

Creating an Event

Home -> Events

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



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.

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JAN 15 Fill out all the conditions below to generate your events report.

Search **Add Events** Setup

Event Title *

Non-Profit *

Can't find your non-profit? Click here to add a new one.

Starts * at : : AM

Ends * at : : AM

Event Location * Enter a location

Description * **Normal text** **Bold** *Italic* Underline

of Seats * Allow RSVP? Yes

Spaces Available Yes

Event Add

Host/Admin * Luke Harmon

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