

How to set up a Regional Select Doubles event

This guide explains how to set up a Regional Select Doubles event in JustGo, using the South Florida Pétanque Club as an example.

1. Go to <https://fpusa.justgo.com> or scan the QR code below.



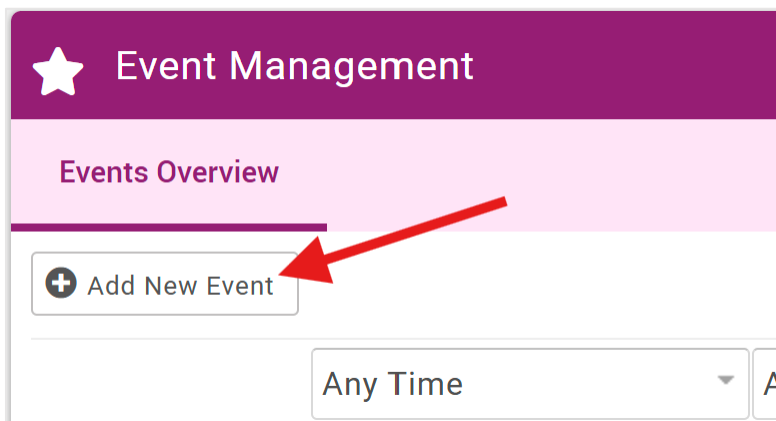
2. Enter your **email address** for the **Username**. Enter your **password** and click on Log In.
3. If you need to reset your password, click on “Forgot Password?”
4. Select **Menu** from the upper left corner.



5. Select the **Event Management** tile.



6. Click **Add New Event**.



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1

Event Details

7. **Event Name:** Southeast Regional Select Doubles
8. **Category:** Regional Tournament
9. **Subcategory:** Southeast
10. **Location Type:** Venue
11. **Event Location Name:** South Florida Pétanque Club
12. **Address 1:** John Prince Park
13. **Address 2:** 4759 S. Congress Ave., Lake Worth Beach, FL, 33461
14. **City:** Lake Worth Beach
15. **State:** FL
16. **ZIP:** 33461
17. Adjust the map by clicking **Not the right location on this map?**

[Not the right location on this map?](#)

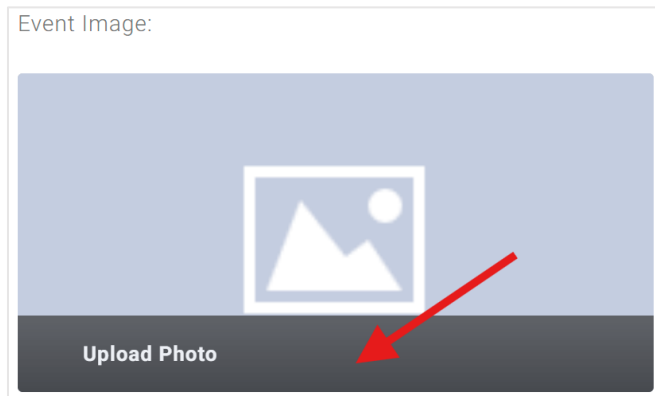
18. Enter your club's **latitude and longitude** from Google Maps (right-click on your club location and copy the coordinates).
19. Set the **Time zone, Date, and Time** of the event. If the date is not finalized, use the **Text instead of Date** option.

Timezone:		
America/New_York (UTC-4:00) ▼		
When:	Time - Hr:	Min:
02/01/2026  *	07 ▼	45 ▼
End Date:	Time - Hr:	Min:
02/01/2026  *	17 ▼	00 ▼
Hide Date and Time: ☐	Include Calendar Invite: ☒	
Text Instead of Date:		

20. Enable **Include Calendar Invite** to allow attendees to save the event to Google, Apple, or Microsoft calendars.

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21. Upload an **event picture**.

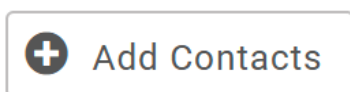


22. Enter all the **event details**.

A screenshot of the 'Event Details' section. It shows a text editor with a toolbar at the top containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, font color, text color, bulleted list, numbered list, indent, outdent, link, unlink, quote, code) and a rich text toolbar with icons for undo, redo, and other editing functions. Below the toolbar is a text input area with the placeholder text 'Enter event details here...|'.

2 Event Contacts

23. Click **Add Contacts** to include contacts for the event. Contacts don't need to be JustGo members.



3 Event Tickets

24. Click **Add New Ticket**:



25. **Name:** Team Registration

26. **Price:** \$70

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27. **Quantity Available:** 40 (20 courts available)

28. Click **the green save icon**

Price:	70.00	Quantity available:	40		
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4 Event Settings

29. **Notify Me:** Unchecked

30. **Waitlist:** Checked

31. **Publicly Publish Attendee Bookings:** Checked. (Name and/or City)

32. **Visibility:** Public (viewable by anyone who registered with JustGo)

☐ Notify Me 

☒ Waitlist 

☒ Publicly publish attendee bookings 

Attendee Listing Display Items:

☒ Name

☒ Town/City

33. Select **Public**

Listing Privacy:

☒ Public (viewable by anyone on JustGo)

☐ Private (viewable only by those people with the below link)

<https://fpusa-sandbox.justgo.com/workbench/public/events?ref=> [Copy link](#)

34. Select **Ticket Range**

Advertised Price Settings:

☒ Ticket Range (Price range is displayed based on the min and max ticket price available)

☐ Hidden (NO price will be displayed with the event listing page and will only be viewable within the event detail page)

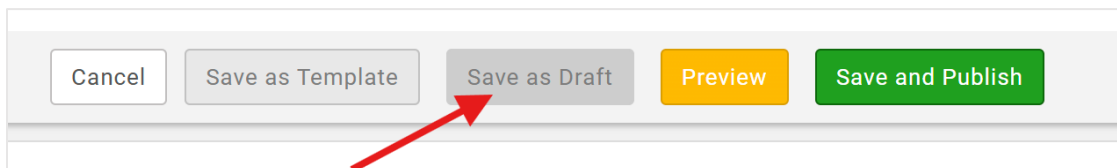
☐ User Defined Range (Price range will be displayed based on the below values)

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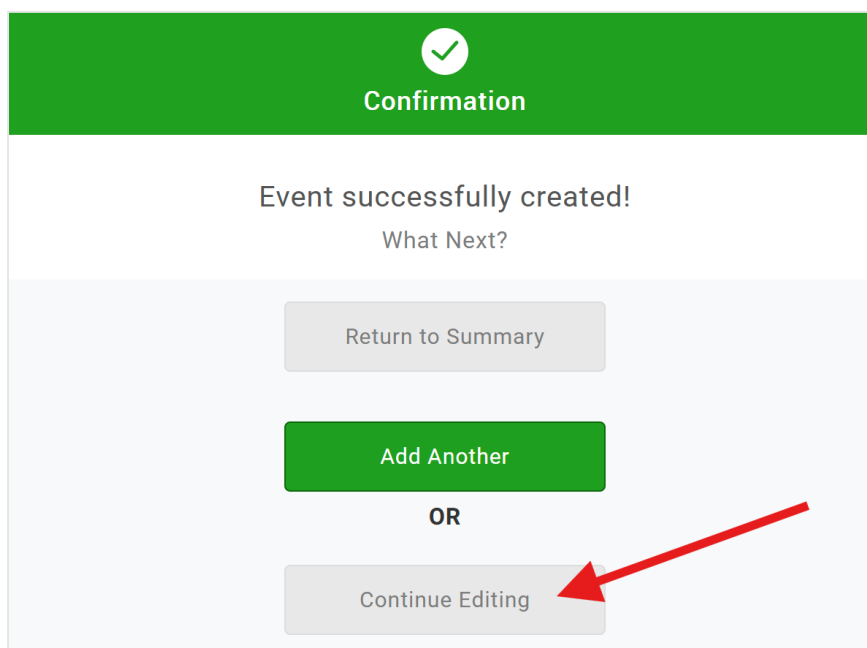
5 Fixtures

35. Use this section if the event is rescheduled or relocated.

36. Click **Save as Draft**



37. Select **Continue Editing**



38. Go back up to **section 3 - Event Tickets** and click on the **settings icon** for advanced options (gear icon.)

3 Event Tickets

+ Add New Ticket

Tickets	Price	Quantity available	
Team Registration	\$70.00	40	↑ ↓ ⚙️ ✎️ 🗑️

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1 Ticket Details

39. **Description:** Include details about registration

40. **Booking Format:** Member

41. Option to set **ticket availability dates**.

☒ Do you want to set ticket availability dates?

42. **Ticket Availability Dates:** Limit sales up to xx days before the event.

43. **Min Booking:** 1

44. **Max Booking:** 1 (or more)

45. **Prevent Multiple Bookings:** Checked (or unchecked)

46. **Is Active:** Checked – Uncheck to publish the event but disable ticket sales.

47. Use Code if you have an **internal reference code** linked to these tickets.

48. Select the option to **display the price** or not.

2 Instalment Pricing

49. Do not select **Instalment Pricing**

3 Tax Options

50. **Do not charge tax** for this ticket

4 Ticket Restrictions, Discounts & Surcharges

51. Click **Add new purchase rule** under the **Restrictions tab**.

Restrictions	Discounts	Surcharges
Use purchasing rules to restrict which group of members combinations, eg. Age Rule & Gender Rule.		
<button>+ Add new purchase rule</button>		

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52. Enter “**Valid FPUSA Membership**” in the Purchase Rule Description.

Purchase Rule Description:

Valid FPUSA Membership

53. Click **Add New Rule**.

Purchase Rule Group

will be **SATISFIED** if the following conditions are met

 Add a new rule to begin  **Add New Rule**

54. Scroll down to **Member has any of the following memberships** and click **Add**.



Member has any of the following memberships

Add 

55. Check the box **Any NGB Membership**.

 Member **has** any of the following memberships

 Add another rule  **Add New Rule**

☒ Any NGB Membership 

☐ Any Club Membership

☐ Club Adult

☐ Club Junior

☐ Club Associate

☒ Any NGB Membership

☐ FPUSA Adult

☐ FPUSA Junior

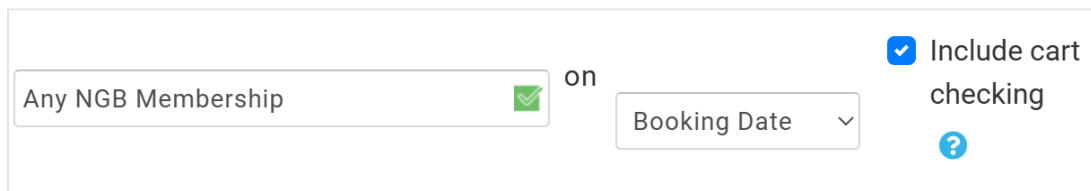
☐ Associate

☐ Any State/Regional Membership

y this reason if the ticket fails any restriction

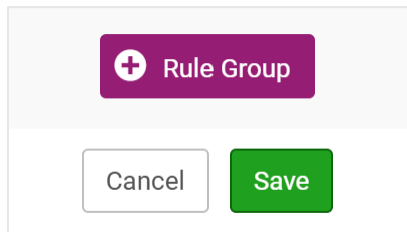
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56. Select **Booking Date** and **Enable Cart Checking** for membership validation.



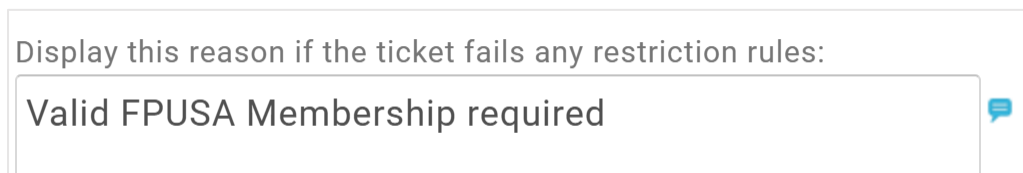
The screenshot shows a configuration box for membership validation. On the left, a dropdown menu is set to "Any NGB Membership" with a green checkmark icon. To its right is the word "on". Further right is another dropdown menu set to "Booking Date" with a downward arrow. To the right of these is a checkbox labeled "Include cart checking" which is checked with a blue checkmark. Below the checkbox is a blue question mark icon.

57. Click **Save**



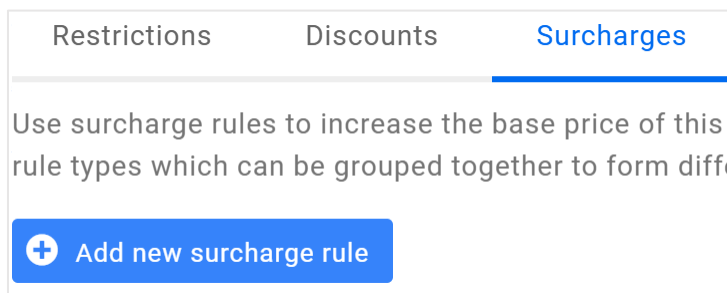
The screenshot shows a modal dialog with a purple button labeled "+ Rule Group" at the top. Below it are two buttons: a white "Cancel" button and a green "Save" button.

58. Enter **"Valid FPUSA Membership required"**



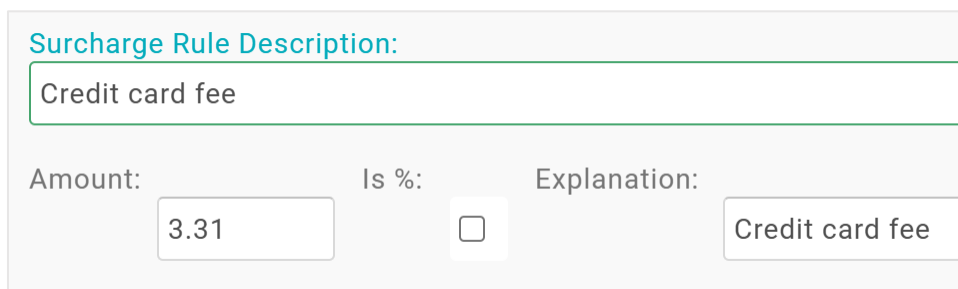
The screenshot shows a text input field with the placeholder text "Display this reason if the ticket fails any restriction rules:". The field contains the text "Valid FPUSA Membership required". A blue speech bubble icon is visible on the right side of the field.

59. Go to the **Surcharges tab** and click **Add New Surcharge Rule**.



The screenshot shows a tabbed interface with three tabs: "Restrictions", "Discounts", and "Surcharges". The "Surcharges" tab is selected and highlighted with a blue underline. Below the tabs is a text area with the text "Use surcharge rules to increase the base price of this rule types which can be grouped together to form different". At the bottom of the section is a blue button labeled "+ Add new surcharge rule".

60. Enter **"Credit card fee"** for the description and explanation



The screenshot shows a form for a surcharge rule. It has a section titled "Surcharge Rule Description:" with a text input field containing "Credit card fee". Below this are three fields: "Amount:" with a text input field containing "3.31", "Is %:" with a checkbox, and "Explanation:" with a text input field containing "Credit card fee".

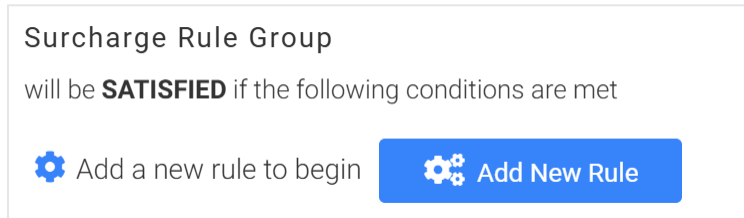
61. Enter the **amount: 3.31**

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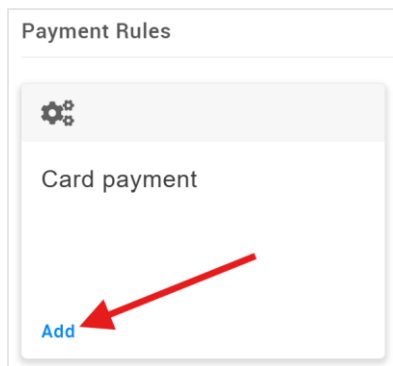
62. Here is a link to a **Credit Card Fee Calculator** to help you calculate fees for different events.

<https://southfloridapetanqueclub.wordpress.com/wp-content/uploads/2026/10/justgo-credit-card-fee-calculator.xlsx>

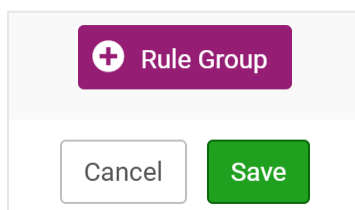
63. Click **Add New rule**



64. Scroll down to **Payment Rules**, select **Card payment** and click **Add**.



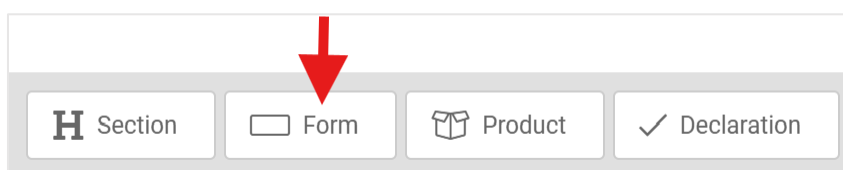
65. Click **Save**.



6 Additional Details

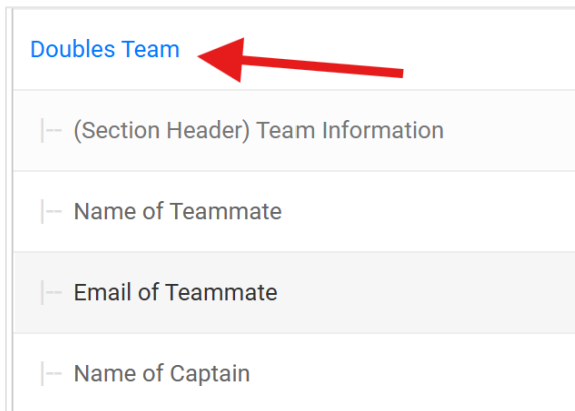
66. You can replace this form later and create your own using the Field Management tile. In this example we will use the default form for Doubles.

67. Select **Form**.



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68. Click on **Doubles Team**.



Doubles Team

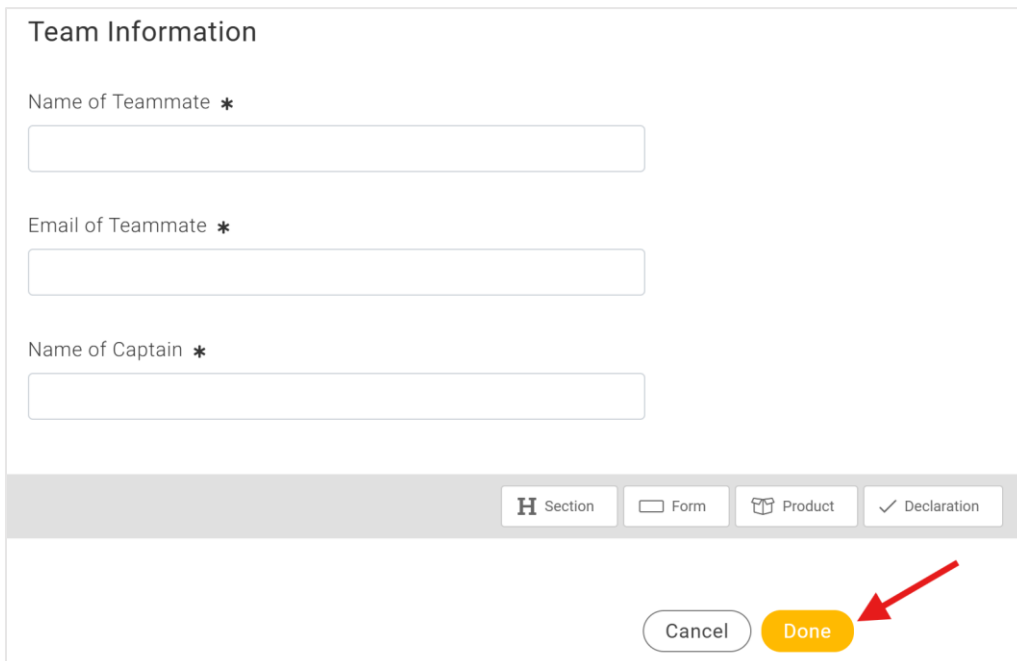
(Section Header) Team Information

Name of Teammate

Email of Teammate

Name of Captain

69. Click **Done** to save all the ticket information data.



Team Information

Name of Teammate *

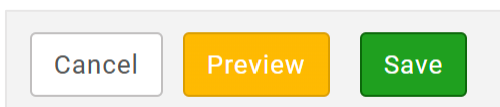
Email of Teammate *

Name of Captain *

H Section Form Product Declaration

Cancel Done

70. Scroll down to the **bottom of the page** and click **Save**.



Cancel Preview Save

71. The event has previously been saved as a **Draft**.

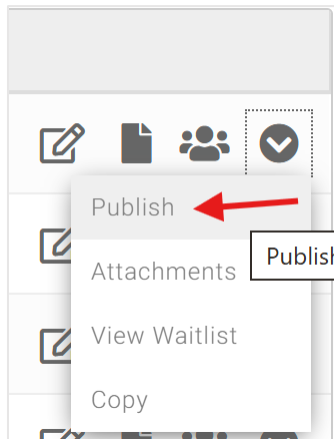
Price(\$)	Remaining Places	Bookings	Category	Status	
\$70	40	0	Regional Tournament	<u>Draft</u>	   

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72. When ready to **Publish**. Click on the **Menu icon** (checkmark) for your tournament.

Price(\$)	Remaining Places	Bookings	Category	Status	
\$70	40	0	Regional Tournament	Accepting Bookings	   
\$0	0	7	Courses	Accepting	    Menu

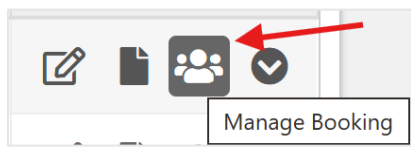
73. Select **Publish**



74. Once the event is live, you can view it and others at:

<https://fpusa.justgo.com/Workbench/i/r/EventsAndBookings>

75. The list of players registered can be viewed by clicking on **Manage Booking icon**.



Other support documents related to event management are available here:

<https://southfloridapetanqueclub.com/justgo>

- How to configure automated email notifications
- How to manage a waitlist
- How to issue a full or partial refund
- How to export a list of registered players

For questions or further assistance, please contact us at: membership@usapetanque.org.

Alain Gimenez
FPUSA Membership Secretary