

# Admin: Creating an Event

Dashboard | Profits 4 Purpose

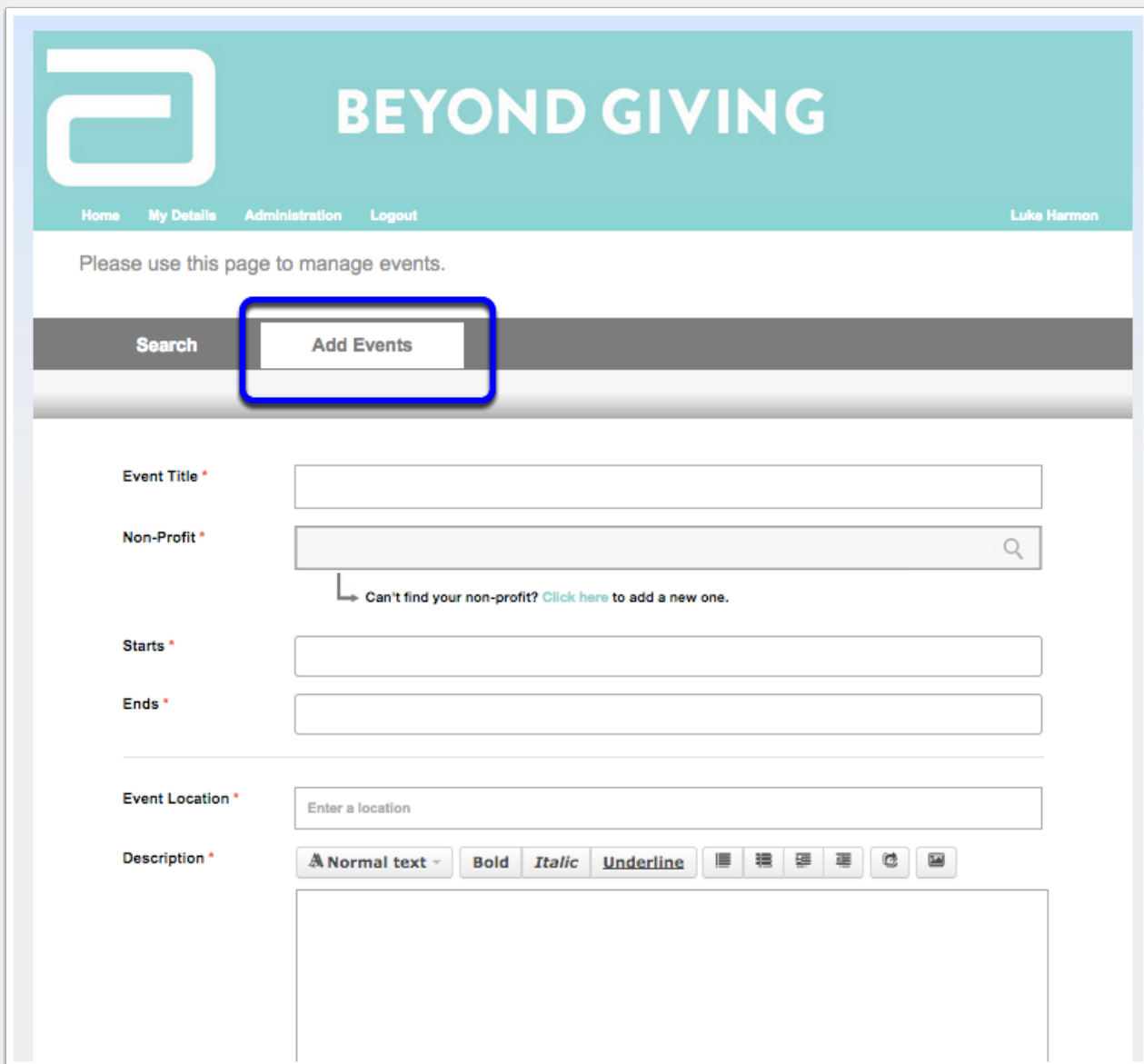
**Step 1: From the Administration drop down, select "Events"**



# Admin: Creating an Event

## Step 2: Create an event

Select "Add Events" and enter the relevant information (location, non profit, start time, end time, location, event info, etc.)



The screenshot shows the 'BEYOND GIVING' admin interface. The header features a teal logo on the left and the text 'BEYOND GIVING' on the right. Below the header is a navigation bar with links: Home, My Details, Administration, and Logout. The user's name, Luke Harmon, is displayed on the right. A message states: 'Please use this page to manage events.' Below this is a dark grey bar with a 'Search' button and a highlighted 'Add Events' button. The main content area contains a form with the following fields and options:

- Event Title \***: A text input field.
- Non-Profit \***: A dropdown menu with a search icon. Below it, a link reads: 'Can't find your non-profit? [Click here](#) to add a new one.'
- Starts \***: A text input field.
- Ends \***: A text input field.
- Event Location \***: A text input field with the placeholder text 'Enter a location'.
- Description \***: A rich text editor with a toolbar containing buttons for 'Normal text', 'Bold', 'Italic', 'Underline', bulleted list, numbered list, link, unlink, and image.

# Admin: Creating an Event

## Step 3a: Add event details (without shifts/time slots)

Here is where you can edit the details of your event. Please review the following pages describing how to set RSVP limits, publish an event, and add contact information.

Use Shifts

No

# of Seats \*

12

Allow RSVP? \*

Yes

Spaces Available

Yes

Allow Friends and Family

No

Event Host/Admin\*

Add

Luke harmon

Status \*

Published

Featured?\*

Yes

EVENT CONTACT INFO

First Name:\*

Luke

Last Name\*

Harmon

Email\*

luke@profits4purpose.com

Phone

2532241872

✓ Save Event

Cancel

# Admin: Creating an Event

## Step 3b: RSVPs and event limits

Here is how "Number of seats", "Allow RSVP" and "Spaces Available" controls the user's interaction with an Abbott event.

A screenshot of the event creation form. It features three main fields: '# of Seats' with a text input box, 'Allow RSVP?' with a dropdown menu set to 'Yes', and 'Spaces Available' with a dropdown menu set to 'Yes'. Red arrows point from the 'Allow RSVP?' dropdown to the 'Spaces Available' dropdown and from the 'Allow RSVP?' dropdown to the 'Spaces Available' text input box.

- **Allow RSVP:** If you select "yes", then the RSVP function is activated. There will be an "RSVP" button on the event profile and employees will be able to RSVP to this event.



- **Spaces Available:** If you select "yes", then users can view how many spaces are available for this event. If the event has an unlimited number of spaces, please input "1000" into "number of seats" and turn "spaces available" to "no".



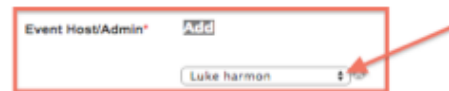
- **Number of Seats:** This is how many people are allowed to RSVP. As people sign up for the event, the "Spaces available" number decreases and when the total number of allowed people have signed up, the "RSVP" button disappears, preventing anyone else from signing up.

# Admin: Creating an Event

## Step 3c: Event Status and Info

Here is how "Event Host", "Status", "Featured" and "Event Contact Info" controls the user's interaction with the event.

- **Event Host/Admin:** This is your team captain. When you assign a name here, that individual will have the ability to manage this particular event (add RSVPs, edit text, etc.). Whoever creates the event is automatically an "event Host/Admin" for that event
- **Status:** "published" = the event is live on the site and employees can view it.  
"Unpublished" = the event is not live on the site.
- **Featured:** Selecting "Yes" will highlight events in yellow and brings them to the top of the events display
- **Event Contact Info:** This is the contact information that an employee will see on the events display.



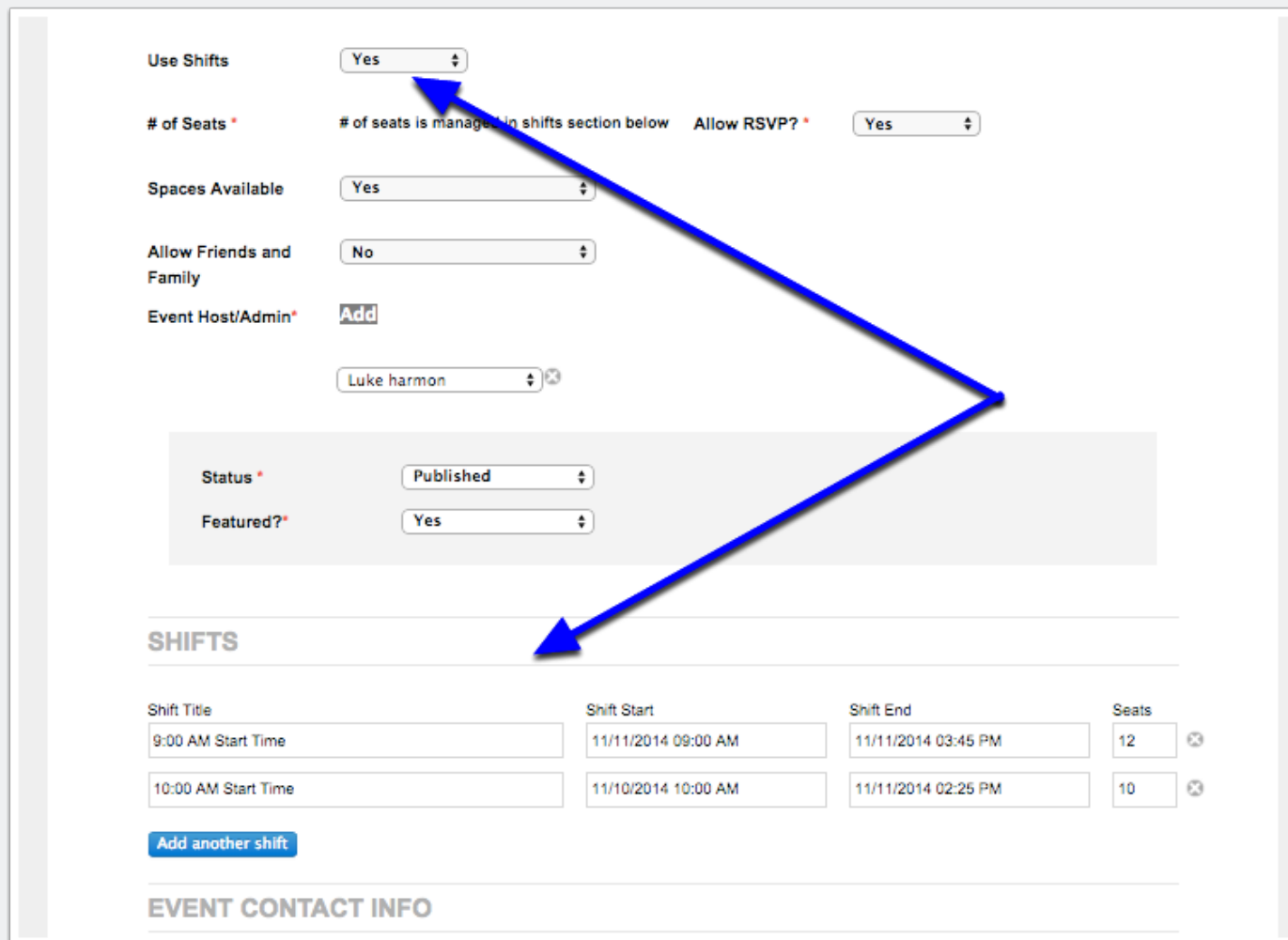
### EVENT CONTACT INFO



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## Step 4: Add event details with shifts (time slots)

Toggle "Use Shifts" to "yes" and enter the shift information



The screenshot shows a web form for creating an event. A blue arrow originates from the 'Use Shifts' dropdown menu, which is set to 'Yes', and points to the 'SHIFTS' section of the form.

**Event Details Section:**

- Use Shifts:** Yes
- # of Seats:** # of seats is managed in shifts section below
- Allow RSVP?:** Yes
- Spaces Available:** Yes
- Allow Friends and Family:** No
- Event Host/Admin:** Add  
Luke harmon
- Status:** Published
- Featured?:** Yes

**SHIFTS**

Shift Title	Shift Start	Shift End	Seats
9:00 AM Start Time	11/11/2014 09:00 AM	11/11/2014 03:45 PM	12
10:00 AM Start Time	11/10/2014 10:00 AM	11/11/2014 02:25 PM	10

[Add another shift](#)

**EVENT CONTACT INFO**