Dashboard | Profits4Purpose

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

*Please note: The only option a user can select here is "Events" They do not even see the other options. At the time this document was created, I was logged in as an administrator.

Home My Details Adm	BEY(OND GIVI	NG	Luke Harmon
Activ	tivity sports helping peop	le fulfill their potential and live many ways Abbott employees iving Campaign.		
	eneral attings attings	Events	Our Stories	

Step 2: Select your desired event

The page will default to "Search". From there, click on an event to edit it. This page will only show events in which the user is an "Event Host/Team Captain".

Search	Add Event	s Setup			
	<u> </u>				
Use the curr	ent reporting year				
Start date	01/01/2014	(e.g. 2010-07-08)			
End date	12/31/2014	(e.g. 2010-07-08)			
Additional C	Conditions				
+ Add r	new condition 🔻)		
Search	ı				
Events 1	7	/		Export to:	a, a
Events N	7	_ /		Export to:	H H
	EVENT .	Non-Profit Pather 🔺	START 🔺	Export to:	CSVPs / A CEATO
		Non-Profit Parener 🔺	December 6, 2014	END A	
Created 🔺	EVENT 🛦			END A	RSVPs / A
Created 🔺	EVENT Boys and Girls Club Test	FATHER FLANAGANS	December 6, 2014	END A	RSVPs / A

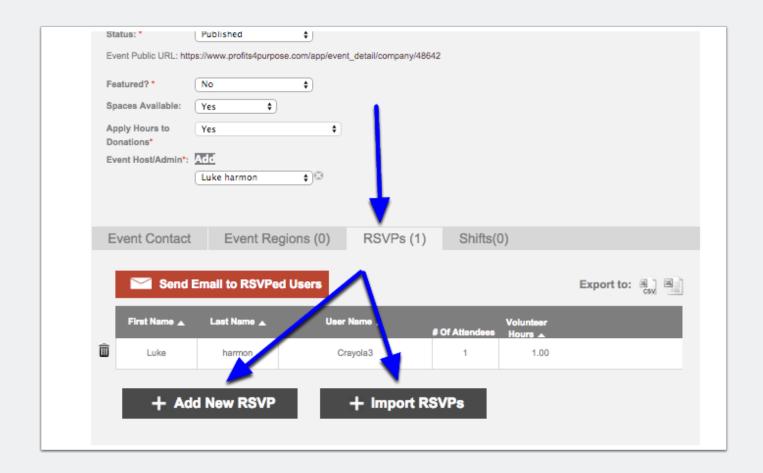
Step 3: Make Edits

From this view, you can make any edits to your event that you would like. A user cannot edit "published"/"unpublished" - only an admin can edit this.

Event Title: *	Boys and Girls Club Test Event Dopy
Non-Profit Partner: *	FATHER FLANAGANS BOYS HOME
Start: *	12/6/2014 05:15 AM
End: *	12/27/2014 09:30 AM Save Changes
Event Location: *	San Diego, CA, United States Cancel
Description*	A Normal text - Bold Italic Underline III 🗮 🗮 🐺 🐺 🔞 🖾
	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 <u>visit a nearby Club</u> . 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 <u>programs</u> and activities help kids thrive. SHARE Join our <u>Facebook fan page</u> . 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: * Event Public URL: http	Unpublished
Featured? *	No
Spaces Available:	Yes 🗘
Apply Hours to Donations*	Yes \$
Event Host/Admin*:	Add Luke harmon

Step 4: Add RSVPs

Under the RSVP tab, you can either add RSVPs one at a time or with a mass user upload.



Step 5: Email RSVPs

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

Eve	nt Contact	Event Regions ((0) RSVPs (1)	Shifts(0)	
	🗠 Send Em	all to RSVPed User			Export to:
	irst Name 🔺	Last Name 🔺	User Name a	Volun Of Attendees Hours	ieer
Ŵ	Luke	harmon	Crayola3		1.00
1.1	+ Add N	lew RSVP	+ Import RS	VPs	
				_	
8		end Email			×
	Subject: *				
A D	Dada A	dit This			
8	ANormal	text - Bold Italic stomize the message here	Underline	a () (a	
	Tos can co	stomize the message here			
	Add CC or	BCC 1			3
		Send Email	Skip Ema	il <u>Cancel</u>	
8					