User: Creating an Event

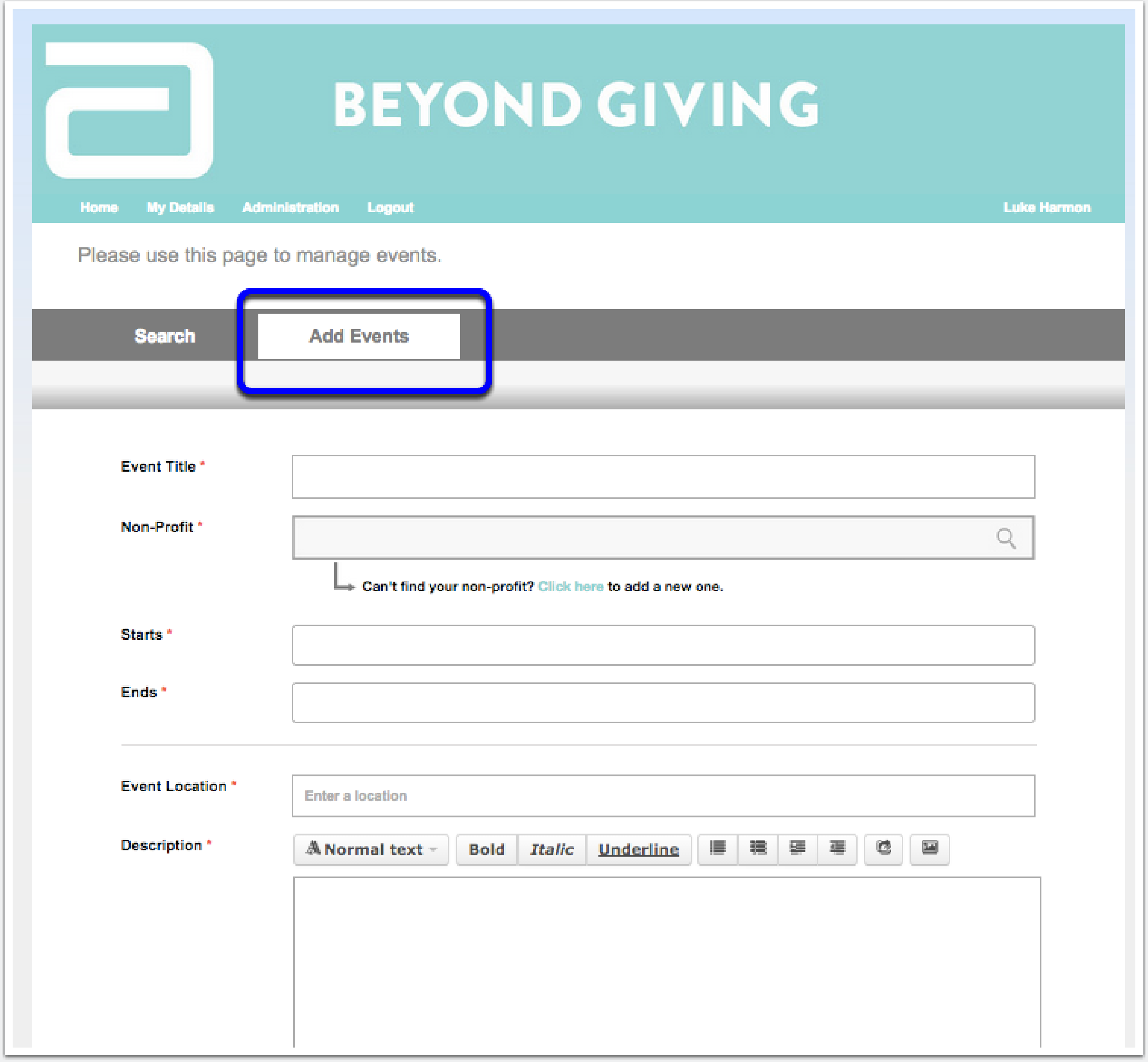
Dashboard | Profits 4 Purpose

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

*Please note: The only option a user has here to select is "Events". At the time this document was made, I was logged in as a Administrator.

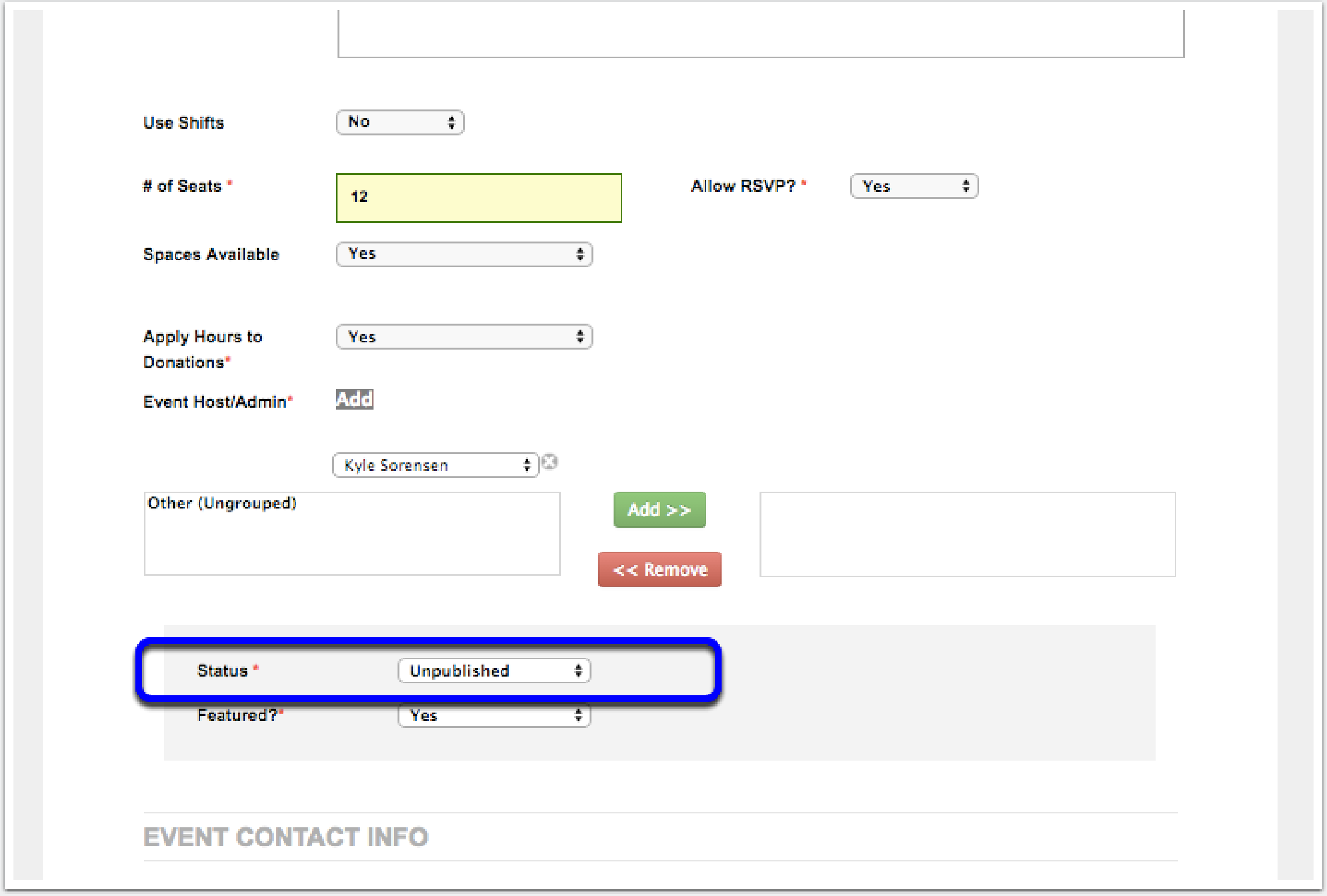
Step 2: Create an event

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



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

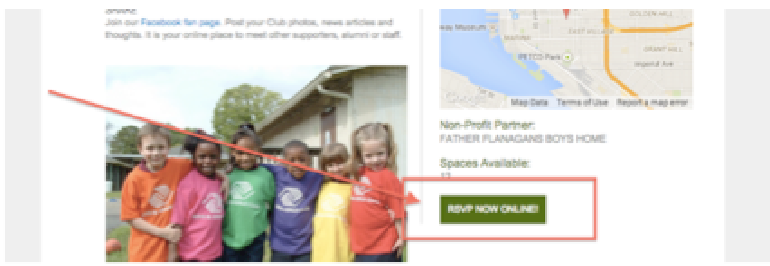
Here is where you can edit the details of your event. The main difference between how a user submits an event and how an admin submits an event is in the "Status", described in further detail in the following pages.



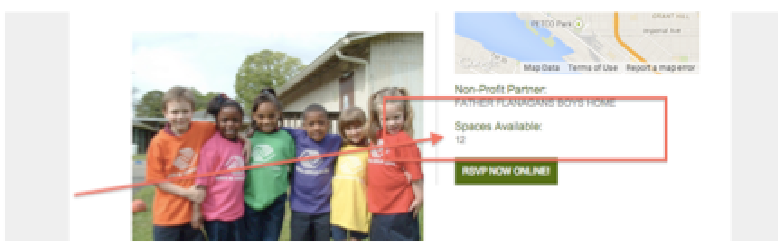
Step 3b: RSVPs and event limits

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

- **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.



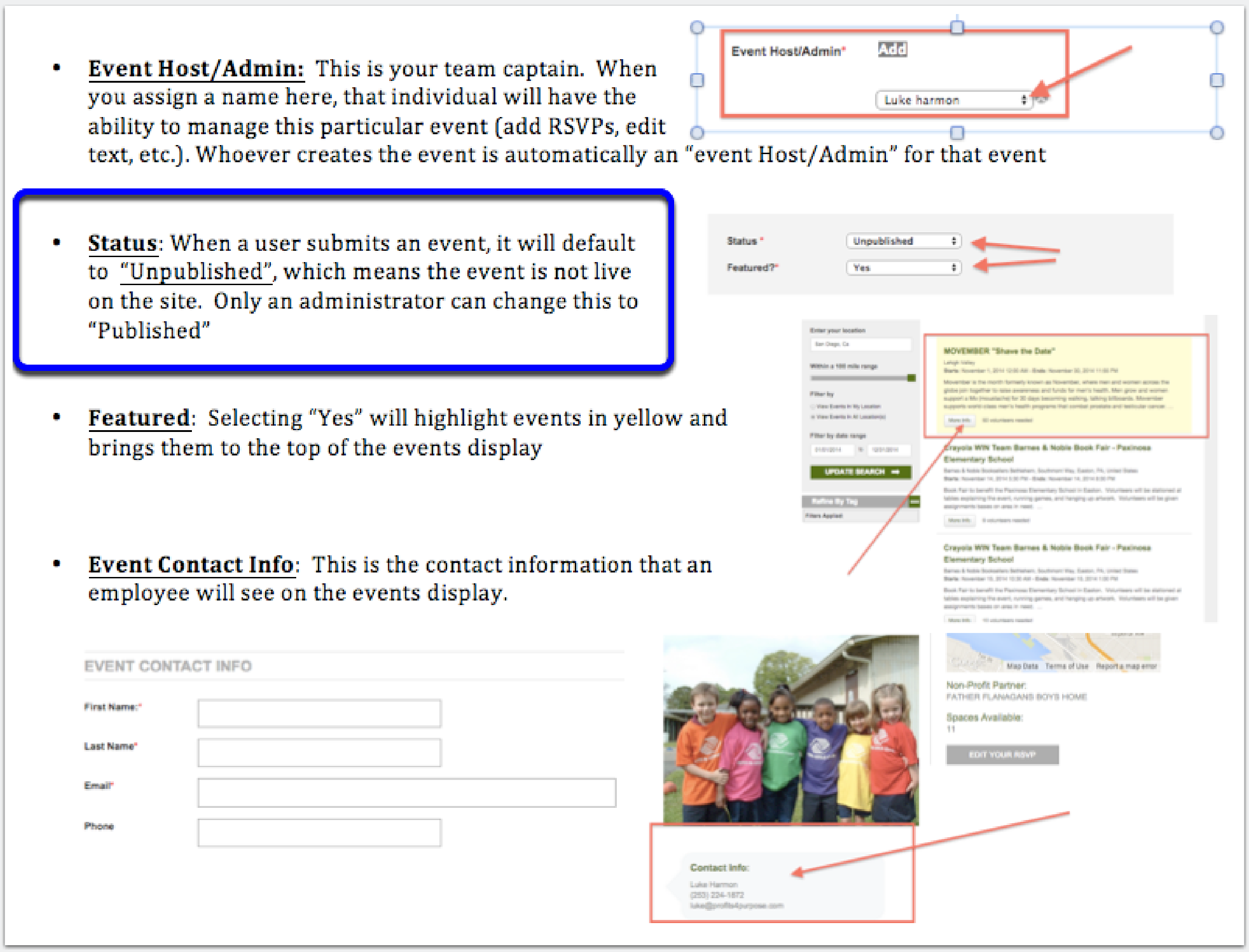
- **Spaces Available**: If you select "yes", then users can view how many spaces are available for this event. If the event has an unlimited number of spaces, please input "1000" into "number of seats" and turn "spaces available" to "no".



- **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.

Step 3c: Event Status and Info

Here is how "Event Host", "Status", "Featured" and "Event Contact Info" controls the user's interatction with the event. Once again, the main difference between how a user submits an event and how an admin submits an event is in the "Status"



- **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**: When a user submits an event, it will default to "Unpublished", which means the event is not live on the site. Only an administrator can change this to "Published"
- **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.

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

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