

# DJ Event Planner Instructions

## Top Tips

[Dashboard](#) (calendar): Click on date, and details of each scheduled event for that day appear in R column.

[Database Structure](#): An unlimited number of event records can attach to a client record.

[Search Box](#): A quick way to find a record. On top of each page. Type name, org, date, district in box.

[Source Fields](#): There are 2 source fields in the client record: General & specific. Ignore the one in evt.

[Child's Name & School Fields](#) in Client Record: Ask family show clients if their kids want newsletter.

[Setup Time](#): Generally 15 mins prior to starttime. (30 mins if assembly & setting up backdrop.)

[Event Page Fields](#): Learn procedures for key event page fields.

[Emailing Client from Dropdown box](#). Stores email in record.

[Mass Edit](#): Change multiple records at a time. E.g. cancel, time change, instructor change,...

[Next Action](#): Use to schedule calls.

[Duplicate Event Records](#): Quickly create a record for each class or camp date.

[Post Event Comments](#)

[Confirming Employees](#)

[Equipment Reserving](#): e.g. backdrop

[Adding Payments](#)

[Time Off for Employees](#): Requesting, Managing

[Emailing up to 10 Employees at Once](#)

[Viewing an Employee's Assigned Events](#)

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## LOGGING ON

Go to: <http://abrakid.net>

Enter your user name & password.

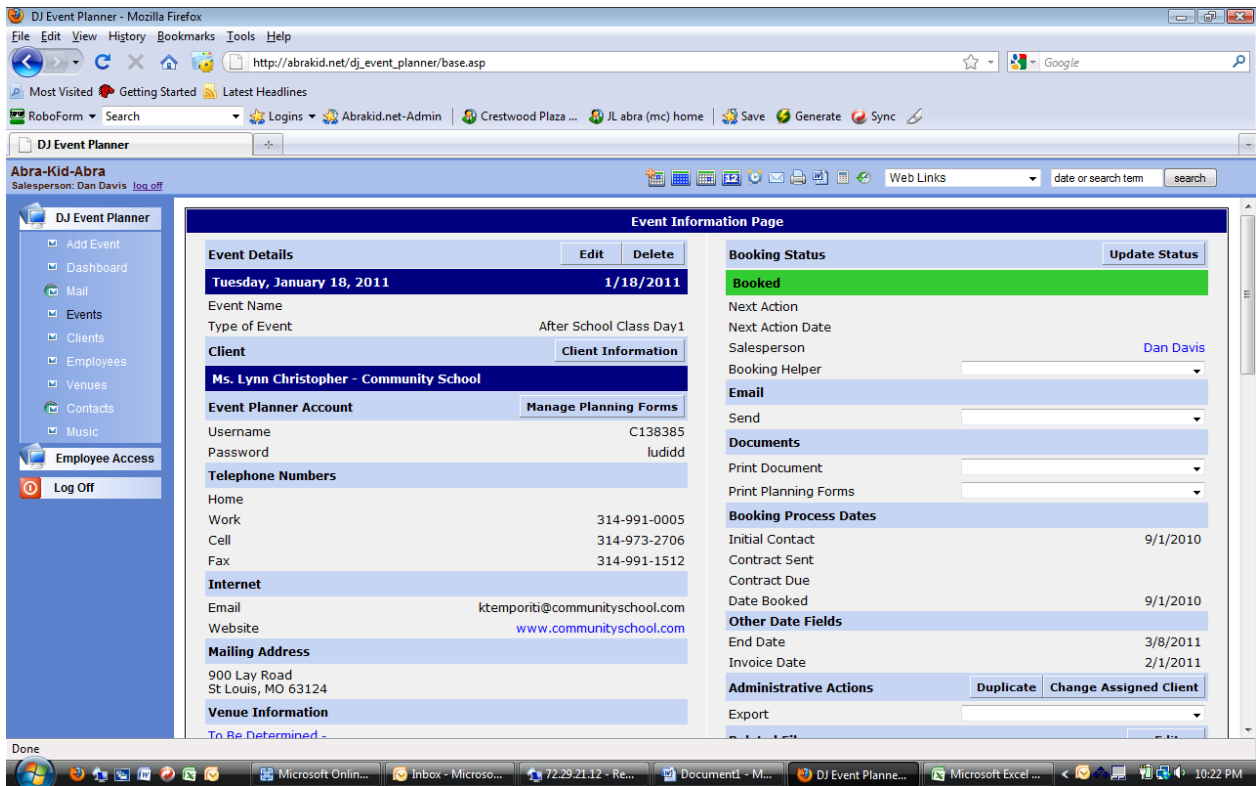
The opening screen is called the dashboard. In the left column, click on DJ Event Planner and the menu bar expands (see below).

The screenshot shows the DJ Event Planner interface. On the left is a navigation menu with options like 'Add Event', 'Dashboard', 'Mail', 'Events', 'Clients', 'Employees', 'Venues', 'Contacts', 'Music', and 'Employee Access'. The main area features a calendar for January 2011. Events are color-coded: green for 'Booked' and pink for 'Req Info'. The right sidebar provides details for the selected date, Tuesday, January 18, 2011. It shows the booking status as 'Available' and lists three events, each with a 'Status: Booked' label and a link to 'After School Class Day1'. The events are for Community School (Lynn Christopher), Wilson School (Miguel Figueras), and Bowles Elementary School (Philomena Burke). Each event entry includes the time, package, venue, and assigned person.

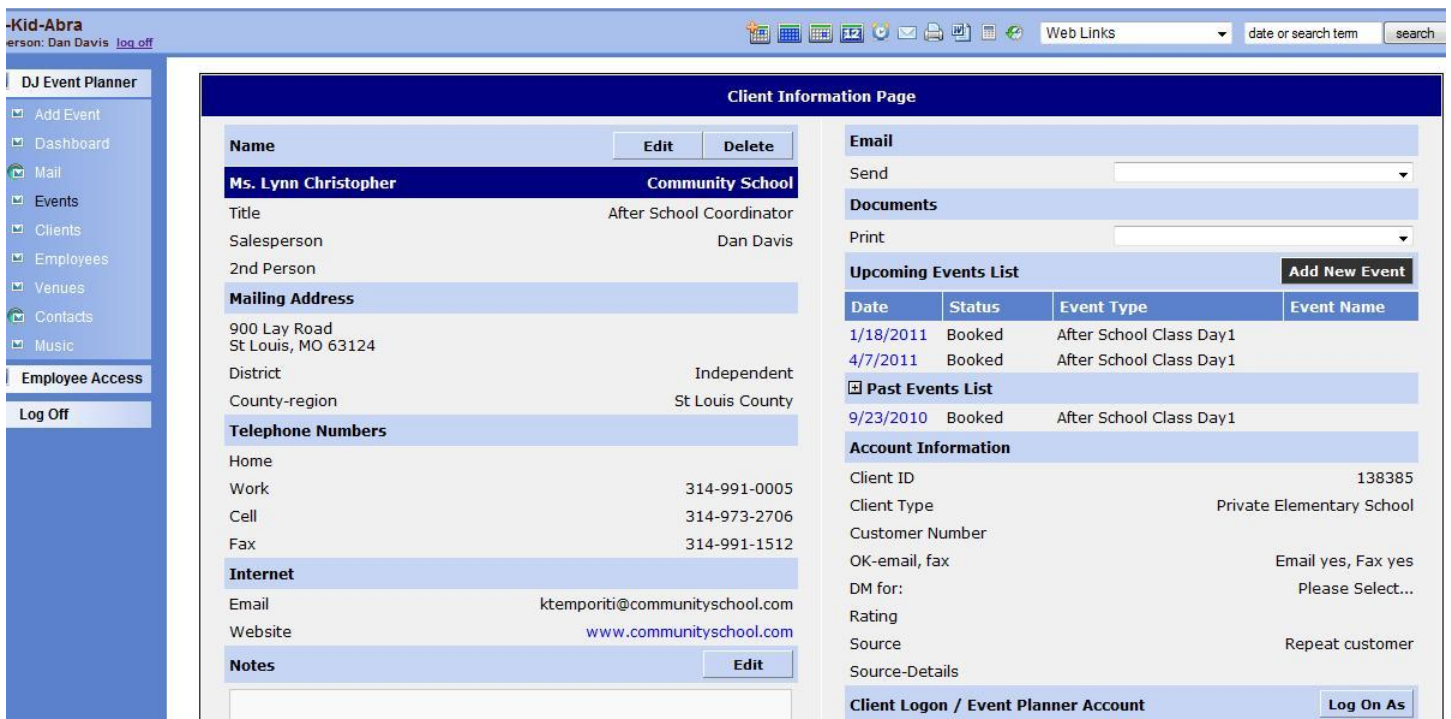
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 9:40 AM 9:55 AM 10:20 AM 10:35 AM 1:00 PM 1:35 PM 3:45 PM
2	3 9:10 AM	4	5	6	7	8
9	10	11 Booked:2	12 Req Info:1	13 Req Info:1	14	15
16	17 Req Info:1	18 Booked:3	19 Booked:2	20 Booked:1	21	22
23 Booked:3	24 Booked:3	25 Booked:4	26 Booked:5	27 Booked:2	28 Booked:1	29 Booked:1

The calendar in the dashboard lists events. Booked events are in green, events that have requested info are in pink,...

Click on a numbered date, and a detail box for events on that date appears on the right sidebar. Each detail box has 2 hyperlinks. Click the left one (in this case, "After School Class Day 1") and it takes you to the event records, providing more details on it.



Click the one on the right (e.g. Community School) and it takes you to the client record, providing more info on the client (see below).



Back to the dashboard calendar, click the one on one of the "booked"s (e.g. Jan 18) and it lists each event for that day on the page.

The screenshot shows the DJ Event Planner web application in a Mozilla Firefox browser. The URL is [http://abrakid.net/dj\\_event\\_planner/base.asp](http://abrakid.net/dj_event_planner/base.asp). The page title is "Abra-Kid-Abra" and the salesperson is Dan Davis. The left sidebar contains a menu with options: Add Event, Dashboard, Mail, Events, Clients, Employees, Venues, and Contacts. The main content area displays an "Event List" table with columns: Date, Status, Next Action, Next Action Date, Organization, Client, Package, Event Type, and V. The table contains three rows of event data. A search box in the top right corner is circled, with the text "date or search term" next to it.

Date	Status	Next Action	Next Action Date	Organization	Client	Package	Event Type	V
1/18/2011	Booked	Print Fliers	10/15/2010	Wilson School	Miguel Figueras	Wonders with Numbers 8 wk class	After School Class Day1	Wilson 5 Clayton
1/18/2011	Booked			Community School	Lynn Christopher	Circus Arts Class--7 weeks	After School Class Day1	To Be D
1/18/2011	Booked			Bowles Elementary School	Philomena Burke	Circus Arts Class--6 weeks	After School Class Day1	To Be D

Total Events Displayed: 3

Click on a date to get to the event page shown earlier, or on the organization or client to get to the client page.

## DATABASE STRUCTURE—CLIENT & EVENT RECORDS

Event records are each attached to a client record. Any client record can have an unlimited number of event records attached.

## NAVIGATING, FINDING RECORDS

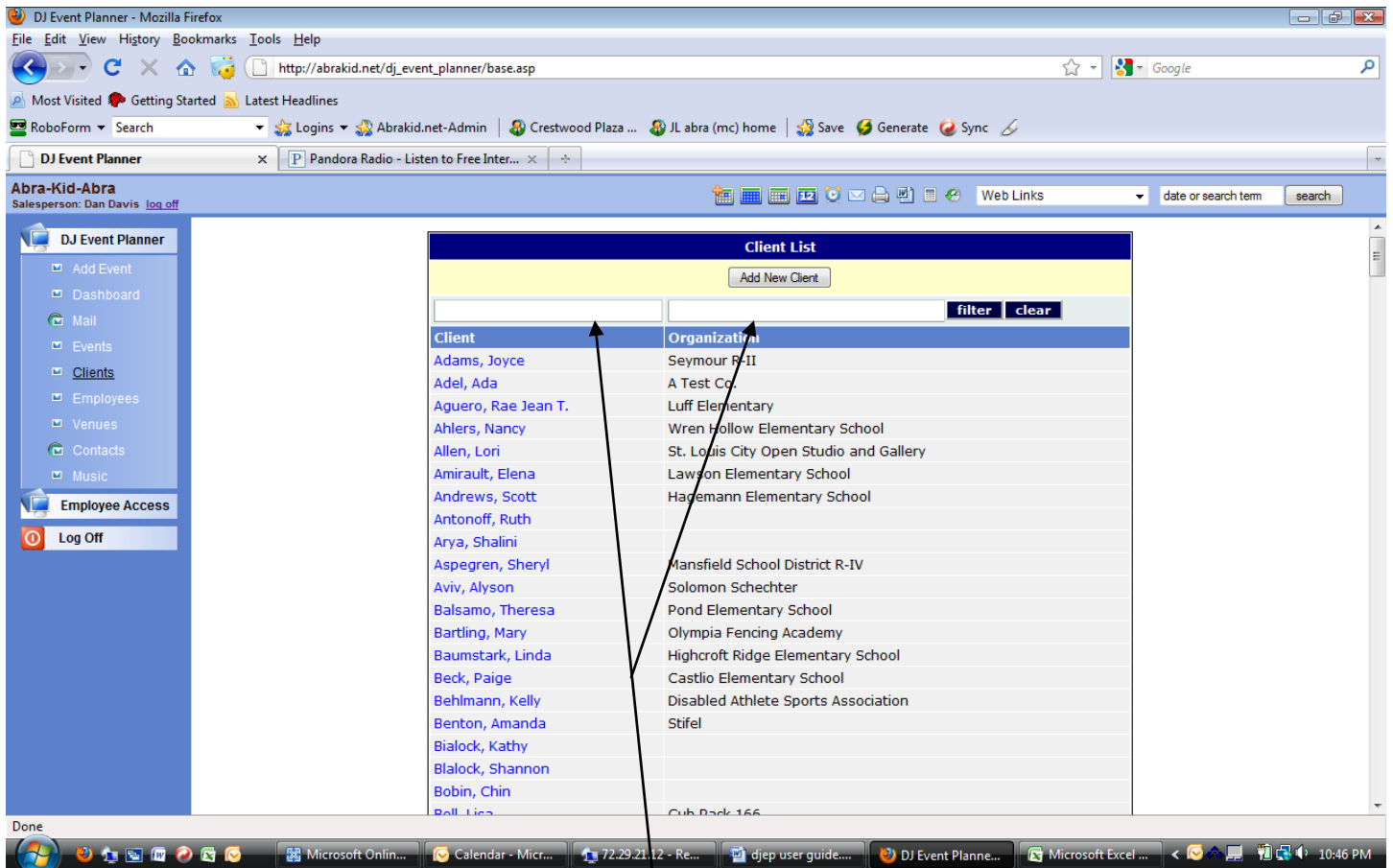
There are lots of ways to navigate to records. E.g.

--search box. In the upper right part of all screens is a search box (circled above). Type, e.g. a client name, organization, or date. It returns any it finds. You can then click to go to the record. E.g. if I type "Lefton", here is what I get:

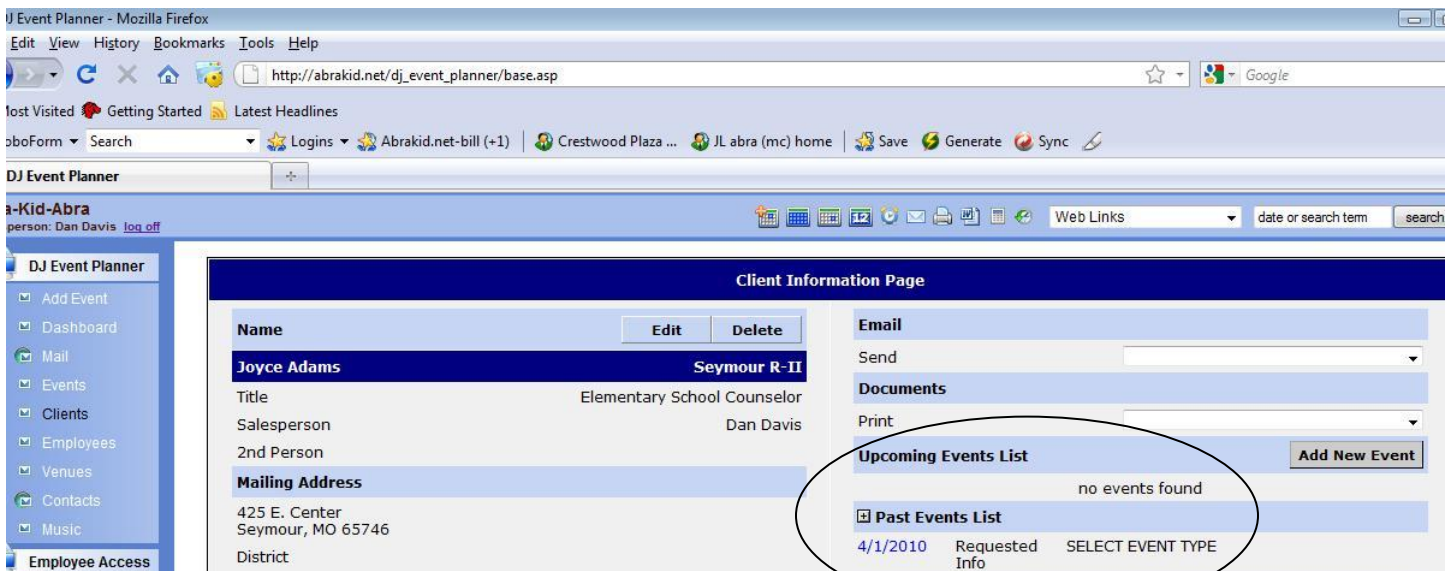
The screenshot shows the DJ Event Planner web application in a Mozilla Firefox browser. The URL is [http://abrakid.net/dj\\_event\\_planner/base.asp](http://abrakid.net/dj_event_planner/base.asp). The page title is "Abra-Kid-Abra" and the salesperson is Dan Davis. The left sidebar contains a menu with options: Add Event, Dashboard, Mail, Events, Clients, Employees, Venues, and Contacts. The main content area displays a "Search Results" box. The search box contains the text "lefton" and a "Search" button. Below the search box, there are sections for "Clients", "Contacts", and "Employees". The "Clients" section shows "Jeff Lefton - Abra-Kid-Abra" with a link to "View Event List For These Clients". The "Contacts" section shows "Bry Lefton" and "J Lefton". The "Employees" section shows "Jeff Lefton".

Search Results	
Searched For: lefton	show fields searched
<b>Clients</b>	
Jeff Lefton - Abra-Kid-Abra	last name, full name, email
<b>Contacts</b>	
Bry Lefton	last name, full name
J Lefton	last name, full name
<b>Employees</b>	
Jeff Lefton	last name, full name, email

--Client record. Enter a client name in the search box, search for it, and click on the name, bringing you to the client record. (Or, in the menu column on the left, click DJ Event Planner, then Clients.

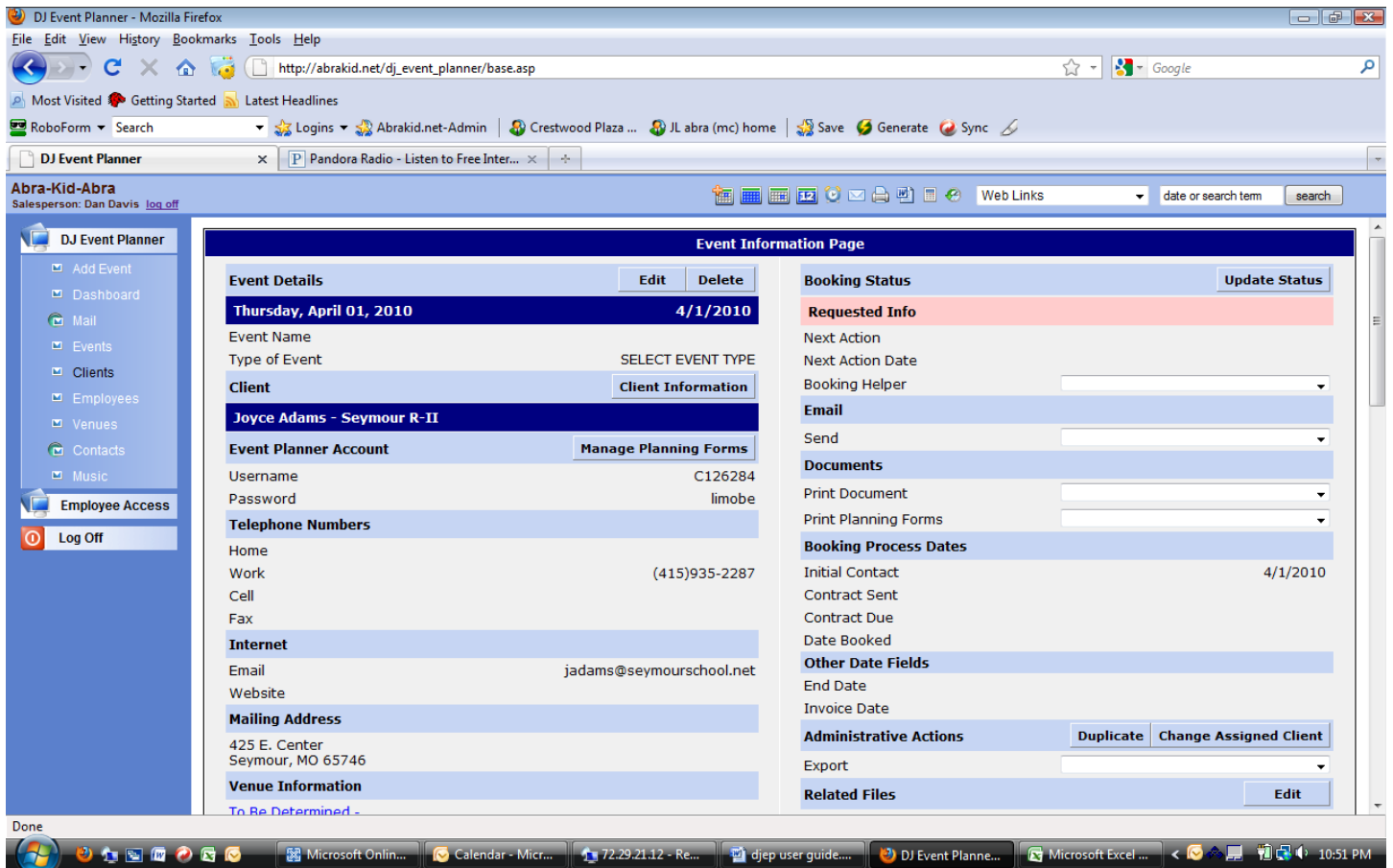


An alphabetical listing of clients appears. Click on the one you want. Or type the client or organization's name in the appropriate white box to narrow the choices; then click on the one you want. Either way, you are taken to the client page.



If any events are attached, their dates will be listed. Click on the hyperlinked event date and it takes you to the event record.





--Event record. You can also start with the event record (above) and, from there, access the client record. In the menu column, click DJ Event Planner, then Events. A listing of upcoming events appears.

Event List								
Upcoming Events								
Any Status								
All Event Types								
Salesperson: Any								
Any Package								
Apply Filter								
Date	Status	Next Action	Next Action Date	Organization	Client	Package	Event Type	Venue
1/11/2011	Paid In Full	Wait For Decision		Rossman Schools	Ben Essenburg	Wonders with Numbers 6 wk class	After School Class Day1	To Be Determined
1/11/2011	Booked			City Academy	Anthony Lemons	Little Entertainers Class	After School Class Day1	City Academy St. Louis, MO
1/11/2011	Booked			Solomon Schechter	Alyson Aviv	Balloonatics Camp	After School Class Day1	Solomon Schechter Creve Coeur, MO
1/13/2011	Requested Info				Tonya Brooks	To Be Determined	Show: Birthday Party	To Be Determined
1/17/2011	Requested Info				Regina Cleary	To Be Determined	Birthday Party	To Be Determined
1/18/2011	Booked			Community School	Lynn Christopher	Circus Arts Class--6 weeks	After School Class Day1	To Be Determined
1/18/2011	Booked			Bowles Elementary School	Philomena Burke	Circus Arts Class--6 weeks	After School Class Day1	To Be Determined
1/18/2011	Booked	Print Fliers	10/15/2010	Wilson School	Miguel Figueras	Wonders with Numbers 8 wk class	After School Class Day1	Wilson School Clayton, MO
1/19/2011	Booked			Stanton Elementary School	Jerre Wippermann	Circus Arts Class--6 weeks	After School Class Day1	To Be Determined
1/19/2011	Booked			St. Francis of Assisi School	Greg Sturgill	Thinking Outside the Hat--8 wk class	After School Class Day1	St. Francis of Assisi School St. Louis, MO
1/20/2011	Booked			Ridge Meadows Elementary School	Becky Ryberg	Circus Arts Class--6 weeks	After School Class Day1	To Be Determined
1/24/2011	Booked			Trautwein Elementary School	Donna Wagonner	Wonders with Numbers 6 wk class	After School Class Day1	Trautwein Elementary School St. Louis, MO

Click on the date to access the event page (pictured below).

**DJ Event Planner**

Add Event  
Dashboard  
Mail  
Events  
Clients  
Employees  
Venues  
Contacts  
Music  
Employee Access  
Log Off

### Event Information Page

**Event Details** [Edit](#) [Delete](#)

**Thursday, April 01, 2010** **4/1/2010**

Event Name  
Type of Event [SELECT EVENT TYPE](#)

**Client** [Client Information](#)

**Joyce Adams - Seymour R-II**

**Event Planner Account** [Manage Planning Forms](#)

Username C126284  
Password limobe

**Telephone Numbers**

Home  
Work (415)935-2287  
Cell  
Fax

**Internet**

Email jadams@seymourschool.net  
Website

**Mailing Address**

425 E. Center  
Seymour, MO 65746

**Venue Information**

To Be Determined -

**Booking Status** [Update Status](#)

**Requested Info**

Next Action  
Next Action Date  
Booking Helper

**Email**

Send

**Documents**

Print Document  
Print Planning Forms

**Booking Process Dates**

Initial Contact 4/1/2010  
Contract Sent  
Contract Due  
Date Booked

**Other Date Fields**

End Date  
Invoice Date

**Administrative Actions** [Duplicate](#) [Change Assigned Client](#)

Export

**Related Files** [Edit](#)

To access the client page to which this event record is attached, click on the client's name or the client information button (each circled above) and the client page appears (pictured below).

**DJ Event Planner**

Add Event  
Dashboard  
Mail  
Events  
Clients  
Employees  
Venues  
Contacts  
Music  
Employee Access  
Log Off

### Client Information Page

**Name** [Edit](#) [Delete](#)

**Joyce Adams** **Seymour R-II**

Title Elementary School Counselor  
Salesperson Dan Davis  
2nd Person

**Mailing Address**

425 E. Center  
Seymour, MO 65746  
District  
County-region

**Telephone Numbers**

Home  
Work (415)935-2287  
Cell  
Fax

**Internet**

Email jadams@seymourschool.net  
Website

**Notes** [Edit](#)

(12/28/2010 at 11:15:45 AM - Dan Davis)

**Email**

Send

**Documents**

Print

**Upcoming Events List** [Add New Event](#)

no events found

**Past Events List**

4/1/2010 Requested Info [SELECT EVENT TYPE](#)

**Account Information**

Client ID 126284  
Client Type Public School  
Customer Number  
OK-email, fax Please Select...  
DM for: asp  
Rating  
Source  
Source-Details

**Client Logon / Event Planner Account** [Log On As](#)

Username C126284 [\(edit\)](#)

## KEY FIELDS

Let's look at some key fields in the client page, then the event page.

--Client page fields:

On the client page, click the edit button (circled above), and it enables you to edit the client page.

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

Log Off

### Edit Client Information

**Name**

prefix: Ms.

first name: Kelley

middle name:

last name: Bridge

suffix:

organization: Kehrs Mill Elementary

Title:

Salesperson: Jeff Lefton

2nd Person: Please Select:  
Dan Davis

**Internet**

email address: www.rockwood.k12.mo.us.schafemic

website: www.rockwood.k12.mo.us

**Address**

address: 2650 Kehrs Mill Rd

second address line:

city/state/zipcode: Chesterfield Missouri 63017

District: Rockwood R-VI

If there is a dropdown box, you can only choose one of its choices. E.g. see salesperson list above. If you need a choice not listed, let the administrator know.

Many fields have an "i" in a circle after the field. Click on this and a note about the field pops up, explaining e.g. what to put in the field, how to put it, the official name of the field if you need that, e.g. in a merge email, etc. E.g. below, it explain that the 2<sup>nd</sup> Person field is where you put the name of the assistant, co-chairperson, etc.

**Kid-Abra**

erson: Dan Davis [log off](#)

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

Log Off

Web Links
date or search term
search

### Edit Client Information

**Name**

prefix: Ms.

first name: Kelley

middle name:

last name: Bridge

suffix:

organization: Kehrs Mill Elementary

Title:

Salesperson: Jeff Lefton

2nd Person: Custom Client Field 3

**Internet**

email address: www.rockwood.k12.mo.us.schafemic

website: www.rockwood.k12.mo.us

**Address**

address: 2650 Kehrs Mill Rd

second address line:

city/state/zipcode: Chesterfield Missouri 63017

District: Rockwood R-VI

District is the name of the school or library district. See the i note for more info.



**Kid-Abra**  
 Person: Dan Davis [log off](#)

Web Links date or search term

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

**Log Off**

District: Rockwood R-VI ⓘ

County-region: St Louis County ⓘ

**Telephone**

telephone

home  work 636-537-4359 x 4

cell  fax

**Account Information**

client type: public elementary school ⓘ

customer number:  ⓘ

OK-email, fax: Please Select... ⓘ

DM for: Please Select... ⓘ

Rating:  ⓘ

Source:  ⓘ

Source-Details:  ⓘ

**Event Planner**

event planner lockout ⓘ

☒ Automatic - default lockout date  
☐ Override - full access at any time  
☐ Lockout - manual lockout  
 \* to set to a specific day go to their event information page

Page: Please select... ⓘ

**Notes**

birthday: Month  Day  2010 ⓘ

Each phone field has room for more than one phone.

DM for is important. Used for school records, it shows which of our main services this person is the decision-maker for. Be sure to denote these per the i note.

Rating denotes, e.g. whether they are an A, B, or C prospect.

There are 2 source fields. As the i notes explain, the first one is the general source—e.g. Internet. The 2<sup>nd</sup> is the details—e.g. “searched St. Louis magicians”.

Event planner lockout and page number we don’t currently use.

DJ Event Planner

Add Event
Dashboard
Mail
Events
Clients
Employees
Venues
Contacts
Music

Employee Access

Log Off

Event Planner

event planner lockout ?

Automatic - default lockout date
Override - full access at any time
Lockout - manual lockout
\* to set to a specific day go to their event information page

Page Please select... ?

Notes

birthday Month Day 2010 ?

wedding anniversary Month Day 2010 ?

notes

# of Students 574 ?

# Schls or Libs in District ?

Beg-End Grade (yrs if pre schl) K-05 ?

Capacity (if Chid Care Ctr) ?

Hrs Away .1 ?

Child's Name (first & last) ?

Child's School, District Please select... ?

Save

# Schls or Libs in District gets filled in if it is a district record.

Child's Name and Child's School, District are for the birthday child's name, or for the client's child if the client would like the child to receive our newsletter. Ask this if the client may have kids—e.g. for cub scout shows, school shows, etc.

--Event Page Fields

DJ Event Planner		Event Information Page	
<ul style="list-style-type: none"> <li>Add Event</li> <li>Dashboard</li> <li>Mail</li> <li>Events</li> <li>Clients</li> <li>Employees</li> <li>Venues</li> <li>Contacts</li> <li>Music</li> </ul>	<div> <div>Event Details</div> <div> <div>Thursday, September 16, 2010</div> <div>9/16/2010</div> </div> <div> <div>Event Name</div> <div>Circus Stars</div> </div> <div> <div>Type of Event</div> <div>After School Class Day1</div> </div> <div> <div>Client</div> <div> <div>Ms. Kelley Bridge - Kehrs Mill Elementary</div> <div>Client Information</div> </div> </div> <div> <div>Event Planner Account</div> <div> <div>Manage Planning Forms</div> <div> <div>Username</div> <div>C138200</div> </div> <div> <div>Password</div> <div>sicaal</div> </div> </div> </div> <div> <div>Telephone Numbers</div> <div> <div>Home</div> <div></div> </div> <div> <div>Work</div> <div>636-537-4359 x 4</div> </div> <div> <div>Cell</div> <div></div> </div> <div> <div>Fax</div> <div></div> </div> </div> <div> <div>Internet</div> <div> <div>Email</div> <div>bridgekelley@rockwood.k12.mo.us,schafermichelle@rockwood.k12.mo.us</div> </div> <div> <div>Website</div> <div>www.rockwood.k12.mo.us</div> </div> </div> <div> <div>Mailing Address</div> <div>2650 Kehrs Mill Rd Chesterfield, MO 63017</div> </div> </div>	<div> <div>Booking Status</div> <div>Update Status</div> </div> <div> <div>Booked</div> <div>Next Action</div> <div>Next Action Date</div> <div>Salesperson</div> <div>Jeff Lefton</div> <div>Booking Helper</div> <div></div> </div> <div> <div>Email</div> <div>Send</div> <div></div> </div> <div> <div>Documents</div> <div>Print Document</div> <div></div> <div>Print Planning Forms</div> <div></div> </div> <div> <div>Booking Process Dates</div> <div>Initial Contact</div> <div>8/10/2010</div> <div>Contract Sent</div> <div></div> <div>Contract Due</div> <div></div> <div>Date Booked</div> <div></div> </div> <div> <div>Other Date Fields</div> <div>End Date</div> <div>10/21/2010</div> <div>Invoice Date</div> <div></div> </div> <div> <div>Administrative Actions</div> <div>Duplicate</div> <div>Change Assigned Client</div> <div>Export</div> <div></div> </div>	

From the event page record, click the edit button (circled above) to edit.

DJ Event Planner		Events - Edit Event	
<ul style="list-style-type: none"> <li>Add Event</li> <li>Dashboard</li> <li>Mail</li> <li>Events</li> <li>Clients</li> <li>Employees</li> <li>Venues</li> <li>Contacts</li> <li>Music</li> </ul>	<div> <div>Client Information</div> <div> <div>client</div> <div>Kelley Bridge - Kehrs Mill Elementary</div> </div> </div> <div> <div>Event Information</div> <div> <div>status</div> <div>Booked</div> </div> <div> <div>date of event</div> <div>September (9) 16 2010</div> </div> <div> <div>type of event</div> <div>After School Class Day1</div> </div> <div> <div>times</div> <div> <div>3:55 PM</div> <div>4:10 PM</div> <div>5:10 PM</div> </div> <div> <div>setup</div> <div>start</div> <div>end</div> </div> </div> <div> <div>event name</div> <div>Circus Stars</div> </div> <div> <div>next action</div> <div>No Action</div> </div> <div> <div>next action date</div> <div>Month Day 2010</div> </div> <div> <div># of Hours</div> <div>6</div> </div> <div> <div>Skip Dates</div> <div></div> </div> <div> <div>% Likely</div> <div>Pick if %,camp, or class:</div> </div> </div> <div> <div>Booking Information</div> <div> <div>initial contact date</div> <div>August (8) 10 2010</div> </div> <div> <div>contract sent</div> <div>Month Day 2010</div> </div> <div> <div>contract due</div> <div>Month Day 2010</div> </div> </div>	<div>Save</div>	

Status: Fill in for all event records. Popular choices: Requested Info, Booked, Cancelled, Paid in Full.

Type of Event: Required. Fill in from dropdown box.

Times: setup time—put in a reasonable time to arrive for setup. For classes & camps, use 15 mins prior. Bigger shows with backdrop might be 30 mins. Birthday parties usually 15 mins.

Event Name: Use for shows. Leave blank for camps & after school classes.

# of Hours: Fill in for camps & classes, not for shows.

Skip Dates: Put in any for classes or camps. Format: "3/22". Use "/". No year.

% Likely: Estimate this from dropdown box for all % events. Why do choices exceed 1? If you think we'll need 2 instructors, you might put 2, or 1.8.

Initial Contact Date fills in automatically.

The screenshot displays the DJ Event Planner interface. On the left is a sidebar with buttons for 'DJ Event Planner', 'Employee Access', and 'Log Off'. The main area contains several form fields: 'contract due' (Month, Day, 2010), 'date booked' (Month, Day, 2010), 'source of inquiry' (Previous Event), 'internal notes (booking comments)' (a large text area), 'salesperson' (Presto - Jeff Lefton), and 'custom event id'. Below these are 'Other Date Fields' for 'End Date' (October (10), 21, 2010) and 'Invoice Date' (Month, Day, 2010). The 'Fees' section includes a 'package' dropdown (Circus Arts Class-6 weeks) and a table of 'options'.

id	addon name	quantity	Availability
1	85 Registrant (85)	5	\$ 425
2	46.75 Registrant (Rockwood '10-11 kids 6-13) (46.75)	8	\$ 374
3	29.75 Registrant (Rockwood '10-11 student #14) (29.75)	1	\$ 29.75
4	63.75 Registrant (Rockwood '10-11 students 15-16) (63.75)	2	\$ 127.5

Date Booked: Please fill in.

Source of Inquiry: not used in evt records, just in client ones.

Internal Notes appear on the performer's agreement, but not on the client's.

Salesperson—need to fill out both here and in client record.

Custom event ID: not used currently.

End Date: Important to fill in on all classes & camps.

Invoice Date: Fill in for all classes & camps. If checks are to Abra, put 1<sup>st</sup> class date. If checks are to the school or district, put last class date.

Package: Required for all events.

Fee field beside the package: Fill in for flat fee events. For % events that are per child, the fee is calculated in the add-on field below.



Addon Name: Choose the fee per registrant from the list box. Ask administrator to add it if your fee isn't there.

Quantity: Put in # of kids as you get counts. It automatically multiplies this times the fee per child and puts it in the rightmost column.

The screenshot shows the 'DJ Event Planner' software interface. On the left is a sidebar with 'DJ Event Planner', 'Employee Access', and 'Log Off'. The main area is divided into sections. The 'Fees' section includes a table with columns for 'total', 'deposit', and 'balance'. The 'total' is \$956.25, 'deposit' is \$0, and 'balance' is \$956.25. There is a green 'Fee Filler' button. Below this is a 'Fee Explanation' field with the text '1-5 \$85, 6-13 \$46.75, 14-\$29.75, 15-16 \$63.75'. There are also fields for 'Flat Fee (\$ or Percent (%))' set to 'Per Person', 'Parent's Fee' set to '85.00', 'Check Payable To' set to 'Abra-Kid-Abra', and 'Bill Record?' set to '1'. Below the 'Fees' section is the 'Venues' section with a 'venue #1' dropdown set to 'Kehrs Mill Elementary School - Chesterfield, MO', a 'room' field, and a 'Rain Plan (if outside)' field. The 'Employees' section is partially visible at the bottom.

Fee Filler (green) button: click to calculate fees. Required, unless fee is 0 (e.g. when you first book a % class).

Fee Explanation: Use if there is any extraneous fee info you want on the client contract. E.g. "NCE", "plus 1 hotel room", etc.

Flat Fee (\$) or Percent (%): Required for all events. Choose "\$" if flat fee, or "%" if per child.

Parent's Fee: Fill in for all % events.

Check Payable To: Fill in for all % events.

Bill Record: Required for all events. 1 is the default. It means that this is a 1 of a kind record. Bill for this record only. This is used for a single show booking, camp bookings, independent school bookings, etc. N means no, see the bill record. Use this choice, e.g. if we do 5 schools for the district as a package, and are to bill the district once for all 5. Or if a library books a package of shows and we are to bill the main office once for all. B means it is a bill record for a package of bookings.

Venue: Choose from the list box for common venues.

Room: Put room (or pavilion) if known.

Rain Plan: fill in for outside events.

DJ Event Planner
 Employee Access
 Log Off

### Employees

assigned staff

id	role	employee	availability	wage
1	Instructor-Class	Sammy J - Thad James	Availability	\$ 150
2			Availability	\$ 0

### Equipment

primary system  Availability

other equipment

### Event Details

guest count

attire  +

contract notes  
(additional service description)

post event notes

To Register

After Class:

Role: Indicate, e.g. performer, instructor, assistant, etc.

Guest Count: Fill in for shows. Age too.

Contract Notes: These notes appear in the client (and performer) contract; vs. internal notes above which appear only in performer contract.

To Register: fill in for % evts. E.g. phone, website,...

After Class: fill in for classes & camps. What does instructor do with the kids at the end?

- Events
- Clients
- Employees
- Venues
- Contacts
- Music

 Employee Access
 Log Off

After Class:

Class #

### Event Planning

event activities form ☒ None ☐ Wedding Activities

additional planning forms ☐ Camp Fair Provider Evaluation III ☐ test planning form

special songs

planner timeline

evaluation form

guest request password

Date TY Note Sent

JL

### Client Permissions

[show options](#)

**Save**

Date TY Note Sent: Account Exec fills in after show when sends TY note.

ADDING RECORDS

You can add a client record, an event record, or both at the same time.

--To add a client record: Click DJ Event Planner, Clients, Add New Client.

--To add a duplicate client record: Suppose you learn of a new contact at an organization, want to create a record for her, but you don't want to type in the org name, address, phone, website, etc. No problem! Go to the client page that you want to duplicate. Click the duplicate client button (circled below). The add new client screen appears with much of the info filled in. Edit as appropriate.

**Kid-Abra**  
Person: Dan Davis [log off](#)

**DJ Event Planner**

- ✓ Add Event
- ✓ Dashboard
- ✓ Mail
- ✓ Events
- ✓ Clients
- ✓ Employees
- ✓ Venues
- ✓ Contacts
- ✓ Music

**Employee Access**

**Log Off**

Salesperson: Dan Davis

2nd Person

**Mailing Address**

425 E. Center  
Seymour, MO 65746

District

County-region

**Telephone Numbers**

Home

Work (415)935-2287

Cell

Fax

**Internet**

Email jadams@seymourschool.net

Website www.seymourschool.net

**Notes** [Edit](#)

# of Students

**Print**

**Upcoming Events List** [Add New Event](#)

no events found

**Past Events List**

4/1/2010	Requested Info	SELECT EVENT TYPE
----------	----------------	-------------------

**Account Information**

Client ID 126284

Client Type Public School

Customer Number

OK-email, fax Please Select...

DM for: asp

Rating

Source

Source-Details

**Client Logon / Event Planner Account** [Log On As](#)

Username C126284 [\(edit\)](#)

Password limobe [\(edit\)](#)

Lockout State Automatic

Last Login not yet

Page Please select...

**Administrative Actions**

[Mass Edit Events](#) [Duplicate Client](#)

DJ Event Planner - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://abraid.net/dj\_event\_planner/base.asp

Most Visited Getting Started Latest Headlines

RoboForm Search Logins Abrakid.net-Admin Crestwood Plaza ... JL abra (mc) home Save Generate Sync

DJ Event Planner Pandora Radio - Listen to Free Inter...

**Abra-Kid-Abra**  
Salesperson: Dan Davis [log off](#)

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music
- Employee Access
- Log Off

**Add New Client**

**Name**

prefix

first name

middle name

last name

suffix

organization

Title

Salesperson

2nd Person

**Internet**

email address   
\* separate multiple email addresses by commas

website

**Address**

address

second address line

city/state/zipcode

District

Done

Microsoft Online Se... Inbox - Microsoft O... DJ Event Planner - ... djep user guide.doc ... Microsoft Excel - dje...

--To add an event record: It must be attached to a client record. Go to the client record you want it attached to. Click add new event (circled below).

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music
- Reports
- Financial
- Setup
- Website Tools
- Support
- Account
- Employee Access

**Client Information Page**

**Name**

**Joyce Adams** **Seymour R-II**

Title Elementary School Counselor

Salesperson Dan Davis

2nd Person

**Mailing Address**

425 E. Center  
Seymour, MO 65746

District

County-region

**Telephone Numbers**

Home

Work (415)935-2287

Cell

Fax

**Internet**

Email jadams@seymourschool.net

Website www.seymourschool.net

**Notes**

(12/28/2010 at 11:15:45 AM - Dan Davis)

**Email**

Send

**Documents**

Print

**Upcoming Events List**

no events found

**Past Events List**

4/1/2010 Requested Info SELECT EVENT TYPE

**Account Information**

Client ID 126284

Client Type Public School

Customer Number

OK-email, fax Please Select...

DM for: asp

Rating

Source

Source-Details

**Client Logon / Event Planner Account**

Username C126284 (edit)

The add event screen appears for you to fill out.



**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music
- Reports
- Financial
- Setup
- Website Tools
- Support
- Account
- Employee Access

**Save**

### Events - Add Event

Client Information

client **Seymour R-II - Joyce Adams**

Event Information

status: Requested Info  
 date of event: December (12) 30 2010  
 type of event: SELECT EVENT TYPE  
 times: setup start end  
 event name:  
 next action: No Action  
 next action date: Month Day 2010  
 # of Hours:  
 Skip Dates:  
 % Likely: Pick if %,camp, or class:

Booking Information

initial contact date: December (12) 30 2010  
 contract sent: Month Day 2010  
 contract due: Month Day 2010

--To add both a client and event record: Do this if there is a new client not already in the database who wants to book an event. You could, of course, add a client record, then add an event record as described above. But there is a quicker way—do both at once! Click DJ Event Planner, then Add event (circled below).

**DJ Event Planner**

- Add Event**
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music
- Employee Access
- Log Off

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12 Req Info:1	13	14	15 Req Info:1 Booked:1	16	17	18
19 Req Info:1	20	21 Req Info:1	22	23	24	25
26	27	28 Req Info:1	29	30*	31	

**Thursday, December 30, 2010**

**Booking Status: Available**

**To Do Items**

**Administrative To Do Items**

Upcoming Events - Requested Info Status

Upcoming Events - Pending Status

A screen then appears enabling you to add both client info and event info. When you save, both a client record & an event record are created.

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

**Log Off**

Events - Add Event Save

Client Information

name
organization
address
second address
line
city/state/zipcode
Missouri
telephone
home
work
cell
fax
email address
\* separate by commas
client type
notes
website
customer number
Title

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

**Log Off**

Title
Salesperson
Please Select:
2nd Person
District
County-region
OK-email, fax
Please Select...
DM for:
Rating
Source
Source-Details
Hrs Away
Child's Name (first & last)
Child's School, District
Page
Please select...

Event Information

status
Requested Info
date of event
December (12)
30
2010
type of event
SELECT EVENT TYPE
times

## FEATURES—CLIENT RECORD

--Notes: When you click edit (circled below), it automatically stamps the date, time, & user name of your note.

**DJ Event Planner**  
Add Event  
Dashboard  
Mail  
Events  
Clients  
Employees  
Venues  
Contacts  
Music  
Employee Access  
Log Off

### Client Information Page

Name
Edit
Delete

**Joyce Adams**
**Seymour R-II**

Title
Elementary School Counselor

Salesperson
Dan Davis

2nd Person

**Mailing Address**

425 E. Center  
Seymour, MO 65746

District

County-region

**Telephone Numbers**

Home

Work
(415)935-2287

Cell

Fax

**Internet**

Email
jadams@seymourschool.net

Website
www.seymourschool.net

**Notes**
Edit

Email
Send

Documents
Print

**Upcoming Events List**
Add New Event

no events found

**Past Events List**

4/1/2010
Requested Info
SELECT EVENT TYPE

**Account Information**

Client ID
126284

Client Type
Public School

Customer Number

OK-email, fax
Please Select...

DM for:
asp

Rating

Source

Source-Details

**Client Logon / Event Planner Account**
Log On As

Username
C126284 (edit)

--Email client

You can conveniently email a client from the client record, or the event record. Click the email send dropdown. You can send a blank email, or 1 of the listed ones, which you can edit.

**-Kid-Abra**  
Person: Dan Davis log off

Web Links
date or search term
search

**DJ Event Planner**  
Add Event  
Dashboard  
Mail  
Events  
Clients  
Employees  
Venues  
Contacts  
Music  
Employee Access  
Log Off

### Client Information Page

Name
Edit
Delete

**Joyce Adams**
**Seymour R-II**

Title
Elementary School Counselor

Salesperson
Dan Davis

2nd Person

**Mailing Address**

425 E. Center  
Seymour, MO 65746

District

County-region

**Telephone Numbers**

Home

Work
(415)935-2287

Email
Send

Documents
Print

**Upcoming Events List**

no ev

**Past Events List**

4/1/2010
Requested Info
SELECT

**Account Information**

Client ID

Client Type

Customer Number

Blank  
02 day follow up to bday inquiry  
02 day follow up to gen inquiry  
04 day follow up  
04 day follow up to AE  
04 day reminder: send email #3 tomorrow  
11 day reminder: 2nd email invite  
11 days out camp count  
2 yr follow up ltr  
21 day test email  
22 day reminder: send email #1 tomorrow  
25 days prior camp count  
29 day reminder: get copy to Jill for invite  
300 day follow up  
36 day reminder: get copy to Lamy  
39 days prior camp count  
43 day reminder: Spkr-get copy ready  
5/19 camp registration count  
53 days prior email

**Abra-Kid-Abra**  
Master Administrator [log off](#)

Web Links ▼

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

[Log Off](#)

**Compose Email** send message

Auto Filled With Valid Emails For: Client

To: [jadams@seymourschool.net](mailto:jadams@seymourschool.net)

(separate by commas and update contact info BEFORE sending a message to ensure proper tracking)

[related contacts](#) [employees](#) [clients](#) [venues](#)

☐ BCC message to: [jlefton@abraid.com](mailto:jlefton@abraid.com)

Attach: Select... Upload File

Subject: Birthday Party Upcoming

Message

Joyce

Appreciated your inquiry a couple days ago. Any further thoughts re your party? We pride ourselves in making your child feel very special on their big day, and would love to help you do this!

Thanks for letting us know where things stand--

Jeff Lefton  
Abra-Kid-Abra  
314-608-6547  
[www.abraid.com/birthday\\_magic.pdf](http://www.abraid.com/birthday_magic.pdf)

Shown above is one of the listed emails, which you can edit. It automatically puts the client's email address in the To field. Once you click send message, it sends, and it notes at the bottom the date you sent an email, with a hyperlink to it, in case you want to view it again.

[Log Off](#)

Contact Manager	Emails
<p><a href="#">Appointment</a> <a href="#">Telephone Call</a> <a href="#">Incoming Email</a> <a href="#">To Do Item</a></p> <p><b>Appointments</b></p> <p><b>Client Contact</b></p> <p>Incoming Email 3/14/2010 - 11:15 pm</p> <p>Telephone Call 3/14/2010 - 11:15 pm</p> <p><b>To Do</b></p> <p>Title 3/14/2010</p> <p>Title 1/1/2011</p>	<p><b>Emails - Sent</b></p> <p>test message 12/31/2010</p> <p>Birthday inquiry a few days ago 12/21/2010</p> <p>Abra-Kid-Abra Job Opportunities 11/8/2010</p> <p>Halloween Party Entertainment 9/23/2010</p> <p>Birthday inquiry a few days ago 9/10/2010</p> <p><b>Internal Messaging System - Inbox</b></p> <p>none found</p>

## --Document Printing

Beneath the email send is a document printing dropdown menu. There is the capability to merge print documents. A challenge is that they are html, and the formatting to fit on a page can be tricky. I have not fooled with this to date, but the capability exists.

## --Log On As

DJEP offers the ability to give clients a username and password. They can then log in and see only their events to,,e.g., edit details, check payment status, etc. We don't currently use this, though we can in the future if advisable. Click Log On As button (circled above), and it shows the client's view.

## --Mass Edit

This button is circled below. This powerful feature lets you changes multiple events for a client. E.g. if you have a series of shows booked as a package for a client, and something changes (e.g. they cancel, their times change, the instructor or performer assigned to all changes), this permits you to change multiple records in 1 swoop! Go to the appropriate client record. Click mass edit events.



DJ Event Planner - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://abrakid.net/dj\_event\_planner/base.asp

Most Visited Getting Started Latest Headlines

RoboForm Search Logins Abrakid.net-Admin Crestwood Plaza ... JL abra (mc) home Save Generate Sync

DJ Event Planner Pandora Radio - Listen to Free Inter... (Untitled) DJ Event Planner

Abra-Kid-Abra Master Administrator log off

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

Log Off

**Notes** Edit

Client notes go here. Notepad or intl notes?

# of Students  
# Schls or Libs in District  
Beg-End Grade (yrs if pre schl)  
Capacity (if Chid Care Ctr)  
Hrs Away  
Child's Name (first & last)  
Child's School, District Please select...

2/16/2010 Booked Camp Fair:Vendor Abra-Kid-Abra Presentation Skill Camps

1/26/2010 Requested Info Banquet

1/24/2010 Requested Info SELECT EVENT TYPE

**Account Information**

Client ID 130215  
Client Type Entertainment Agency  
Customer Number cust #  
OK-email, fax Please Select...  
DM for:  
Rating  
Source  
Source-Details

**Client Login / Event Planner Account** Log On As

Username C130215 (edit)  
Password podana (edit)  
Lockout State Automatic  
Last Login not yet  
Page mark

**Administrative Actions**

Mass Edit Events Duplicate Client

Done

DJ Event Planner - Mozilla Firefox

Microsoft Online Se... Calendar - Microsof... DJ Event Planner - ... djep user guide.doc ... Microsoft Excel - dje... 11:59 PM

Abra-Kid-Abra Master Administrator log off

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

Log Off

**Mass Edit Events**

Select Field To Update...

Event Date	Status	Package
<input type="checkbox"/> 9/24/2010	Setup Time	2 Star Birthday Package (45 min)
<input type="checkbox"/> 9/17/2010	Start Time	Invoice Auto Responder
<input type="checkbox"/> 5/10/2010	End Time	Mathemagic Class-6 wks
<input type="checkbox"/> 5/3/2010	Employee #1	Mathemagic Class-6 wks
<input type="checkbox"/> 4/26/2010	Employee #2	Mathemagic Class-6 wks
<input type="checkbox"/> 4/19/2010	Employee #3	Mathemagic Class-6 wks
<input type="checkbox"/> 4/12/2010	Employee #4	Mathemagic Class-6 wks
<input type="checkbox"/> 4/5/2010	Employee #5	Mathemagic Class-6 wks
	Employee #6	
	Employee #7	
	Employee #8	
	Employee #9	
	Employee #10	
	Employee #11	
	Employee #12	
	Employee #13	
	Employee #14	
	Employee #15	

Check the event dates affected. Then check the field you want to change. When you do, a 2<sup>nd</sup> box appears to you to enter the new value you want in that field.

**Abra-Kid-Abra**  
Master Administrator [log off](#)

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

[Log Off](#)

**Mass Edit Events**

Employee #1  [Update Selected Events](#)

	Event Date	Status	Package
<input type="checkbox"/>	9/24/2010	Booked	2 Star Birthday Package (45 min)
<input type="checkbox"/>	9/17/2010	Completed	Invoice Auto Responder
<input type="checkbox"/>	5/10/2010	Booked	Mathemagic Class-6 wks
<input checked="" type="checkbox"/>	5/3/2010	Booked	Mathemagic Class-6 wks
<input type="checkbox"/>	4/26/2010	Booked	Mathemagic Class-6 wks
<input checked="" type="checkbox"/>	4/19/2010	Booked	Mathemagic Class-6 wks
<input checked="" type="checkbox"/>	4/12/2010	Booked	Mathemagic Class-6 wks
<input type="checkbox"/>	4/5/2010	Booked	Mathemagic Class-6 wks
<input type="checkbox"/>	2/24/2010	Requested Info	Magic Show/workshop
<input type="checkbox"/>	2/16/2010	Booked	Camp Fair Package
<input type="checkbox"/>	1/26/2010	Requested Info	To Be Determined
<input type="checkbox"/>	1/24/2010	Requested Info	To Be Determined

Click update selected events, and they all update! If you have additional fields you want to change, you can do so, 1 at a time, repeating the same procedure.

--Related Files: If a file is on the internet, it can be related to a client record. We currently don't use this capability, though are open to it if a use arises.

## FEATURES-EVENT RECORD

**DJ Event Planner - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

[http://abrakid.net/dj\\_event\\_planner/base.asp](http://abrakid.net/dj_event_planner/base.asp)

Most Visited Getting Started Latest Headlines

RoboForm Search Logins Abrakid.net-bill (+1) Crestwood Plaza ... JL abra (mc) home Save Generate Sync

Web-Based Email: Mail Index: Inb... x DJ Event Planner x

**Abra-Kid-Abra**  
Salesperson: Dan Davis [log off](#)

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

[Log Off](#)

**Event Information Page**

**Event Details** [Edit](#) [Delete](#)

**Thursday, April 01, 2010** **4/1/2010**

Event Name  
Type of Event [SELECT EVENT TYPE](#)

**Client** [Client Information](#)

**Joyce Adams - Seymour R-II**

**Event Planner Account** [Manage Planning Forms](#)

Username C126284  
Password limobe

**Telephone Numbers**

Home  
Work (415)935-2287  
Cell  
Fax

**Internet**

Email jadams@seymourschool.net  
Website www.seymourschool.net

**Mailing Address**

425 E. Center  
Seymour, MO 65746

**Venue Information**

To Be Determined

**Booking Status** [Update Status](#)

**Requested Info**

Next Action  
Next Action Date  
Booking Helper

**Email**

Send

**Documents**

Print Document  
Print Planning Forms

**Booking Process Dates**

Initial Contact 4/1/2010  
Contract Sent  
Contract Due  
Date Booked

**Other Date Fields**

End Date  
Invoice Date

**Administrative Actions** [Duplicate](#) [Change Assigned Client](#)

Export

**Related Files** [Edit](#)

Let's go over the buttons. (circled)

--Edit--Let's you edit the event record.

--Update Status--Let's you update status, next action, & next action date. Next action is used, e.g., if you want to schedule a follow up call. Select an option with your name—e.g. call-DD, call-JF, etc. Select the date, and on that date, it appears on the dashboard.

**Event Information Page**

**Event Details** Edit Delete

**Thursday, April 01, 2010** **4/1/2010**

Event Name  
Type of Event SELECT EVENT TYPE

**Client** Client Information

**Joyce Adams - Seymour R-II**

**Event Planner Account** Manage Planning Forms

Username C126284  
Password limobe

**Telephone Numbers**

**Booking Status**

status: Requested Info  
next action: Follow up Call Clear  
next action date: January (1) 3 2011 Save

**Requested Info**

Next Action  
Next Action Date 1/3/2011  
Booking Helper

**January 2011**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1* 9:40 AM 9:55 AM 10:20 AM 10:35 AM 1:00 PM 1:35 PM 3:45 PM
2	3 9:10 AM	4	5	6	7	8
9	10	11 Booked:2	12 Req Info:1	13 Req Info:1	14	15
16	17 Req Info:1	18 Req Info:1 Booked:4	19 Req Info:1 Booked:3	20 Booked:2	21	22
23 Booked:7	24 Booked:7	25 Booked:9	26 Booked:9	27 Booked:3	28	29 Booked:1

**Monday, January 03, 2011**

**Booking Status: Available**

**Appointments**

9:10 AM - Tour Check Only (Dan Davis)

**To Do Items**

Title

**Next Action List for 1/3/2011**

Follow up Call

**Administrative To Do Items**

Upcoming Events - Requested Info Status  
Upcoming Events - Pending Status

When you click on "Follow up call" under Next action (circled), it takes you to the related evt record.

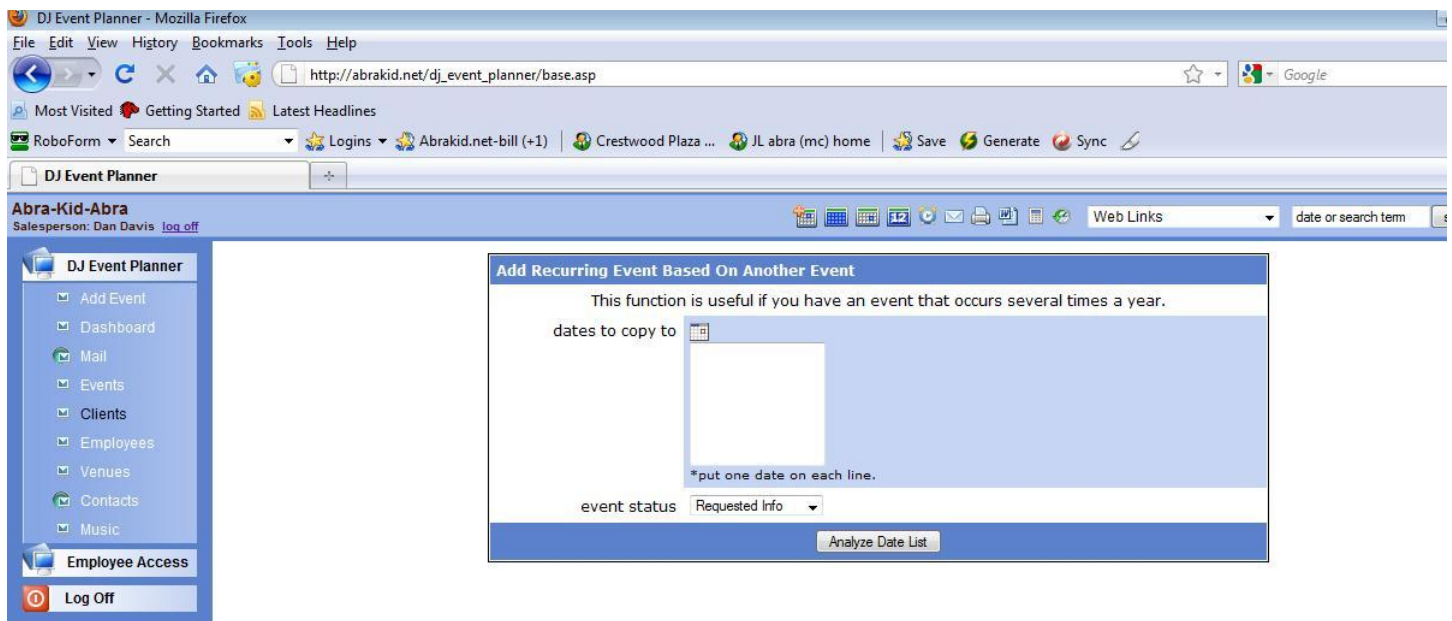
--Client Information: Clicking this or the client's name (right below) takes you to the client record.

--Manage Planning Forms--We don't use. These forms are more for DJs—songlists, timeline, etc.

--Duplicate--Creates 1 or multiple duplicate event records. Useful if an evt rebooks, so you don't have to recopy the fields, and for multi day classes or camps where we want a record for each day.

To use:

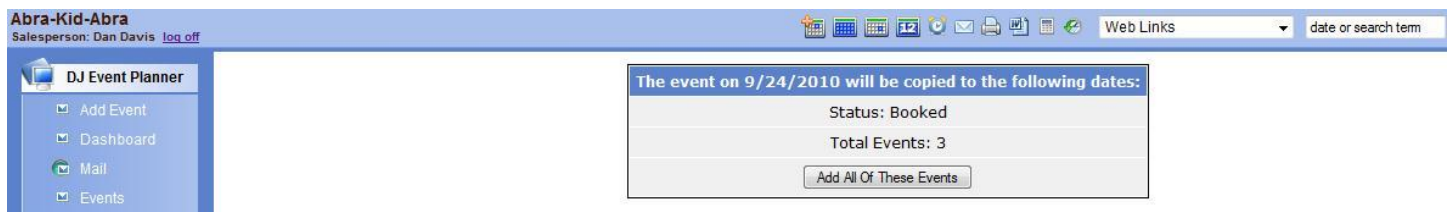
--click the Duplicate button.



--click the calendar icon. Click each date that you want to add. Click in the blue area to make the calendar icon go away, so you can see if you got the right dates in. Edit if needed. Don't put in any skip dates.

--Be sure the event status is as you want (usually "Booked").

--Click Analyze Data List. It then confirms how many evt records you're adding. Click the "Add All of These Events" button to add the records.



--Important tip for adding additional dates for classes & camps:

Create the first day's record. In Type of Event field, put, e.g. After School Class Day 2+. Save. Duplicate to make a record for each day. Then change the first day's record to After School Class Day 1. Why? If you start with the first day record as After School Class Day 1, all of the others will say that, and you'll have to go in individually to change them. Much quicker as suggested here.

--Change Assigned Client Button: This reassigns an event record to a different client record. Seldom used.



**id-Abra**  
Administrator [log off](#)

425 E. Center  
Seymour, MO 65746

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music
- Employee Access
- Log Off

**Venue Information**

To Be Determined - ,  
Rain Plan (if outside)

**Times**

Setup  
Start  
End

**Event Information**

# of Hours  
Skip Dates  
% Likely

**Event Details**

To Register  
After Class:  
Class #

**Resources**

**Financial**

**Export**

**Related Files** [Edit](#)

**Other Booking Notes**

Event ID: 155677  
Custom Event ID: [\(edit\)](#)  
Inquiry Source: Unknown [Edit](#)

**Internal Notes**

Internal notes. called comments?

**Post Event Comments**

[Add Post Event Comments](#)

--Related Files Button: Not used currently. If a document on online, lets you associate it with an evt record (or client record, which has the same functionality).

--Internal Notes: Appear on performer's contact, not client's. It automatically stamps date, time, & user for notes, though you can delete this if desired.

--Add Post Event Comments Button: Great for putting how the event went. Also, instructors and performers can log on to their events & put their post event comments—a big help!

**id-Abra**  
Administrator [log off](#)

425 E. Center  
Seymour, MO 65746

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music
- Employee Access
- Log Off

**Resources**

**Staff**

Name	Role	Wage	Paid	Confirmed
Lucille Cupples			<input type="checkbox"/>	<input type="checkbox"/>

[Mark As Paid Options](#) [Mark As Confirmed](#) [Edit Wages](#)

**Assigned Systems**

**Stand-Alone Equipment**

[Notes](#) [Add Equipment](#) [Print Equipment List](#)

**Contract Notes**

contract notes. addl service descrip. called service description?

**Other**

Attire  
Guest Count

**Expenses**

none found

**Financial**

**Package**

To Be Determined \$0.00  
Overtime Fee \$0.00  
Travel Fee \$0.00

**Add Ons**

none

**Discounts**

none found

**Tax**

Tax \$0.00  
Second Tax \$0.00

**Total Fee** \$0.00

Total Payments Received \$0.00

**Balance Due** \$0.00

[Add Payment For This Event](#)

**Contract Variables**

Deposit \$0.00  
Original Balance Due \$0.00  
Overtime Rate \$0.00

**Event Profitability**

Employee Wages \$0.00  
Related Expenses \$0.00

--Staff buttons: Mark as Paid, Mark as Confirmed, Edit Wages.

--Mark as Paid denotes the employee has been paid. Only A/P person should use this.

--Edit wages edits the employee fee from the default amount that gets laid in (if any).


--Mark as Confirmed: this means the employee accepts the assignment. There are several ways to mark an employee as confirmed:

1. Click the confirmed checkbox. Then click the Mark as Confirmed button, which causes the confirmed checkbox to change to "YES". (To change back, click YES, then click delete.)
2. When you email the employee a confirmation, invite her to log on and confirm. She finds the row with the event, clicks the hyperlinked "details" in the more info column, then scrolls down to the Resources, Staff section and click the Confirm Now button. This causes a) the administrator to be sent an email notifying of the confirmation, and b) in the event record, confirmed changes to YES.
3. Go to reports > employee > confirmation. Be sure the date range is as you want it, and click update to run the report. This report shows who is and is not confirmed. To confirm from this report, click the checkbox, then the Mark Selected as Confirmed box. This rids the checkbox in the report, indicating confirmed. Click the icon to go to the event record and you'll see that under confirmed it says YES.

Employee Event Confirmation Report For Booked Events

Start Date: September (9) 24 2010 End Date: September (9) 24 2010 Update

Mark Selected As Confirmed

Event Date	Event Type (ID)	Employee	Confirmed	By	On	Action	
9/24/2010	Birthday Party (156313)	Howard Belsky	YES	Admin / Sales	1/1/2011	  	
9/24/2010	After School Class Day1 (156250)	Derek Voellinger	NO			  	
9/24/2010	After School Class Day1 (156230)	Irv Sprou	NO			  	

Employee Reminder System. A few days before the event, it's good to touch base with the employee and acknowledge that they are good to go (i.e. reminded). And note this in the event record. DJEP has a report that can help with this: reports > employee > reminders. Set the date range as you want it and click the Update button to run the report. When you click the checkbox, then the Mark Selected as Reminded button, the checkbox disappears, meaning that the employee has been reminded. Unlike with confirmations, no email is sent and the evt record is not automatically updated. By clicking an icon, you can email the employee, or display his contact info (so you can call).

#### --Stand Alone Equipment Buttons

- Notes: Any notes you type and save appear when you click the Print Equipment List button.
- Add equipment: A list of equipment appears (see below) that we have limited supply of. Check what's needed for this event. The system prevents it from being double booked on the same day. If eqt you want isn't on the list, discuss with administrator.

Equipment Availability For Stand-Alone Equipment		
Birthday Party on 9/25/2010 for Denise Cusumano		
Save Equipment List		
name	addon price	rental price
<b>Uncategorized</b>		
<input type="checkbox"/> Backdrop-large	\$0.00	\$0.00
<input type="checkbox"/> backdrop-small	\$0.00	\$0.00
<input type="checkbox"/> Produce Person Box	\$0.00	\$0.00

- Add Payment for this Event Button: A/R clicks this to record payment received. When you click it, a screen appears (below) to enter the payment amount, method, reason, date, and any notes. If you click the deposited box, it asks the deposited date. Click save when done. Only A/R should work in this area.

Add Payment

Jeff Lefton - 9/24/2010

amount

\$

method

Cash

reason for payment

Retainer Fee

payment date

January (1)

1

2011

☐ deposited

payment notes

Save

id-Abra

Administrator [log off](#)

DJ Event Planner

Add Event

Dashboard

Mail

Events

Clients

Employees

Venues

Contacts

Music

Employee Access

[log Off](#)

Guest Count

Expenses

none found

Add Expense

Contact Manager

Appointment

Telephone Call

Incoming Email

To Do

Appointments

Client Contact

Intro12/11/2009 - 8:35 am

Conference FU12/11/2009 - 8:45 am

To Do

Vendors / Associated Contacts

Select Action...

Add Vendor

Event Profitability

Employee Wages\$0.00

Related Expenses\$0.00

Net Profit\$0.00

Quotes

New Quote Based On Current Event

New Blank Quote

Fee Explanation

Flat Fee (\$) or Percent (%)Select One

Parent's Fee

Check Payable To

Bill Record?

Email Message Tracking

Emails - Sent



Birthday Party Upcoming1/1/2011

Internal Messaging System - Inbox

none found

Scheduled Automatic Emails

--Add Expense

Expenses	
<b>Add Expense</b>	
event	Birthday Party on 9/25/2010 - Denice Cusumano
payee	Select Payee ▼
category	Select Category ▼
payment method	Select Payment Method ▼
check number	<input type="text"/>
date paid	January (1) ▼ 1 ▼ 2011 ▼ 
description	<input type="text"/>
amount	<input type="text"/>
recurring expense dates	<div></div>
<p>* enter dates in the above textbox            * to enter a unique text amount for a given date enter the date followed by the '=' sign followed by the amount</p>	
<div>Save</div>	

Fill out the fields for an expense. Then the expense appears in the event record.

Expenses	Event Profitability
commission \$35.00	Employee Wages \$50.00
<div>Add Expense</div>	Related Expenses \$35.00
	Net Profit \$160.00

--Quote Generator. This lets you formulate custom quotes, using a package, add-ons, and discounts. You can save a quote and email it to a prospect. When you save a quote, it saves it to the event record. I believe there is also a web version of this where a client can create their own quote.

--Contact Manager: same as this functionality under client record.

--Add a Vendor. Not used currently. We put vendors (caricaturists, ventriloquists,...) as employees and pull them up as employees, because there is better functionality with this than vendors (e.g. assigning pay & a role to the employee on the screen and in a merge field). For vendors, click & a list of vendors & categories appears.



Link Contact To Event		
Add New Vendor		
name	company	Select A Category
unknown	Mobile Beat	
Steve Bender	Icke Pickle	Magic Supplies
Jack Engelmohr	Creative Mailers	Direct Mail
John Heusler	Anejo Studios	
Terri Launhardt	Accountax	Accountant
Bry Lefton		
J Lefton	Abra-Kid-Abra	

## EVENT LIST FEATURES

When you click on DJ Event Planner, then Events, you get a listing of upcoming events, such as below.

J Event Planner	Event List								
	Upcoming Events   Any Status   All Event Types   Salesperson: Any   Any Package   Apply Filter								
	Date	Status	Next Action	Next Action Date	Organization	Client	Package	Event Type	Venue
Add Event	1/11/2011	Booked			City Academy	Anthony Lemons	Little Entertainers Class	After School Class Day1	City Academy St. Louis, MO
Dashboard	1/11/2011	Paid In Full	Wait For Decision		Rossman Schools	Ben Essenburg	Wonders with Numbers 6 wk class	After School Class Day1	Rossman School Creve Coeur, MO
Mail	1/11/2011	Booked			Solomon Schechter	Alyson Aviv	Balloonatics Camp	After School Class Day1	Solomon Schechter Creve Coeur, MO
Events	1/13/2011	Requested Info				Tonya Brooks	To Be Determined	Show: Birthday Party	To Be Determined
Clients	1/17/2011	Requested Info				Regina Cleary	To Be Determined	Birthday Party	To Be Determined
Employees	1/18/2011	Booked			Bowles Elementary School	Philomena Burke	Circus Arts Class--6 weeks	After School Class Day1	Bowles Elementary School Fenton, MO
Venues	1/18/2011	Booked	Print Fliers	10/15/2010	Wilson School	Miguel Figueras	Wonders with Numbers 8 wk class	After School Class Day1	Wilson School Clayton, MO
Contacts	1/18/2011	Booked			Community School	Lynn Christopher	Circus Arts Class--7 weeks	After School Class Day1	Community School Ladue, MO
Music	1/18/2011	Booked			Central Elementary School	Rob Russell	Circus Arts Class--6 weeks	After School Class Day1	Central Elementary School
Employee Access									
Log Off									

The 5 dropdown boxes provide many ways of filtering the events:

- Date box has several options, including all dates, past dates, upcoming dates, etc.
- Status box can look at just booked evts, or many other types. Note that you can choose multiple status options by choosing the 2<sup>nd</sup> option, selected status values. A checkbox pops up where you can check multiple options at once.
- Event types: e.g. day 1, day 2+, etc. Again, you can look at multiple types at once by choosing the 2<sup>nd</sup> option, Selected Event Types.
- People: You can filter by salesperson or employee. Useful to look at a particular employee's schedule.
- Package: Again, choose Selected Packages & you can look at more than 1 package at once.

When done configuring 1 or more of the dropdown boxes, click Apply Filter and your list appears.

You can also order your lists by column by clicking on the column heading.

## EMPLOYEE DATABASE

Click DJ Event Planner, Employees and the employee list (below) appears. Click Add employee to add a new employee.



<b>DJ Event Planner</b> <a href="#">Add Event</a> <a href="#">Dashboard</a> <a href="#">Mail</a> <a href="#">Events</a> <a href="#">Clients</a> <a href="#">Employees</a> <a href="#">Venues</a> <a href="#">Contacts</a> <a href="#">Music</a> <b>Employee Access</b> <a href="#">Log Off</a>	Employee List		
	<a href="#">Add Employee</a>		
	Name	Stage name	Last Login
	Administrators		
	<a href="#">April Bozada-Armstrong</a>	Chewblocka	12/31/2010 - 11:18:54 AM
	<a href="#">Bill Finkbiner</a>		1/1/2011 - 10:35:05 PM
	<a href="#">Jared Bridgeman</a>		1/18/2010 - 8:12:26 PM
	Salespeople		
	<a href="#">Dan Davis</a>		12/23/2010 - 9:32:14 AM
	<a href="#">Jeff Lefton</a>	Presto	
	<a href="#">Joe Fingerhut</a>	The Amazing Joe	12/28/2010 - 1:02:36 PM
	<a href="#">Lucille Cupples</a>		1/1/2011 - 9:15:10 PM
	<a href="#">Todd Moore</a>		12/8/2010 - 12:49:21 PM
	Employees		
	<a href="#">Barbara Rosenfeld</a>	Barbo	
	<a href="#">Bebe Kennedy</a>		
	<a href="#">Blake Douglass</a>	Magic Man	3/31/2010 - 10:05:32 AM
	<a href="#">Brad Fuhman</a>		
	<a href="#">Brianna Vuagniaux</a>		
	<a href="#">Cheryl Henderson</a>		
	<a href="#">Christine Thorwegen</a>		

Click on a hyperlinked name and their employee screen appears.

<b>DJ Event Planner</b> <a href="#">Add Event</a> <a href="#">Dashboard</a> <a href="#">Mail</a> <a href="#">Events</a> <a href="#">Clients</a> <a href="#">Employees</a> <a href="#">Venues</a> <a href="#">Contacts</a> <a href="#">Music</a> <b>Employee Access</b> <a href="#">Log Off</a>	Employee Information Page	
	<b>Employee Name</b> <a href="#">Edit</a> <a href="#">Delete</a> <b>Bebe Kennedy</b> <b>Mailing Address</b> 7384 Stratford University City, MO 63130 Home Area Select: Teaching Area <b>Telephone</b> Home 314-721-5920 Work Cell 312-493-5545 Fax Willing to teach magic? Yes Willing to teach circus? Select: Willing to teach comedy? Select: Willing to teach balloons? Select: Specific Classes Trained in: Days Available, fall-spr,sch yr Preferred-Max Classes Select: Date last updated 5/29/2010 <b>Internet</b> Email bebestratford@aol.com	<b>Actions</b> <a href="#">Manage Time Off</a> Send Email Select A Template... <b>Employee Logon</b> <a href="#">Log On As</a> <a href="#">Send Username</a> Username E8258 <a href="#">(edit)</a> Password hacule <a href="#">(edit)</a> Last Login not yet <b>Email Account</b> Email Address Verified False <a href="#">(send now)</a> External Mail Server <a href="#">(configure)</a> <b>Employee Permissions</b> Access Level Employee Send Email Disabled View Event Fees and Client Payments No View Balance Due No Full Contact Manager Access Yes Limited Contact Manager Access No View Vendors No View Client Contact Information No View Client Username and Password No View Client Email Messages Yes

Click edit and the edit employee screen appears (below). Let's look at select key fields that warrant comment.

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

Log Off

### Edit Employee Information

**Name**

first name: Bebe

middle name:

last name: Kennedy

stage name:

**Address**

address: 7384 Stratford

address line 2:

city/state/zipcode: University City Missouri 63130

Home Area: Select:

Teaching Area:

**Telephone**

home: 314-721-5920 work:

cell: 312-493-5545 fax:

emergency contact:

Willing to teach magic? Yes

Willing to teach circus? Select:

Willing to teach comedy? Select:

In the address section, Home area indicates what part of town the instructor lives in.  
Teaching area: Find out what areas they are willing to teach in, and, using the list in the i note, fill in.  
Indicate whether they are willing to teach magic, circus, comedy, and (on next screen shot) balloons.

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

Log Off

Willing to teach comedy? Select:

Willing to teach balloons? Select:

Specific Classes Trained in:

Days Available, fall-spr,sch yr:

Preferred-Max Classes: Select:

Date last updated: 5/29/2010

**Internet Information**

email: bebestratford@aol.com

website: http://

aim IM:

yahoo IM:

msn IM:

skype:

Date MO Fam Registry:

Date Protecting Children:

Date Fingerprinted:

**Employee Permissions**

Indicate specific classes training in, using the i note codes.  
Days Available: indicate which (see i note abbreviations), and indicate which term & school year.  
Preferred-Max Classes: important. Choose from dropdown box.  
Date Last updated: complete  
3 background check fields: Date MO Fam Registry, Date Protecting God's Children, & Date Fingerprinted: fill in with dates as appropriate.

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

### Employee Permissions

Access Level Employee

**View**

- ☐ Event Fees/Client Payments
- ☐ Balance Due
- ☒ All Client Contacts/Appointments
- ☐ Only Client Contacts/Appointments They Have Generated
- ☐ Vendors
- ☐ Client Contact Information
- ☐ Client Username and Password
- ☒ Client Email Messages
- ☐ Client Email Attachments

**Additional Employee Settings**

- ☐ Send Email
- days in advance that employee can see events  
\* this will override the master employee setting found [here](#)

Master Settings [Click Here](#)

### System Settings

Request Information Form ☒ Include

Check Availability Popup ☒ include for events  
☒ include for appointments

Display Order

The above screen—don't worry much about.

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

Display Order

Email Signature

### Wage Calculation

Method Used To Calculate Wage None

### Employment Classification

type of employment   
example: Independent Contractor

category   
example: Technician, DJ, Sales, Photographer

start/hire date

pay rate

ID Number

### Employment Background

began profession in

# of events experience

events this employee has experience with

### Additional Information

Type of employment: Generally put “instructor” or “performer”.

Category: Here, put type of performer—e.g. caricature artist

Star/hire date: fill in.

Pay rate: fill in.

Mail

Events

Clients

Employees

Venues

Contacts

Music

Employee Access

Log Off

Additional Information

notes

birthday

November (11) 19 1924

wedding anniversary

Month Day 2011

biography

2nd Person

Source

Mark

Holiday List

Select:

Save

Birthday: fill in.

A few things to point out on the employee page itself.

DJ Event Planner

Add Event

Dashboard

Mail

Events

Clients

Employees

Venues

Contacts

Music

Employee Access

Log Off

Employee Information Page

Employee Name

Bebe Kennedy

Edit

Delete

Mailing Address

7384 Stratford University City, MO 63130

Home Area

Select:

Teaching Area

Telephone

Home

314-721-5920

Work

Cell

312-493-5545

Fax

Willing to teach magic?

Yes

Willing to teach circus?

Select:

Willing to teach comedy?

Select:

Willing to teach balloons?

Select:

Specific Classes Trained in:

Days Available, fall-spr,sch yr

Preferred-Max Classes

Select:

Date last updated

5/29/2010

Internet

Email

bebestratford@aol.com

Actions

Manage Time Off

Send Email

Select A Template...

Employee Logon

Log On As

Send Username

Username

E8258 (edit)

Password

hacule (edit)

Last Login

not yet

Email Account

Email Address Verified

False (send now)

External Mail Server

(configure)

Employee Permissions

Access Level

Employee

Send Email

Disabled

View Event Fees and Client Payments

No

View Balance Due

No

Full Contact Manager Access

Yes

Limited Contact Manager Access

No

View Vendors

No

View Client Contact Information

No

View Client Username and Password

No

View Client Email Messages

Yes

Manage Time Off Button (circled above): use this to notate if someone is on vacation, or unavailable for a stretch. Click Add New Date.

Manage Employee Time Off

Add New Date

Employee: Bebe Kennedy

Delete Edit Approve Deny

	Date	Status	Reason	Requested On
no days off found				



Then enter the date range, status, and reason the person wants off. Click save. Notify the appropriate person who is involved with time off.

Manage Time Off

Add Time Off For Employee: Bebe Kennedy

Save

Start Date of Time Off

January (1)

1

2011

(leave the following field unchanged for a single day off)

End Date of Time Off

Month

Day

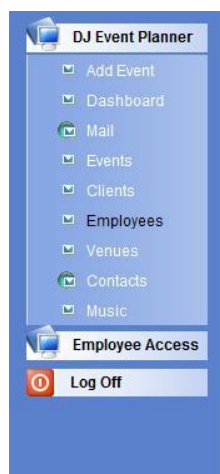
2011

Status

Pending

Reason

Sending Email: click the dropdown box and you can send the employee a template or a newly composed email.



Compose Email

send message

To:

bebestratford@aol.com

(separate by commas and update contact info BEFORE sending a message to ensure proper tracking)

employees

clients

venues

☐ BCC message to: bfinkbiner@abrakid.com

Attach:

Upload File

Subject:

inventory

April--

1. Renegade's poi shown here: [http://www.renegadejuggling.com/Web\\_store/rev3k/index.html](http://www.renegadejuggling.com/Web_store/rev3k/index.html) Is this what we should order? How many pair?  
  
 2. Spinning plate sticks--should I purchase more? If so, how many? Perhaps 2 dz sticks?

Click on Employees, and a checklist of employees appears. You can email to up to 10 at once.

You can only send to a maximum of 10 recipients at once.

Check All

Clear All

Add Selected To Send To List

To	Name	Email Address
<input type="checkbox"/>	April Bozada-Armstrong	april@abrakid.com
<input type="checkbox"/>	Barbara Rosenfeld	barbo2a@aim.com
<input type="checkbox"/>	Bebe Kennedy	bebestratford@aol.com
<input type="checkbox"/>	Bill Finkbiner	bfinkbiner@abrakid.com
<input type="checkbox"/>	Blake Douglass	Ellusionman123@yahoo.com
<input type="checkbox"/>	Brad Fuhrman	brad.fuhrmann@gmail.com
<input type="checkbox"/>	Brianna Vuagniaux	bcv4871@truman.edu
<input type="checkbox"/>	Cheryl Henderson	carchero@prodigy.net
<input type="checkbox"/>	Christine Thorwegan	superbella@charter.net
<input type="checkbox"/>	Dan Davis	ddavis@abrakid.com
<input type="checkbox"/>	Daniel Romano	diggerman@riseup.net
<input type="checkbox"/>	David Kolmer	david.kolmer@gmail.com
<input type="checkbox"/>	Debbie Daugherty	debbied0211@peoplepc.com
<input type="checkbox"/>	Debra Weaver	dweaver324@aol.com
<input type="checkbox"/>	Ehrich Smiddy	gigglebilly69@yahoo.com
<input type="checkbox"/>	Elizabeth Niemira	cvniemira@sbcglobal.net

If more than that, split it into more than 1 email group. Or use constant contact.



At the bottom of the employee screen, click on the “+” in front of any of the blue items, e.g. assigned events. It then shoots you up to the top of the page. Go back down and it displays a list of events this employee has been assigned to!

Employees

Venues

Contacts

Music

Employee Access

Log Off

Assigned Events						Assign All Events To Another Employee	Mark Selected As Confirmed
Client	Event Type	Date	Event Status	Confirmed By Employee	Role		
Miguel Figueras	After School Class Day1	1/18/2011	Booked	YES	Instructor-Class		
Tobie Taylor-Hudson	After School Class Day1	9/29/2010	Booked	<input type="checkbox"/>	Instructor-Class		
Lynn Christopher	After School Class Day1	9/23/2010	Booked	<input type="checkbox"/>	Instructor-Class		
David Robinson	After School Class Day2+	9/7/2010	Booked	<input type="checkbox"/>	Instructor-Class		
Nathan Peck	Camp:Summer	7/12/2010	Booked	<input type="checkbox"/>	Instructor-Camp		
Nathan Peck	Camp:Summer	6/28/2010	Booked	<input type="checkbox"/>	Instructor-Class		
Nathan Peck	Camp:Summer	6/14/2010	Booked	<input type="checkbox"/>			
Email Messages							
Employee Wages							
Evaluation Forms							
Contact Manager							

You can confirm her, or go to event or client records for any of them. (Another way to look at an employee’s events is to go to the event list page & filter on that employee.)

Email messages: This is handy, as it shows what per cons they have been sent. Click on them and you can pull up the email.

## VENUE DATABASE

Click DJ Event Planner, Venue. The venue list appears. Check the Include one time venues box and, in addition to the listed more common venues, the one-time venues will be mixed in alphabetically. (One time venues are less used venues that don’t appear on the dropdown venue list.)

Venues	
Add New Venue	
<input type="checkbox"/> include one time venues	
<input type="text"/> <input type="button" value="filter"/> <input type="button" value="clear"/>	
Name	Location
Abraham Lincoln Hotel	Springfield, IL
Abra-Kid-Abra	Crestwood, MO
Algonquin Country Club	Crestwood, MO
America's Center	St. Louis, MO
Andre's Banquet Center	St. Louis, MO
Andrews Academy	Creve Coeur, MO
Andrews Academy LSL	Lake St. Louis, MO
Assumption Catholic School	O'Fallon, MO
Babler Elementary School	Glencoe, MO
Ballpark Hilton Hotel	St. Louis, MO
Ballwin Elementary School	Ballwin, MO
Barn At Lucerne	Ballwin, MO
Barretts Elementary School	Manchester, MO

Click the Add New Venue button and the add venue screen appears.

**DJ Event Planner**

- ☒ Add Event
- ☒ Dashboard
- Mail
- ☒ Events
- ☒ Clients
- ☒ Employees
- ☒ Venues
- Contacts
- ☒ Music

**Employee Access**

**Log Off**

**Add / Edit Venue Form**

**Name**

name of venue

Loc Short ("elem")

Loc Very Short (sch name only)

**Address**

address

address line 2

city/state/zipcode
select state or province ▼

Region

**Primary Contact Person / Manager**

name

**Telephone**

office phone

cell phone

fax phone

**Internet**

email

website

**Other**

The schools and community centers have Loc Short and Loc Very Short—i.e. shorter ways of saying the venue, which comes in handy if space is tight on registration form.

**DJ Event Planner**

- ☒ Add Event
- ☒ Dashboard
- Mail
- ☒ Events
- ☒ Clients
- ☒ Employees
- ☒ Venues
- Contacts
- ☒ Music

**Employee Access**

**Log Off**

**Rooms / Sites**

room name	location	capacity	layout	comments

**Application Settings**

travel fee
\$

setup fee
\$

category

local total tax rate
 %

\* only use this field if your tax rate varies by venue, otherwise leave this field blank or use the tax configuration found [here](#)

one time venue
☐ Yes

request information form status
☒ Include

At the bottom of the add venue form is a box to check if you want it to be a one time venue (i.e. not appear in the venue dropdown list).

**DJ Event Planner**

- Add Event
- Dashboard
- Mail
- Events
- Clients
- Employees
- Venues
- Contacts
- Music

**Employee Access**

Log Off

### Venue Information Page

Venue	
<b>Community School</b>	
Loc Short ("elem")	Community Sch
Loc Very Short (sch name only)	Community
Primary Contact	
Name	
Telephone Numbers	
Office	314-991-0005
Cell	
Fax	
Internet	
Website	
Email	
Address	
900 Lay Road Ladue, MO 63124	
Region	
Location Information	
Distance from Office	0 miles/km
Travel Time from Office	0 minutes
Driving Directions	
<a href="#">Get Directions</a>	

**Actions**

Send Email Select A Template...

Print Document Select A Template...

**Related Files** [Edit](#)

**Comments**

**Application Settings**

Venue ID	74088
Category	School
Travel Fee	\$0.00
Setup Fee	\$0.00
Tax Rate	
One Time Venue	No
Request Information Form Status	Included

One nice feature is the Get Directions button on the venue page. Click it. Edit as necessary your starting location. It fills the venue's location in as the destination. Click 1 of the map service buttons.

### Driving Directions

Starting Address	Destination Address
Street Address 30 Wydown Terrace	Street Address 900 Lay Road
City St. Louis	City Ladue
State MO	State MO
Zipcode 63105	Zip Code 63124

[Google Directions](#)
[Mapquest Directions](#)
[Yahoo Directions](#)

You get a map and directions to the venue!

[Web](#)
[Images](#)
[Videos](#)
[Maps](#)
[News](#)
[Shopping](#)
[Mail](#)
[more](#)

[jleffon@abrakid.com](#) | 
 [My Profile](#) | 
 [New!](#) | 
 [Web History](#) | 
 [My Account](#) | 
 [Help](#)

from: 30 Wydown Terrace, St. Louis, MO 63105 to: 900 Lay Road
Search Maps
Show search options

Get Directions [My Maps](#)

A 30 Wydown Terrace, St. Louis, MO 63105  
B 900 Lay Road, Ladue, MO 63124

[Add Destination](#) - 
 [Reverse](#) - 
 [Show options](#)

[Get Directions](#)

**Driving directions to 900 Lay Rd, Ladue, MO 63124**

**Suggested routes**

1. Clayton Rd	10 mins
3.6 mi	
2. Wydown Blvd and Clayton Rd	10 mins
3.4 mi	
3. I-64 W	10 mins
4.9 mi	

This route has tolls.  
 This route has restricted usage or private roads.

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When the employee logs in to the record, she can access this feature as well. Just click the venue name hyperlink, then the Get Directions button. She can then print it, send an email to herself, etc.

At the bottom of the venue page are some blue horizontal bars. Click on the “+” of assigned events. It shoots you back up to the top of the page.

Employee Access  
Log Off

Additional Contacts

none found

Rooms / Sites

none found

Assigned Events Assign To Another Venue

Email Messages

no messages found

Contact Manager Appointment Venue Contact To Do

View
Type
Date
Time
Title
Notes

Scroll back down. It will show you a list of events at this venue! You can drill down further to the event or client record if you wish.

Assigned Events <span>Assign To Another Venue</span>			
Client Name	Event Type	Event Date	Event Status
Lynn Christopher	After School Class Day1	9/23/2010	Booked
Lynn Christopher	After School Class Day1	1/18/2011	Booked

## VENDOR DATABASE

Click DJ Event Planner, Contacts, Vendors. The vendor list appears. To add a new vendor, click the add vendor button near the top.

DJ Event Planner  
Add Event  
Dashboard  
Mail  
Events  
Clients  
Employees  
Venues  
Contacts  
Vendors  
Other Contacts  
Add New  
Birthday List

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Vendor List Add New Contact

view by event date Select A Category...

name	company	telephone	
unknown name	Mobile Beat		
Bender, Steve	Icke Pickle	B:314-434-3630	Magic Supplies
Engelmohr, Jack	Creative Mailers		Direct Mail
Heusler, John	Anejo Studios	M:636-536-1900	
Launhardt, Terri	Accountax		Accountant
Lefton, Bry			
Lefton, J	Abra-Kid-Abra		

Click on 1 of the hyperlinked vendor names and their record appears.

DJ Event Planner

Add Event

Dashboard

Mail

Events

Clients

Employees

Venues

Contacts

Vendors

Other Contacts

Add New

Birthday List

Import

Search

Music

Employee Access

Log Off

Contact Information Page

Name

Terri Launhardt

Telephone Numbers

Cell Phone

Pager

Home Phone

Home Fax

Internet

Email

Website

Work

Accountax

Job Title

Address

Phone

Fax

Home

Address

US

US

Actions

Send Email

Application Settings

Is A Vendor

Category

Personal

Spouse

Birthday

Anniversary

Related Files

Notes

Edit

Delete

Select A Template...

True

Accountant

Edit

Contact Manager

As with the other databases, you can email the vendor using the dropdown box.

Other contacts we don't currently use.