Profits4Purpose

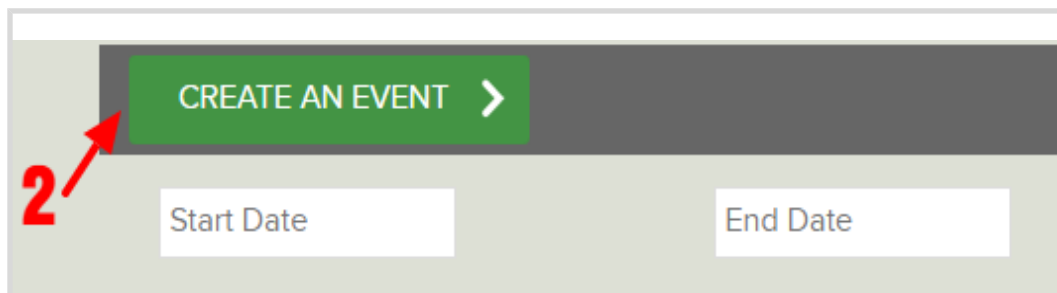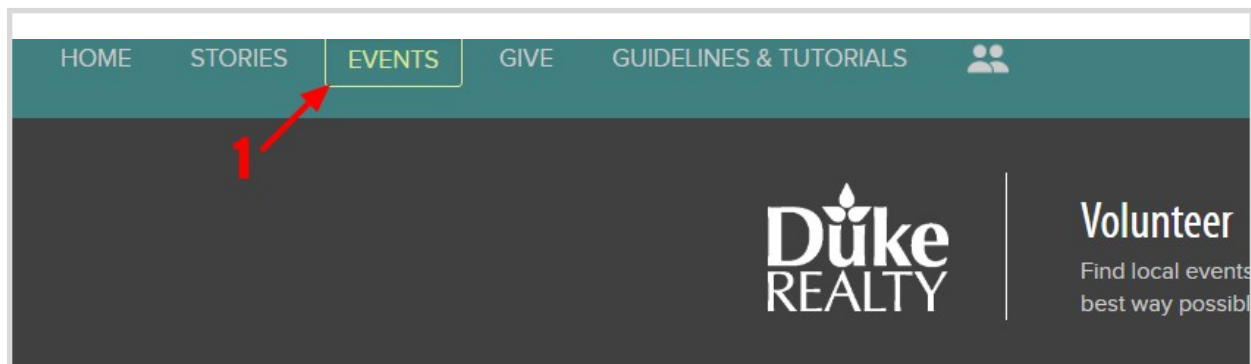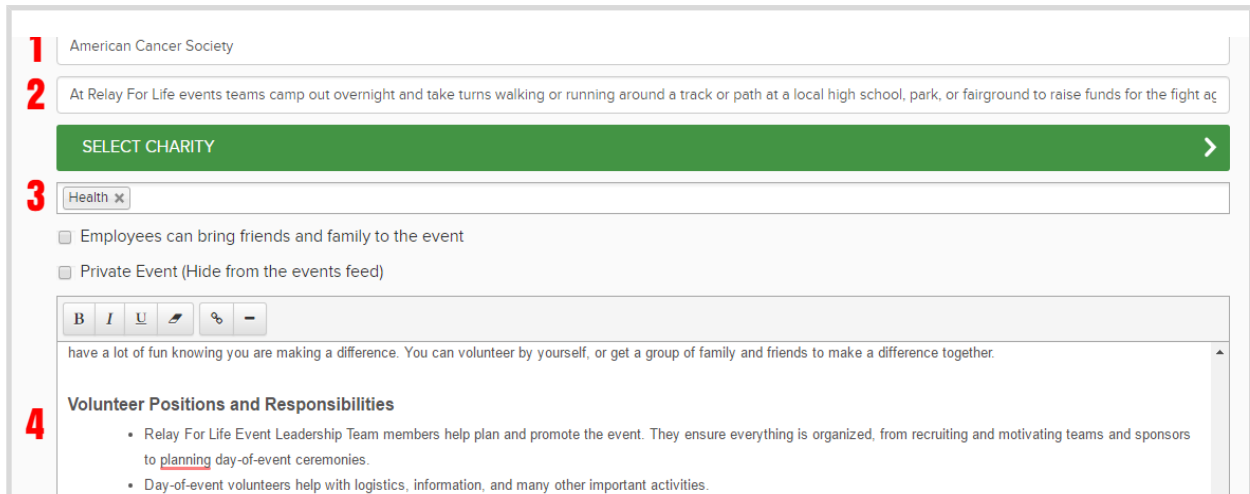# How to Create/Edit Events

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

How to Create Event cont.

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1. Enter Event Title (required)
2. Enter brief description of the event (required)
3. Add all applicable tags for your event. You must enter a tag for your office location.
4. Enter in the full event details (required)
5. Upload an image for the event (required). [Note: Width: 4000 pixels, Height: 3000 pixels (4:3 ratio), 72 pixels/inch is recommended.]
6. Click **"Next"** to proceed in setting up your event

How to Add Shifts

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- 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

Event Allows RSVPing?

○ Yes ○ No

one can RSVP. Ongoing events will remain on the site until taken down.

1. Enter a title for the shift (eg. Shift One)
2. Enter start/end date and time of the shift
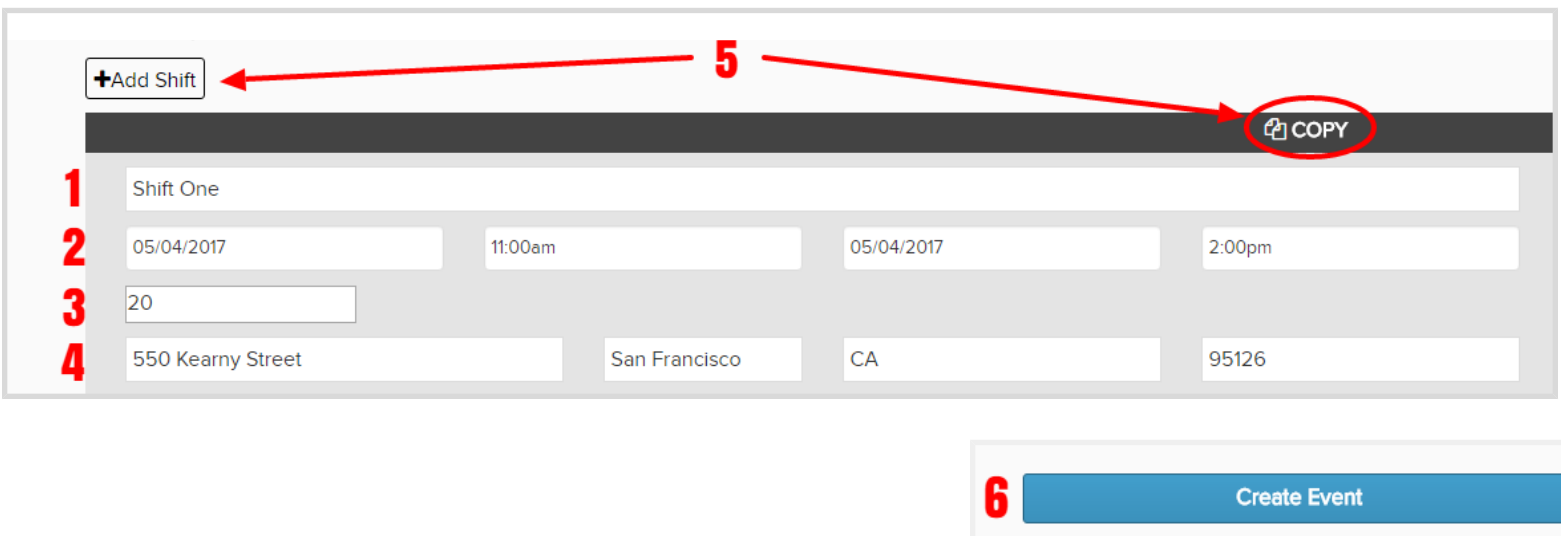3. Enter the maximum number of volunteers for the shift
4. Enter address of the event
5. To Add Additional Shifts:
   - Click **"+Add Shift"** to enter every field
   - Click **"COPY"** to copy everything from previous shift
6. Once all shifts have been setup click **"Create Event"**

If your project is only for a single day and time (e.g. Saturday, June 14th from 3-4

5

+Add Shift

🗐 COPY

1 | Shift One
2 | 05/04/2017 | 11:00am | 05/04/2017 | 2:00pm
3 | 20
4 | 550 Kearny Street | San Francisco | CA | 95126

6 | Create Event

p.m.) we recommend that the Shift Title be the same as the event title to avoid confusion

Event Management

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

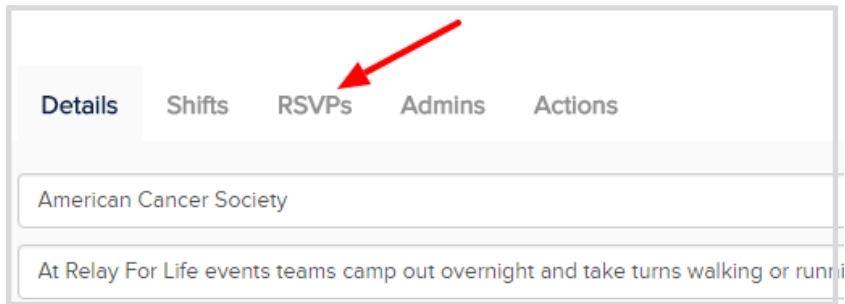Click here to view your event.

Manage

created
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

HEALTH

INVITE FRIENDS ❯

EDIT EVENT ❯

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.

Read More

Editing Event

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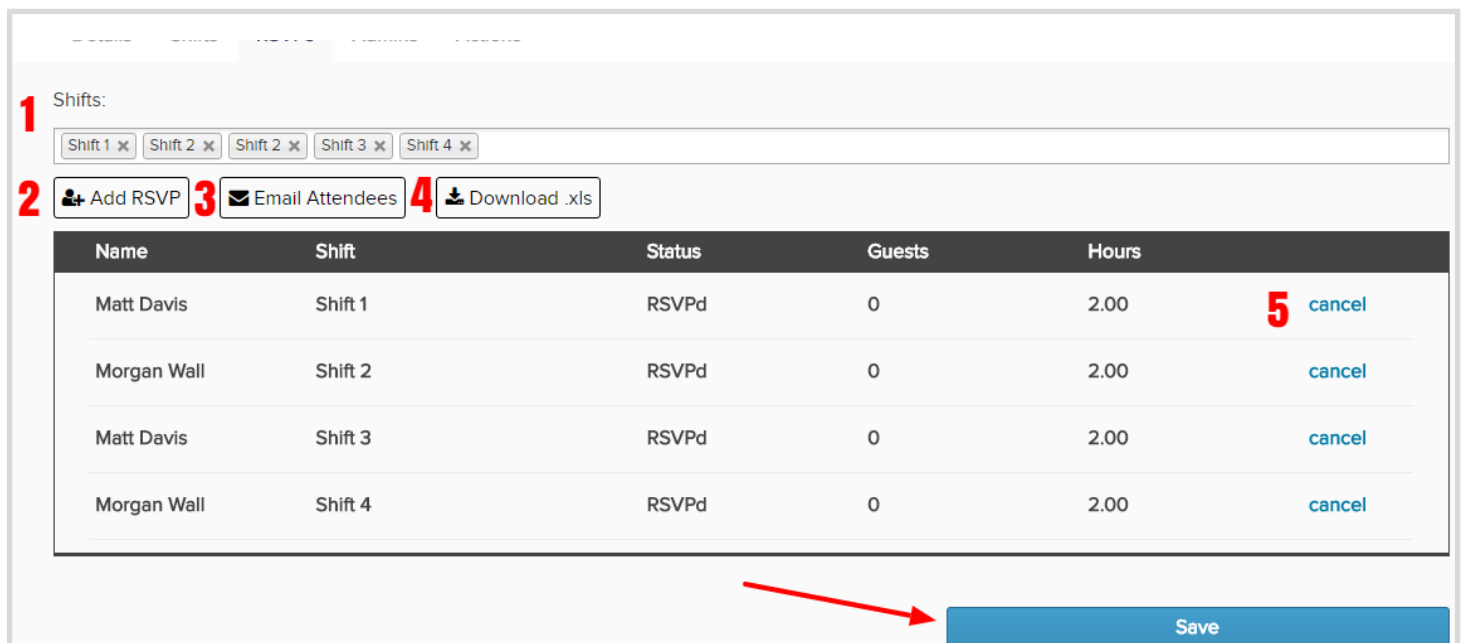
attendees
1. Select/Deselect the shifts you want to view
2. Register users by clicking **"Add RSVPs"**
3. Select **"Send Emails to Attendees"** to send a custom email to all scheduled
   attendees
4. Click **"Download RSVP List"** to pull a list of scheduled attendees
5. Remove a user's RSVP by selecting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

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. Fill in the required fields
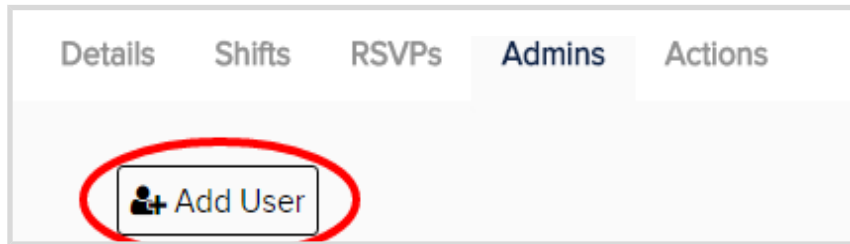4. Click **"Submit"** (Note: They will receive an email confirming their attendance)

Editing Event cont.

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

// 6

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| Details | Shifts | RSVPs | **Admins** | Actions |

+ Add User

1. Select **"Copy Event"** to duplicate your original event
2. Click **"Delete"** Event to remove your event

Details   Shifts   RSVPs   Admins   **Actions**

Event Actions

1 Copy Event   **2** Delete Event