



MyEvents

Group, Member and Event Management

Instructions for Group Admins on how to use the My Events Application v1

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Specification Revision Summary

Revision	Date	Summary of Changes
1	09/07/2026	Initial Release

Logging In



Secure Login

Email address

admin@myevents.org.uk

We'll never share your email with anyone else.

Password

.....

☐ Accept [Terms & Conditions](#)

[Forgotten Password](#)

Login

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In order to access the system all users will be required to login. Initially, when we set your system up for you, we'll add one Admin user who will then be able to add additional users.

Note – the image at the top can be changed so that your version of the application will bear your group branding.

Landing Page - System Admins and Event Organisers



[Add Event](#)

Event Date	Description	Organiser	No Of Attendees	Pre-Order Required
16/07/2026	Monthly Group Meeting	Sally Jones	6	☐
23/07/2026	July Quiz Night	John Smith	3	☐
05/08/2026	Theatre Trip - Birmingham	John Smith		☐
08/08/2026	Canal trip	EricaAnne	4	☐
11/08/2026	Meal at the Harvester	Sally Jones		☒
20/08/2026	August Quiz Night	John Smith		☐
24/09/2026	September Quiz Night	John Smith		☐
12/03/2027	Coach trip to London	EricaAnne	3	☐

The landing page for System Admins and Event Organisers will always be the Events listing page. Members will have limited functionality and will be redirected to their own My Events page which will list all the future events that they're down to attend.

Event Details will be discussed later in this document.

Landing Page - Members

☰

My Events

Date	Description	Payment Status	Total Cost	Balance Outstanding
16/07/2026	Monthly Group Meeting		£0.00	£0.00
23/07/2026	July Quiz Night		£0.00	£0.00
08/08/2026	Canal trip	Paid in full	£12.00	£0.00
12/03/2027	Coach trip to London	N/A	£45.00	£45.00

Members have limited functionality, just the ability to see their upcoming events and to change their password.

System Settings


System Settings
Description
Expiry Warning Limit Days
Probation Time Period Days
Show Address
Show Membership Payments
Use Set Term Expiry Periods

There are a number of System Settings that the System Admin can change to suit how your group works. Shown above alphabetically but documented below in a practical order.

Use Set Term Expiry Periods

If your group doesn't set limits on each members membership you could simply create one Term Expiry Period date that was far into the future such as 01/01/2050 and every member will automatically be assigned that date and you never need to worry about memberships expiring again.

Alternatively, if you do have limits on membership terms, such as 12 months, then you have two choices

- DO NOT use Set Term Expiry Periods – this means that you can set any date you wish on a per member basis. Assuming an annual membership scenario Member A joins on 5th August 2026 and expires on 5th August 2027 whereas Member B joined on 18th April 2026 and will expire on 18th April 2027.
- DO use Set Term Expiry Periods – in this scenario your annual membership runs from 1st January to 31st December or 1st June to 31st May each year. If you choose to this option you will be able to create all the Membership Term Expiry Dates into the future and all memberships will require renewing on the same date each year.

Expiry Warning Limit Days

Assuming that you do utilise Membership Term Expiry Dates in either form it's nice to know whose membership is coming up for renewal in advance so that you can prompt the member. This is especially useful if your group charges for membership. The default setting is 14 days. There is a filter option on the Members listing page to see those members that are nearing expiry.

Probation Time Period Days

You may choose to put new members on probation in order for them to see if your group is right for them and vice versa. This is especially useful if you charge for membership but like to give new members a free trial period. The default setting is 56 days (8 weeks) from the date of joining.

There is a filter option on the Members listing page (which utilises the Expiry Warning Limit Days setting) to see those probationary members that are nearing expiry.

Note – 'Probationary Member' is the default status whenever a new member is added. If you don't have a probationary period we can change a setting so that on your system the default is 'Full Member'.

Show Address

Set this option to Yes (ticked) if you wish to be able to capture the Member's address on the Member Details page.

Show Membership Payments

If you require payment for membership of your group you can choose to enable the Payments section on the Member Details page. If not then you can turn it off.

Members Listing



Members

View All Members ▼

Search Enter Search Text... ▼ X Add Member

Facebook Name	Alternate Name	Joining Date	Status	Expiry Date
Alex Cooper		08/07/2026	Full Member	15/04/2027
EricaAnne	Erica Anne Day	08/07/2026	Full Member	19/05/2027
John Smith		08/07/2026	Full Member	10/08/2031
Sally Jones		24/06/2026	Full Member	16/10/2026
Bill Bradley		12/05/2026	Probationary Member	07/07/2026 EXPIRED
Karen Jensen		08/07/2026	Probationary Member	02/09/2026
Leslie Mann		08/07/2026	Guest	N/A
Steve Pemberton		08/07/2026	Lapsed Member	EXPIRED

Members are listed by Status (Full Members first, then Probationary Members etc) and then alphabetically within each status grouping.

The contents of the Search dropdown is filtered as you type.

Member Details

Part 1

Member Details

Facebook Name	Alex Cooper
Member Level	Member
Joining Date	08/07/2026
Status	Full Member
Alt/Other Name	
Email	alex@myevents.org.uk
Mobile	
Address	
Postcode	
Allergies / Dietary Requirements	Vegetarian
Next of Kin	
Next of Kin No.	
Notes	
Term Expires	15/04/2027 - not applicable to Probationary or Guest Members

The amount of information that you choose to record is up to you. The minimum we need is

- Facebook Name
- Member Level – Member, Admin/Event Organiser or System Administrator. **Note** – only System Admins can set another user as a fellow System Administrator.
- Joining Date – defaults to today
- Status
- Term Expires

The rest of the information depends on how your group works. The email address is needed if you intend to allow your members to access the site in order to see their events. Next of Kin details may prove useful in the event of an emergency whilst out at a group event etc.

Part 2

Term Expires  - not applicable to Probationary or Guest Members

Membership Fee Payments

Date	Amount	Notes
No records to display.		

Future Events

Date	Description	Payment Status	Total Cost	Balance Outstanding
16/07/2026	Monthly Group Meeting		£0.00	£0.00

Periodic membership payments can be recorded if required.

Part 3

Future Events

Date	Description	Payment Status	Total Cost	Balance Outstanding
16/07/2026	Monthly Group Meeting		£0.00	£0.00
23/07/2026	July Quiz Night		£0.00	£0.00
08/08/2026	Canal trip		£12.00	£12.00
12/03/2027	Coach trip to London	Paid in full	£45.00	£45.00

Past Events (Max 10)

Date	Description	Failed To Attend
No records to display.		

The final section of the page lists all the upcoming events for the current member and up to 10 of their past events. This can be useful when determining how active a member is or has been.

Expenses

Expenses

Add Expense

Expense Date	Registered By	Description	Amount	Claimed	Claimed Date
No records to display.					

Expense Details

Date

09/07/2026

Description

Amount

Claimed

☐

Current Photo

NO
PHOTO

Select New Image

Select

Cancel

Save

Save & Add Another

This is probably only relevant if you have a membership fees pot from which you can withdraw expenses.

The expense claim is added by whichever Admin is making the claim and then later marked as 'Claimed' once the expense has been taken from group funds.

This isn't intended as a full accounting system but rather a simple means of recording how much was spent, on what and by whom.

Event Details

Part 1

Event Details

Title

Canal trip

Organiser

EricaAnne

Date

08/08/2026

Payment At Event

☒ Cash or Card ☐ Card Only ☐ Cash Only

Pre-Order Req.

☒ No ☐ Yes

Notes

Full Cost

12.00

Apply Cost

Where no cost has yet been assigned to attendee

Deposit

0.00

Save

Cancel

Delete

Attendees

Add Attendee

No. Attendees = 4

Total Cost = £48.00

Total Rec'd = £12.00

	Pymt							
--	------	--	--	--	--	--	--	--

Part 2

Attendees

Add Attendee

No. Attendees = 4

Total Cost = £48.00

Total Rec'd = £12.00

Name	Pymt Status	Food	Starter	Main	Dessert	Cost	Balance	Notes
Alex Cooper	N/A					12.00	12.00	
EricaAnne	Full Payment Received					12.00	0.00	
John Smith	N/A					12.00	12.00	
Karen Jensen	N/A					12.00	12.00	

Export To Excel

Export To PDF

All Attendees List

Table Plan List

The basic information required for an event is a Title, an Organiser and a date.

In the attendees grid we can see that the cost has been applied to all attendees with just EriceAnne having paid thus far.

www.myevents.org.uk

If the event has a fee it's best to set the full cost and, if applicable, the deposit values prior to adding any attendees. If you forget you can apply the cost to existing attendees by clicking the 'Apply Cost' button.

The default view is of 'All Attendees' but if you're attending an event where members are going to be split across multiple tables you can use this view prior to using one of the two export options – to Excel or to PDF.

Add Attendee

Attendee Details

Member

▼

Add Member

Name

Table No.

1

▼

Select if applicable

Notes

Food

☐

Starter

Main

Dessert

Add a Payment

☒ No - N/A (Free Event)

☐ No - Awaiting Payment

☐ Deposit Received

☐ Full Amount Received

0.00

Save

Cancel

When adding a new attendee the above page is shown. The 'Deposit Received' value will default to whatever was set on the Event Details page – but you can edit it to another amount if required.

All details can be edited later so if you don't know if they're coming for food prior to the main event or what pre-order meal choices the member will want they don't need to be completed at this stage.

Edit Attendee

Part 1

Attendee Details

Member

EricaAnne (Erica Anne Day) - Full Member

▼

Add Member

Name

EricaAnne

Payment

☐ Awaiting Payment

☐ Deposit Received

☒ Full Payment Received

☐ N/A

Table No.

1

Select if applicable

Notes

Food

☐

Starter

Main

Dessert

Additional Payment Received

☐ For options over and above Set Menu price

Save

Cancel

Delete

Part Payments

Total Cost

12.00

Amount Outstanding

0.00

Update

Part 2

Part Payments

Total Cost

12.00

Amount Outstanding

0.00

Update

Date	Amount	Notes
07/07/2026	£12.00	

Add Payment

Failed To
Attend

☐ To track 'no shows'

Update &
Close

All the part/full payments can be recorded. Whilst the default event cost may be £12 the individual 'Total Cost' can be edited if, for example, the member has chosen an alternative set menu option which requires additional payment.

The 'Failed To Attend' option can be used after the event, if required, to keep track of 'no shows' – which can be particularly useful with free events where people change their mind about attending but don't bother to notify the event organiser in advance.