

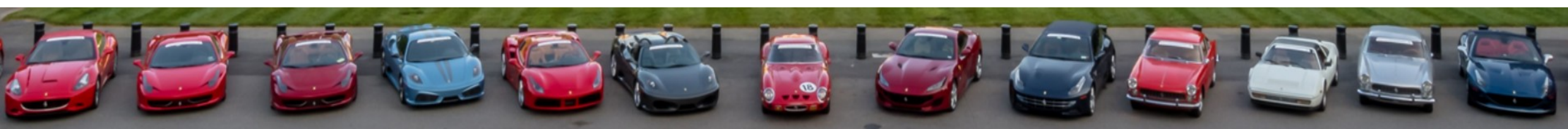
A close-up, low-angle shot of a red Ferrari sports car. The car is the central focus, with its sleek, aerodynamic bodywork and distinctive front grille visible. A black racing helmet with a red chin strap is placed on the passenger seat. The background is slightly blurred, showing other cars and a garage-like setting. The overall lighting is dramatic, highlighting the car's curves and the texture of the helmet.

Ferrari Club of America: Using RegFox for Events



The Benefits of RegFox

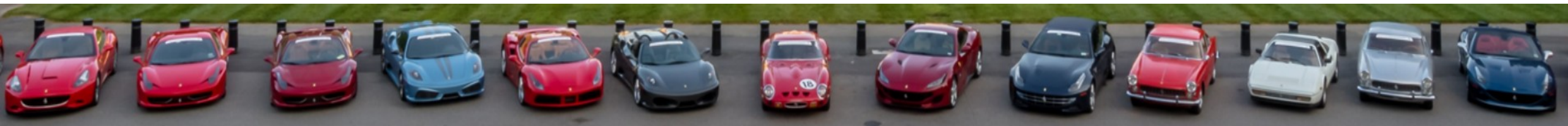
- Let RegFox do the work and collect your funds from your event attendees and deposit funds directly into your Region or Chapter bank account
- Streamlined reports for attendee rosters, tickets sold, and bank deposits
- Unlimited users with the ability to set user restrictions on what each user can see and access
- Multiple events can be live at one time
- FCA Staff can access your RegFox to assist with troubleshooting
- Unlimited library of prior events and the ability to copy prior event page templates
- A waitlist can be created for limited capacity events
- Refunds can be processed within RegFox
- Allows you to create professional event web pages that can be easily shared with members





Logging In

- Where: [RegFox Login](#)
- Username= your email
- Password will be created by you once you receive the email invite to Join RegFox by FCA Staff
- The Invite email will have “Ferrari Club of America” in the subject line and be sent from “noreply@webconnex.com” so please check your spam folder if you do not see it in your inbox

A screenshot of the RegFox website's account sign-in page. The page has a light gray background. In the top right corner, there is the RegFox logo, which consists of a blue flame-like icon followed by the text "RegFox". The main content area is a white box with the title "Account Sign In" centered at the top. Below the title, there are two input fields: "Email *" with the value "aaron@ferrariclubofamerica.org" and "Password *" with a masked password ".....". Below the password field, there is a link "Forgot your password?". A large blue button with the text "Sign In" is positioned below the links. At the bottom of the white box, there is a link "Create an account" and a line of text: "By signing in, you agree to our [Terms of Use](#) and [Privacy Policy](#)." To the right of the sign-in box, there is a vertical sidebar with a yellow header "Charleston" and a sub-header "The best of southern ch and family fun". Below this, there is a section titled "Our Story" with a small image and text. Further down, there is a section titled "New Na" with the text "Great new menus on possibilities" and a link "Read more".



After Logging In

- Click “View Pages” under the RegFox heading

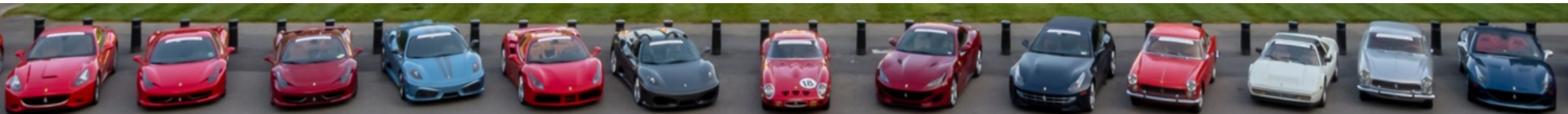
A screenshot of the Ferrari Club of America dashboard. The top navigation bar includes the club name and a menu with items like GivingFuel, Dashboard, Pages, Donations, Contacts, Reports, Communication, and Extras. Below the navigation is a "Products" section with four cards. The "RegFox" card is circled in red. Each card shows the product name, a "Signed Up" status, a brief description, and a "View Pages" button.

Ferrari Club Of America

GivingFuel Dashboard Pages Donations Contacts Reports Communication Extras

Products

- GivingFuel**
✓ Signed Up
Accelerate your fundraising with dynamic donation pages, crowdfunding, and donor management tools.
View Pages
- RedPodium**
Boost your competitions
✓ Host a 5k, 10k, marathon, mudrun, race, cycling, mountain biking, or any other competitive sport
✓ Merchandise and product sales
✓ Registration plus teams, vanity bibs, and more
Sign Up
- RegFox**
✓ Signed Up
Power your event registration with branding control, deposit payments, a check in app, and virtual events.
View Pages
- TicketSpice**
✓ Signed Up
Revolutionize the ticketing experience with timed entry ticketing, reserved seating, text delivery, and ticket scanning.
View Pages





Event Pages Dashboard

- The Event Pages Dashboard will show all events created and give you a snapshot of funds collected for each.
- From this page you can view, edit, and pull reports for each event

The screenshot shows the "My Pages" dashboard for the Ferrari Club of America. The header includes the club name, a "Refer a friend and get \$200" link, and navigation menus for RegFox, Dashboard, Pages, Registrations, Contacts, Reports, Communication, and Extras. The main content area displays a grid of event cards, each showing the event name, update date, total funds collected, and the number of registrants. Each card also includes a small bar chart and icons for report generation and editing.

Event Name	Updated Date	Funds Collected	Registrants
FCA2023 Main	UPDATED FEB 20, 2023	\$0	0 Registrants
FCA2023 Mercato	UPDATED FEB 16, 2023	\$0	0 Registrants
FCA2022 Tremblant Main 3	UPDATED JUL 23, 2022	\$480,476	533 Registrants
FCA2022 Fairmont Guests with Ferraris	UPDATED JUL 22, 2022	\$16,170	74 Registrants
FCA2022 TFX Holding Lot	UPDATED JUL 18, 2022	\$3,925	20 Registrants
FCA 2022 Mercato Tremblant	UPDATED JAN 25, 2022	\$3,600	3 Registrants
FCA2021 Sebring Main	UPDATED OCT 25, 2021	\$309,162	374 Registrants
2021 FCA Broadmoor Experience	UPDATED AUG 5, 2021	\$161,800	187 Registrants





Creating an Event

- Click “Create New Page” in the top right of the Event Pages Dashboard
- RegFox will prompt you to fill in the necessary event information
- RegFox has pre-built templates you can use when creating events
- Please reach out to Aaron Pierpoint at FCA National if you need assistance in creating your first event. aaron@ferrariclubofamerica.org
- Helpful user guides and videos can be found here: <https://help.regfox.com/en/articles/5552514-regfox-checklist>

Try our new templates

Want to create a new event page in seconds? Skip the steps, and jump straight to a designed template with pre-built content and fields. You will love it.

[Start with a template](#)

New Page

What is the name of your event?

Your event name will be used in reports and in the URL of your new page

What currency would you like to collect funds in?

USD \$

Type of Event ⓘ

In Person Virtual

What day and time does your event start?

MM/DD/YY 12 : 00 AM

Estimated Number of Registrants

[Copy an existing Page](#)

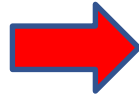
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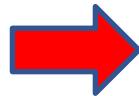


Admin Options: Reports

- To access reports for event registrations or bank deposits, click reports in the top menu. For a list of registrations click “transactions”. For a list of bank deposits click “payouts”



- Registrations Report can be filtered by: Status, Type, Page, or Date.
- If you filter by “Page” you can view registrations for certain events only.
- Reports can be exported to excel by clicking “export” in the top right



The screenshot shows the Ferrari Club of America admin dashboard. At the top, there is a navigation menu with 'Reports' highlighted. A dropdown menu is open under 'Reports', showing options for 'Transactions' and 'Payouts', both of which are circled in red. Below the menu is a 'Transactions' table with columns for Name, Amount, and Payment. A search bar is located above the table. Below the table, there are filter dropdowns for Status, Type, Page, and Date, all of which are circled in red. An 'Export' button with a download icon is also circled in red in the top right corner of the table area.



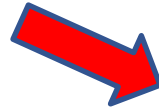


Admin Options: Reports Cont'd

- Clicking Reports-Payouts allows the Treasurer to match RegFox deposits with deposits into your Region/Chapter bank account



- After clicking the blue "Payout Reference ID" above, the Treasurer can see what transactions made up that deposit and can separate income by event. As shown here.



Ferrari Club Of America Refer a friend and get \$200

RegFox Dashboard Pages Registrations Contacts Reports Communication Extras

Payouts

Webconex [View More Reports on WePay](#)

Search Payment Processor Product

Payout Reference ID	Amount	Transaction Count	Status	Send Time
245115670	\$145.52	2	CAPTURED	Aug 1, 2022 6:01pm
231555566	\$12,465.39	25	CAPTURED	Jul 25, 2022 6:02pm
258185443	\$4,120.33	20	CAPTURED	Jul 18, 2022 6:01pm
36452731	\$1,936.75	6	CAPTURED	Jul 11, 2022 6:03pm
107824425	\$3,284.27	51	CAPTURED	Jul 4, 2022 6:04pm

#245115670

\$145.52

Deposited into Wells Fargo XXX-0940

Transactions • 2 Search Product

Date	Product	Billing Name	Page	Amount	Fees	Net Amount
Jul 26, 2022 2:41pm	RegFox	Joe [REDACTED]	FCA2022 Tremblant Main 3	\$75.00	\$2.24	\$72.76
Jul 26, 2022 2:39pm	RegFox	David [REDACTED]	FCA2022 Tremblant Main 3	\$75.00	\$2.24	\$72.76





Admin Options: Reports Cont'd

- Clicking Reports-Exporter-Registrant Data allows you to pull a report showing all the selections a member made when purchasing a ticket (meal choice, model, which ticket purchased, etc)



- Choose the event and select all the fields you want to export and then click download. This will provide an excel report of all the selections made by the ticket purchaser for that particular event



The screenshot shows the Ferrari Club of America RegFox admin interface. The top navigation bar includes 'RegFox', 'Dashboard', 'Pages', 'Registrations', 'Contacts', 'Reports', 'Communication', and 'Extras'. The 'Reports' dropdown menu is open, showing options like 'Transactions', 'Payouts', 'Global Coupons', 'Memberships', 'Ambassadors', and 'Exporter'. The 'Exporter' option is circled in red. Below the menu, there are three report cards: 'Registrant Data' (circled in red), 'Transaction History', and 'Attendee Report'. The 'Registrant Data' card is selected, and the 'Export Registrants' form is displayed. The form includes a search field, a 'Pages' dropdown (circled in red), a 'Fields' dropdown (circled in red), and a list of events. The 'Fields' dropdown is open, showing a list of fields including 'Name (First Name)', 'Name (Last Name)', 'Name (M.I.)', 'Address (Street Address)', 'Address (Street Address 2)', 'Address (City)', 'Address (State)', 'Address (ZIP/Postal Code)', 'Address (Country)', 'FCA MEMBER NUMBER', and 'member.exnrv'. The 'Status' dropdown is set to 'Completed'. The 'From Date' and 'To Date' fields are both set to 'MM/DD/YY' at '12:00 AM'. The 'File Type' is set to 'CSV', and the 'Encoding' is set to 'Universal'. The 'File Name' field contains 'registrants.csv'. A 'Download' button (circled in red) is at the bottom, with a 'Memorize This Report' link next to it.