



# *Shanley Dinner Auction*

## **MAESTROWEB EVENT REGISTRATION PRIMER**

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One Individual or Individual Couple Receiving Tax Deduction for Some But Not All Table Attendees

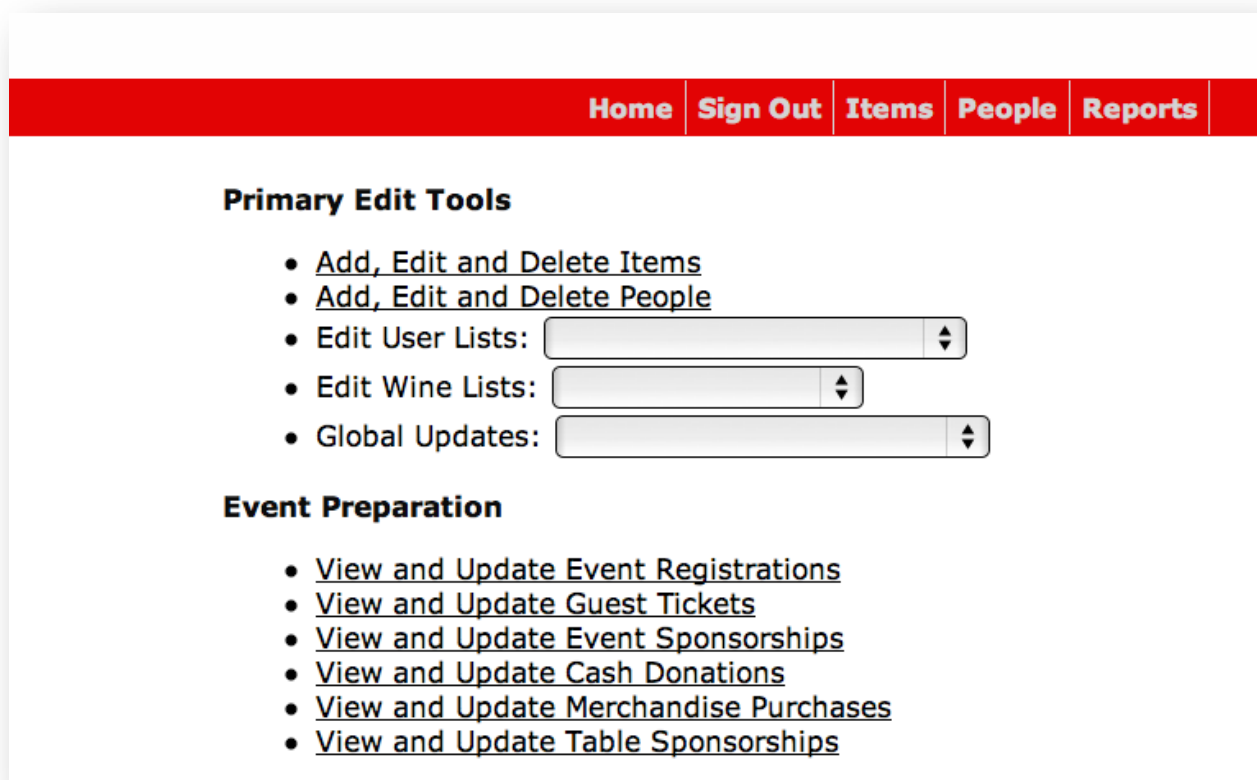
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## **SIGN IN AND PREPARATION**

1. Visit <http://fcsn.maestroweb.com> and sign in. Click on the “Sign In” tab on the red bar.
2. Once you are signed in, click anywhere on the top banner to take you to the administrative page (see below).
3. As you prepare for event registration (registering all Auction attendees), go to *Event Preparation, View and Update Event Registrations*. Much of your work will occur under this header and these screens.



The screenshot displays a web interface with a red navigation bar at the top containing the following tabs: Home, Sign Out, Items, People, and Reports. Below the navigation bar, the page is organized into two main sections:

- Primary Edit Tools**
  - [Add, Edit and Delete Items](#)
  - [Add, Edit and Delete People](#)
  - Edit User Lists:
  - Edit Wine Lists:
  - Global Updates:
- Event Preparation**
  - [View and Update Event Registrations](#)
  - [View and Update Guest Tickets](#)
  - [View and Update Event Sponsorships](#)
  - [View and Update Cash Donations](#)
  - [View and Update Merchandise Purchases](#)
  - [View and Update Table Sponsorships](#)

## **EVENT REGISTRATION – INDIVIDUALS AND INDIVIDUAL COUPLES**

Only for entering individuals or individual couples (1 or 2 person only on RSVP card)

This section pertains to Attendee registration where RSVP cards list either one individual or one couple on a single card.

1. Clicking on *View and Update Event Registrations*, you will be taken to the following screen. You will be redirected to a screen similar to the one below.

ID	Table	Bid	Attendee(s)	Number	Primary Recognition Level	Paid	Amount	Edit
12	4			2	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
13	4			2	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
14	4			2	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
15	4			2	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>

In the upper left hand corner, beneath the red bar, you will see a link entitled “Register an Attendee.” Click on this link to begin the event registration process.

You will be redirected to a screen similar to the one below.

<b>Person:</b> Hills, Brent & Darcie		<b>Table:</b>		<input type="checkbox"/> <b>Quick Check</b>	
<b>Attending</b>	<b>Recognition Level</b>	<b>Meal Choice(s):</b>	<b>QTY</b>	<b>Subtotal</b>	
<input type="checkbox"/> <b>Primary:</b>	Attendee	6 oz. Filet Mignon	1	\$ 100.00	
<input type="checkbox"/> <b>Spouse:</b>	Attendee	Butter Nut Squash Ravioli	1	\$ 100.00	
<b>Guest(s):</b>				\$ 0.00	
<b>Payment Method:</b>		Check	<b>Total</b>	\$ 200.00	
<b>Card or Check Number:</b> (four digits only)			<b>Exp. Date</b>		
<b>Seating Requests:</b>			<b>Purchaser</b>		
<input type="button" value="Submit Registration"/>					

2. Within the *Person* field, locate the individual or couple that is identified on the RSVP card. If the name is not present in the database, refer this RSVP card to Lee Hoedl so he can add in the new attendees to the database.

This particular database is set up so that there can be only one individual or couple attendee for each event registration. If an individual is paying to attend the Shanley Dinner Auction (\$100 per ticket), then they are to be entered as an attendee. Each attendee will be assigned a bidder's number and nametags.

3. Once you've entered the person/couple, continue to the *Table* field. Refer to *Table Assignment* (p. 10) in order to better understand table assigning. Most likely individuals or individual couples will not be
4. In the *Recognition Level* field, enter "Attendee" for the Primary person or "Attendee" for the Primary and Spouse person. Be sure that the corresponding box next to each Attendee is checked.
5. In the *Meal Choice(s)* field, enter in the menu preference of each Attendee. And then enter the QTY as "1" per Attendee. If the database is configured correctly, each Attendee should have a subtotal of \$100.
6. Based on what is printed on the RSVP card (check or credit card number), enter this information in the *Payment Method* field (i.e. Check, VISA, Mastercard, etc.). If a credit card is entered in the *Payment Method* field, then be sure to enter the final four numbers of the credit card number in the *Card or Check Number* field.

If no check or credit card number was included with the RSVP card, enter "Attendee – Not Paid, Pay at Door" in the *Recognition Level* field for each individual.

7. The *Seating Requests* field can be left unless an individual or couple has made note on their RSVP card as to a particular table request.
8. Click *Submit Registration* to register these particular Attendees.

## **EVENT REGISTRATION – COMBINED GROUP**

Only for RSVP cards that contain two more couples or individuals, including complete tables (8 Attendees)

This section pertains to Attendee registration when there is more than one individual or couple listed on a single RSVP card.

1. First of all, double check to see that all parties listed on the RSVP card are in the MaestroWeb database. If the name is not present in the database, refer this RSVP card to Lee Hoedl so he can add in the new attendees to the database.
2. Next identify how this particular table (RSVP card) has been sponsored:
  - **All Attendees Receiving Tax Deduction** - *Does the RSVP card note (on that back) that each couple and/or individual will be receiving the tax deduction?* That means that each individual and individual couple has paid their own registration fee. If so, then treat each individual and individual couple as an event registration under *Individuals and Individual Couples* (p.2).
  - **One Individual or Individual Couple Receiving Tax Deduction for Entire Table** - *Does the RSVP card note one individual or individual couple that will receive a tax deduction for the entire table of Attendees?* That means that this individual or individual couple is “sponsoring” (paying for) this particular table. In this case, first refer to *Table Sponsorship/Table Sponsor Guests* (p. 8) so as to get the Table Sponsorship entered. Second, return to the Attendee Registration screen (see below). And follow the following steps:
    1. Be sure the Table Sponsorship has been completed so that the correct individual or couple is billed for the table.
    2. Enter the Table Sponsor individual or couple as you would a regular Attendee. When you enter the *Recognition Level* field, enter in “Table Sponsor – No Charge” as shown below.

Home Sign Out Items People Reports				
Attendee List				Add New Person
Person:	Antoniuk, Pamela & Stephen Kostecke		Table:	<input type="checkbox"/> Quick Check
Attending	Recognition Level	Meal Choice(s):	QTY	Subtotal
<input checked="" type="checkbox"/> Primary:	Table Sponsor - No Charge	6 oz. Filet Mignon	1	\$ 0.00
<input checked="" type="checkbox"/> Spouse:	Table Sponsor - No Charge	Chicken Wellington	1	\$ 0.00
Guest(s):			+	\$ 0.00
Payment Method:			Total	\$ 0.00
Card or Check Number: (four digits only)			Exp. Date	
Seating Requests:			Purchaser	<input type="checkbox"/>
Submit Registration				

- Complete the Attendee registration, but be sure to enter “No Charge” in the *Payment Method* field.
- Submit the Attendee registration.
- For all the other Attendees listed on the RSVP card, enter each individual or individual couple as a separate Attendee entry. In the *Recognition Level* field, enter “Table Sponsor Guest – No Charge” as shown below. Then enter in their meal preferences and quantity and *Payment Method* as “No Charge.” Again, submit the Attendee registration.

Home Sign Out Items People Reports				
Attendee List				Add New Person
Person:	Ames, Paul & Margo		Table:	<input type="checkbox"/> Quick Check
Attending	Recognition Level	Meal Choice(s):	QTY	Subtotal
<input checked="" type="checkbox"/> Primary:	Table Sponsor Guest- No Charge	Butter Nut Squash Ravioli	1	\$ 0.00
<input checked="" type="checkbox"/> Spouse:	Table Sponsor Guest- No Charge	Butter Nut Squash Ravioli	1	\$ 0.00
Guest(s):			+	\$ 0.00
Payment Method:			Total	\$ 0.00
Card or Check Number: (four digits only)			Exp. Date	
Seating Requests:			Purchaser	<input type="checkbox"/>
Submit Registration				

- One Individual or Individual Couple Receiving Tax Deduction for Some But Not All Table Attendees** - Does the RSVP card appear to have an individual or individual couple sponsoring one or more of the table's Attendees? That means that this individual or individual couple is “sponsoring” (paying for) some of the table's Attendees, but not the entire table.

1. Enter the individual or couple who is sponsoring other individuals/couples as you would a regular Attendee. Select their meal choices and quantity. It should show them being billed at \$100 per meal choice.
2. Under the field of *Guest*, enter "Attendee" (regardless of the number of guests being sponsored) in the *Recognition Level* field.
3. Leave the *Meal Choice* field blank and enter the quantity of meals being sponsored by this individual or couple. In the example below, the couple pays for their meals and also sponsors four other Attendees at their table. You will see that the Primary/Spouse Attendees are charged \$200 for their meals, as well as the \$400 for their four guests. Complete the *Payment Method* as either "Check" or a particular credit card. Submit Registration.
4. In order for the four Attendees to receive bidding numbers, they will also need to be registered. Be sure to enter each individual/couple as Attendees as well. In their unique Attendee registration, you will enter the following:  
*Recognition Level:* Attendee-No Charge  
*Meal Choice:* Enter their specific meal preference  
*Qty:* 1 per meal  
*Payment Method:* No Charge

In these unique Attendee registrations, the Attendees should not show any charges to their account. These registrations are being paid for by one of the other Attendees (individual or couple).

Home   Sign Out   Items   People   Reports				
Attendee List				Add New Person
<b>Person:</b>	Hills, Brent & Darcie	<b>Table:</b>		<input type="checkbox"/> Quick Check
<b>Attending</b>	<b>Recognition Level</b>	<b>Meal Choice(s):</b>	<b>QTY</b>	<b>Subtotal</b>
<input type="checkbox"/> <b>Primary:</b>	Attendee	6 oz. Filet Mignon	1	\$ 100.00
<input type="checkbox"/> <b>Spouse:</b>	Attendee	Butter Nut Squash Ravioli	1	\$ 100.00
<b>Guest(s):</b>	Attendee		4	\$ 400.00
<b>Payment Method:</b>		Check	<b>Total</b>	\$ 600.00
<b>Card or Check Number:</b> (four digits only)			<b>Exp. Date</b>	
<b>Seating Requests:</b>			<b>Purchaser</b>	
Submit Registration				

## **TABLE SPONSORSHIP/TABLE SPONSORED GUESTS**

Only for RSVP cards that indicate that an individual, individual couple or company will be sponsoring the Attendee registrations of an entire table (8 persons).

1. Click on *View and Update Table Sponsorships* under the Event Preparation of the administrative page.

The screenshot shows a web interface with a red navigation bar at the top containing the following tabs: Home, Sign Out, Items, People, and Reports. Below the navigation bar, there are two main sections:

- Primary Edit Tools**
  - [Add, Edit and Delete Items](#)
  - [Add, Edit and Delete People](#)
  - Edit User Lists:
  - Edit Wine Lists:
  - Global Updates:
- Event Preparation**
  - [View and Update Event Registrations](#)
  - [View and Update Guest Tickets](#)
  - [View and Update Event Sponsorships](#)
  - [View and Update Cash Donations](#)
  - [View and Update Merchandise Purchases](#)
  - [View and Update Table Sponsorships](#)

2. You will be redirected to the page shown below. Click on *Add Table Sponsor* in the upper left hand portion of the screen (below the red bar).

The screenshot shows the 'Add Table Sponsor' page with a red navigation bar at the top containing the following tabs: Home, Sign Out, Items, People, and Reports. Below the navigation bar, there is a table with the following data:

#	Table Name(s)	Sponsor(s)	Company	Type	Amount	Date Paid	
2	Magelky	Magelky, Michael & Barbara		Full Table Sponsorship	\$800.00	3/29/2012	<a href="#">Edit</a>
4	Expressway Suites		Expressway Suites	Full Table Sponsorship	\$800.00	3/29/2012	<a href="#">Edit</a>
6	Dahl	Dahl, Benjamin & Lindsey		Full Table Sponsorship	\$800.00	3/30/2012	<a href="#">Edit</a>
9	Mac's Inc.		Mac's, Inc.	Full Table Sponsorship	\$800.00	3/30/2012	<a href="#">Edit</a>
<b>Total:</b>					<b>\$3,200.00</b>		

3. You will be redirected to the page shown below.

Home		Sign Out	Items	People	Reports
<b>Table Sponsor:</b>	<input type="text"/>	<b>Room:</b>	<input type="text"/>		
<b>Table Sponsorship:</b>	<input type="text"/>	<b>Amount: \$</b>	<input type="text"/>		
<b>Table Name:</b>	<input type="text"/>	<b>Table:</b>	<input type="text"/>		
<b>Payment Method:</b>	<input type="text"/>	<b>Exp. Date:</b>	<input type="text"/>		
<b>Card Number:</b> (last four digits only)	<input type="text"/>	<input type="button" value="Submit Sponsorship"/>			

4. You will choose the individual, individual couple or company for the *Table Sponsor* field.
5. You will enter the *Table Sponsorship* field as “Full or Half Table Sponsorship.”
6. The *Amount* field will automatically enter \$800 for a full table sponsorship.
7. The *Table Name* field can be any designation, but it might best serve to enter the name of the sponsoring individual, couple or company.
8. In the *Table* field, sequentially choose the table number next in line.
9. In the *Payment Method* field, enter either “Check” or a particular credit card charge, as well as expiration date and last four digits (if using a credit card charge).
10. Submit Sponsorship.

## TABLE ASSIGNMENT

Assigning all Attendees to specific tables at the Shanley Dinner Auction

1. Click anywhere on the top banner to take you to the administrative page. Under *Additional Administrative Tools*, click on *Configuration Tools* and scroll down to *Table Assignments*. You will be directed to the screen below.

Home Sign Out Items People Reports					
Update Selected Table Assignments(s)			Update Entire List		
Select	Attendee(s)	Table	Bid	Recognition Level	Number
<input type="checkbox"/>		4-Expressway Suites		Table Sponsor Guest- No Cost	2
<input type="checkbox"/>		4-Expressway Suites		Table Sponsor Guest- No Cost	2
<input type="checkbox"/>		4-Expressway Suites		Table Sponsor Guest- No Cost	2
<input type="checkbox"/>		4-Expressway Suites		Table Sponsor Guest- No Cost	2
<input type="checkbox"/>	Alderman, Shane & Laura	10		Attendee	2
<input type="checkbox"/>	Berger, Michael & Tina	2-Magelky		Table Sponsor Guest- No Cost	2
<input type="checkbox"/>	Campbell, Kevin	9-Mac's Inc.		Table Sponsor Guest- No Charge	1
<input type="checkbox"/>	Conner, Chris & Brad	8		Not Paid - Pay At the Door	2
<input type="checkbox"/>	Cooper, Charles & Kelly	8		Not Paid - Pay At the Door	2
<input type="checkbox"/>	Dahl, Benjamin & Lindsey	6-Dahl		Table Sponsor Guest- No Charge	2
<input type="checkbox"/>	Dahl, Daniel	6-Dahl		Table Sponsor Guest- No Charge	1
<input type="checkbox"/>	Dahl, Terri	6-Dahl		Table Sponsor Guest- No Charge	1
<input type="checkbox"/>	Dew, Jim & Kari	7		Attendee	2
<input type="checkbox"/>	Dukart, Eric & Katie	5-Dukart		Attendee	2

2. You will notice that all entered Attendees, whether assigned to a particular table or not, are in alphabetical order. From here, you can select an individual/couple and assign them to a specific table in the Table column.

Home Sign Out Items People Reports								
Register an Attendee				Table Assignments				
ID	Table	Bid	Attendee(s)	Number	Primary Recognition Level	Paid	Amount	Edit
33			Gray, Donna	1	Attendee- No Charge	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
24			McCormick, Greg & Angie	2	Attendee	<input checked="" type="checkbox"/>	\$200.00	<a href="#">Details</a>
23			Sweeney, Joe & Kim	2	Attendee	<input checked="" type="checkbox"/>	\$200.00	<a href="#">Details</a>
37			Wanzek, Jon & Lori	2	Attendee	<input checked="" type="checkbox"/>	\$200.00	<a href="#">Details</a>
36			Wright, Aaron & Michelle	2	Attendee	<input checked="" type="checkbox"/>	\$200.00	<a href="#">Details</a>
1	1		Hoedl, Lee & Dr. Diann	2	Attendee	<input checked="" type="checkbox"/>	\$200.00	<a href="#">Details</a>
3	1		Jaeger, Roger & Debby	2	Attendee	<input checked="" type="checkbox"/>	\$200.00	<a href="#">Details</a>
2	1		Noack, Steve & Cindy	2	Attendee	<input checked="" type="checkbox"/>	\$200.00	<a href="#">Details</a>
4	1		Seger, Jason & Jackie	2	Attendee	<input checked="" type="checkbox"/>	\$200.00	<a href="#">Details</a>
8	2		Berger, Michael & Tina	2	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
6	2		Magelky, Josh	1	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
5	2		Magelky, Michael & Barbara	2	Table Sponsor - No Charge	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
7	2		Millirons, Dennis	1	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
9	3		Magelky, Jeremy	2	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
10	3		Nordness, Mike & Kathy	2	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
11	3		Shannon, Marc & Sue	2	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>
12	4			2	Table Sponsor Guest- No Cost	<input checked="" type="checkbox"/>	\$0.00	<a href="#">Details</a>

3. Under *Event Preparation*, in the administrative page, click on *View and Update Event Registrations* and you will be taken to the screen above. You will see all the Attendees registered and the present table to which they are assigned. This is a handy cross-reference to see who is and isn't assigned to a table.
4. You can go back to the Table Assignment screen by clicking on the link in the upper right hand corner of this screen, below the red bar.

**CANNOT ATTEND/DONATION**

Only for RSVP cards that have checked off the box “I am unable to attend, but wish to make a donation” (see below).

*Shanley Dinner Auction*

For additional information contact: Lee Hoedl  
701.893.3270 • Lee.Hoedl@fdjp2.k12.nd.us

**Reservations:** Tickets will not be mailed in 2012.  
Please check in at the Registration Table when you arrive.

Ticket(s) at \$100 per person (Tax deduction: \$55 per ticket)  
 Table(s) of 8 at \$800 each\* (Tax deduction: \$55 per ticket)  
 I am unable to attend, but wish to make a donation

*\* Please list names, addresses and phone numbers of guests for table on back.*

**Menu:** Please indicate the number of each.

Chicken Wellington  
 6 oz Filet Mignon  
 Butter Nut Squash Ravioli

**Contact:** Please RSVP by April 9

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone (Please include area code) \_\_\_\_\_

**Payment:**

Check Enclosed. Check # \_\_\_\_\_  
 Visa    Discover    Mastercard

Card Number \_\_\_\_\_      Expiration Date \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_

*Please make checks payable to the JP II Schools. Tables reserved for less than eight will be filled at the discretion of the committee.*

For these particular cases, Lee Hoedl will process these donations as “general cash donations” within the Shanley Dinner Auction. Refer all these particular RSVP cards to him.