

Admin: Reviewing and approving an Event

Dashboard | Profits 4 Purpose

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



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Step 2a: Filter to "not approved" events

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

The screenshot shows the 'Search' tab selected in the top navigation bar. Below the navigation bar, there are date filters for 'Start date' (01/01/2014) and 'End date' (12/31/2014). The 'Additional Conditions' section is expanded, showing a dropdown menu with the following options: Event Name, Event Tag, Non-Profit Partner, Status, Event Host, and RSVP'd User. The 'Status' option is selected and highlighted with a blue box. Two blue arrows point from the 'Status' option to the '+ Add new condition' button and the 'Status' option itself. Below the conditions, there is an 'Events' section with a table of events and an 'Export to:' button with CSV and PDF icons.

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

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Step 2b: Select "not approved"

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

The screenshot shows a web interface for event management. At the top, there are three tabs: "Search", "Add Events", and "Setup". Below the tabs, there are search filters. A checkbox labeled "Use the current reporting year" 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 is a section titled "Additional Conditions". In this section, there is a "Status" dropdown menu with a blue box around it containing the text "Not approved". A blue arrow points from this dropdown menu to a green "Search" button. Below the search filters, there is a table of events. The table has columns for "Created", "EVENT", "Non-Profit Partner", "START", "END", and "RSVPs / SEATS". The first row of data shows an event created on 11/9/14, titled "Boys and Girls Club Test Event", with partner "FATHER FLANAGANS BOYS HOME", starting on December 6, 2014 at 5:15 AM, ending on December 27, 2014 at 9:30 AM, and having 1 / 12 RSVPs / SEATS.

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

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Step 3: Select your desired event

Clicking on your desired event will expand it

The screenshot shows a web interface for event management. At the top, there are three tabs: "Search", "Add Events", and "Setup". Below the tabs, there is a section for search filters. A checkbox labeled "Use the current reporting year" 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 is a section for "Additional Conditions". A dropdown menu labeled "Status" is set to "Not approved". There is a "Delete" button next to it and a "+ Add new condition" button below. A green "Search" button is located below the conditions section. Below the search area, there is a section for "Events" with a dropdown arrow and an "Export to:" button with icons for CSV and PDF. A table of events is displayed below. The first row of the table is highlighted with a blue border. The table has columns for "Created", "EVENT", "Non-Profit Partner", "START", "END", and "RSVPs". The first row contains the following data: "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", and "1 / 12". At the bottom of the table, there is a pagination control showing "Go to: 1", "Show rows: 10", and "1-1 of 1".

Created	EVENT	Non-Profit Partner	START	END	RSVPs /
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

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Step 4: Review and update

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

The screenshot shows an event management interface with the following details:

- 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
- Description:** 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 (highlighted with a red box and a red arrow)
- Featured?:** No
- Spaces Available:** Yes
- Apply Hours to Donations:** Yes
- Event Host/Admin:** Add
Luke harmon

Buttons on the right side: Copy, Delete This Event, Save Changes, Cancel.

Bottom navigation: Contact, Event Regions (0), RSVPs (1), Shifts(0)

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Step 6a: View the Event

From the dashboard, select "Events"



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Step 6b: View the Event

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

The screenshot displays the 'BEYOND GIVING' website interface. At the top, there is a navigation bar with links for 'Home', 'My Details', 'Administration', and 'Logout', and the user name 'Luke Harmon'. 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.'

A search bar with a magnifying glass icon and a 'Search' button is present. Below the search bar, there are two tabs: 'Company Events' (highlighted) and 'Local Events'.

A search filter panel is highlighted with a blue border. It contains the following elements:

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

On the right side, there are three event listings:

- Abbott Test User Event**
San Diego, CA, United States
Starts: November 11, 2014 2:45 PM - Ends: November 13, 2014 9:50 PM
test ...
[More Info](#) 12 volunteers needed
- luke test 2**
San Diego, CA, United States
Starts: November 12, 2014 9:30 AM - Ends: November 14, 2014 10:35 AM
test ...
[More Info](#) 12 volunteers needed
- Abbott Test Event**
Chicago, IL, United States