Home -> Events

From the "Home" page, select "Administration" and click on "Events".



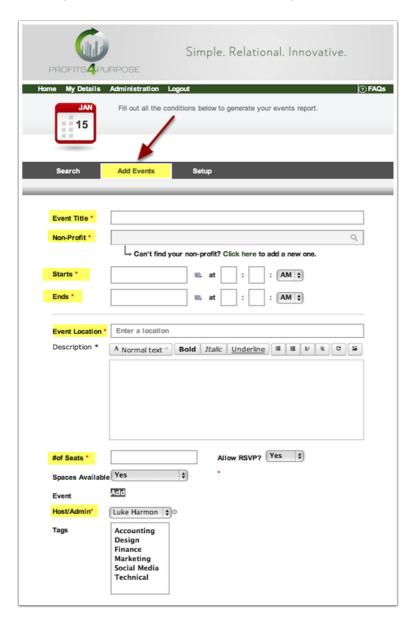
Creating an Event Page 1

Events -> Add Events

On the Events page, click on the Add Events tab. From here, you'll be asked everything needed to set up an event such the Event Title, the Non-Profit associated with it, the start and end dates along with times, the location of the event, a description, how many people are able to attend, and the remaining fields.

***Make sure to select the non-profit from the drop-down menu that appears as you begin to type in the name of the non-profit.

When you are finished, click save and you will receive confirmation.



Creating an Event Page 2