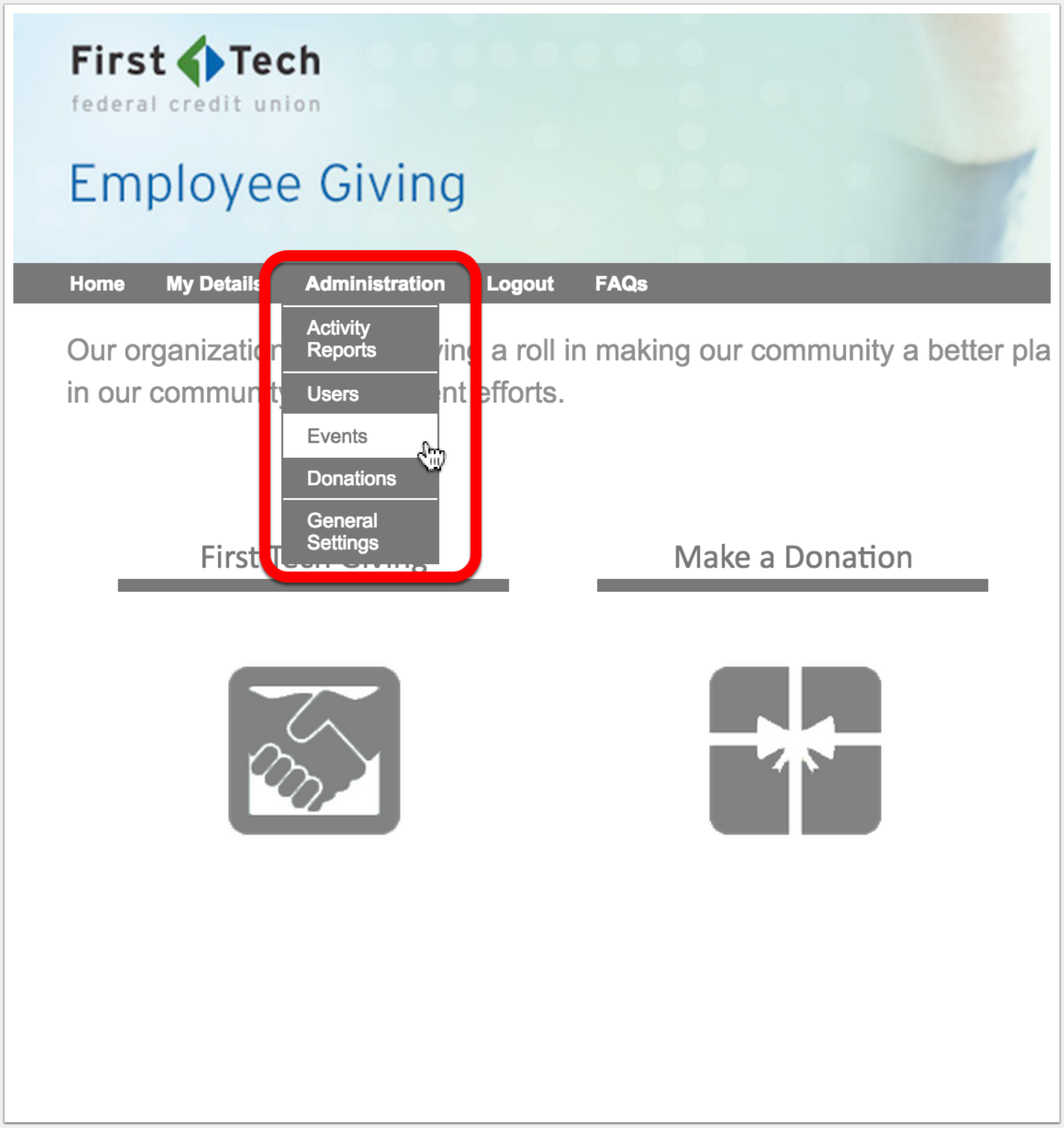
Admin - Creating an Event

Admins - Select "Events" under Administration drop down list.



Admins - Click "Add Events" tab.

1. Fill in all required information about the new event.

2. Quickly create events for non-profit partners.

3. Create shifts for employees.

4. Submit and new events will automatically be viewable.