

Creating an Event

Home -> Events

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

The screenshot displays the PROFITS4PURPOSE website interface. At the top left is the logo, a green circular arrow around a city skyline, with the text "PROFITS4PURPOSE" below it. To the right of the logo is the tagline "Simple. Relational. Innovative." Below the logo and tagline is a navigation bar with links for "Home", "My Details", "Administration", and "Logout". A "FAQs" link with a question mark icon is located in the top right corner. A vertical dropdown menu is open under "Administration", listing "Activity Reports", "Users", "Events", "Event Reports", "Donations", "Non-Profits", "Company Goals", "General Settings", and "Reminders". A red arrow points to the "Events" option in this menu. Below the navigation bar, the main content area features a large introductory text block: "for visiting our employee volunteer platform. Here you will find tools to help you erence in your community! Use this site to log volunteer hours, learn about new and find out how we're working together to support of community." Below this text are six main content tiles: "Company" (with a person icon), "Search Non-Profit Profiles" (with a handshake icon), "Volunteer Opportunities" (with a calendar icon showing APR 21), "Track Volunteer Hours" (with a clock icon), "Financial Donations" (with a \$100 bill and coins icon), and "Our Stories" (with a target icon).

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.

The screenshot shows the 'Add Events' form in the PROFFITS4PURPOSE system. The navigation bar at the top includes 'Home', 'My Details', 'Administration', 'Logout', and 'FAQs'. The 'Add Events' tab is highlighted in yellow, with a red arrow pointing to it. The form contains the following fields and options:

- Event Title ***: Text input field.
- Non-Profit ***: Search dropdown menu with a magnifying glass icon. Below it is a link: "Can't find your non-profit? Click here to add a new one."
- Starts ***: Date and time selection fields (month, day, year, hour, minute, AM/PM).
- Ends ***: Date and time selection fields (month, day, year, hour, minute, AM/PM).
- Event Location ***: Text input field with placeholder "Enter a location".
- Description ***: Rich text editor with options for Bold, Italic, Underline, and various text alignment and formatting icons.
- # of Seats ***: Text input field.
- Allow RSVP?**: Dropdown menu with "Yes" selected.
- Spaces Available**: Dropdown menu with "Yes" selected.
- Event**: Text input field with "Add" button.
- Host/Admin ***: Search dropdown menu with "Luke Harmon" selected.
- Tags**: List of tags including Accounting, Design, Finance, Marketing, Social Media, and Technical.