

Manage an event

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.



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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".

The screenshot shows a web application interface for managing events. At the top, there is a navigation bar with three buttons: "Search", "Add Events", and "Setup". The "Search" button is highlighted with a blue box. Below the navigation bar, there is a search form with the following fields:

- ☒ Use the current reporting year
- Start date: (e.g. 2010-07-08)
- End date: (e.g. 2010-07-08)

Below the search form, there is a section titled "Additional Conditions" with a button that says "+ Add new condition". Below this, there is a green "Search" button.

Below the search form, there is a section titled "Events" with a dropdown arrow. To the right of the "Events" section, there is an "Export to:" button with icons for CSV and PDF.

Below the "Events" section, there is a table with the following columns: "Created", "EVENT", "Non-Profit Partner", "START", "END", and "RSVPs / SEATS". The first two rows of the table are highlighted with a blue box. A blue arrow points from the "Search" button in the top navigation bar to the first event in the table.

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 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 A user cannot edit "published"/"unpublished" - only an admin can edit this.

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 lifestyles. 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 Public URL: https://www.purpose4purpose.com/app/event_detail/company/48642

Featured? *
No

Spaces Available:
Yes

Apply Hours to Donations*
Yes

Event Host/Admin*: [Add](#)
Luke harmon

Event Contact

Event Regions (0)

RSVPs (1)

Shifts(0)

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Step 4: Add RSVPs

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

Status: Published

Event Public URL: https://www.profits4purpose.com/app/event_detail/company/48642

Featured?: No

Spaces Available: Yes

Apply Hours to Donations: Yes

Event Host/Admin: Add

Luke harmon

Event Contact | Event Regions (0) | **RSVPs (1)** | Shifts(0)

Send Email to RSVPed Users Export to: CSV

First Name ▲	Last Name ▲	User Name	# Of Attendees	Volunteer Hours ▲
Luke	harmon	Crayola3	1	1.00

+ Add New RSVP + Import RSVPs

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Step 5: Email RSVPs

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

