

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.
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

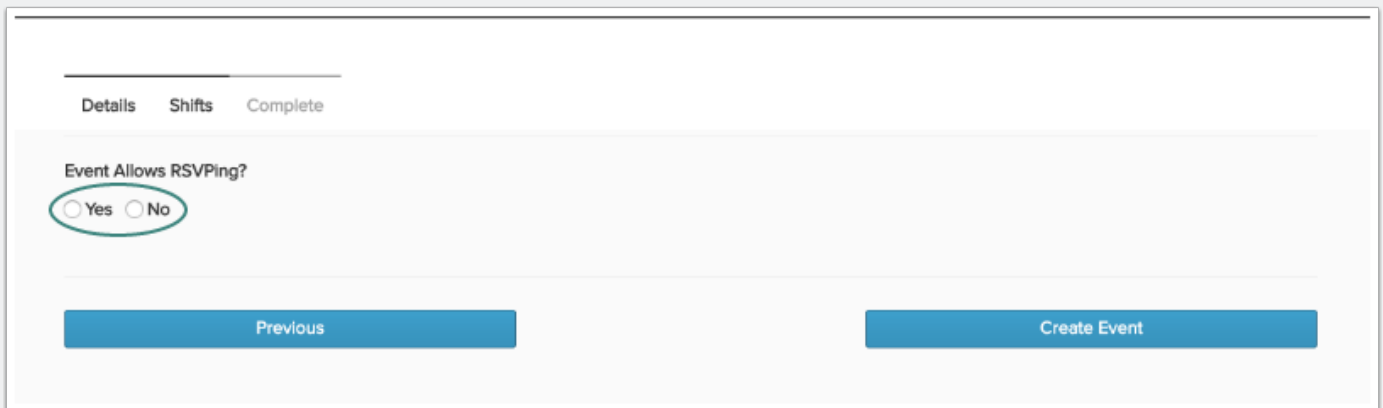
The screenshot shows a web form for creating an event, with tabs for 'Details', 'Shifts', and 'Complete'. The form is divided into several sections:

- Section 1:** A text input field containing 'American Cancer Society'.
- Section 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 ag'.
- Section 3:** A green button labeled 'SELECT CHARITY' with a right arrow.
- Section 4:** A text input field containing 'Health'. Below it are two checkboxes: 'Employees can bring friends and family to the event' and 'Private Event (Hide from the events feed)'. Below these is a rich text editor with a toolbar (B, I, U, link, unlink, bold) and a text area containing 'Time Commitment' followed by four 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 'Required Training' section 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.' Below that is a 'Benefits' section.
- Section 5:** An 'Event Cover Photo:' section with a recommended size of 730x480. It includes an 'Upload File' button and a preview of the American Cancer Society logo.
- Section 6:** An 'Event Waiver:' section with an 'Upload File' button.
- Section 7:** A blue button labeled 'Next'.

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' radio button is selected and 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

The screenshot shows the 'Shifts' tab of an event creation interface. At the top, there are three tabs: 'Details', 'Shifts' (selected), and 'Complete'. Below the tabs, there is a section 'Event Allows RSVPing?' with radio buttons for 'Yes' (selected) and 'No'. Underneath is the 'Shift Description:' section, which contains a '+Add Shift' button and a 'COPY' button. A large green circle with the number '5' is positioned above these two buttons, with arrows pointing to each. Below this, there are four numbered callouts (1-4) pointing to specific input fields: 1 points to the 'Shift One' title field; 2 points to the start date and time fields (03/11/2017, 11:00am); 3 points to the maximum number of volunteers field (20); and 4 points to the address fields (550 Kearny Street, San Francisco, CA, 95126). At the bottom of the form, there are two buttons: 'Previous' and '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. The 'Shift Description:' section includes a '+Add Shift' button. Two shift entries are shown, each with a 'COPY' and 'DELETE' icon. Shift One has a start date of 03/11/2017, start time of 11:00am, end date of 03/11/2017, and end time of 2:00pm. Shift Two has a start date of 03/11/2017, start time of 2:30pm, end date of 03/11/2017, and end time of 5:00pm. Both shifts have a location of 550 Kearny Street, San Francisco, CA, 95126. At the bottom, there are two buttons: 'Previous' and 'Create Event'. A green arrow points from the 'Previous' button to the 'Create Event' button.

Details Shifts Complete

Event Allows RSVPing?
☒ Yes ☐ No

Shift Description:
[+Add Shift](#)

Shift One

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

20

550 Kearny Street San Francisco CA 95126

COPY DELETE

Shift Two

03/11/2017 2:30pm 03/11/2017 5:00pm

20

550 Kearny Street San Francisco CA 95126

COPY DELETE

Previous Create Event

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

Map Satellite EMBARCADERO Exploratorium Levi's Plaza Broadway Union Square Financial District Hilton San Francisco Car Museum Fairmont San Francisco 425 Market St Ferry Market Palace Metreon Howard St Folson St

Google Map data ©2017 Google Terms of Use Report a map error

Morgan Wall (Author)

Add Comment +

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

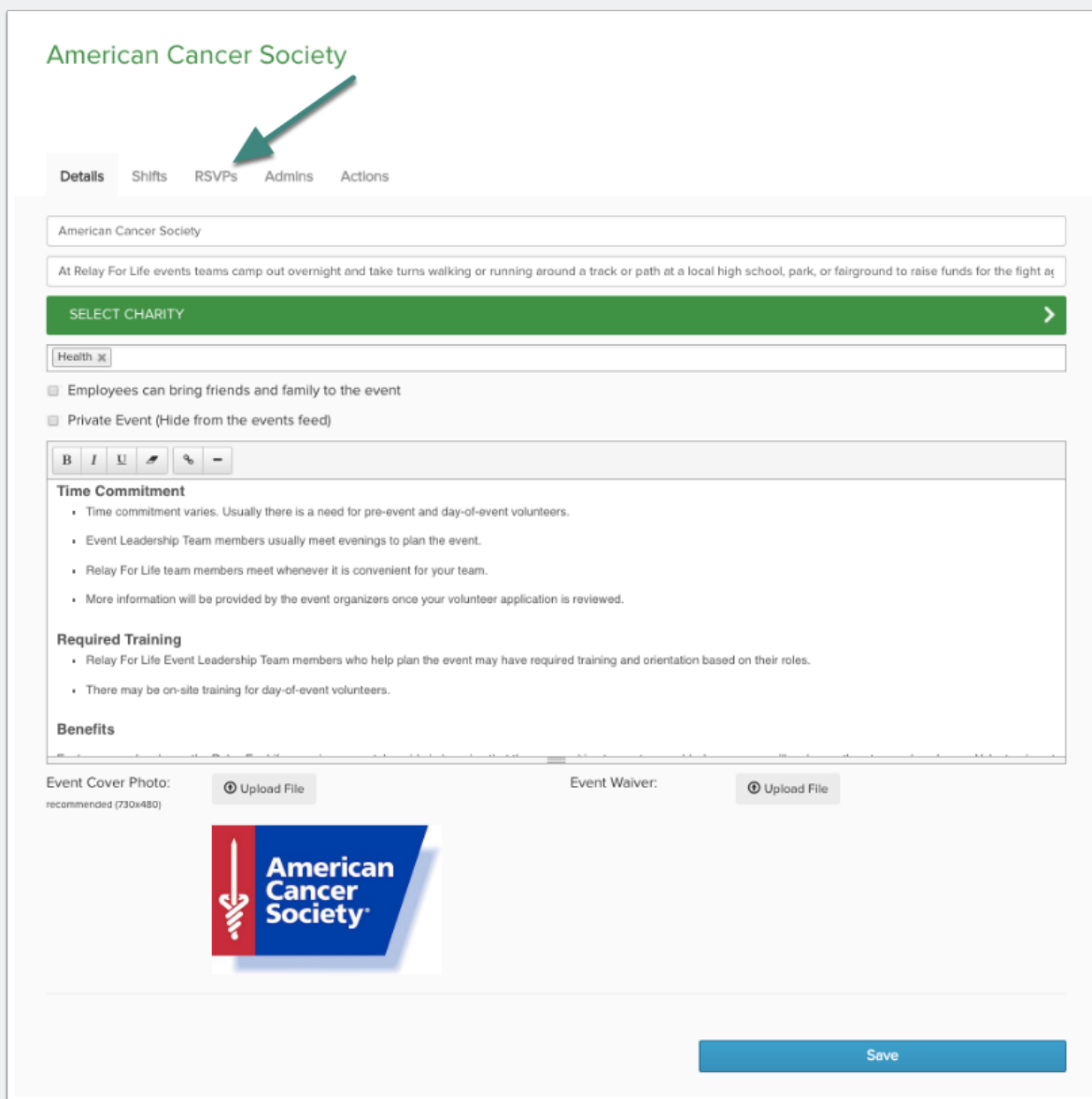
- Relay For Life Event Leadership Team members who help plan the event may have required training and orientation based on their roles.

Read More

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

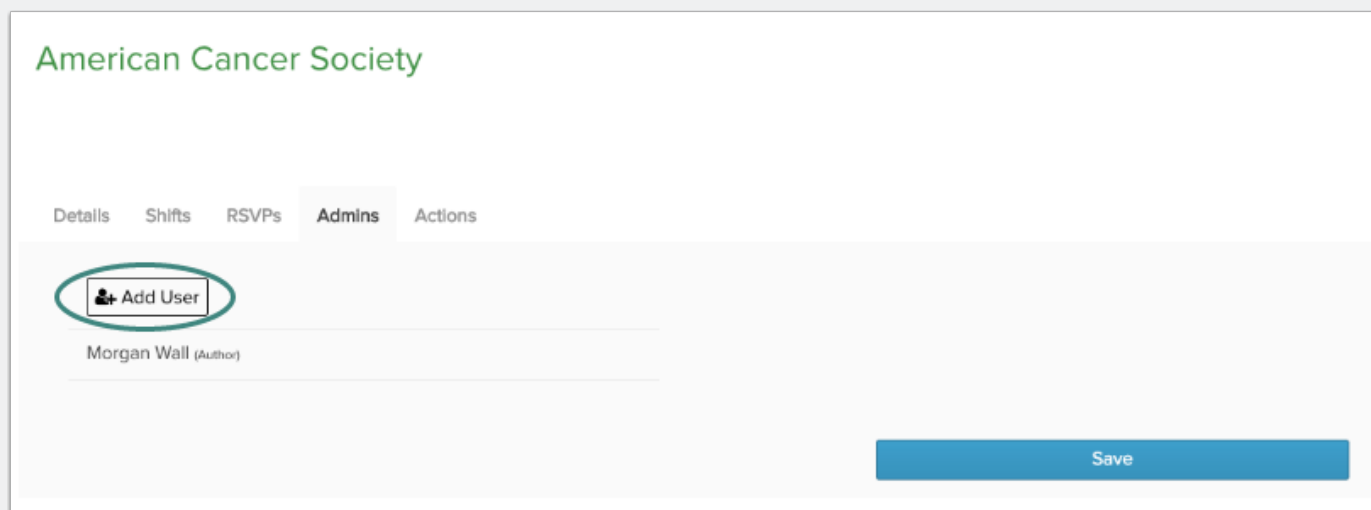
3

SUBMIT >

How to Create-Edit Events

Editing Event cont.

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



American Cancer Society

Details Shifts RSVPs **Admins** Actions

Add User

Morgan Wall (Author)

Save

The screenshot shows the 'Admins' tab selected in the event editor. A red circle highlights the 'Add User' button, which is located at the top left of the Admins section. Below the button, the name 'Morgan Wall (Author)' is visible. A blue 'Save' button is located at the bottom right of the Admins section.

Editing Event cont.

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



American Cancer Society

Details Shifts RSVPs Admins **Actions**

Event Actions

1 Copy Event

2 Delete Event

The screenshot shows the 'Actions' tab selected in the event editor. The 'Event Actions' section contains two buttons: 'Copy Event' and 'Delete Event'. The 'Copy Event' button is highlighted with a red circle and the number '1', and the 'Delete Event' button is highlighted with a red circle and the number '2'.