

# Digitalization in BCBP series

Creating an Event & Tracking AGM Attendance



# Create an AGM event

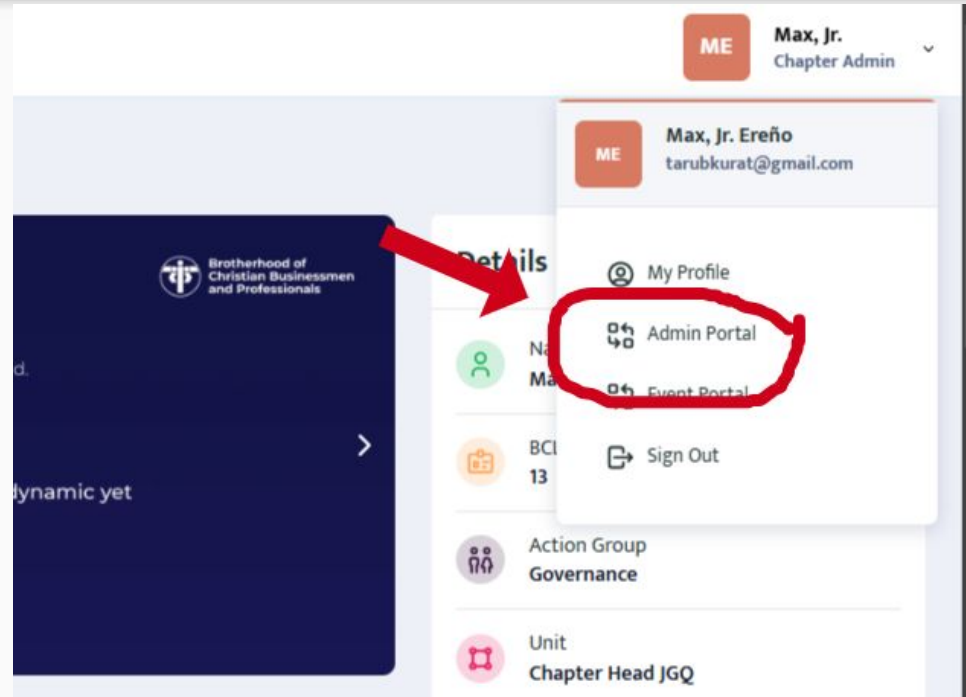
Most community members are already associated with their assigned Action Groups and Action Group Leaders, the events created by each AGL will be visible and accessible to their own Action Group members.

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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.

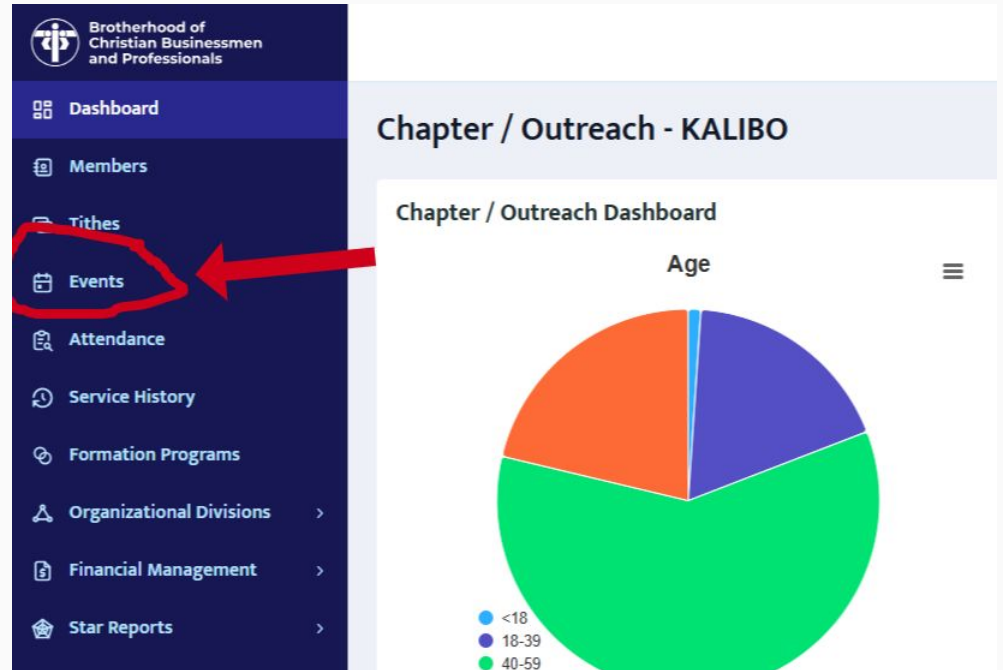
# Creating the AGM event

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**



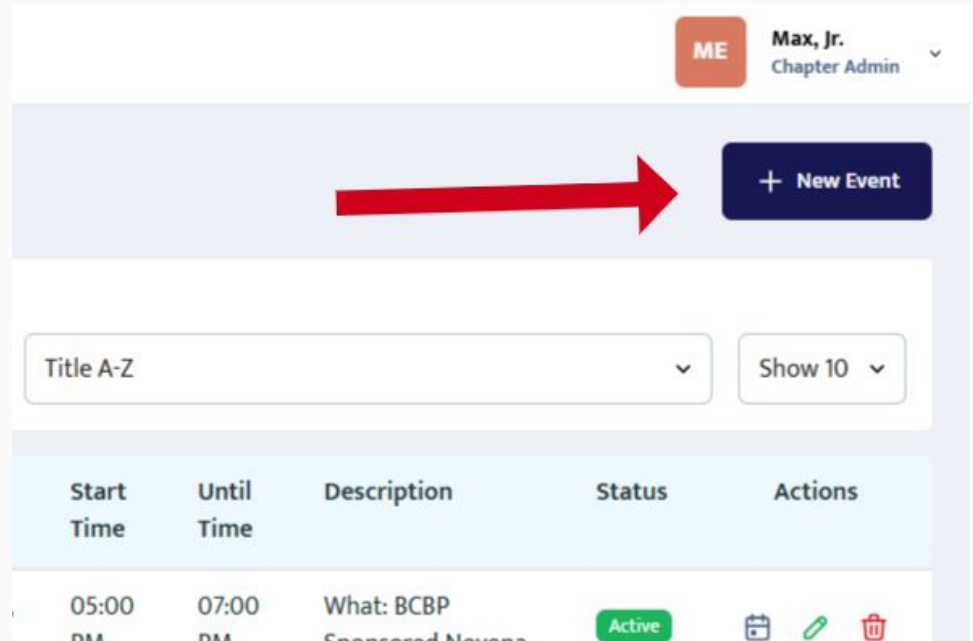
# Creating the AGM event

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 the top right corner of the BK3 page. At the top right, there is a user profile section with an orange square containing 'ME', the name 'Max, Jr.', and the role 'Chapter Admin' with a dropdown arrow. Below this, a large red arrow points to a dark blue button labeled '+ New Event'. Underneath the button, there are two filters: a dropdown menu labeled 'Title A-Z' and a button labeled 'Show 10' with a dropdown arrow. Below these filters is a table with the following columns: 'Start Time', 'Until Time', 'Description', 'Status', and 'Actions'.

Start Time	Until Time	Description	Status	Actions
05:00 DM	07:00 DM	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 ☐



Event Type\*

Action Group Meeting

Title\*

BCBP Kalibo - Action Group Meeting - St. Anthony de Padua2022025

Description

Second Action Group Meeting for February, 2025

Start Date\*

Feb 22, 2025

Until Date\*

Feb 22, 2025

Start Time\*

18:00

Until Time\*

20:00

Attendance Type\*

Physical

Venue\*

Kitty's Kitchen, Kalibo

Discard

Save

1. Activate  
Event

2. Choose  
Action Group  
Meeting  
from the  
dropdown

3. Create and  
personalize your AGM  
Title and description

4. Enter the date  
and time of the  
AGM

5. Set the attendance  
type and venue





















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

# 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)



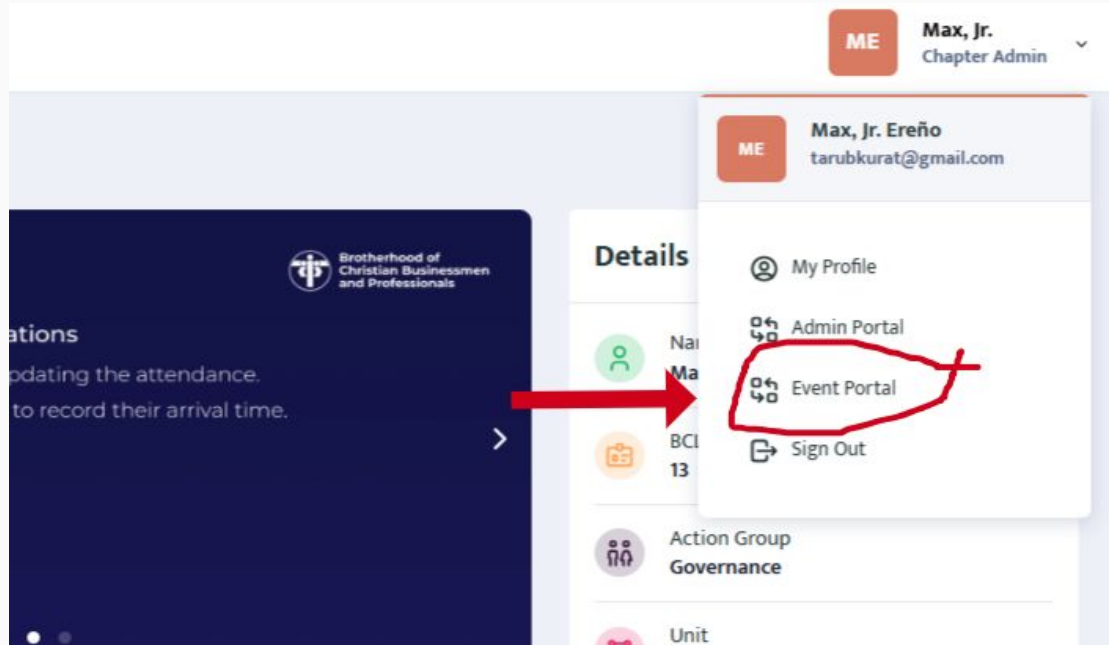
# Editing your Event or Tracking Attendance

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.



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

#### Details

- My Profile
- Admin Portal
- Event Portal
- Sign Out

Formation Tracks

View All

Latest Tithes

View All

Events





FEB

21

February 2025 BCBP Kalibo - Chapter Assembly1702202521022025

[View](#)

FEB

22

2025 BCBP Kalibo Expanded Governance Meeting1702202522022025

[View](#)

FEB

23

BCBP Malay - Action Group Meeting - 23022025

[View](#)

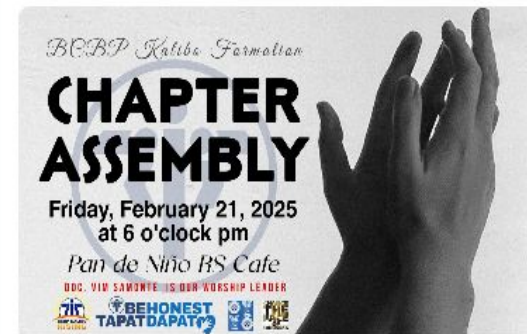
MAY

17

BCBP Kalibo - Chapter Anniversary - Fellowship Night 17052025

[View](#)

## Upcoming Event



February 2025 BCBP Kalibo -  
Chapter  
Assembly1702202521022025

Feb 21, 2025 at 06:00 PM

Click this button



[View Details](#)





2025-02-21

< February 2025 BCBP Kalibo - Chapter Assembly1702202521022025 (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!



**BCBP KALIBO**  
**R I S I N G**

# Thanks!

Contact us:

The Communications and Digital  
Team  
BCBP Kalibo

[cdd.max@kalibobcbp.org](mailto:cdd.max@kalibobcbp.org)  
[www.bcbpkalibo.org](http://www.bcbpkalibo.org)

WHERE YOU  
ARE PLANTED

