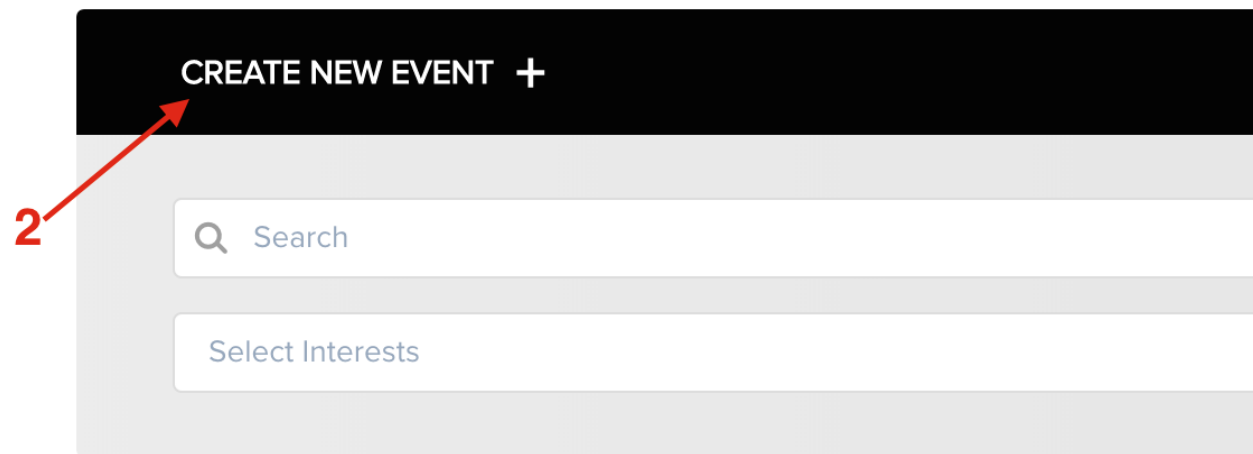
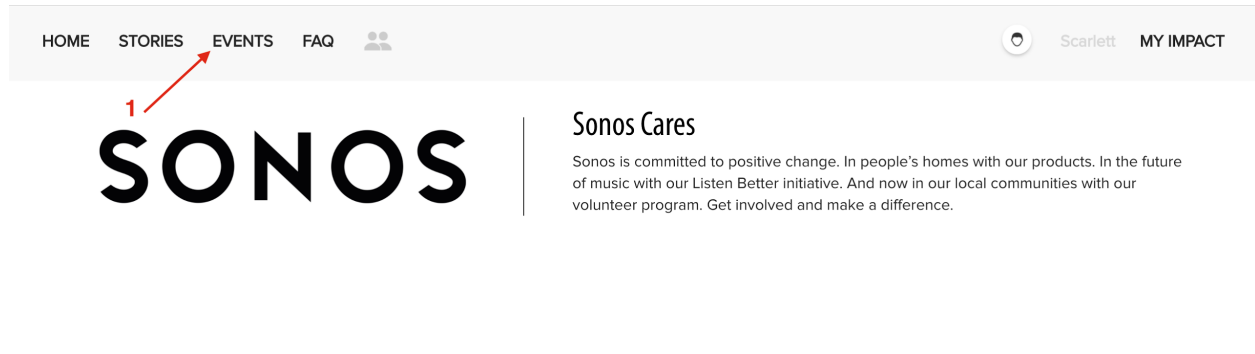


How to Create/Edit Events

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: 

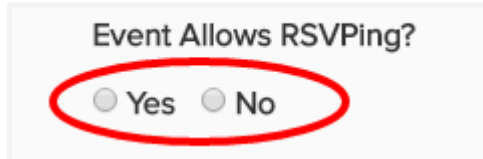
Download

5

6 → Next

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.



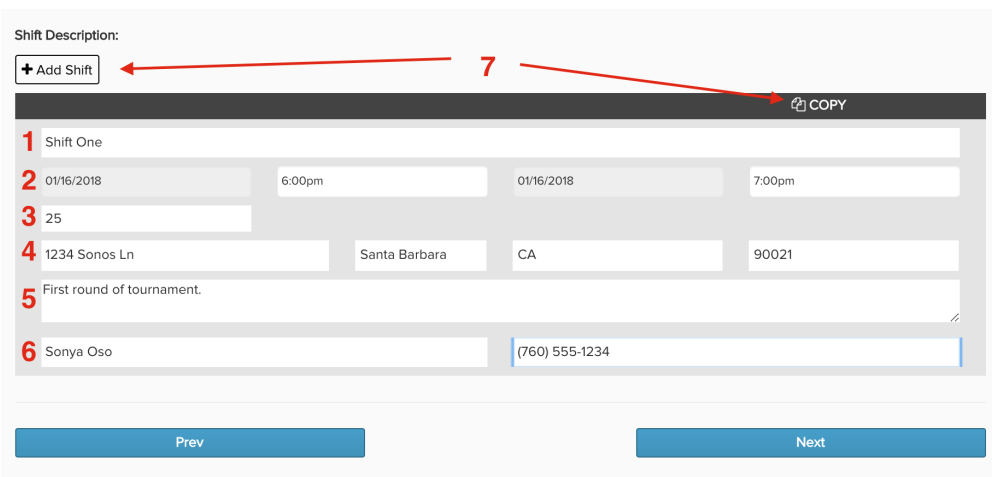
Event Allows RSVPing?

☒ 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	

Prev Next

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

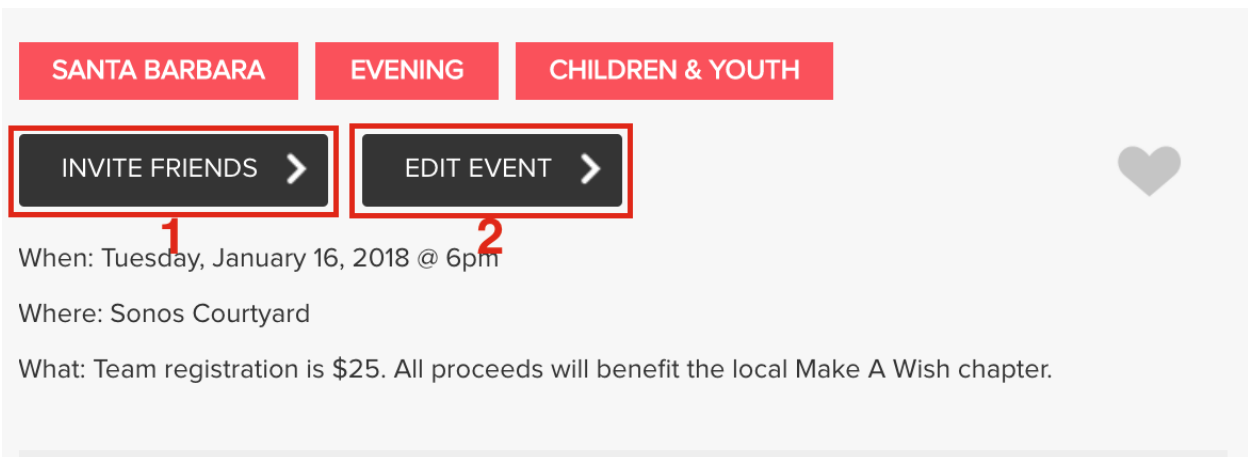
Prev

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 the event management interface. At the top, there are three red buttons: "SANTA BARBARA", "EVENING", and "CHILDREN & YOUTH". Below these are two dark grey buttons with red borders: "INVITE FRIENDS >" and "EDIT EVENT >". The "INVITE FRIENDS" button is labeled with a red "1" and the "EDIT EVENT" button is 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."

SANTA BARBARA EVENING CHILDREN & YOUTH

INVITE FRIENDS > EDIT EVENT >

1 2

When: Tuesday, January 16, 2018 @ 6pm

Where: Sonos Courtyard

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

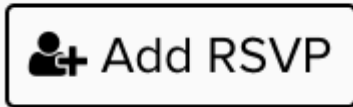
2 + Add RSVP 3 Email Attendees 4 Download .xls

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

richard@profits4purpose.com

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)

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

SUBMIT >

Editing Event cont.

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

Details Shifts Questions RSVPs **Admins** Actions



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

Details Shifts Questions RSVPs Admins **Actions**

Event Actions

1

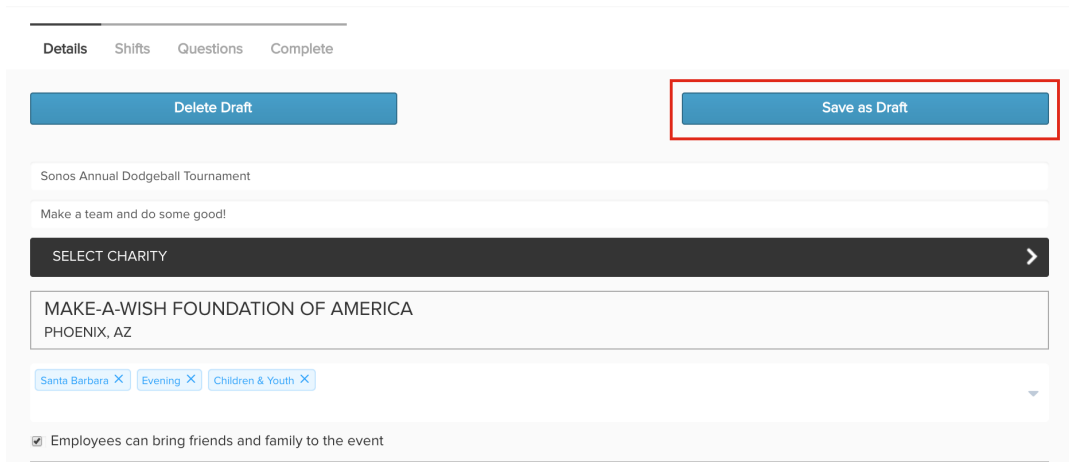
Copy Event

2

Delete Event

Editing Event cont.

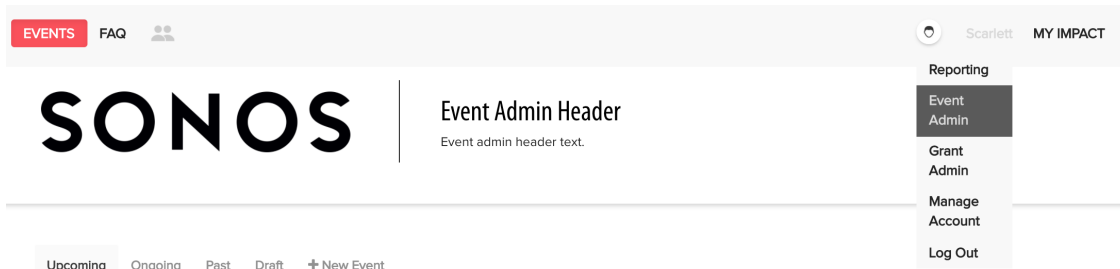
During the event creation process, click “Save as Draft” if you would like to save the event and finish creating it later.



The screenshot shows the 'Details' tab of an event creation form. At the top, there are tabs for 'Details', 'Shifts', 'Questions', and 'Complete'. Below these are two buttons: 'Delete Draft' and 'Save as Draft'. The 'Save as Draft' button is highlighted with a red rectangular box. Below the buttons, the form contains the following fields:

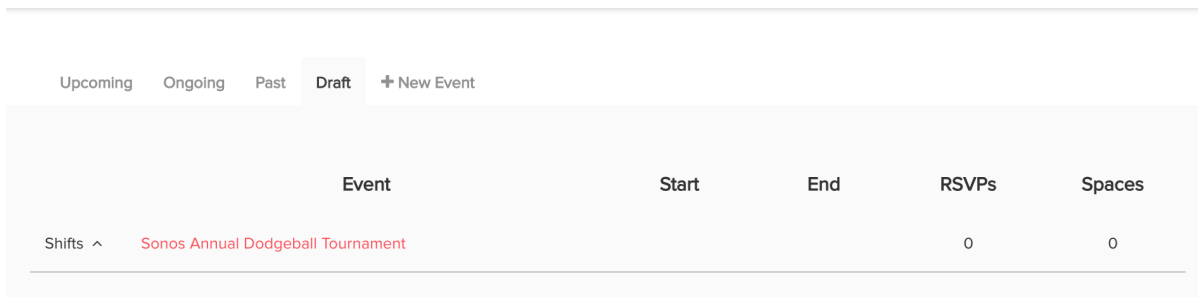
- Event Name: Sonos Annual Dodgeball Tournament
- Description: Make a team and do some good!
- Charity Selection: A dropdown menu labeled 'SELECT CHARITY' with 'MAKE-A-WISH FOUNDATION OF AMERICA PHOENIX, AZ' selected.
- Tags: Three tags are selected: 'Santa Barbara', 'Evening', and 'Children & Youth'.
- Checkbox: A checked checkbox labeled 'Employees can bring friends and family to the event'.

You can access the draft event in “Event Admin”



The screenshot shows the 'Event Admin' header for the Sonos organization. The header includes the Sonos logo, the text 'Event Admin Header', and a sub-header 'Event admin header text.'. On the right side, there is a user profile for 'Scarlett' with a 'MY IMPACT' link. Below the header, there is a navigation bar with tabs for 'Upcoming', 'Ongoing', 'Past', 'Draft', and '+ New Event'. The 'Draft' tab is currently selected. On the far right, there is a dropdown menu with options: 'Reporting', 'Event Admin', 'Grant Admin', 'Manage Account', and 'Log Out'.

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



The screenshot shows the 'Draft' tab of the event list. The table has the following columns: 'Event', 'Start', 'End', 'RSVPs', and 'Spaces'. There is one event listed: 'Sonos Annual Dodgeball Tournament'. The 'RSVPs' column shows '0' and the 'Spaces' column shows '0'. The 'Event' column has a dropdown arrow next to the event name.

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