start Time: (if applicable)																
End Time: (if applicable)																
Days: (if applicable)	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday															
Location:*																
Cost:* (Note: By choosing variable cost and leaving the predefined field empty - users will be able to choose any price)	<input type="checkbox"/> Variable <input checked="" type="checkbox"/> Fixed \$ _____															
Target Account: (Always Individual)	<input checked="" type="checkbox"/> Individual <input type="checkbox"/> Generic															
Grades: *	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> General Public</td> <td><input type="checkbox"/> Pre Kindergarten</td> <td><input type="checkbox"/> Kindergarten</td> </tr> <tr> <td><input type="checkbox"/> Grade 1</td> <td><input type="checkbox"/> Grade 2</td> <td><input type="checkbox"/> Grade 3</td> </tr> <tr> <td><input type="checkbox"/> Grade 4</td> <td><input type="checkbox"/> Grade 5</td> <td><input type="checkbox"/> Grade 6</td> </tr> <tr> <td><input type="checkbox"/> Grade 7</td> <td><input type="checkbox"/> Grade 8</td> <td><input type="checkbox"/> Grade 9</td> </tr> <tr> <td><input type="checkbox"/> Grade 10</td> <td><input type="checkbox"/> Grade 11</td> <td><input type="checkbox"/> Grade 12</td> </tr> </table>	<input type="checkbox"/> General Public	<input type="checkbox"/> Pre Kindergarten	<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 3	<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 6	<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 9	<input type="checkbox"/> Grade 10	<input type="checkbox"/> Grade 11	<input type="checkbox"/> Grade 12
<input type="checkbox"/> General Public	<input type="checkbox"/> Pre Kindergarten	<input type="checkbox"/> Kindergarten														
<input type="checkbox"/> Grade 1	<input type="checkbox"/> Grade 2	<input type="checkbox"/> Grade 3														
<input type="checkbox"/> Grade 4	<input type="checkbox"/> Grade 5	<input type="checkbox"/> Grade 6														
<input type="checkbox"/> Grade 7	<input type="checkbox"/> Grade 8	<input type="checkbox"/> Grade 9														
<input type="checkbox"/> Grade 10	<input type="checkbox"/> Grade 11	<input type="checkbox"/> Grade 12														
Stop Publish Date:* (Deadline For Payment)																
Stop Publish Time: (Not Usually Used)																
Hide Stop Publish Date:	<input type="checkbox"/> (Always Unchecked)															
Allow Scheduled Payments:	<input type="checkbox"/>															
Publish Date:* (Date payments may begin)																
Publish Time: (Not Usually Used)																

Ask Disability Status:	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Always No)
Do NOT Allow User To Purchase:	<input type="checkbox"/> (Not Used)
Description	
Allow Registration:	<input checked="" type="checkbox"/> (Always Checked)
Maximum Registrants:	<input checked="" type="checkbox"/> Unlimited <input type="checkbox"/> Specify
Allow Waiting List:	<input type="checkbox"/>
Waiting List Size:	<input checked="" type="checkbox"/> Unlimited <input type="checkbox"/> Specify <input type="text"/>
Allow Automatic Reservation from Waiting List:	<input type="checkbox"/>
Allow User Reservation Without Payment:	<input type="checkbox"/> (Always Unchecked)
Max Hours after Reservation that have to Register:	<input checked="" type="checkbox"/> Unlimited <input type="checkbox"/> Specify <input type="text"/>
Refund Fee:	
Refund Policy:	
Last Date can get Refund:	
Late Fee:	
Date Late Fee Begins:	
Discount For Free/Reduced Users:	\$ _____ And Or _____ %
Event Manager's Name:	
Event Manager's Email:	
Link to Map:	
Number of Sessions:	
Display Image:	
Active:	<input checked="" type="checkbox"/>