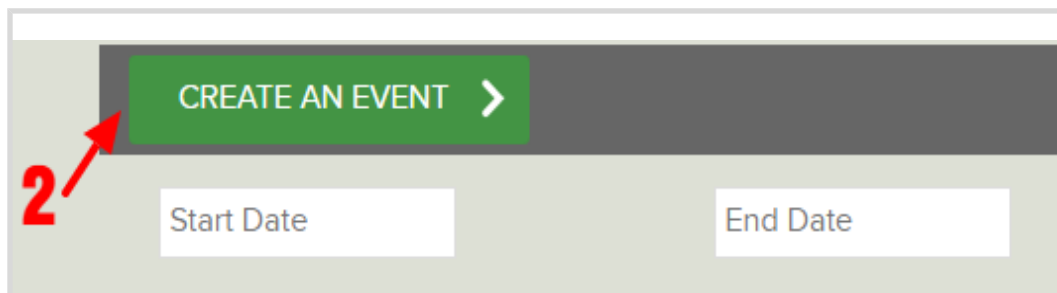
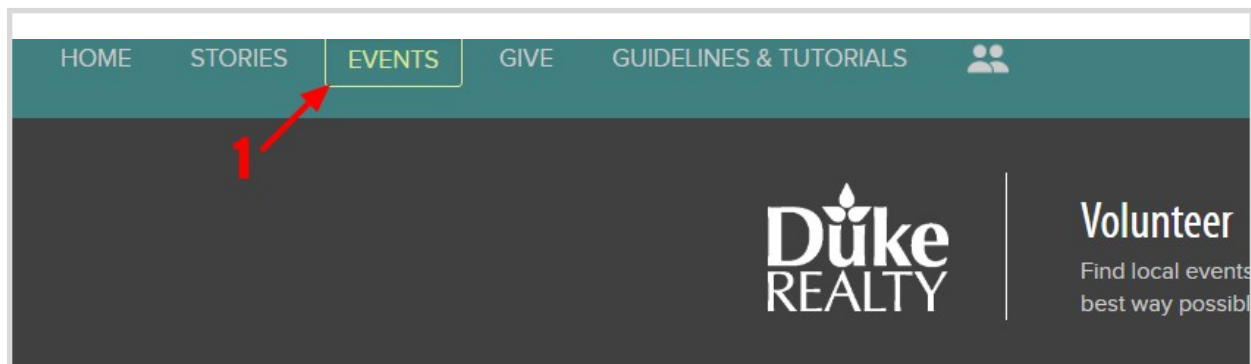


How to Create/Edit Events

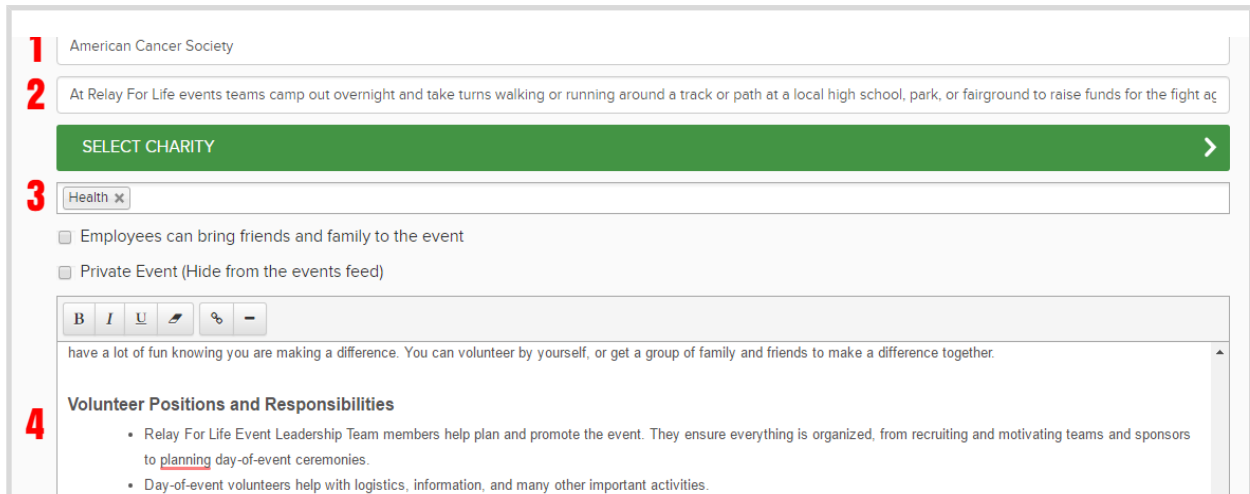
1. Click-on "**Events**" in the navigation bar
2. Select "**Create an Event**" and the event creation screen will appear



How to Create Event cont.

Profits4Purpose

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



1 American Cancer Society



2 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.

3 **SELECT CHARITY** >

Health x

☐ Employees can bring friends and family to the event

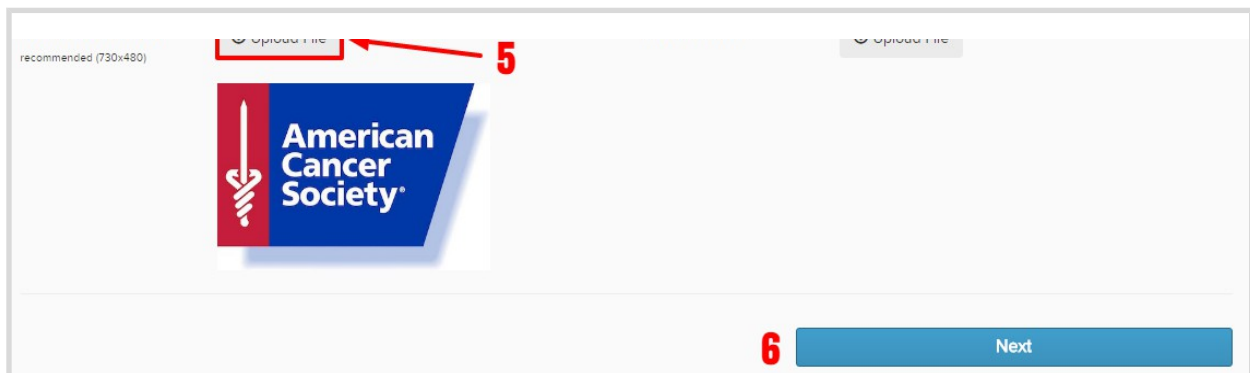
☐ Private Event (Hide from the events feed)

B I U   -


have a lot of fun knowing you are making a difference. You can volunteer by yourself, or get a group of family and friends to make a difference together.

4 **Volunteer Positions and Responsibilities**

- Relay For Life Event Leadership Team members help plan and promote the event. They ensure everything is organized, from recruiting and motivating teams and sponsors to planning day-of-event ceremonies.
- Day-of-event volunteers help with logistics, information, and many other important activities.



recommended (730x480)

5 

6 **Next**

How to Add Shifts

Profits4Purpose

- 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

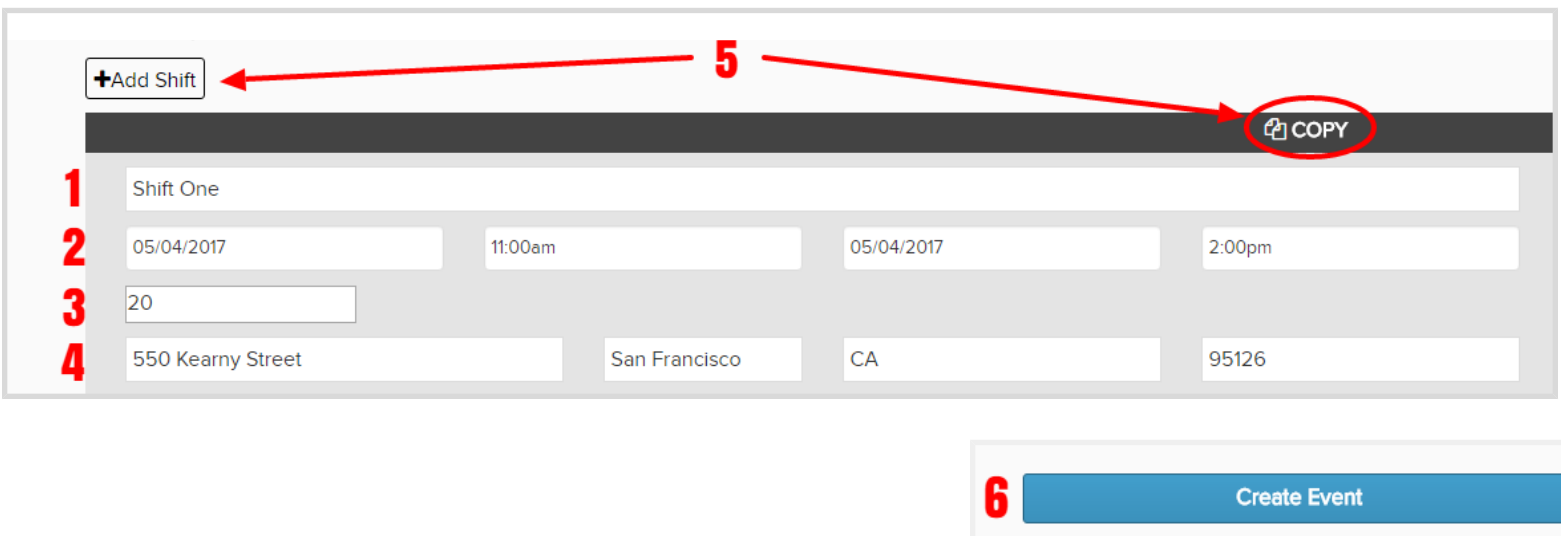
Event Allows RSVPing?

☐ 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



The screenshot shows the event setup form with the following elements and annotations:

- 5**: A red arrow points from the number 5 to the **+Add Shift** button and the **COPY** button.
- 1**: Points to the **Shift One** title input field.
- 2**: Points to the start date input field (05/04/2017).
- 3**: Points to the start time input field (11:00am).
- 4**: Points to the end date input field (05/04/2017).
- 5**: Points to the end time input field (2:00pm).
- 6**: Points to the **Create Event** button.

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

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

Event Management

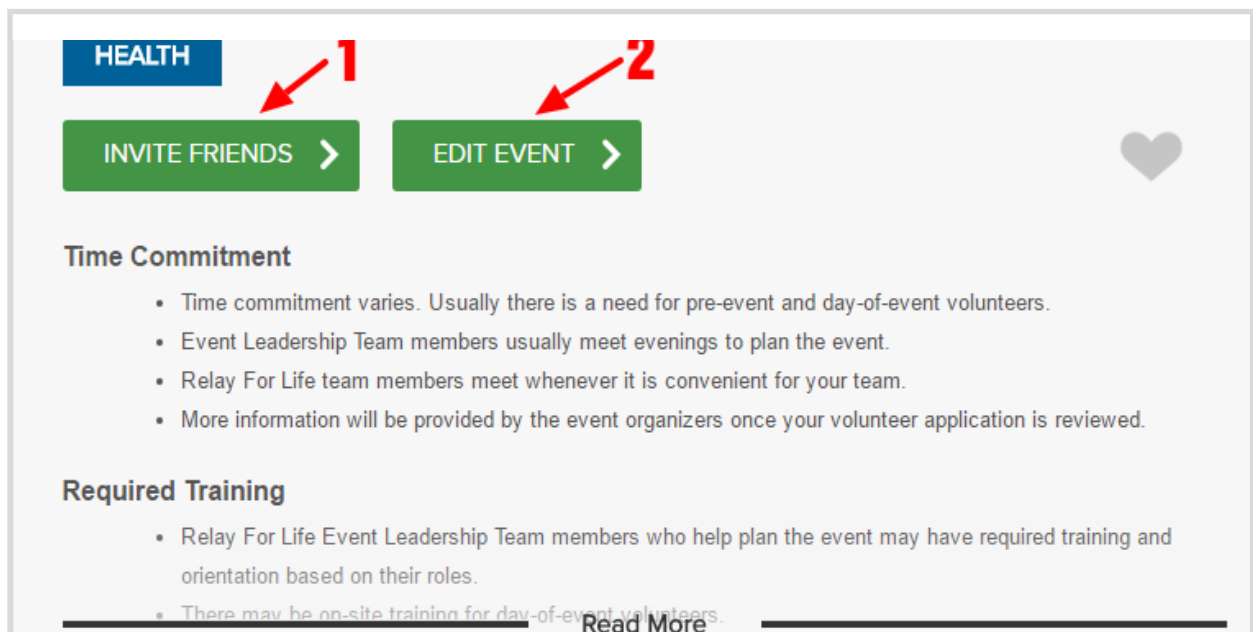
- You have the ability to View or Manage your event after it has been



created

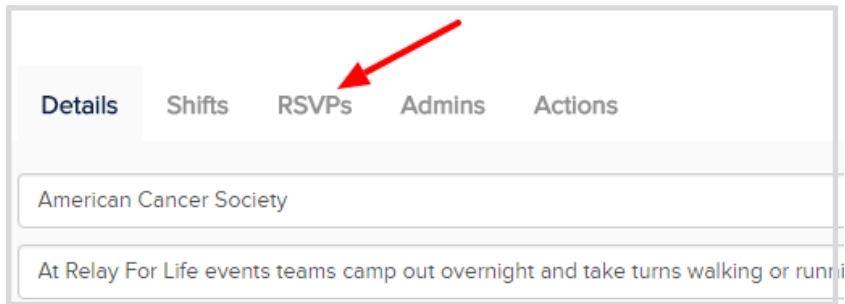
1. Click "**Invite Friends**" to email colleagues the event information
2. Click "**Edit Event**" to add RSVPs

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



Editing Event

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



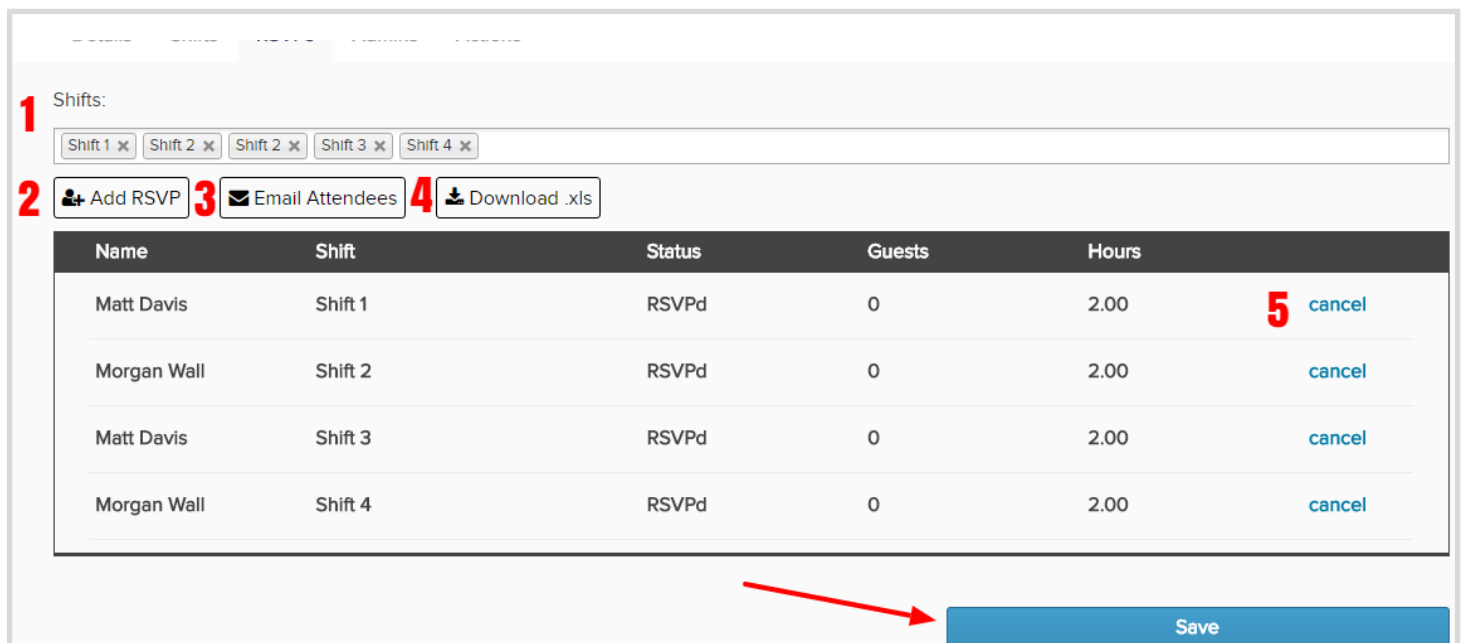
Details Shifts **RSVPs** Admins Actions

American Cancer Society

At Relay For Life events teams camp out overnight and take turns walking or running

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**"



1 Shifts:

Shift 1 x Shift 2 x Shift 2 x Shift 3 x Shift 4 x

2 Add RSVP 3 Email Attendees 4 Download .xls

Name	Shift	Status	Guests	Hours	
Matt Davis	Shift 1	RSVPd	0	2.00	5 cancel
Morgan Wall	Shift 2	RSVPd	0	2.00	cancel
Matt Davis	Shift 3	RSVPd	0	2.00	cancel
Morgan Wall	Shift 4	RSVPd	0	2.00	cancel

Save

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)

RSVP For Event

CLOSE

Select User

1

Select User

Choose Time(s)

2

Shift 1 (123 Main St., Boston, MA, 02111)

☒

FRI MAY 05
11:00 am

>

FRI MAY 05
1:00 pm

2 of 20
Volunteers

Hours

Guests

Shift 2 (123 Main St., Boston, MA, 02111)

☐

FRI MAY 05
1:00 pm

>

FRI MAY 05
3:00 pm

2 of 20
Volunteers

Hours

Guests

3

*Required

Are you using Duke Realty Community Hours?

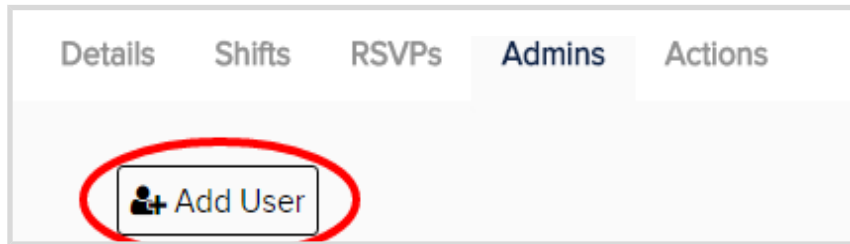
4

SUBMIT >

Editing Event cont.

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

Profits4Purpose



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

