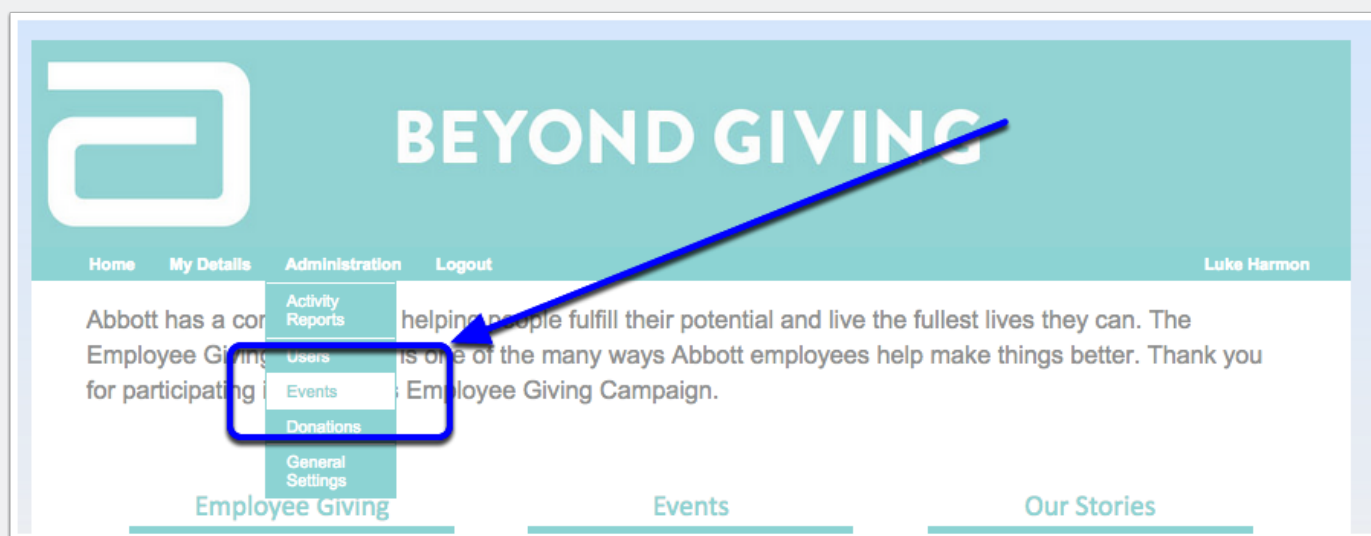


Admin: Reviewing and approving an Event

Dashboard | Profits 4 Purpose

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



Admin: Reviewing and approving an Event

Step 2a: Filter to "not approved" events

This page will default to "search". From there, select "Add new condition" and choose "Status"

Search Add Events Setup

☒ Use the current reporting year

Start date (e.g. 2010-07-08)

End date (e.g. 2010-07-08)

Additional Conditions

+ Add new condition ▼

- ☐ Event Name
- ☐ Event Tag
- ☐ Non-Profit Partner
- ☒ **Status**
- ☐ Event Host
- ☐ RSVP'd User

Events ▼ Export to:

Created ▲	EVENT ▲	Non-Profit Partner ▲	START ▲	END ▲	RSVPs / ▲ SEATS
11/9/14	Boys and Girls Club Test Event	FATHER FLANAGANS 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

Admin: Reviewing and approving an Event

Step 2b: Select "not approved"

After you select "Not Approved" from the drop down menu, hit "Search"

The screenshot shows the Admin interface with the 'Search' tab selected. The 'Status' dropdown is set to 'Not approved', and the 'Search' button is highlighted with a blue box and arrow. The 'Events' table below shows a single event: 'Boys and Girls Club Test Event'.

Created ▲	EVENT ▲	Non-Profit Partner ▲	START ▲	END ▲	RSVPs / SEATS ▲
11/9/14	Boys and Girls Club Test Event	FATHER FLANAGANS BOYS HOME	December 6, 2014 5:15 AM	December 27, 2014 9:30 AM	1 / 12

Admin: Reviewing and approving an Event

Step 3: Select your desired event

Clicking on your desired event will expand it

SearchAdd EventsSetup

☒ Use the current reporting year

Start date01/01/2014(e.g. 2010-07-08)

End date12/31/2014(e.g. 2010-07-08)

Additional Conditions

Status

 is



Not approved

Delete

+ Add new condition

Search

Events ▾

Export to:  

Created	EVENT	Non-Profit Partner	START	END	RSVPs /
					SEARCH
11/9/14	Boys and Girls Club Test Event	FATHER FLANAGANS BOYS HOME	December 6, 2014 5:15 AM	December 27, 2014 9:30 AM	1 / 12

Go to: 1 Show rows: 10 1-1 of 1

Admin: Reviewing and approving an Event

Step 4: Review and update

If you approve of the event, change it from "Unpublished" to "Published"

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 lifestyle. 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: * Unpublished

Event ID: 48642

Featured? * No

Spaces Available: Yes

Apply Hours to Donations * Yes

Event Host/Admin: Add
Luke harmon

Intact Event Regions (0) RSVPs (1) Shifts(0)

Admin: Reviewing and approving an Event

Step 6a: View the Event

From the dashboard, select "Events"



Admin: Reviewing and approving an Event

Step 6b: View the Event

Search by location, date range or tag to find your desired event

The screenshot shows the 'BEYOND GIVING' website interface. At the top, there is a teal header with the 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'. On the far right of the navigation bar, the name 'Luke Harmon' is displayed.

Below the navigation bar, a message reads: 'Are you looking for ways to get involved with our non-profit partners? Below is a list of all upcoming volunteer opportunities.'

In the center, there is a search bar with a magnifying glass icon on the left and a 'Search' button on the right. Below the search bar are two tabs: 'Company Events' (highlighted in teal) and 'Local Events'.

On the left side, there is a sidebar with a blue border. It contains the following sections:

- Enter your location**: A text input field with 'San Diego, Ca' entered.
- Within a 100 mile range**: A slider control.
- Filter by**: Two radio buttons: 'View Events In My Location' (unselected) and 'View Events In All Location(s)' (selected).
- Filter by date range**: Two date input fields showing '01/01/2014' and '12/31/2014' with a 'to' separator.
- UPDATE SEARCH**: A teal button with a right arrow.
- Refine By Tag**: A grey button with a minus sign.

On the right side, there are three event listings, each in a yellow box:

- Abbott Test User Event**: Location: San Diego, CA, United States. Starts: November 11, 2014 2:45 PM - Ends: November 13, 2014 9:50 PM. Includes a 'More Info' button and '12 volunteers needed'.
- luke test 2**: Location: San Diego, CA, United States. Starts: November 12, 2014 9:30 AM - Ends: November 14, 2014 10:35 AM. Includes a 'More Info' button and '12 volunteers needed'.
- Abbott Test Event**: Location: Chicago, IL, United States.