

Digitalization in BCBP series

Creating an Event & Tracking AGM Attendance

Create an AGM event

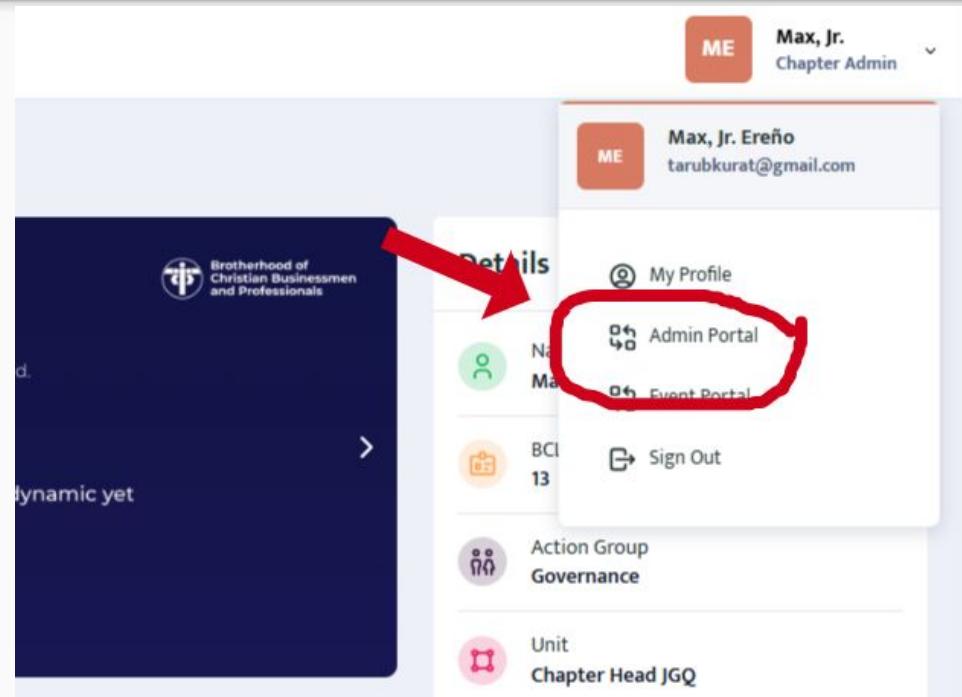
Most community members are already associated with their assigned Action Groups and Action Group Leaders, the events created by each AGL will be visible and accessible to their own Action Group members.

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Finally, once you have created your AGM event you can now track your attendance in BK3 using the built-in QR code scanner module.

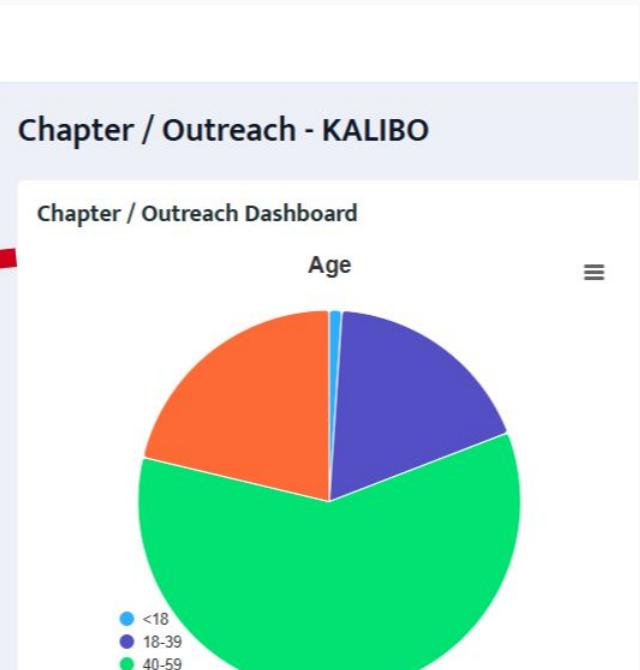
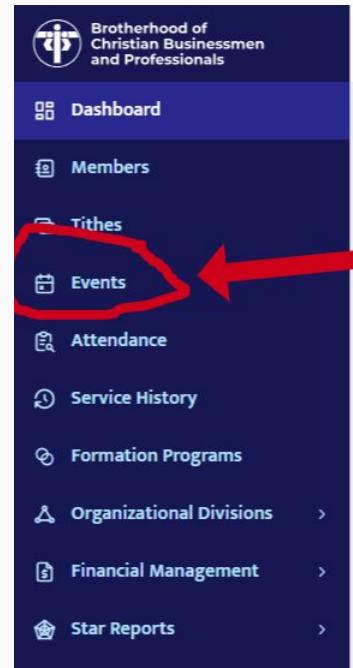
Creating the AGM event

1. Log in to your BK3 account.
2. Click on your name on the top right portion of your BK3 homepage. A pulldown menu will appear.
3. Select **Admin Portal**



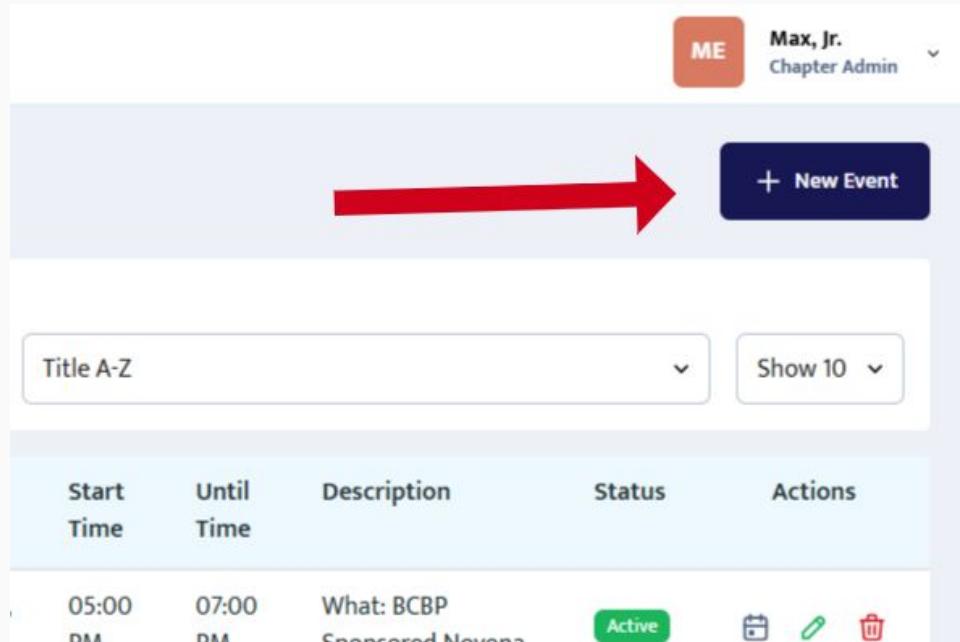
Creating the AGM event

Next, select the **Events** menu on the left side of the BK3 Homepage



Creating the AGM event

Click the **+New Event** button on the top right side of the BK3 page below your name



The screenshot shows a user interface for managing events. At the top right, there is a user profile with the initials 'ME' and the name 'Max, Jr. Chapter Admin'. Below the profile, a large red arrow points to a dark blue button labeled '+ New Event'. The main area displays a list of events with the following columns: Start Time, Until Time, Description, Status, and Actions. One event is listed: '05:00 PM 07:00 PM What: BCBP Sponsored Novena Active'. To the right of this event are three icons: a calendar, a green pen, and a red trash can.

Start Time	Until Time	Description	Status	Actions
05:00 PM	07:00 PM	What: BCBP Sponsored Novena	Active	  



Dashboard

Members

Tithes

Events

Attendance

Service History

Formation Programs

Organizational Divisions



Financial Management



Star Reports



Events Report

New Event

Details

Active

With Registration

1. Activate Event

Event Type*

Action Group Meeting

2. Choose Action Group Meeting from the dropdown

Title*

BCBP Kalibo - Action Group Meeting - St. Anthony de Padua22022025

Description

Second Action Group Meeting for February, 2025

3. Create and personalize your AGM Title and description

Start Date*

Feb 22, 2025

Until Date*

Feb 22, 2025

4. Enter the date and time of the AGM

Start Time*

18:00

Until Time*

20:00

5. Set the attendance type and venue

Attendance Type*

Physical

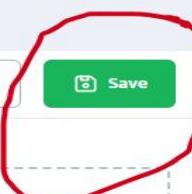
Venue*

Kitty's Kitchen, Kalibo

6. Finally, don't forget to Save your work above

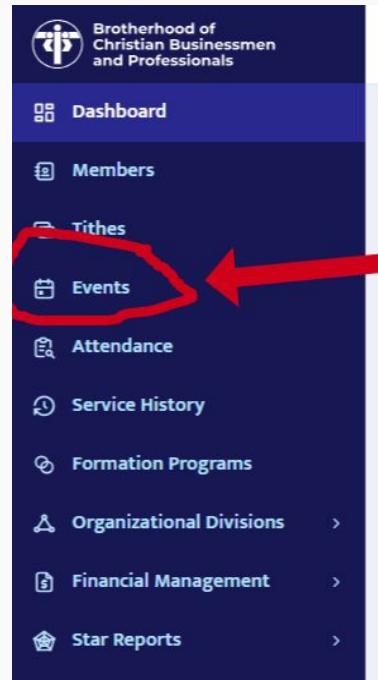
Discard

Save



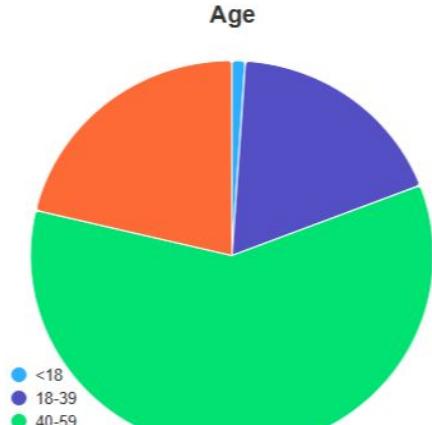
Editing your Event

1. To edit your event. Log on to your account, if needed.
2. Click the **Events** menu on the left side of the events page.
3. Click on the *pen icon* to revise or make changes to your event. You may also delete the event by clicking on the *Trash bin icon*. (Next page)



Chapter / Outreach - KALIBO

Chapter / Outreach Dashboard

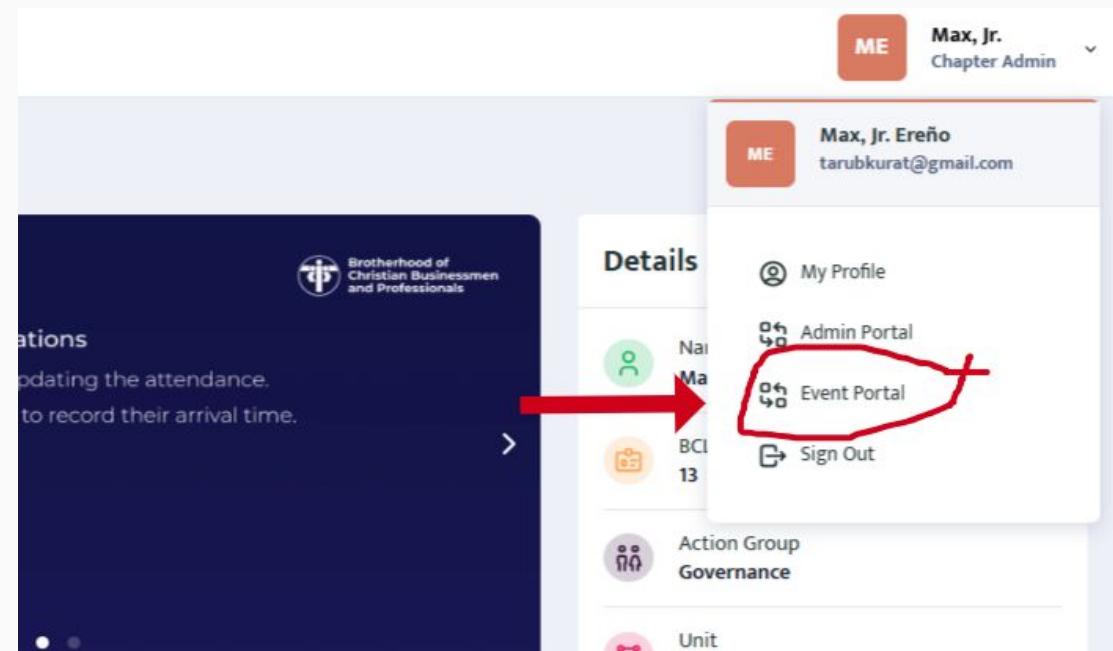


Editing your Event or Tracking Attendance

Title	Start Date	Until Date	Start Time	Until Time	Description	Status	Actions
 BCBP Kalibo - Social Action - Sto. Nino Seminary10122024	Dec 10, 2024	Dec 10, 2024	05:00 PM	07:00 PM	What: BCBP Sponsored Novena...	Active	 
 New Governance Meeting	Nov 08, 2024	Nov 08, 2024	06:00 PM	08:00 PM	For Friday	Active	 
 Governance AGM (21st)	Nov 08, 2024	Nov 08, 2024	05:30 PM	08:00 PM	Action Group Meeting for Go...	Active	 
 Governance for August Part 1	Aug 07, 2024	Aug 07, 2024	06:00 PM	08:00 PM		Active	 
 Chapter Anniversary-	May 25.	May 25.	07:00	09:00	Penultimate event		

Scanning Attendance via QR Codes

Log out from your Admin Portal and Select your Event Portal on the top-right dropdown menu You can also select the Events menu on the left side of the page.





Dashboard

Profile

Service History

Attendance

Tithes

Events

Formation Tracks

Resources

Welcome back, Max, Jr.

Fixes Deployed to Production

- ✓ Seeing events from other chapters on his Event Portal
- ✓ Events and Tracks Module Connectivity
- ✓ Member Portal | Events Module | View Event button cannot be clicked
- ✓ Unrequire Fields in Member account creation
- ✓ Hide Tithes Inside all Star Reports

Select Event
Portal after
logging on



Brotherhood of
Christian Businessmen
and Professionals

Details

- My Profile
- Admin Portal
- Event Portal

- BCI 13
- Sign Out

- Action Group
Governance

- Unit
Chapter Head JGQ

- Chapter / Outreach
KALIBO

- Region
SOUTHERN PANAY

Formation Tracks

[View All](#)

Latest Tithes

[View All](#)

Events





FEB
21

February 2025 BCBP Kalibo - Chapter Assembly 1702202521022025

[View](#)

FEB
22

2025 BCBP Kalibo Expanded Governance Meeting 1702202522022025

[View](#)

FEB
23

BCBP Malay - Action Group Meeting - 23022025

[View](#)

MAY
17

BCBP Kalibo - Chapter Anniversary - Fellowship Night 17052025

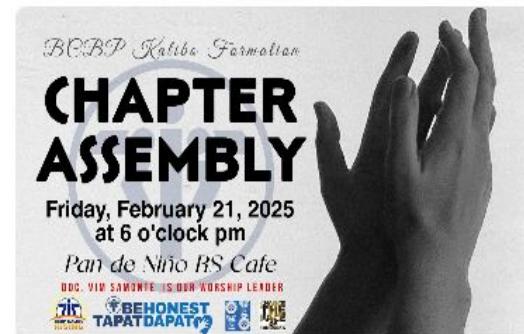
[View](#)

Click this button



[View Details](#)

Upcoming Event



February 2025 BCBP Kalibo -
Chapter
Assembly 1702202521022025

Feb 21, 2025 at 06:00 PM

Calendar

2025-02-21

◀ February 2025 BCBP Kalibo - Chapter Assembly 1702202521022025 (No Registration)

Rs Cafe Pan De Nino

Details

Select this

Start Scanning

DAY 1

FRI, FEB 21

06:00 PM

Confirmed Participants

Filter by:

Q Participant

A-Z

Show 10

Full Name

Email

Mobile

Arrival Time



“Let's build on that momentum and raise the bar even higher this year. We need your leadership and commitment more than ever.”

Chapter Head Jerome Quimpo

The digital future is
inevitable, and the
best time to prepare
for it is now.

We need your help!

BCBP Kalibo's future depends on
what you can do!



Thanks!

Contact us:

The Communications and Digital Team
BCBP Kalibo

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www.bcbpkalibo.org

W H E R E Y O U
A R E P L A N T E D

