



Introduction to Events

ROES Events is a great tool to streamline your workflow and ordering of large school and sports events. Below are the step by step instructions to create an events order.

Preparing your Data

You may create your own Excel worksheet for your data or create it within a table in the ROES events Software.

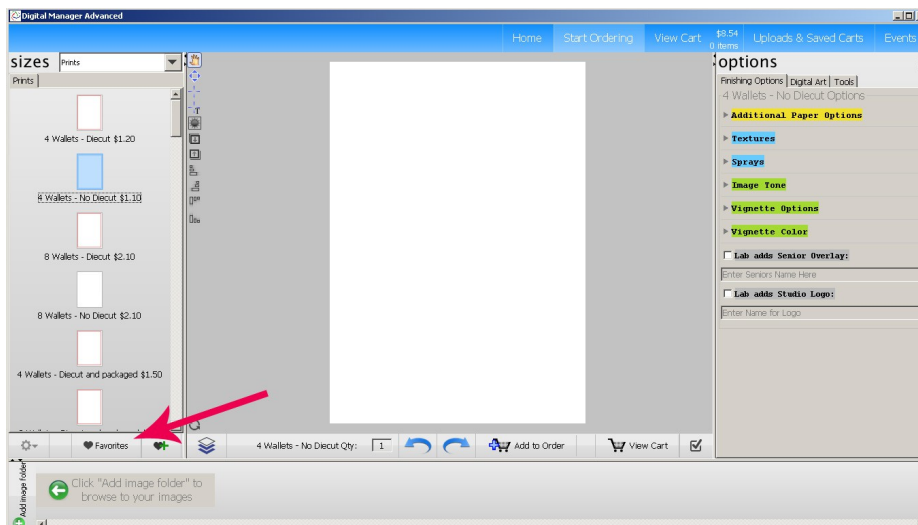
We recommend that you build your order in the following way:

1. Build your packages
2. Import Images
3. Record Data (or Excel Spreadsheet)
4. Match Images and Packages
5. Review and Send Order

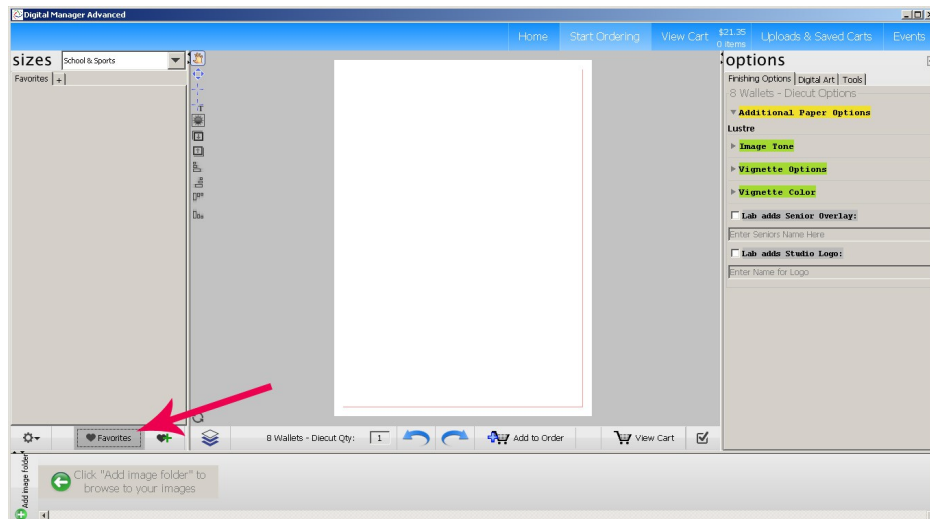
Building Packages

Launch Roes and select "Start Ordering." Choose the catalog your orders will be placed in. Since most EVENTS orders are made in our School and Sports Catalog, choose this one if appropriate.

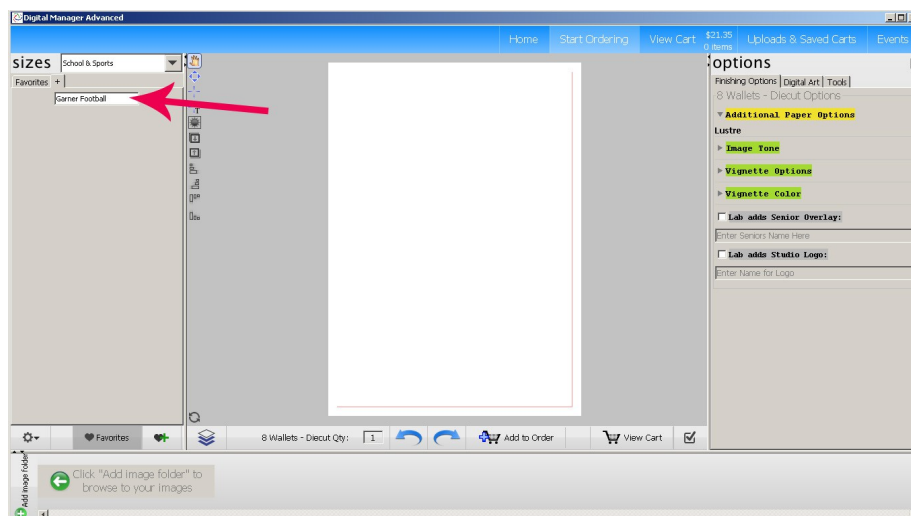
To build your packages, select the Favorites Tab on the left side of your screen



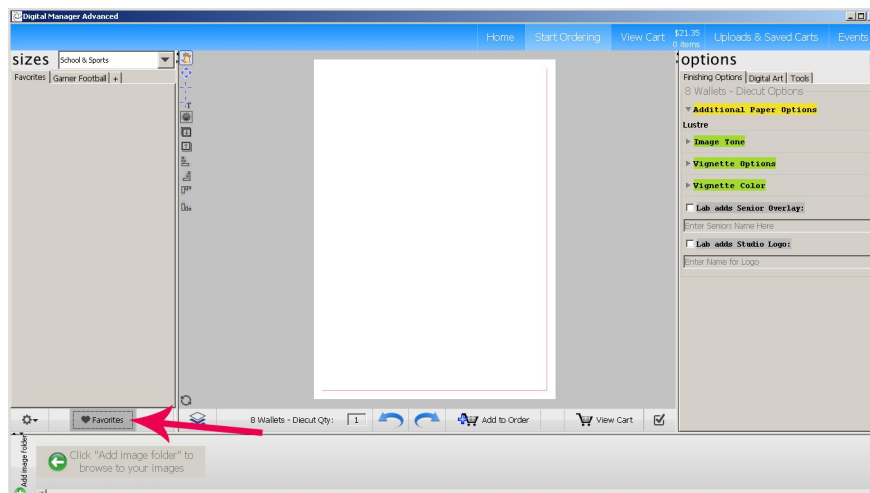
When Selected, there is a gray box around the word Favorites.



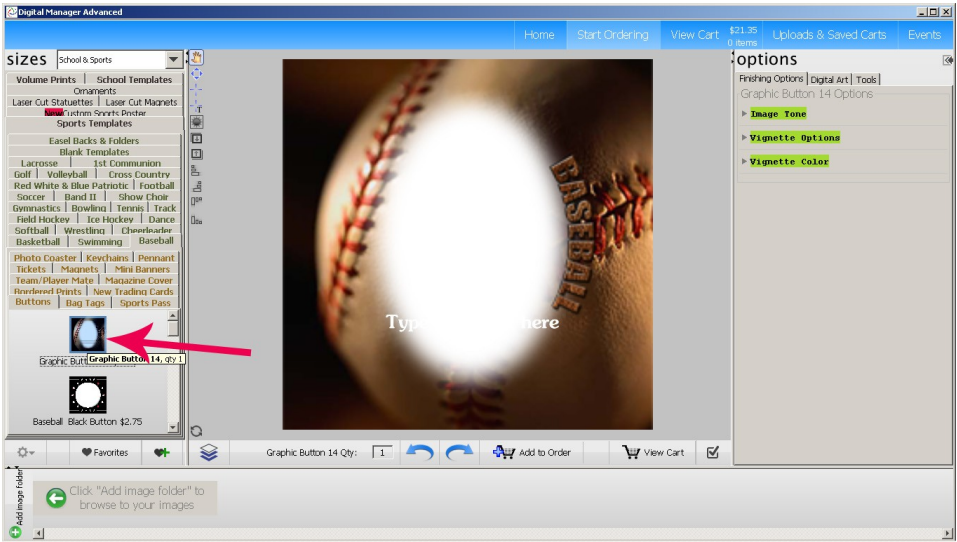
Select the “+” next to the tab “Favorites at the top and name this group. Don't forget to press the “enter” key after you are finished typing. For our example, I'm using the school name and sport that I photographed- Garner Trojans.



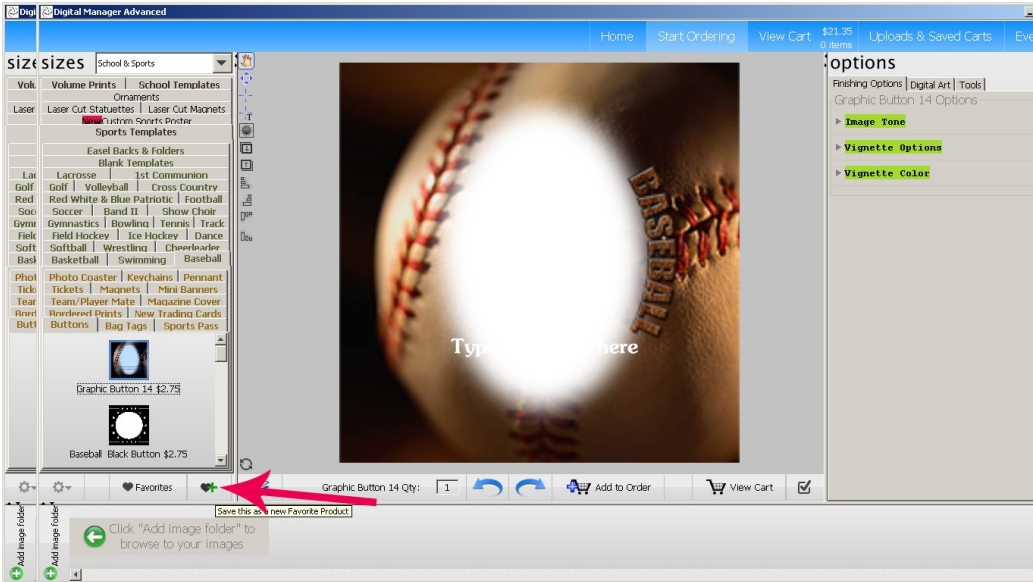
Click “Favorites” (along the bottom) again to return to the products.



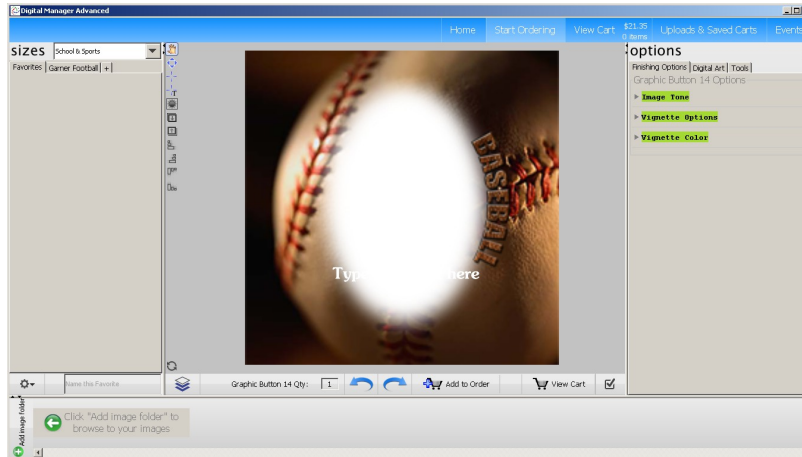
Now, choose the products for your packages. For packages with only one item, click the item (you will see it displayed in the center).



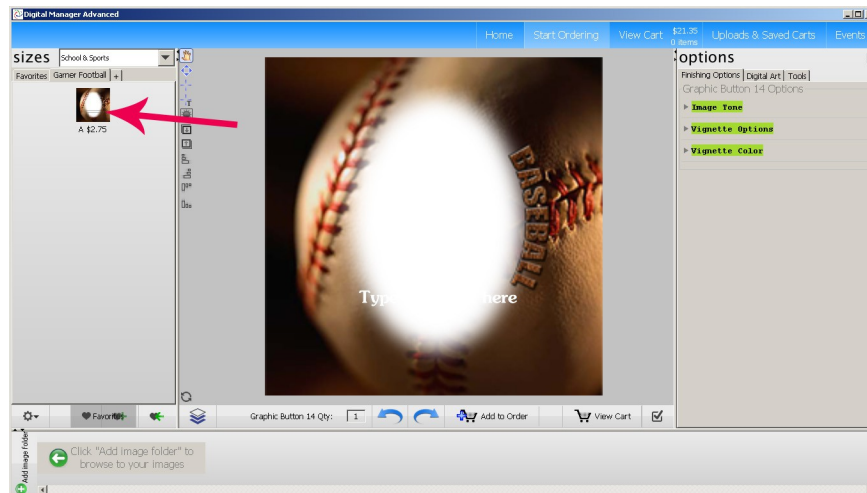
Then save the package by selecting the save favorite icon.



Select the correct group tab at the top (in our example, “Garner Football”) and name the favorite. Don't forget to press “Enter” on your keyboard to commit the package name. We suggest using simple names for your packages (A, B, C...).



Your package will look like this:

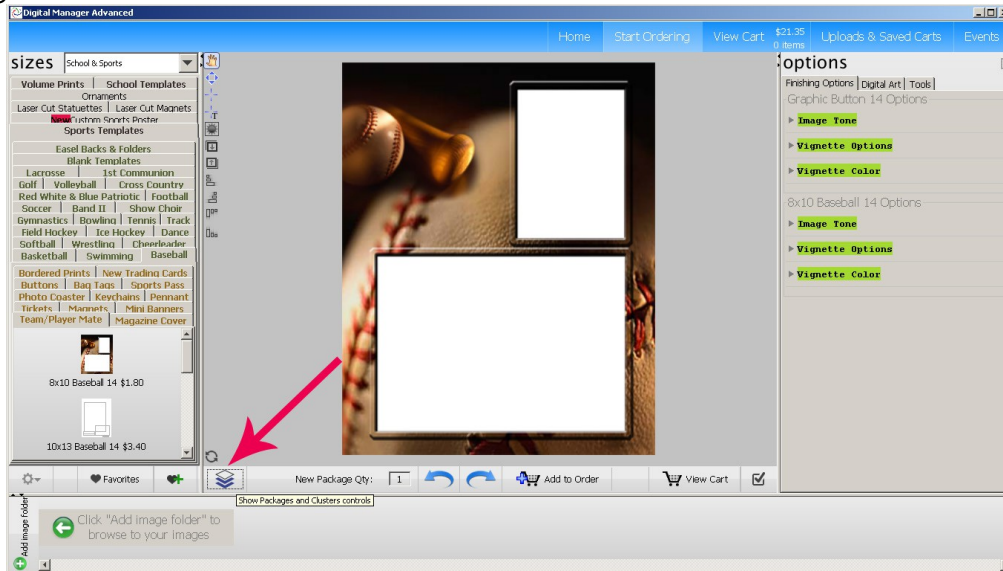


Continue creating single item packages. Your packages must be from the same catalog (i.e. School and Sports). You will not be able to submit orders from multiple catalogs. You must also choose the “group” tab to put your package into.

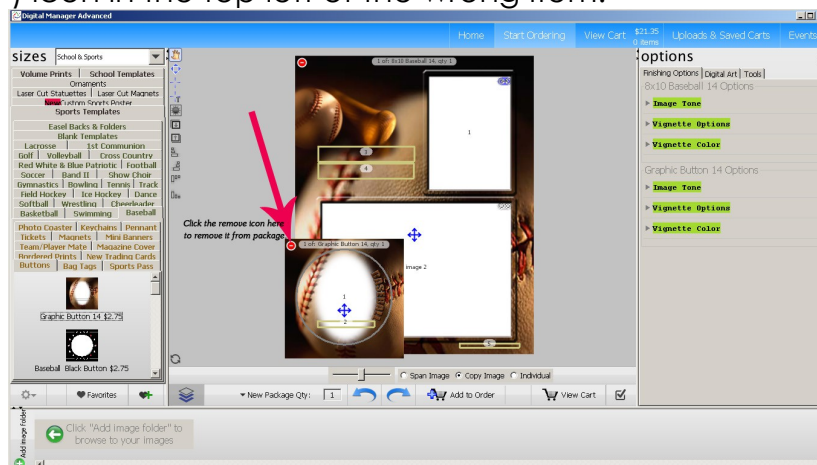
Creating packages with multiple items:

You can easily add packages with multiple products. If your packages contains multiple items, follow these steps.

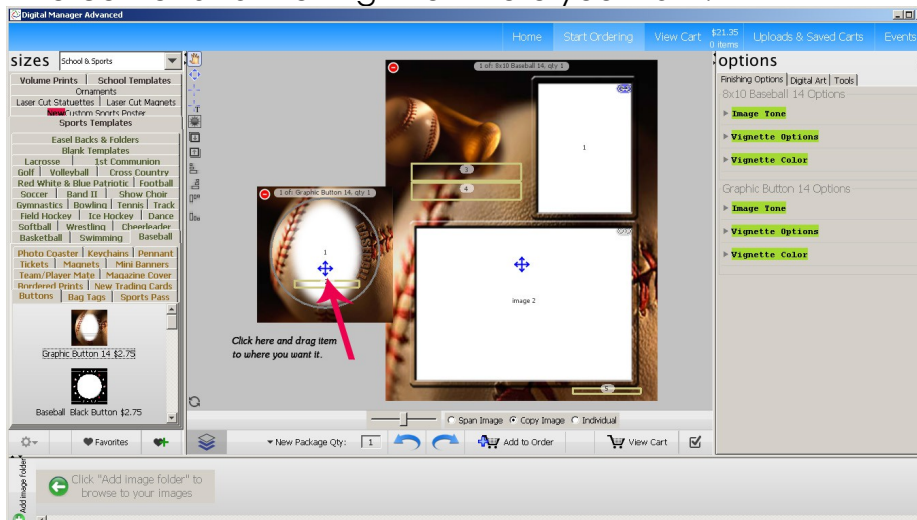
1. Choose the packager icon and select your first item by clicking it one time. Do not drag the first item.



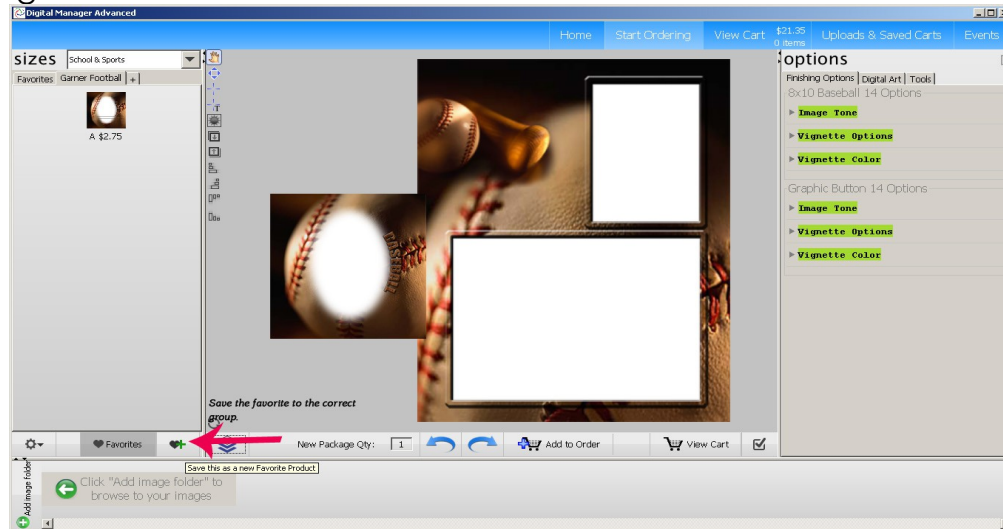
2. Next, find your next item and drag it to the center. If you drag the wrong one, don't worry, just choose the (-) icon in the top left of the wrong item.



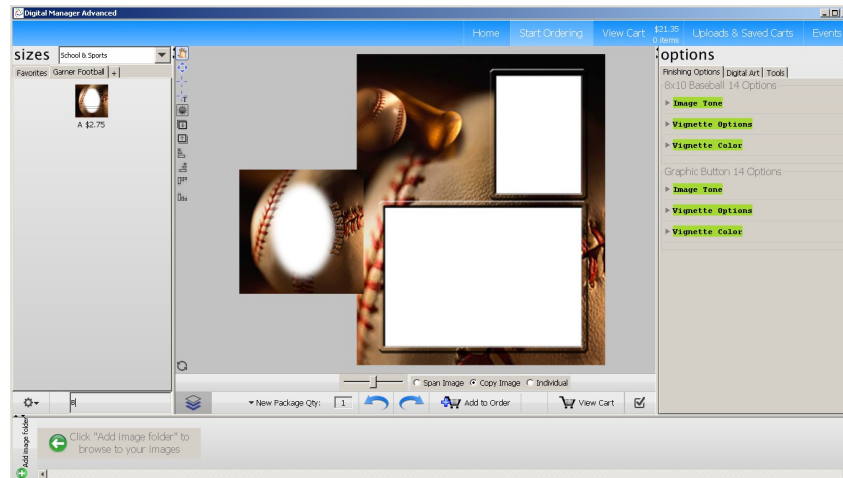
3. You can re-position items in your package for ease of viewing by clicking and holding the blue arrows in the center and moving it to where you want.



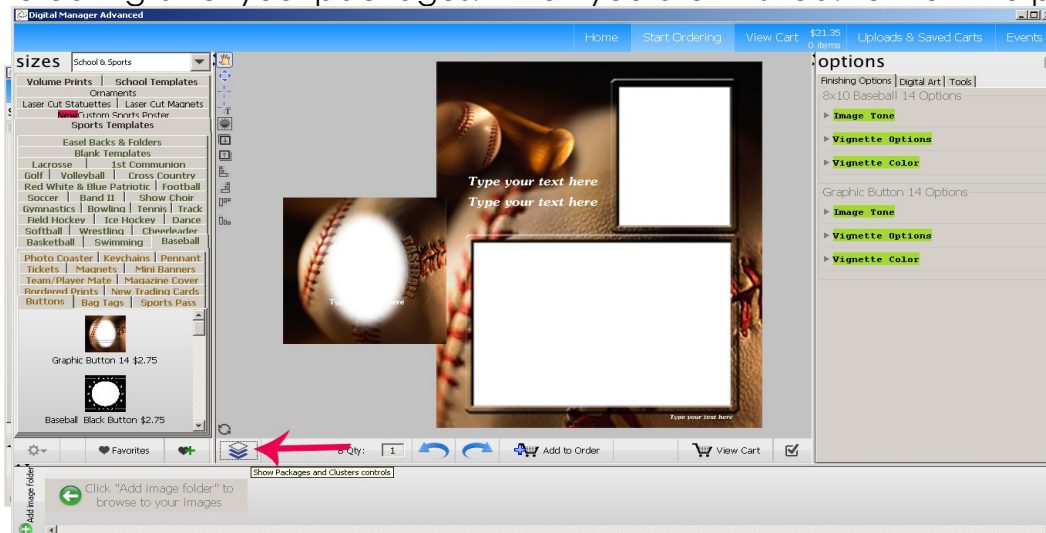
- Continue adding all items in the package. When you are finished adding items, add this favorite to the correct group by choosing the “add favorite icon, selecting the correct tab, and inputting the name.



- Name this package. We named it “B” here.



- Our packages under “Garner Football” now look like this.
- Continue creating all of your packages. When you are finished. Turn off the packager tool.

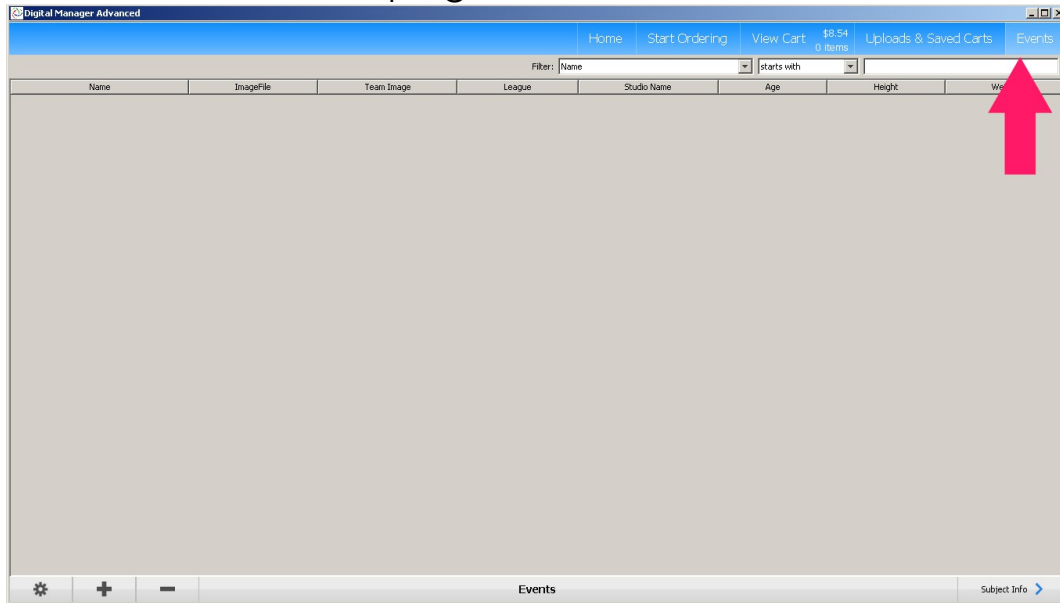


Again...**TURN OFF PACKAGER CONTROL!! TURN OFF PACKAGER CONTROL!!**

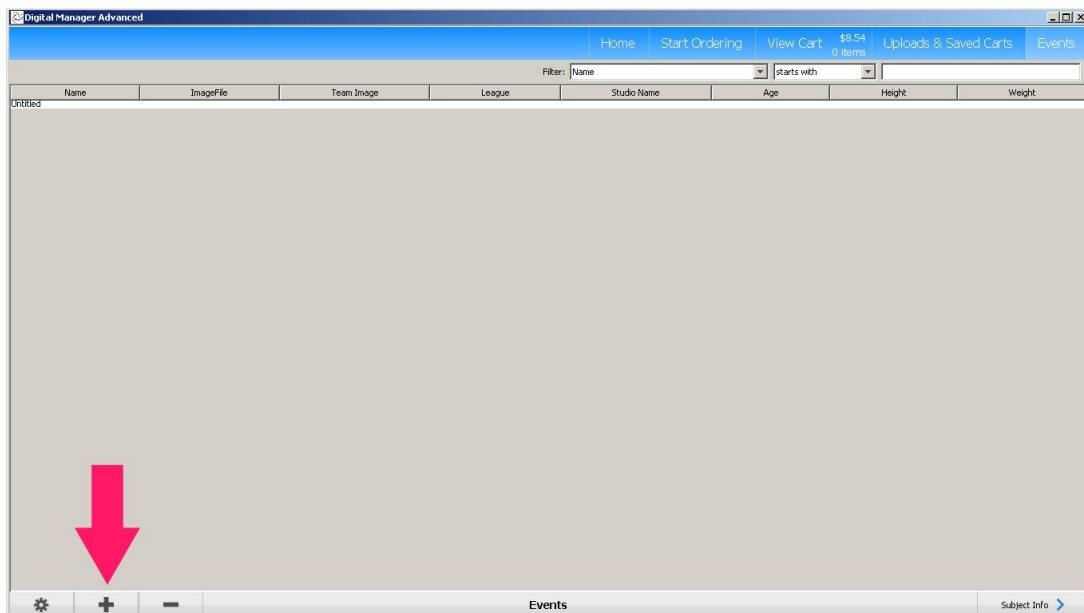
Creating a New Order

Now that your packages are created, you are ready to create an EVENTS order.

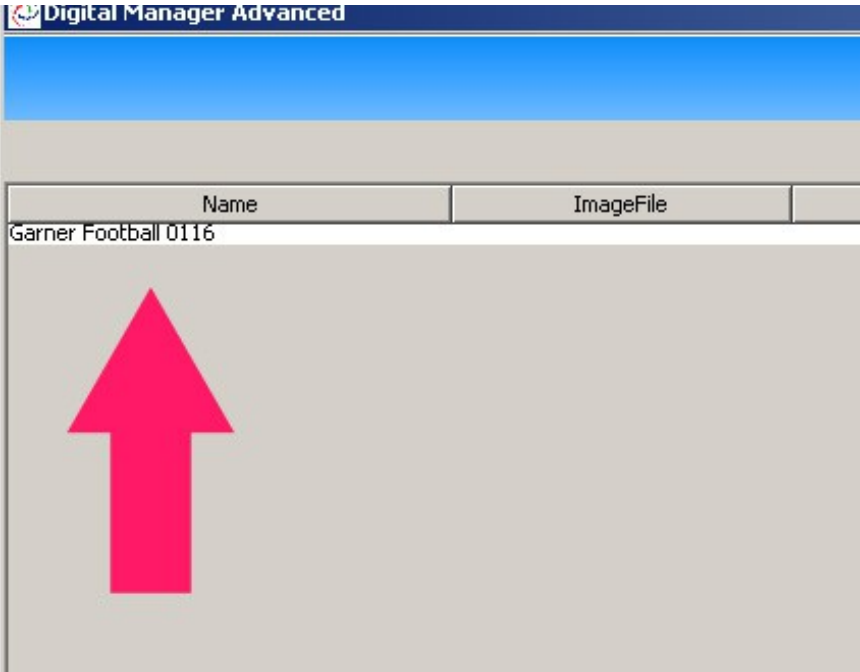
Choose the “EVENTS” tab in the top right of the screen.



Create your job by choosing the “+” sign on the bottom left of the screen.

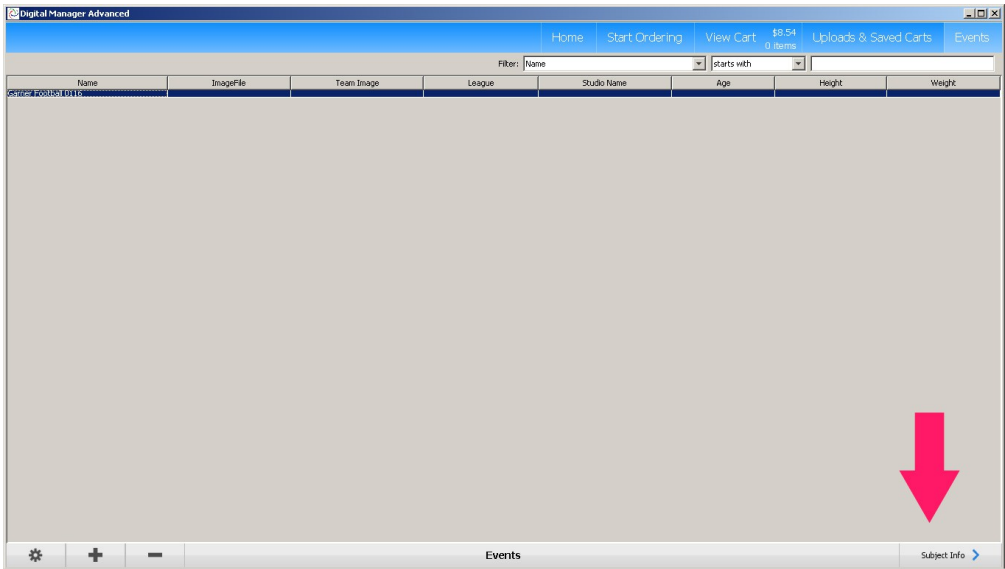


You will notice a new line at the top “Untitled.” Double click inside this box and rename it your event. For our example “Garner Football 0116.”

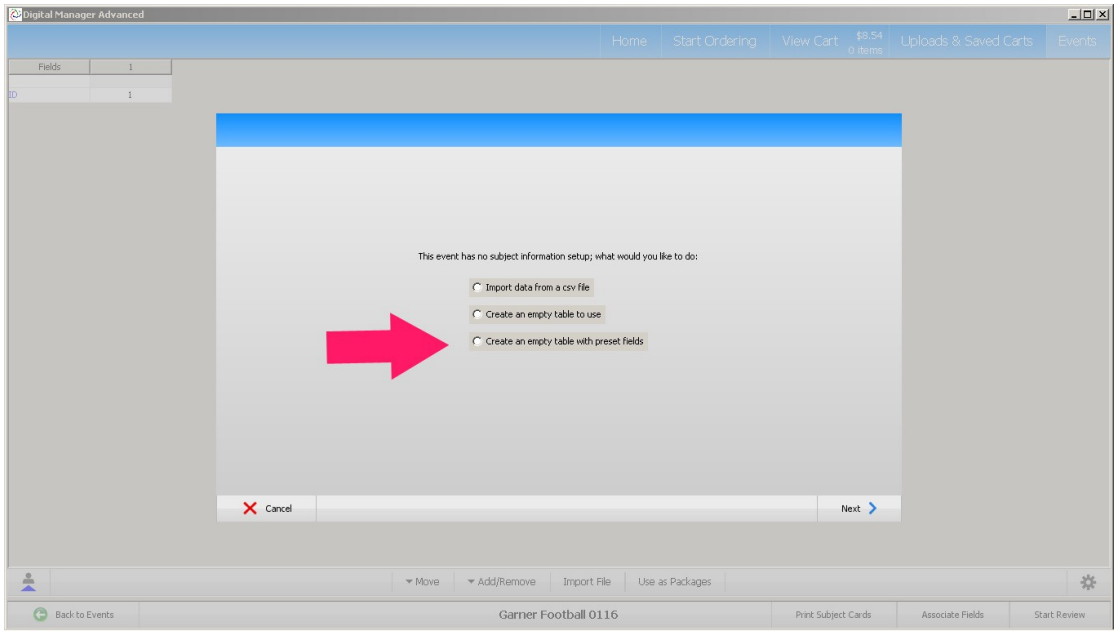


ROES EVENTS now saves all jobs. You no longer have to choose to save your table. It wall save all jobs until you delete them.

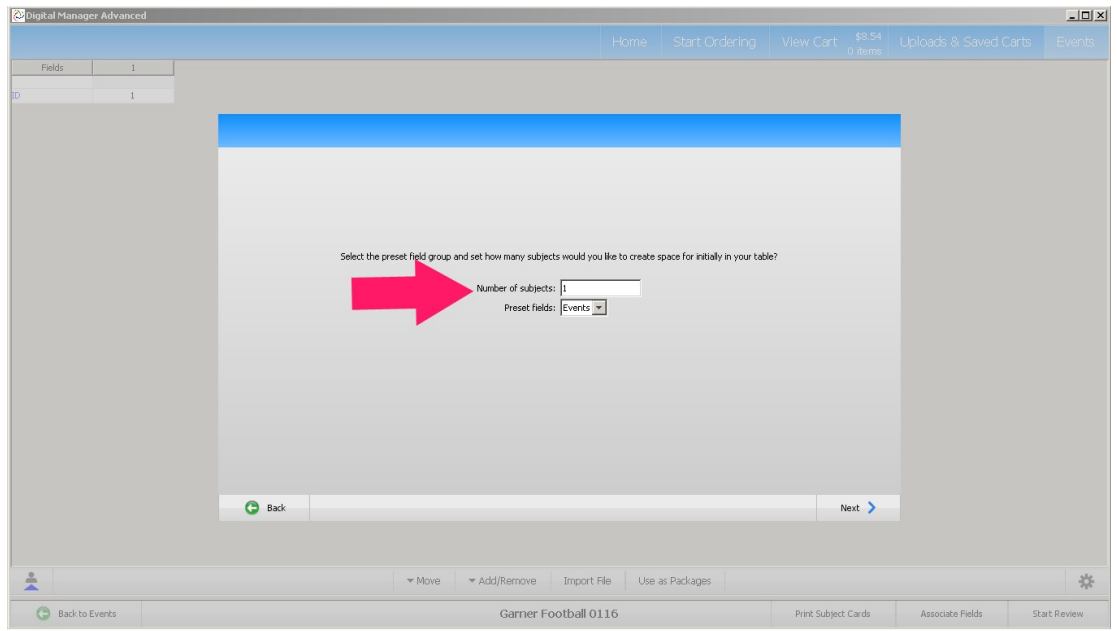
After you have named your job, it's time to create it and input data. Select your job by highlighting it and then choose the “Subject Info” tab from the bottom right.



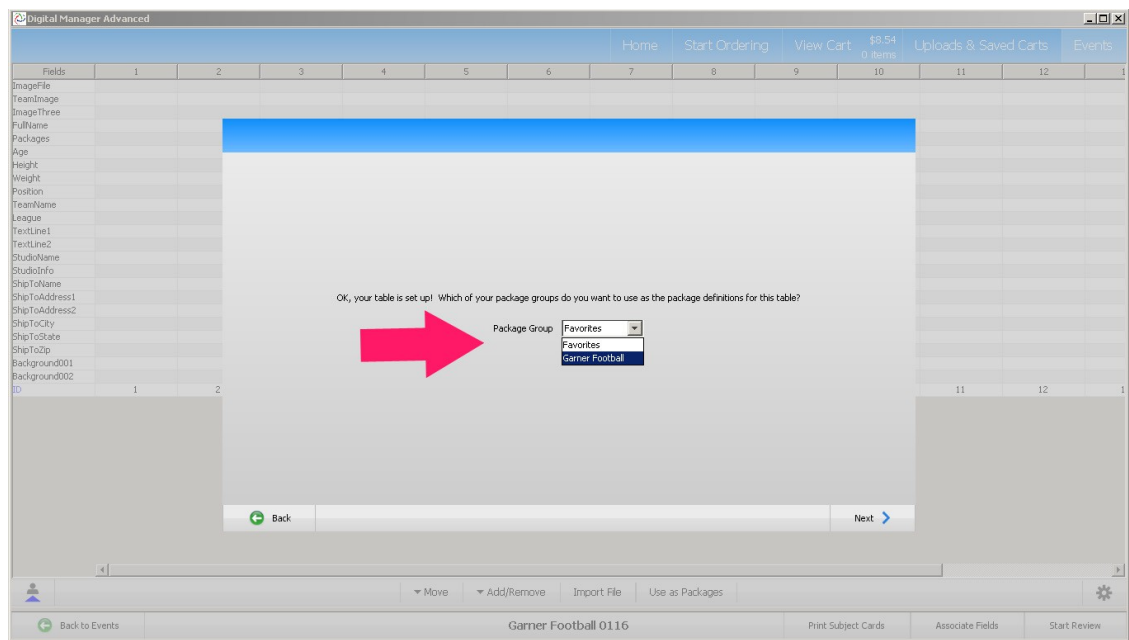
If you are importing your information from an Excel spreadsheet, choose “Import data...” If you will be creating your table within the EVENTS software, choose “Create and empty table with preset fields.” Then click “Next.”



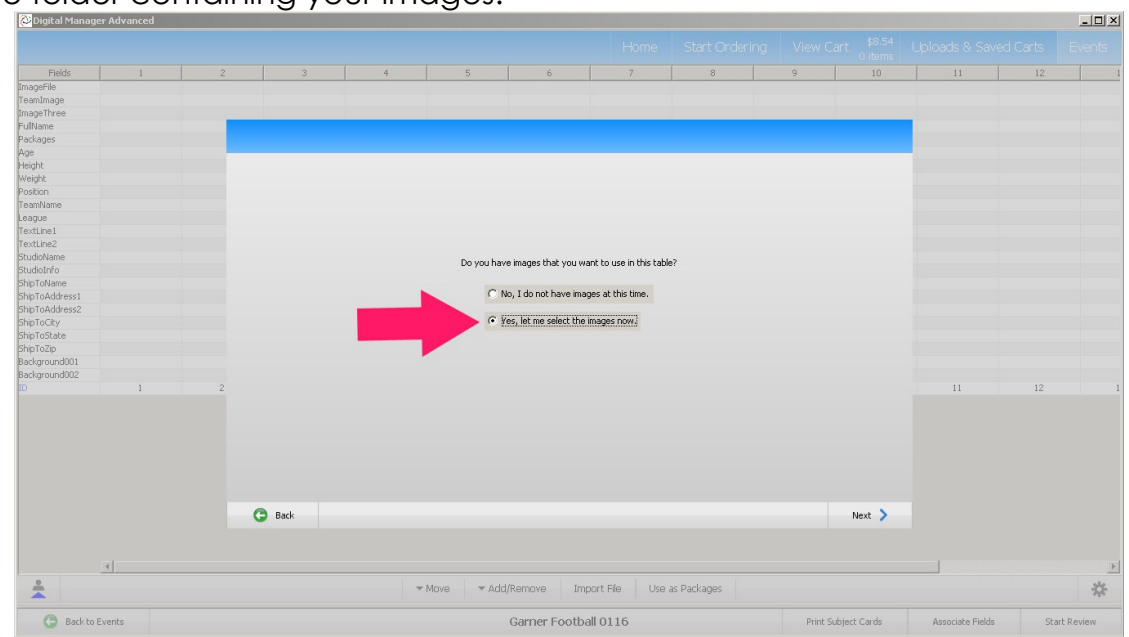
Next, enter the number of subjects in your job. If you are uncertain, enter the approximate number. You can always add more columns later. After you have entered the number of subjects, click “Next.”



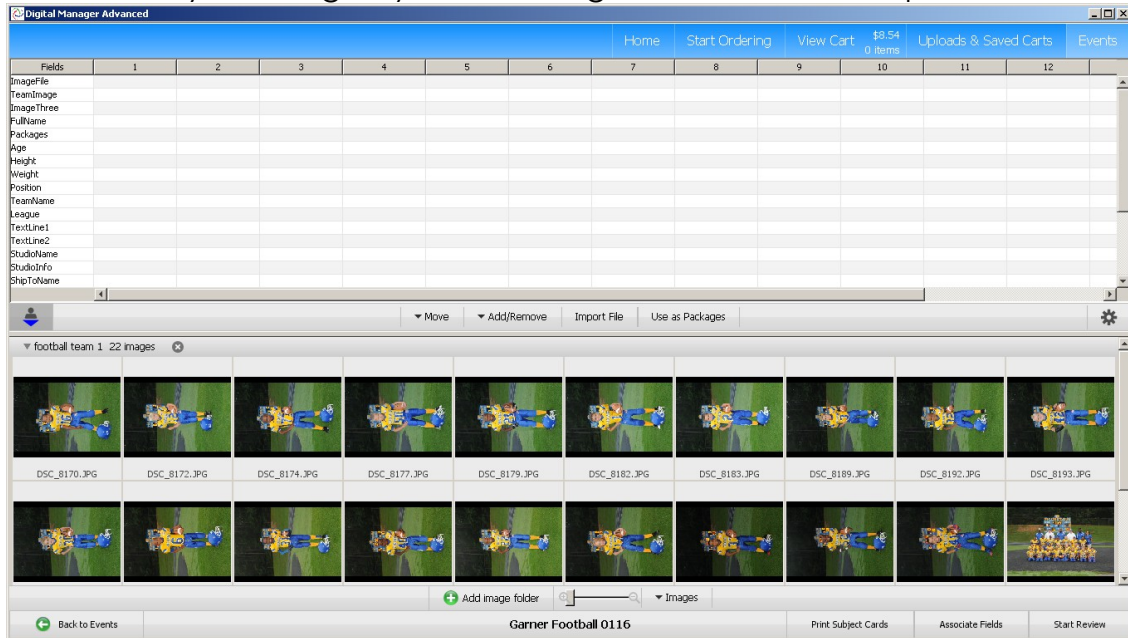
Now choose the “Package Group” you will be using. For our example, “Garner Football.” Click “Next.”



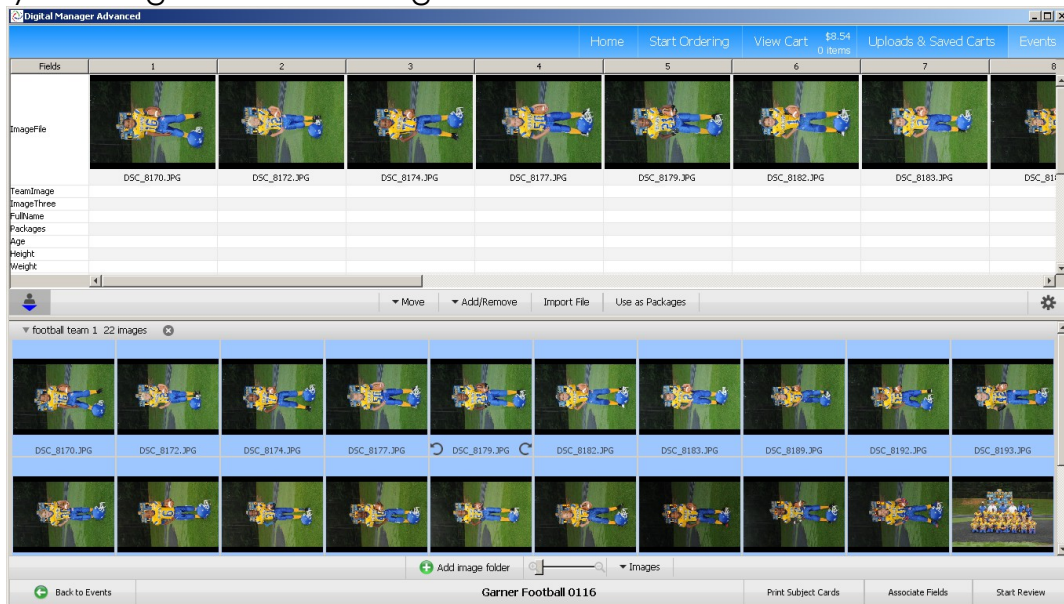
Now it's time to load your images. Select “Yes, let me select the images now” and select “Next” browse for the folder containing your images.



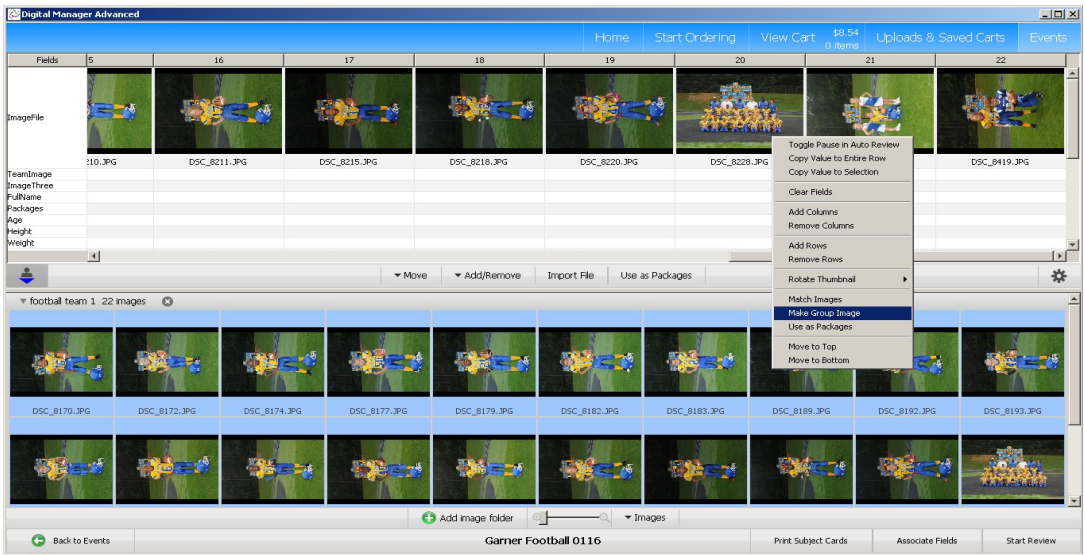
Once you have loaded your images, you will recognize the table as in previous versions.



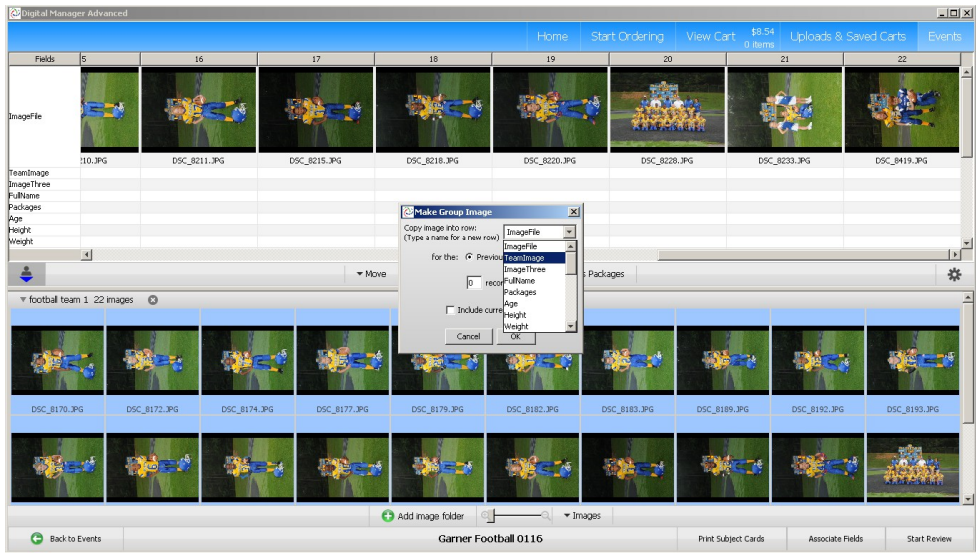
Click and drag your images into the “Image File” row.



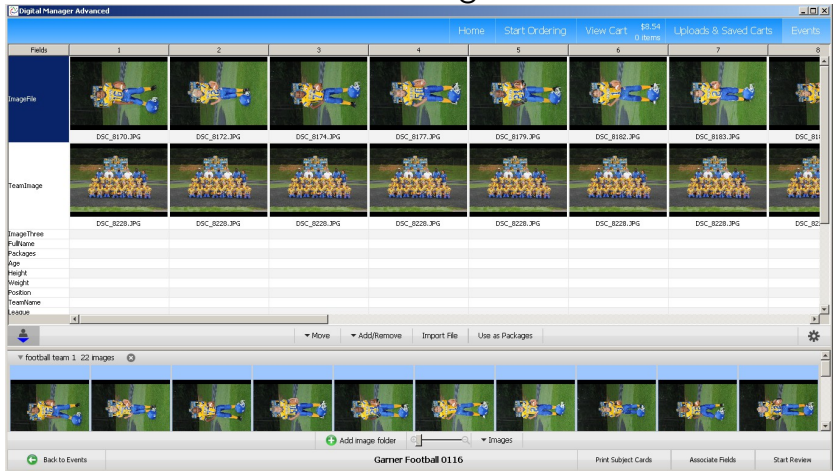
Scroll over to your Team Image and Right click to select “Make Group Image.”



Don't forget to choose which field to place it in and choose how many “previous records” to use it for. You can also include this column and use it for the group image. When you have done that, select “Ok”



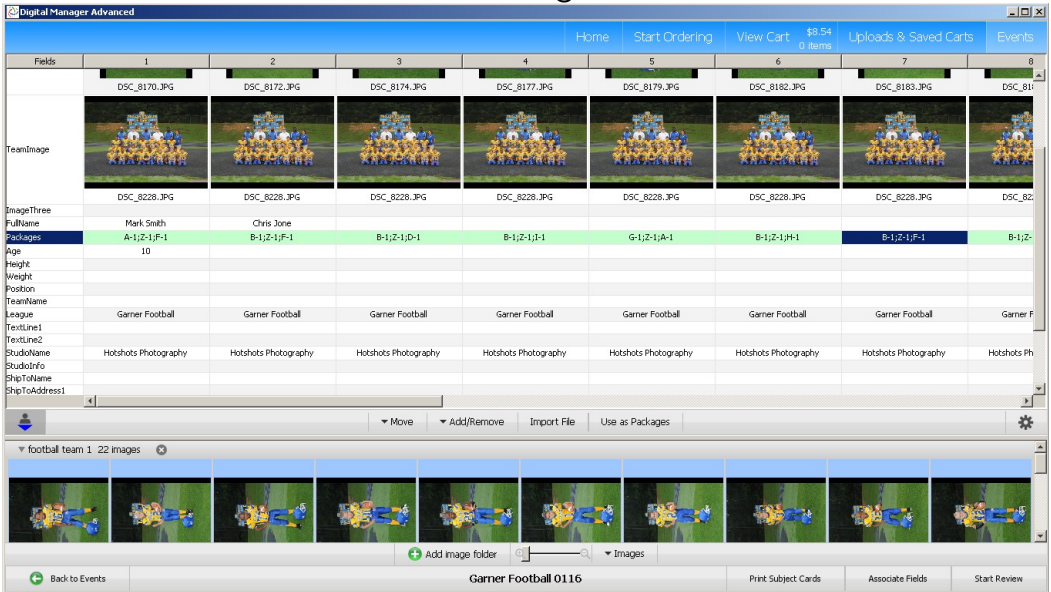
Your screen now shows the individual and team images in those rows.



You may now enter your data. Don't forget to separate multiple packages with a “;”

Ex. A-1;B-1

When all your data is entered, select “Use as Packages.”

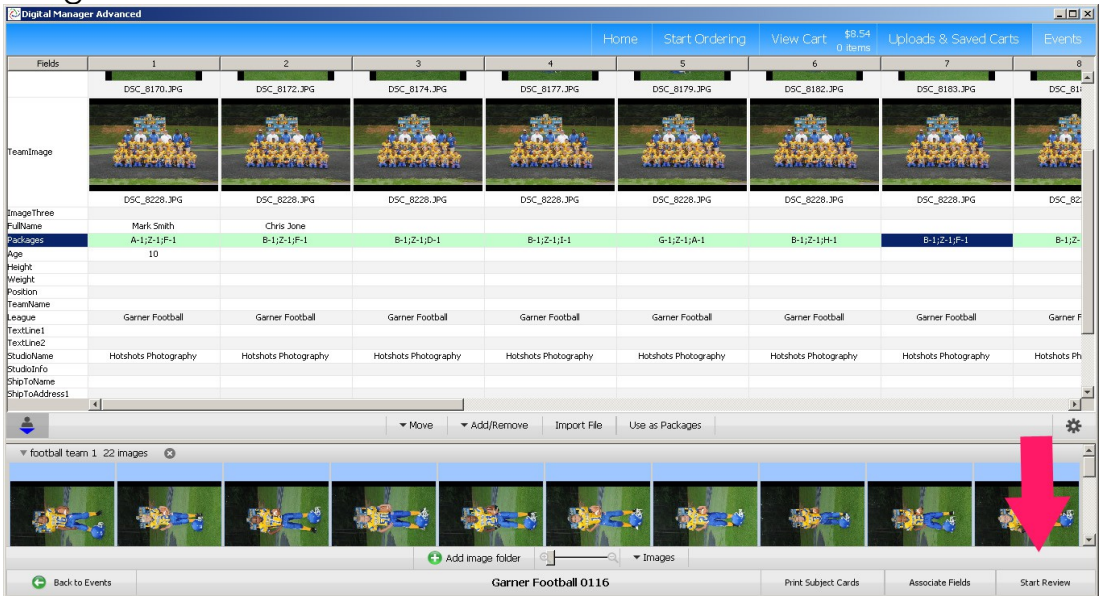


The row “Packages” will be highlighted in **green** if all your data is usable. If it is highlighted in **red**, there is an input error in your data. You may have also forgotten to use the “;” or used a package letter for a package you did not create.

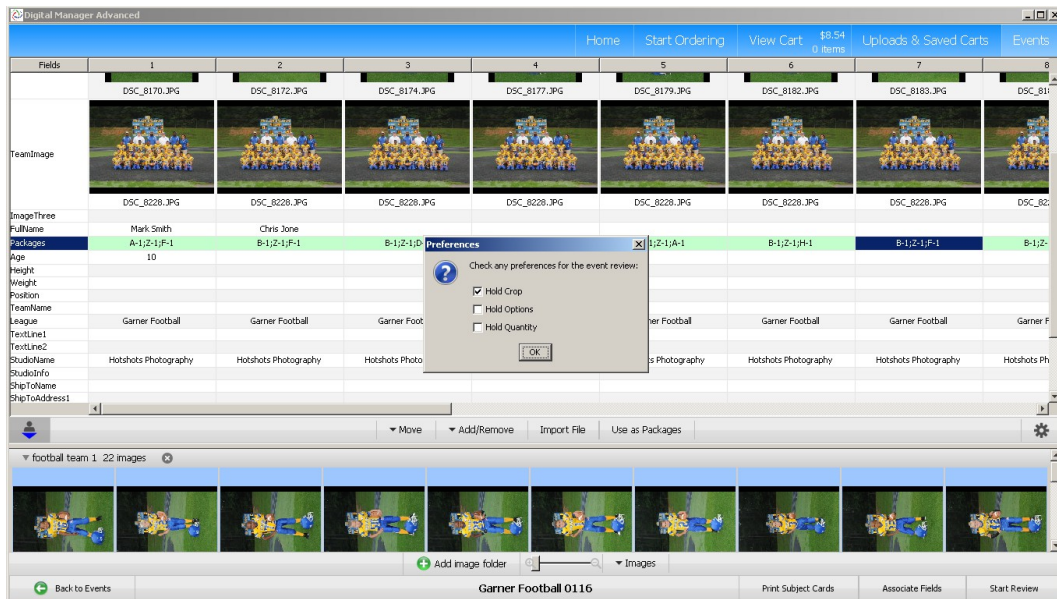
Reviewing your Order

Ensure that your table is correct. Double check!! It will save a tremendous amount of time if it is correct now.

If all your data is correct and you are ready to review and place your order, select “Start Review” from the bottom right.

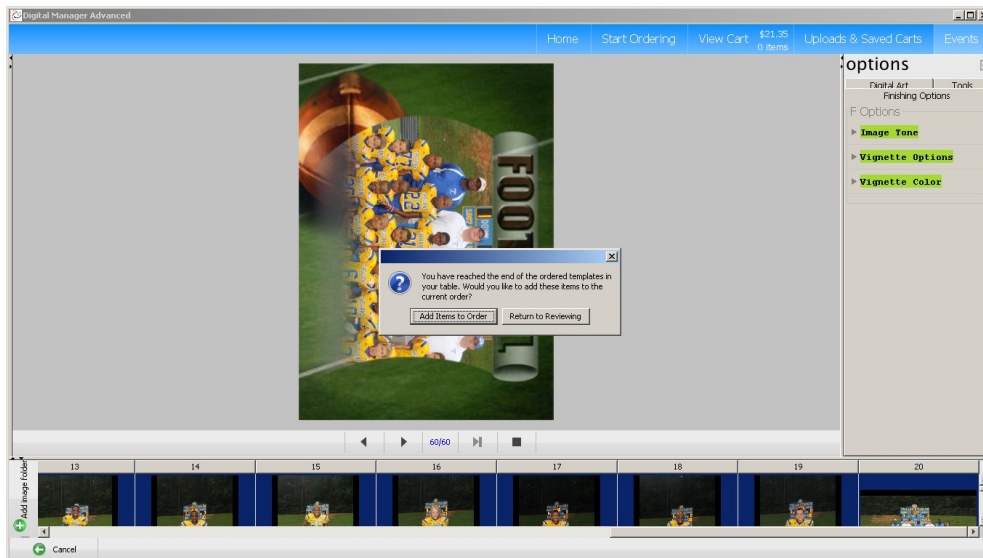


Choose your preferences and select “Ok.”



You will now review your order and adjust crops etc. You will notice a much larger work area. You will also be able to see all the items in each package. Previously, you reviewed by item. Now you review by package. This is a HUGE time saver!

Once you get to the last item, you will be able to choose to “Add Items to Order.” This will add them to your cart and you will be ready to check out.



**If at anytime you are unhappy with your order during the review, select “Cancel” in the bottom right to return to your table. Make adjustments and repeat the Review Order process.

Sometimes a window will pop up after you select “Add Items to Order” stating that your EVENTS table is empty and asking you to select how to enter it. Select “Cancel” to see your cart and complete the checkout process.

If you would like to add additional items to your cart that were not in your packages, but from the same Catalog, you may do so now by selecting “Start Ordering” from the top of the screen. Once you are finished adding additional items, simply click “View Cart” to review your cart and check out.

That's it! We are excited about what a time saver this will be.

We look forward to delivering your order to you!