

Manage an event

Dashboard | Profits4Purpose

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



Manage an event

Step 2: Select your desired event

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

The screenshot shows a web interface for managing events. At the top, there is a navigation bar with three buttons: "Search", "Add Events", and "Setup". The "Search" button is highlighted with a blue box. Below the navigation bar, there is a form for searching events. It includes a checkbox labeled "Use the current reporting year" which is checked. There are two date input fields: "Start date" with the value "01/01/2014" and "End date" with the value "12/31/2014". Below these fields is a section titled "Additional Conditions" with a button labeled "+ Add new condition". A green "Search" button is located below the "Additional Conditions" section. Below the "Search" button, there is a table of events. The table has columns: "Created", "EVENT", "Non-Profit Partner", "START", "END", and "RSVPs / SEATS". The first event in the table is highlighted with a blue box. A blue arrow points from the "Search" button in the main form area to this first event entry.

Created	EVENT	Non-Profit Partner	START	END	RSVPs / SEATS
11/9/14	Boys and Girls Club Test Event	FATHER FLAMAGANS BOYS HOME	December 6, 2014 5:15 AM	December 27, 2014 9:30 AM	1 / 12
10/20/14	MOVEMBER "Shave the Date"	ZERO-THE END OF PROSTATE CANCER	November 1, 2014 12:00 AM	November 30, 2014 11:55 PM	10 / 60

Manage an event

Step 3: Make Edits

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

Close

Event Title: *
Boys and Girls Club Test Event

Non-Profit Partner: *
FATHER FLANAGANS BOYS HOME

Start: *
12/6/2014 05:15 AM

End: *
12/27/2014 09:30 AM

Event Location: *
San Diego, CA, United States

Copy

Delete This Event

Save Changes

Cancel

Description*

Normal text

Bold

Italic

Underline

It is time for everyone to step forward and address this crisis. No matter how you participate, we can all help young people reach their full potential. Join in and help kids find their path to a great future!

CONNECT
Find a Club in your community. It is a fun place for kids and teens to meet friends, enjoy cool activities and even catch up with homework. Need to learn more? Stop by and [visit a nearby Club](#).

LEARN
Boys & Girls Clubs impact the lives of young people in vital areas such as academic success, good character and citizenship, and healthy lifestyles. These Club [programs](#) and activities help kids thrive.

SHARE
Join our [Facebook fan page](#). Post your Club photos, news articles and thoughts. It is your online place to meet other supporters, alumni or staff.

of Seats: *
12

Allow RSVP?: *
Yes

Status: *
Published

Event Public URL: https://www.profits4purpose.com/app/event_detail/company/48642

Featured? *
No

Spaces Available:
Yes

Apply Hours to Donations*
Yes

Event Host/Admin*: [Add](#)
Luke harmon

ntact

Event Regions (0)

RSVPs (1)

Shifts(0)

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.

Status: Published

Event Public URL: https://www.profits4purpose.com/app/event_detail/company/48642

Featured? No

Spaces Available: Yes

Apply Hours to Donations: Yes

Event Host/Admin: Add

Luke harmon

Event Contact | Event Regions (0) | **RSVPs (1)** | Shifts(0)

Send Email to RSVPed Users Export to: CSV

First Name ▲	Last Name ▲	User Name	# Of Attendees	Volunteer Hours ▲
Luke	harmon	Crayola3	1	1.00

+ Add New RSVP + Import RSVPs

Manage an event

Step 5: Email RSVPs

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

