

# How to Create-Edit Events

## How to Create Event

1. Click-on "**Events**" in the navigation bar
2. Select "**Create an Event**" and the event creation screen will appear



# How to Create-Edit Events

## How to Create Event cont.

1. Enter Event Title (required)
2. Enter brief description of the event
3. Add all applicable tags for your event. You must enter a tag for your office location (required)
4. Enter in the full event details (required)
5. Upload an image for the event (required). [Note: 800 x 480 pixels is recommended]
6. Click "**Schedule**" to proceed in setting up your event

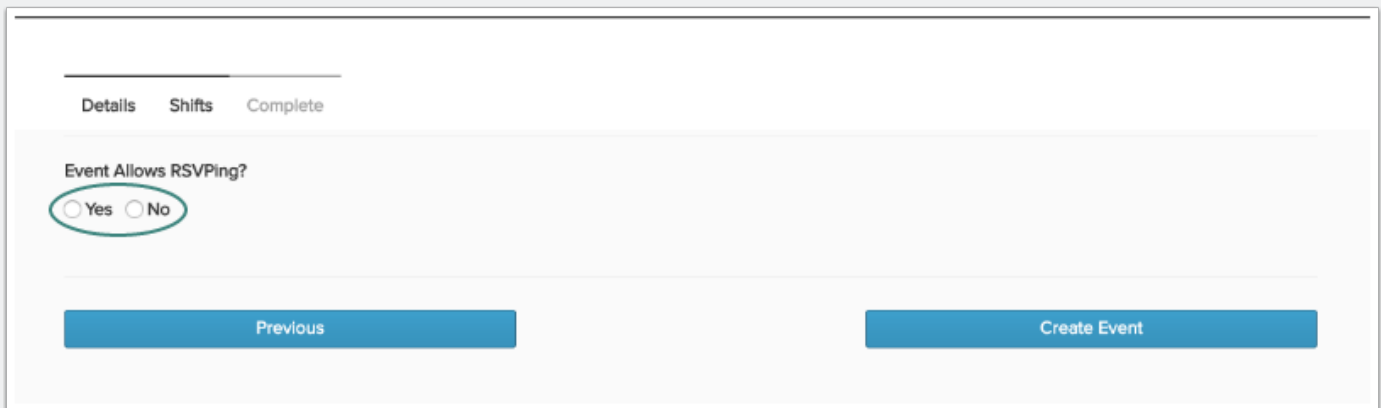
The screenshot shows a web form for creating an event, with tabs for 'Details', 'Shifts', and 'Complete'. The 'Details' tab is active. The form contains the following sections and elements:

- Step 1:** A text input field containing 'American Cancer Society'.
- Step 2:** A text input field containing 'At Relay For Life events teams camp out overnight and take turns walking or running around a track or path at a local high school, park, or fairground to raise funds for the fight a...'. Below this is a green button labeled 'SELECT CHARITY' with a right arrow.
- Step 3:** A dropdown menu showing 'Health &...'.
- Step 4:** A section titled 'Time Commitment' with a list of bullet points: 'Time commitment varies. Usually there is a need for pre-event and day-of-event volunteers.', 'Event Leadership Team members usually meet evenings to plan the event.', 'Relay For Life team members meet whenever it is convenient for your team.', and 'More information will be provided by the event organizers once your volunteer application is reviewed.' Below this is a section titled 'Required Training' with two bullet points: 'Relay For Life Event Leadership Team members who help plan the event may have required training and orientation based on their roles.' and 'There may be on-site training for day-of-event volunteers.' At the bottom of this section is a heading 'Benefits'.
- Step 5:** An 'Event Cover Photo:' section with a note 'recommended (730x480)'. It includes an 'Upload File' button and a preview of the American Cancer Society logo.
- Step 6:** An 'Event Waiver:' section with an 'Upload File' button.
- Step 6:** A blue button labeled 'Next' at the bottom right of the form.

# How to Create-Edit Events

## How to Add Shifts

- To set up any event occurring on a specific day/time (regardless of the number of shifts) you must select "**Yes**"
- If you select "**No**" the event will be set up as an "ongoing" event for which no one can RSVP



The screenshot shows a web form for creating an event. At the top, there are three tabs: 'Details', 'Shifts', and 'Complete'. The 'Shifts' tab is currently selected. Below the tabs, the question 'Event Allows RSVPing?' is displayed. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, and it is circled in green. At the bottom of the form, there are two blue buttons: 'Previous' on the left and 'Create Event' on the right.

# How to Create-Edit Events

## How to Add Shifts cont.

1. Enter a title for the shift (e.g. Shift One)
2. Enter start/end date and time of the shift
3. Enter the maximum number of volunteers for the shift
4. Enter address of the event
5. To Add Additional Shifts:
  - Click "+Add Shift" to enter every field
  - Click "**COPY**" to copy everything from previous shift

If your project is only for a single day and time (e.g. Saturday, June 14th from 3-4 p.m.) we recommend that the Shift Title be the same as the event title to avoid confusion

Details Shifts Complete

Event Allows RSVPing?  
☒ Yes ☐ No

Shift Description:

+Add Shift

5

COPY

1 Shift One

2 03/11/2017 11:00am 03/11/2017 2:00pm

3 20

4 550 Kearny Street San Francisco CA 95126

Previous Create Event

# How to Create-Edit Events

## How to Create Event cont.

Once all shifts have been set up click "**Create Event**"

The screenshot displays a web interface for creating an event. At the top, there are three tabs: 'Details', 'Shifts', and 'Complete'. Below the tabs, the 'Event Allows RSVPing?' section has a 'Yes' radio button selected and a 'No' radio button. The 'Shift Description:' section includes a '+Add Shift' button. Below this, there are two shift entries, each with a 'COPY' and 'DELETE' icon in the top right corner.

**Shift One**

03/11/2017	11:00am	03/11/2017	2:00pm
20			
550 Kearny Street	San Francisco	CA	95126

**Shift Two**

03/11/2017	2:30pm	03/11/2017	5:00pm
20			
550 Kearny Street	San Francisco	CA	95126

At the bottom of the form, there are two blue buttons: 'Previous' and 'Create Event'. A green arrow points from the 'Previous' button to the 'Create Event' button.

# How to Create-Edit Events

## Event Management

You have the ability to **View** or **Manage** your event after it has been created



# How to Create-Edit Events

## Event Management

1. Click "**Invite Friends**" to email colleagues the event information
2. Click "**Edit Event**" to add RSVPs

The URL at the top of the Event Details page is the URL you include in any event promotion emails. This will direct volunteers to this particular event's sign up page

AMERICAN CANCER SOCIETY

**American Cancer Society**

1 INVITE FRIENDS > 2 EDIT EVENT >

HEALTH

Time Commitment

- Time commitment varies. Usually there is a need for pre-event and day-of-event volunteers.
- Event Leadership Team members usually meet evenings to plan the event.
- Relay For Life team members meet whenever it is convenient for your team.
- More information will be provided by the event organizers once your volunteer application is reviewed.

Required Training

- Relay For Life Event Leadership Team members who help plan the event may have required training and orientation based on their roles.

Read More

Map of San Francisco showing the location of the event in the Financial District.

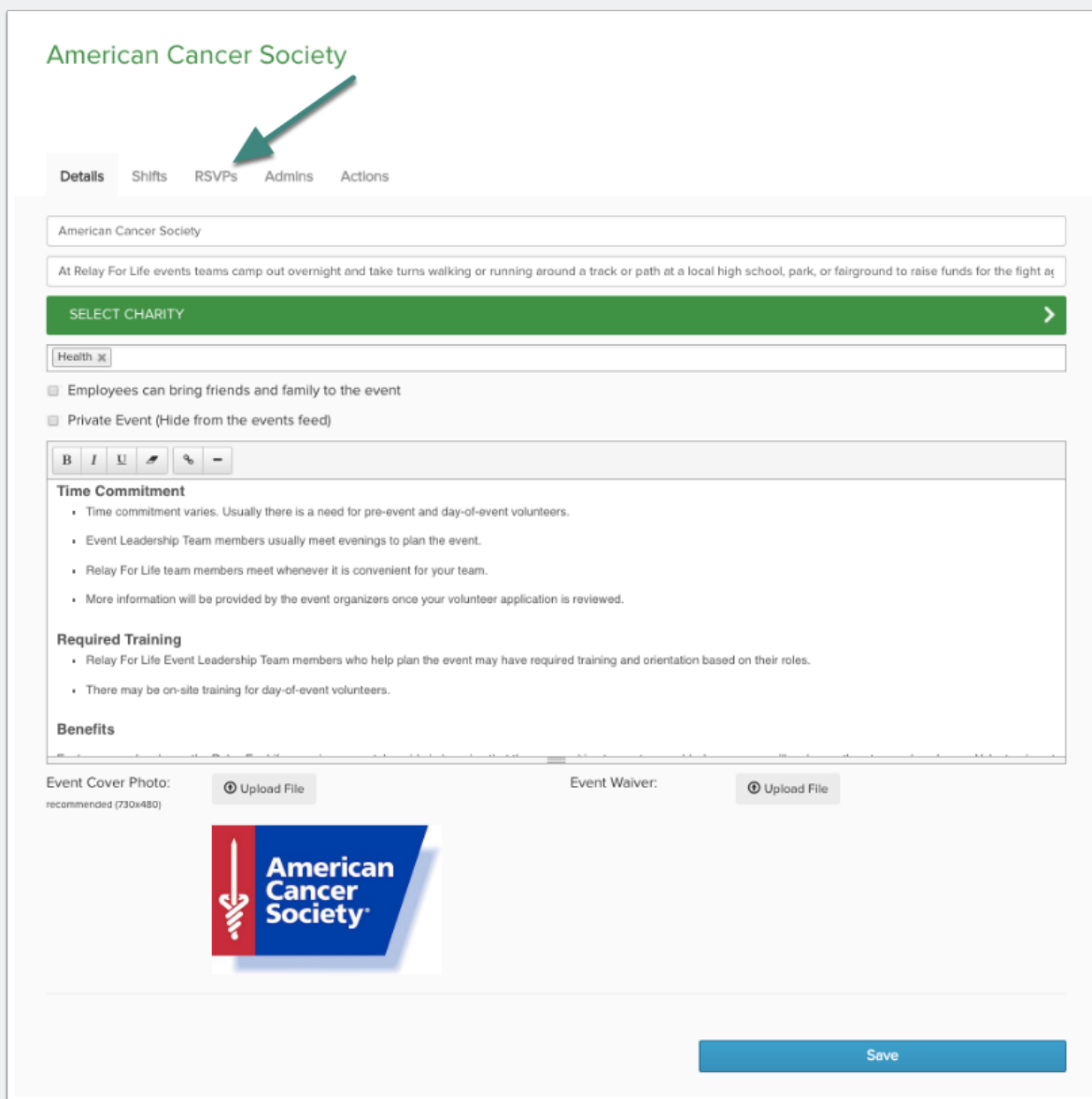
Morgan Wall (Author)

Add Comment

# How to Create-Edit Events

## Editing Event

Click "**RSVPs**" to add RSVPs to the event and access the list of registered attendees



American Cancer Society

Details Shifts **RSVPs** Admins Actions

American Cancer Society



At Relay For Life events teams camp out overnight and take turns walking or running around a track or path at a local high school, park, or fairground to raise funds for the fight against cancer.

**SELECT CHARITY** >

Health x

☐ Employees can bring friends and family to the event

☐ Private Event (Hide from the events feed)

B I U   -


**Time Commitment**


- Time commitment varies. Usually there is a need for pre-event and day-of-event volunteers.
- Event Leadership Team members usually meet evenings to plan the event.
- Relay For Life team members meet whenever it is convenient for your team.
- More information will be provided by the event organizers once your volunteer application is reviewed.


**Required Training**

- Relay For Life Event Leadership Team members who help plan the event may have required training and orientation based on their roles.
- There may be on-site training for day-of-event volunteers.

**Benefits**

Event Cover Photo: recommended (730x480)  Upload File

Event Waiver:  Upload File



**Save**



# How to Create-Edit Events

## Editing Event cont.

- 1) Select/Deselect the shifts you want displayed
- 2) Register users by clicking "**Add RSVPs**"
- 3) Select "**Send Emails to Attendees**" to send a custom email to all scheduled attendees
- 4) Click "**Download RSVP List**" to pull a list of scheduled attendees
- 5) Remove a user's RSVP by selecting "**cancel**"

DetailsShifts**RSVPs**AdminsActions

1Shifts:

Morning xMorning 2 xMorning 3 xMorning 4 x

2+ Add RSVP

3+ Email Attendees

4+ Download .xls

Name	Shift	Status	Guests	Hours	
Matt Davis	Morning	RSVPd	0	0.50	5cancel
Morgan Wall	Morning	Waitlist	0	0.50	cancel
Matt Davis	Morning 2	RSVPd	0	0.50	cancel
Andrea Crawford	Morning 2	RSVPd	0	0.50	cancel
Andrea Crawford	Morning 3	RSVPd	0	0.50	cancel
Andrea Crawford	Morning 4	RSVPd	2	0.50	cancel

Save

# How to Create-Edit Events

## Editing Event cont.

- 1) "**Select User**" and enter the name of the volunteer you want to add. Select their name.
- 2) Select the shift they expect to attend and complete the required questions
- 3) Click "**Submit**" (Note: They will receive an email confirming their attendance)

RSVP For EventCLOSE

1

Select User

Select UserBryan Parker

2

Choose Time(s)

Morning shift false (1040 Grand Ave, San Diego, CA, 92109)

☒

TUE FEB 28  
7:00 am

>

TUE FEB 28  
8:00 am

1 of 10 Volunteers

Hours

Are you on the board of this non-profit?

No

Are you using Duke Realty Community Hours?

Yes

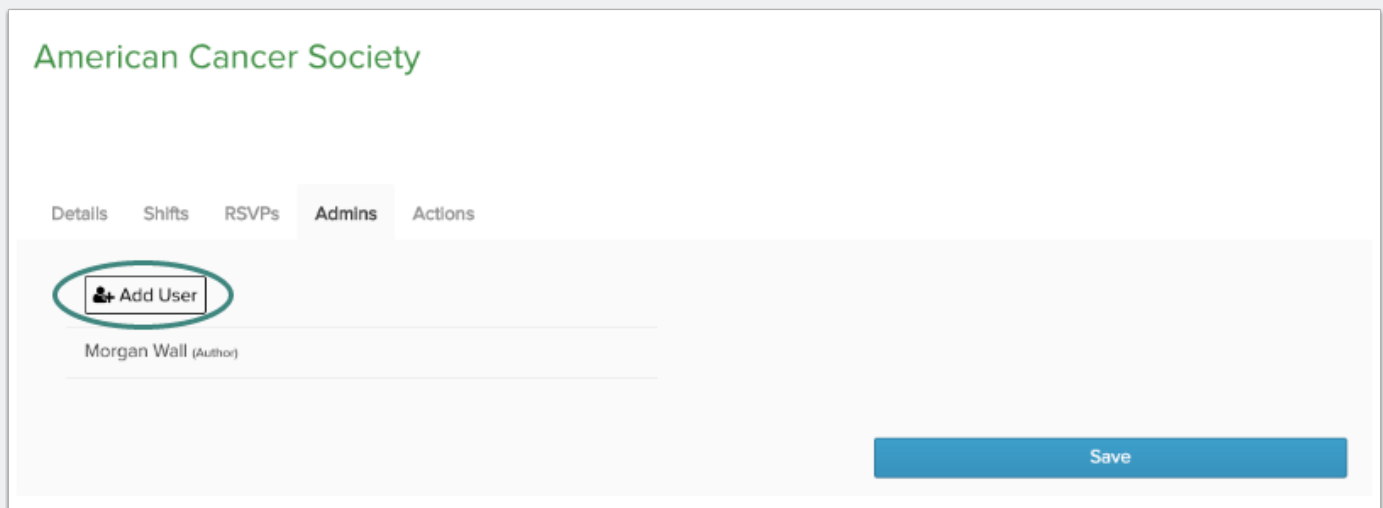
3

SUBMIT >

# How to Create-Edit Events

## Editing Event cont.

Click "**Add User**" to allow additional users to be an event administrator for your event



A screenshot of the 'Admins' tab in the American Cancer Society event editor. The title 'American Cancer Society' is at the top in green. Below it are tabs for 'Details', 'Shifts', 'RSVPs', 'Admins' (selected), and 'Actions'. In the 'Admins' section, there is a button labeled 'Add User' with a person icon, which is circled in red. Below this button, it says 'Morgan Wall (Author)'. At the bottom right, there is a blue 'Save' button.

## Editing Event cont.

- 1) Select **Copy Event** to duplicate your original event
- 2) Click **Delete Event** to remove your event



A screenshot of the 'Actions' tab in the American Cancer Society event editor. The title 'American Cancer Society' is at the top in green. Below it are tabs for 'Details', 'Shifts', 'RSVPs', 'Admins', and 'Actions' (selected). The section is titled 'Event Actions'. There are two buttons: 'Copy Event' and 'Delete Event'. The 'Copy Event' button is marked with a red circle containing the number '1', and the 'Delete Event' button is marked with a red circle containing the number '2'.