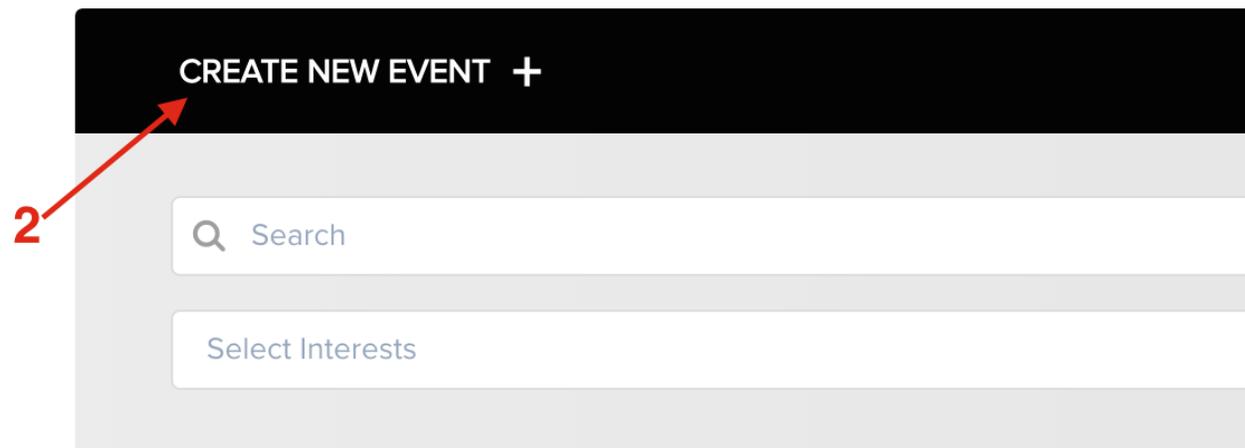
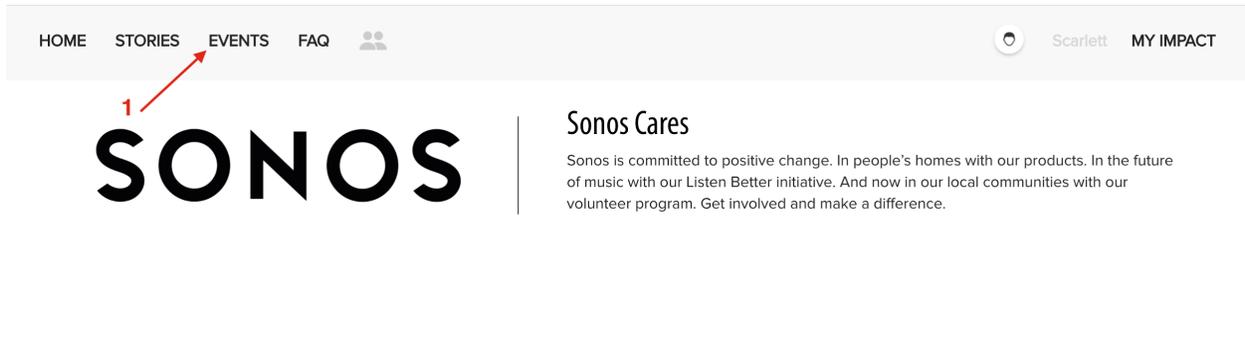


How to Create/Edit Events

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.

1. Enter Event Title (required)
2. Enter brief description of the event (required)
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: Width: 4000 pixels, Height: 3000 pixels (4:3 ratio), 72 pixels/inch is recommended.]
6. Click "Next" to proceed in setting up your event

Details Shifts Questions Complete

Save as Draft

1 Sonos Annual Dodgeball Tournament

2 Make a team and do some good!

SELECT CHARITY >

MAKE-A-WISH FOUNDATION OF AMERICA
PHOENIX, AZ

3 Children & Youth X Santa Barbara X Evening X

Employees can bring friends and family to the event

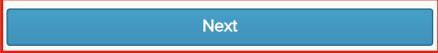
4 **B** *I* U   -

When: Tuesday, January 16, 2018 @ 6pm
Where: Sonos Courtyard
What: Make a team and start practicing! Costs \$25 to register your team. Invite all of your family and friends to cheer you on! Only costs \$5 to watch the tournament.

Event Cover Photo: recommended (730x480)

Event Waiver: [Download](#)

5 

6 

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.

Event Allows RSVPing?

Yes No

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. Enter a brief description of the shift
6. Enter Shift Leader name, phone number and/or email
7. To Add Additional Shifts:
 - Click "+Add Shift" to enter every field
 - Click "COPY" to copy everything from previous shift

Once all shifts have been setup click "Next"

Shift Description:

7

1	Shift One			
2	01/16/2018	6:00pm	01/16/2018	7:00pm
3	25			
4	1234 Sonos Ln	Santa Barbara	CA	90021
5	First round of tournament.			
6	Sonya Oso		(760) 555-1234	

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

How to Add Shifts

1. Choose the questions that you would like asked to users when they RSVP for the event (you will have access to their answers)
2. Click “Create Event”

Details Shifts Questions Complete

Save as Draft

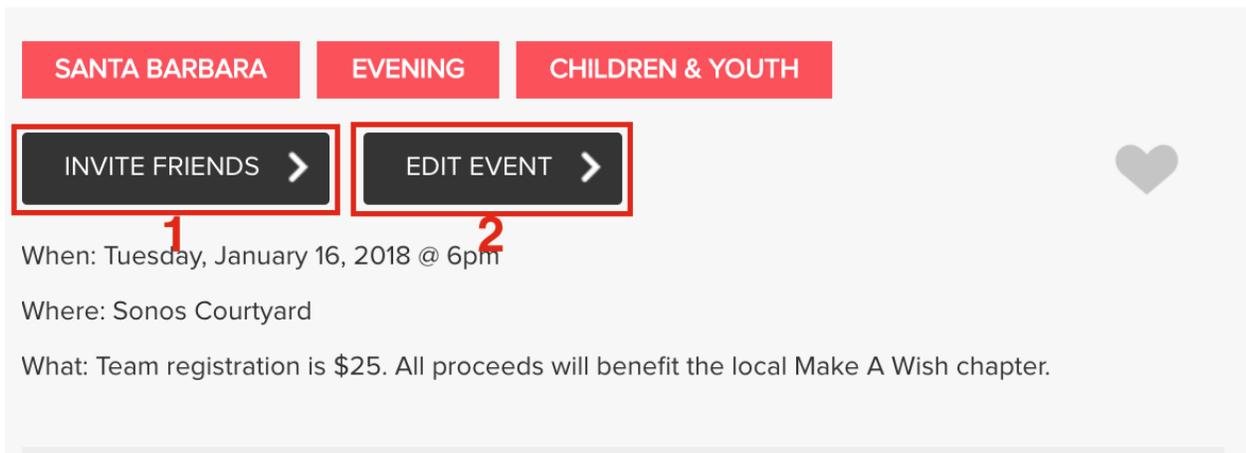
Select	Type	Name
<input type="checkbox"/>	Phone Number	Mobile Phone Number
<input type="checkbox"/>	Single Select	T-Shirt Size
<input type="checkbox"/>	Text Field	Emergency Contact Name and Number
<input type="checkbox"/>	Text Field	Special Notes to Volunteer Coordinator

Prev Create Event

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



The screenshot shows an event management interface. At the top, there are three red filter buttons: "SANTA BARBARA", "EVENING", and "CHILDREN & YOUTH". Below these are two dark grey buttons with white text and right-pointing chevrons: "INVITE FRIENDS" (labeled with a red "1") and "EDIT EVENT" (labeled with a red "2"). To the right of these buttons is a grey heart icon. Below the buttons, the event details are listed: "When: Tuesday, January 16, 2018 @ 6pm", "Where: Sonos Courtyard", and "What: Team registration is \$25. All proceeds will benefit the local Make A Wish chapter."

Editing Event

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

Details Shifts Questions **RSVPs** Admins Actions

Shifts:

Shift One x

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"**

Details Shifts Questions **RSVPs** Admins Actions

Shifts:

1 Shift One x

2 Add RSVP 3 Email Attendees 4 Download .xls

Name	Shift	Status	Guests	Hours	
Scarlett Smith	Shift One	RSVPd	0	1.00	5 cancel

Save

Editing Event cont.

1. To add an RSVP click “Add RSVP”



2. Type in the user’s name or username to select the user.

User Search

Users

Richard Mattingley	(richard@profits4purpose.com)
--------------------	-------------------------------

3. Fill out the required questions with the user’s information
4. Click "Submit" (Note: They will receive an email confirming their attendance)

RSVP For Event

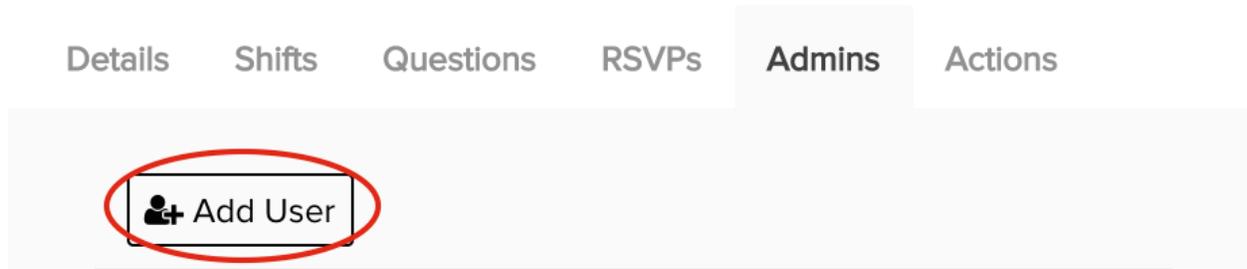
Choose Time(s)

<input checked="" type="checkbox"/>	Shift One (1234 Sonos Ln, Santa Barbara, CA, 90021)	TUE JAN 16 6:00 pm	>	TUE JAN 16 7:00 pm	2 of 25 volunteers	Hours 1 - +
	Mobile Phone Number	7605554321		T-Shirt Size	M	

4

Editing Event cont.

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

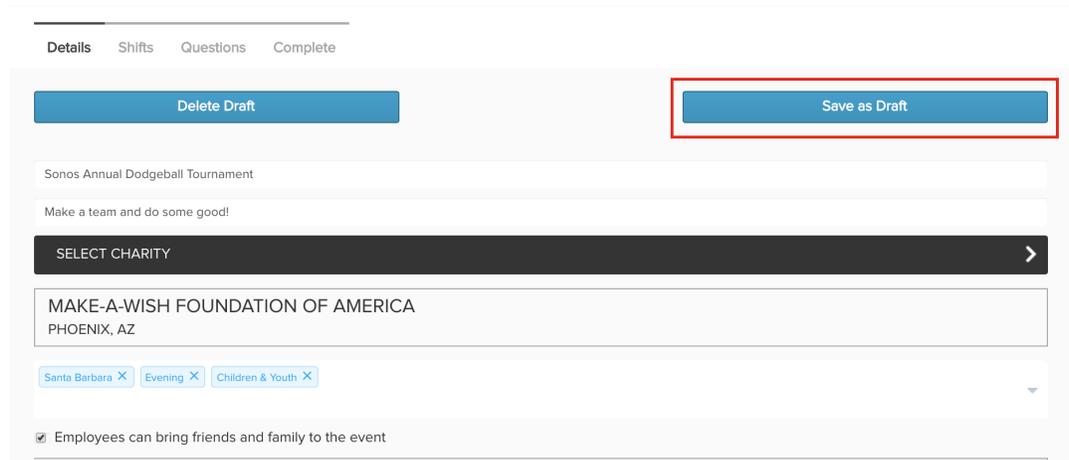


1. Select "Copy Event" to duplicate your original event
2. Click "Delete" Event to remove your event



Editing Event cont.

During the event creation process, click “Save as Draft” if you would like to save the event and finish creating it later.



Details Shifts Questions Complete

Delete Draft Save as Draft

Sonos Annual Dodgeball Tournament

Make a team and do some good!

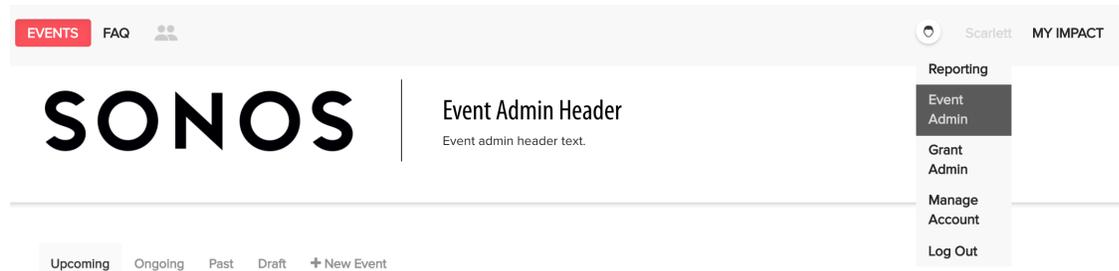
SELECT CHARITY

MAKE-A-WISH FOUNDATION OF AMERICA
PHOENIX, AZ

Santa Barbara X Evening X Children & Youth X

Employees can bring friends and family to the event

You can access the draft event in “Event Admin”



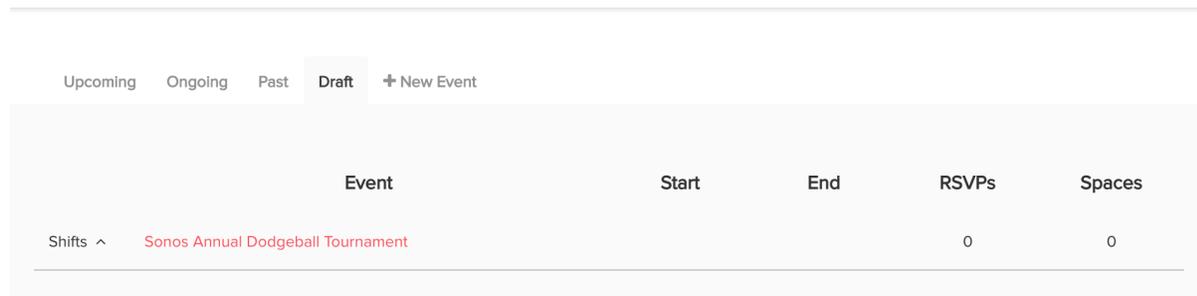
EVENTS FAQ  Scarlett MY IMPACT

SONOS | Event Admin Header
Event admin header text.

Reporting
Event Admin
Grant Admin
Manage Account
Log Out

Upcoming Ongoing Past Draft + New Event

Find the event in the “Draft” tab and click the event to continue editing



Upcoming Ongoing Past **Draft** + New Event

Event	Start	End	RSVPs	Spaces
Shifts ^ Sonos Annual Dodgeball Tournament			0	0