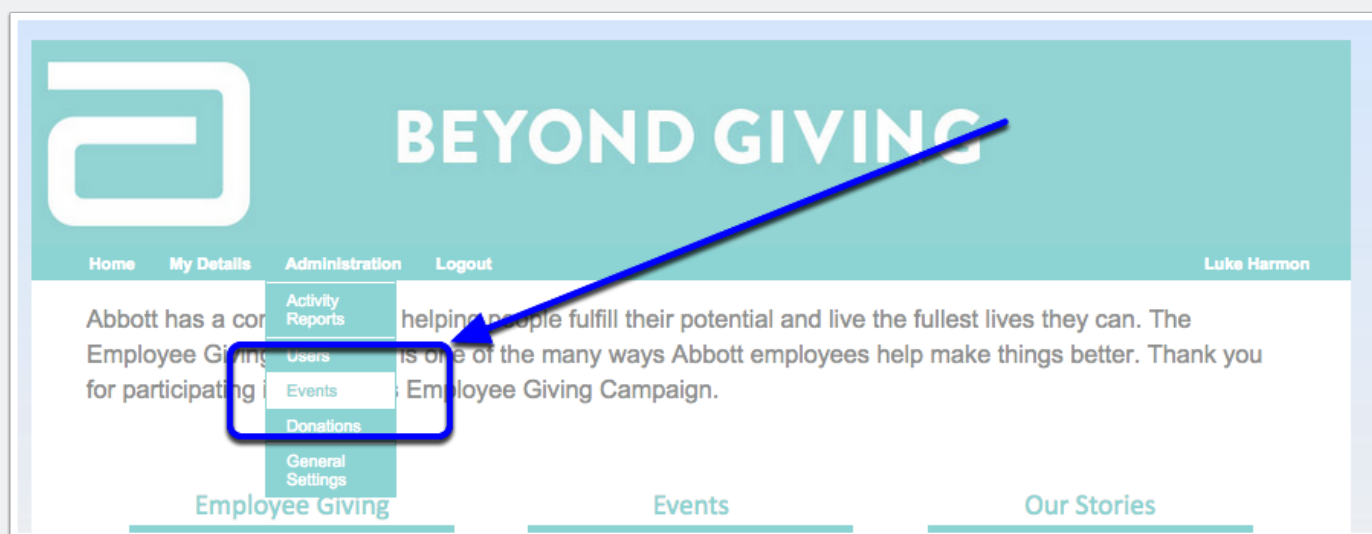


# User: Creating an Event

Dashboard | Profits 4 Purpose

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

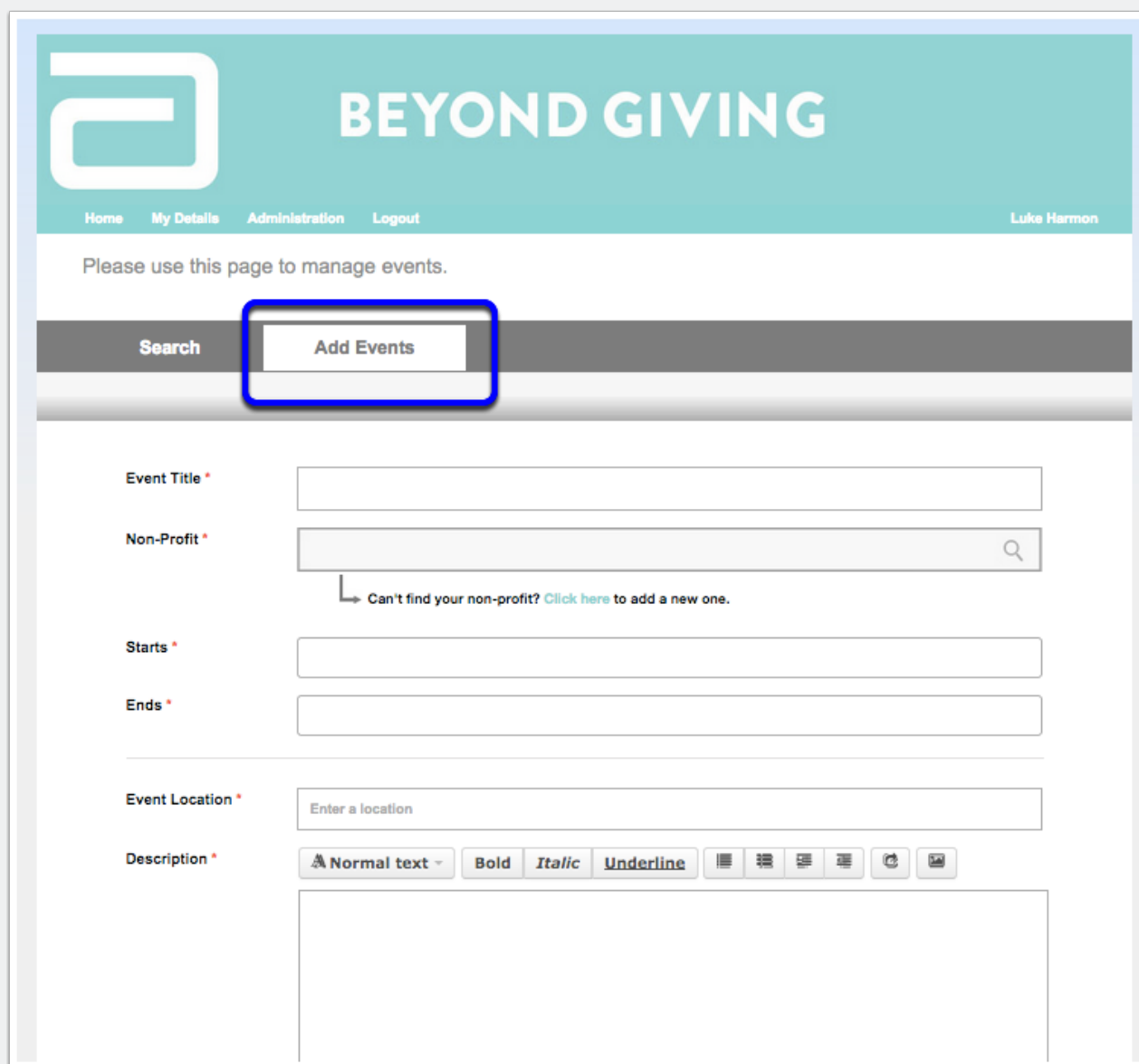
\*Please note: The only option a user has here to select is "Events". At the time this document was made, I was logged in as a Administrator.



# User: Creating an Event

## Step 2: Create an event

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



The screenshot shows the 'BEYOND GIVING' web application interface. The header features a teal logo and navigation links: Home, My Details, Administration, and Logout. The user 'Luke Harmon' is logged in. Below the header, a message states: 'Please use this page to manage events.' A dark grey bar contains a 'Search' button and a highlighted 'Add Events' button. The main form area includes the following fields and options:

- Event Title \***: A text input field.
- Non-Profit \***: A dropdown menu with a search icon. Below it, a message reads: 'Can't find your non-profit? [Click here](#) to add a new one.'
- Starts \***: A text input field.
- Ends \***: A text input field.
- Event Location \***: A text input field with the placeholder 'Enter a location'.
- Description \***: A rich text editor with a toolbar containing 'Normal text', 'Bold', 'Italic', 'Underline', and icons for bulleted list, numbered list, link, unlink, and image.

# User: Creating an Event

## 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.

Use Shifts

# of Seats \*  Allow RSVP? \*

Spaces Available

Apply Hours to Donations \*

Event Host/Admin \*

Other (Ungrouped)

Status \*

Featured? \*

**EVENT CONTACT INFO**

# User: Creating an Event

## Step 3b: RSVPs and event limits

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

# of Seats \*

Allow RSVP? \* Yes

Spaces Available Yes

- **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".



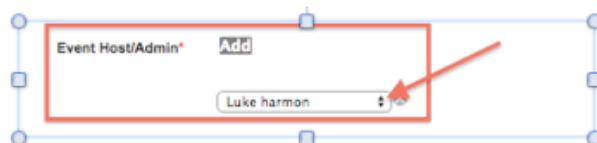
- **Number of Seats:** This is how many people are allowed to RSVP. As people sign up for the event, the "Spaces available" number decreases and when the total number of allowed people have signed up, the "RSVP" button disappears, preventing anyone else from signing up.

# User: Creating an Event

## Step 3c: Event Status and Info


Here is how "Event Host", "Status", "Featured" and "Event Contact Info" controls the user's interaction 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



A screenshot of the 'Event Host/Admin' field in a form. It features a text input containing 'Luke harmon' and a dropdown arrow. A red box highlights the field, and a red arrow points to the dropdown arrow.

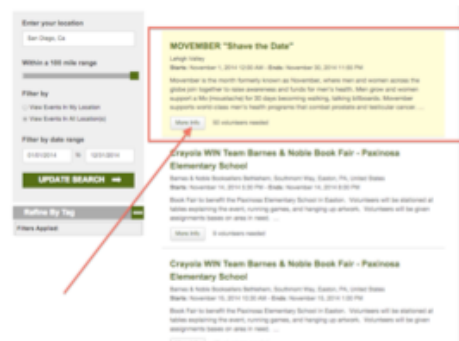
- **Status:** When a user submits an event, it will default to "Unpublished", which means the event is not live on the site. Only an administrator can change this to "Published"



A screenshot of the 'Status' and 'Featured?' fields. The 'Status' field has a dropdown menu set to 'Unpublished'. The 'Featured?' field has a dropdown menu set to 'Yes'. Red arrows point to both dropdown menus.

- **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.



A screenshot of the events display. It shows a list of events with filters on the left. One event, 'MOVEMBER "Shave the Data"', is highlighted in yellow. A red box highlights the event, and a red arrow points to it.

### EVENT CONTACT INFO



A screenshot of the 'EVENT CONTACT INFO' form. It includes input fields for 'First Name', 'Last Name', 'Email', and 'Phone'.

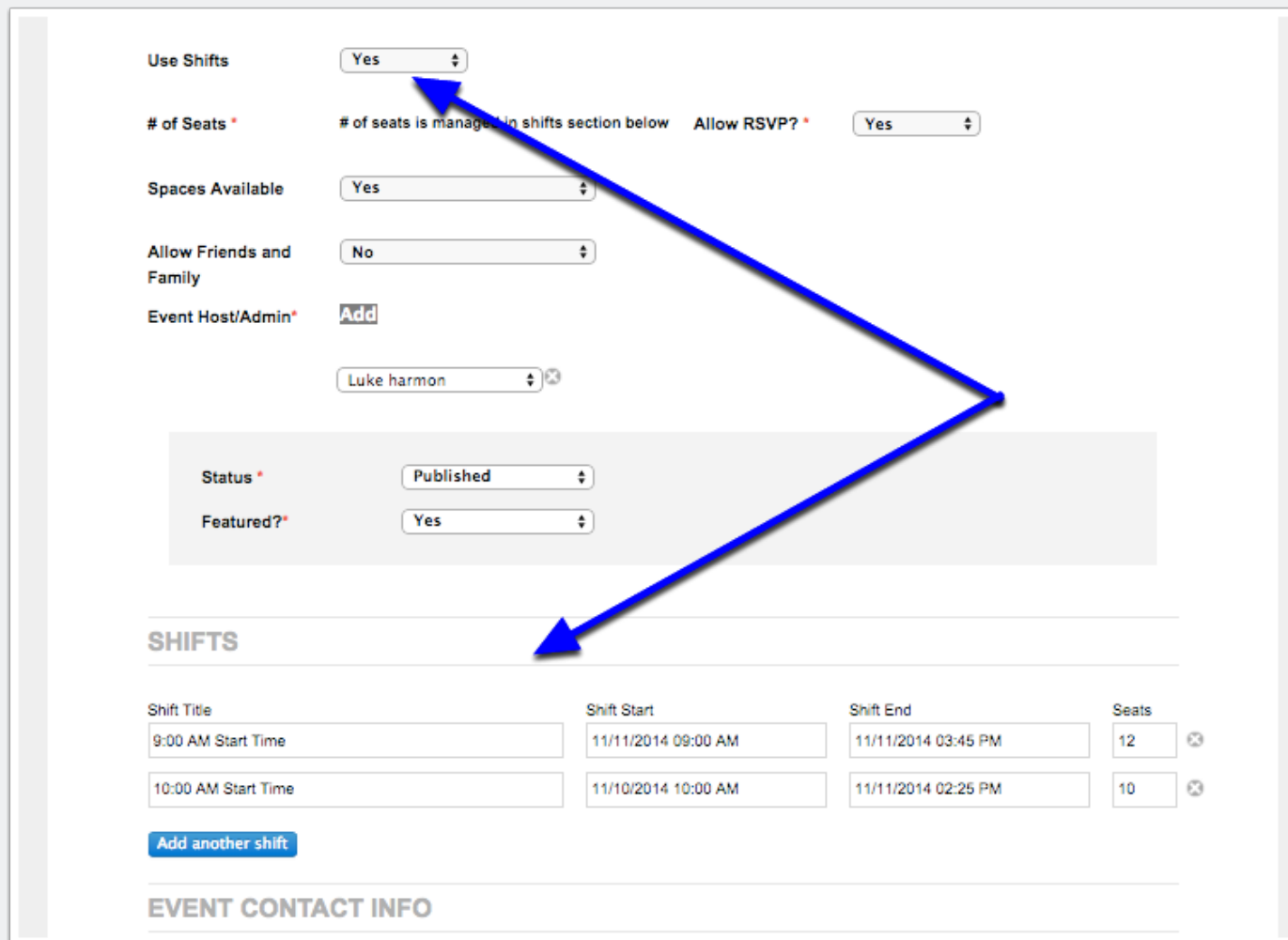


Contact Info:  
Luke Harmon  
(203) 234-1872  
luke@nonprofitpurpose.com

# User: Creating an Event

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

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



The screenshot shows a web form for creating an event. A blue arrow originates from the 'Use Shifts' dropdown menu (set to 'Yes') and points to the 'SHIFTS' section header. Another blue arrow points from the 'SHIFTS' section back to the 'Use Shifts' dropdown, indicating a dependency or flow.

**Event Details:**

- Use Shifts: Yes
- # of Seats: # of seats is managed in shifts section below
- Allow RSVP?: Yes
- Spaces Available: Yes
- Allow Friends and Family: No
- Event Host/Admin: Add  
Luke harmon
- Status: Published
- Featured?: Yes

**SHIFTS**

Shift Title	Shift Start	Shift End	Seats
9:00 AM Start Time	11/11/2014 09:00 AM	11/11/2014 03:45 PM	12
10:00 AM Start Time	11/10/2014 10:00 AM	11/11/2014 02:25 PM	10

[Add another shift](#)

**EVENT CONTACT INFO**