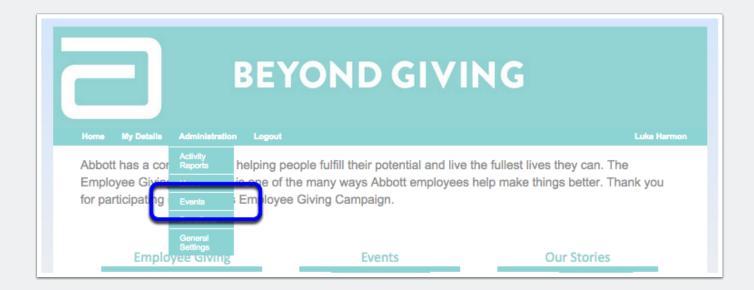
## Manage an event

Dashboard | Profits4Purpose

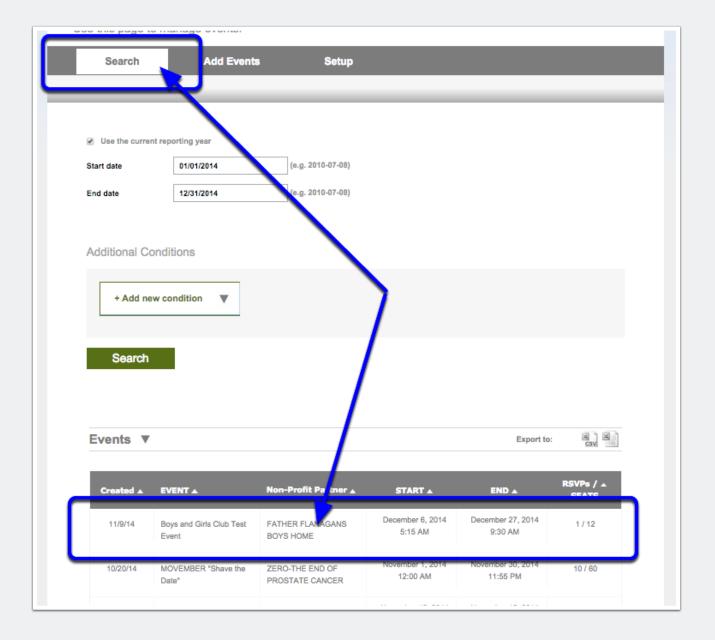
# Step 1: From the administration dropdown, select "Events"



Manage an event 1

### Step 2: Select your desired event

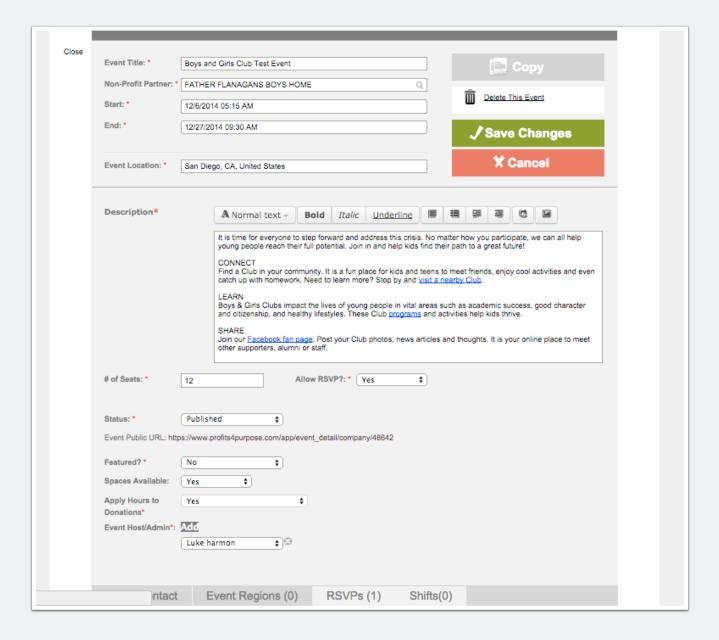
The page will default to "Search". From there, click on an event to edit it.



Manage an event

#### **Step 3: Make Edits**

From this view, you can make any edits to your event that you would like

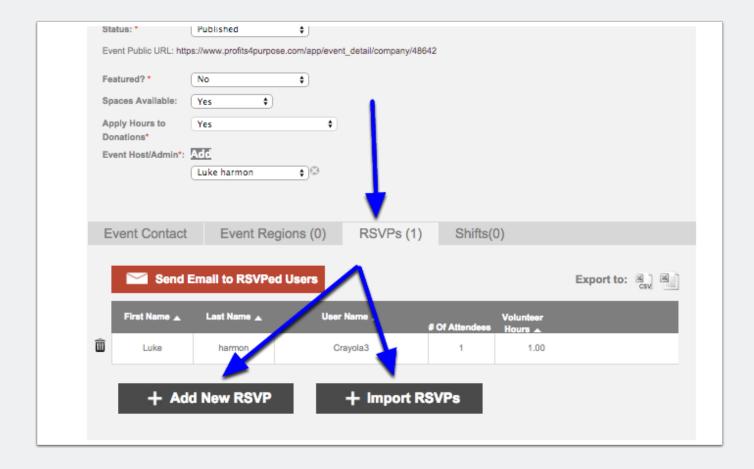


Manage an event

## Manage an event

#### Step 4: Add RSVPs

Under the RSVP tab, you can either add RSVPs one at a time or with a mass user upload.

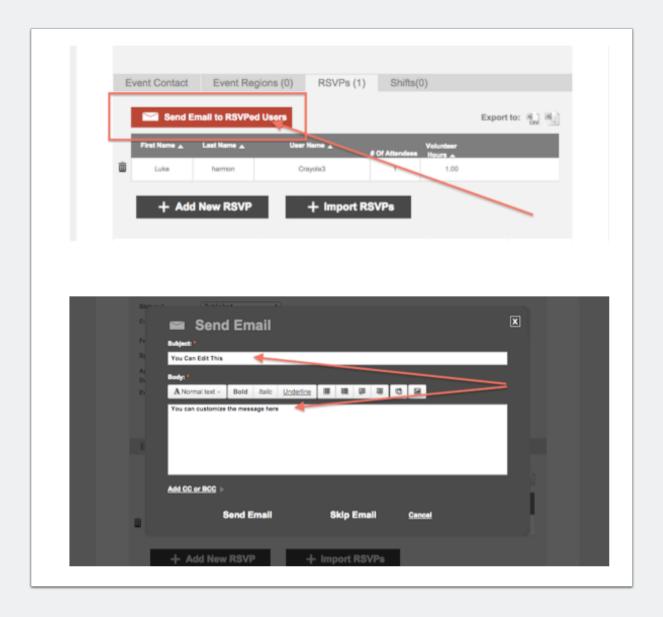


MANAGE AN EVENT

## Manage an event

#### **Step 5: Email RSVPs**

Select "Send Email to RSVPed Users" and customize your message



MANAGE AN EVENT