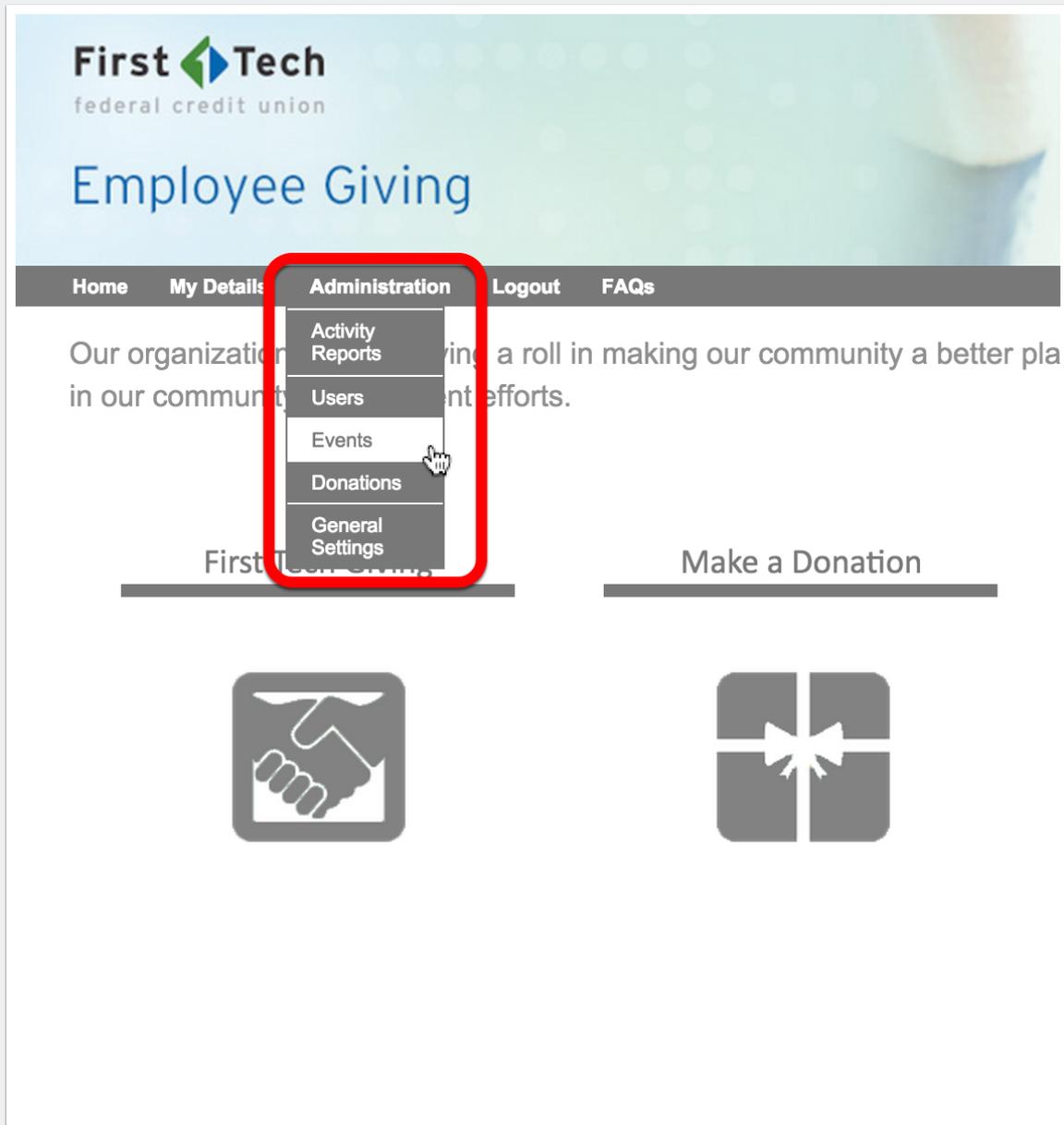


Admin - Creating an Event

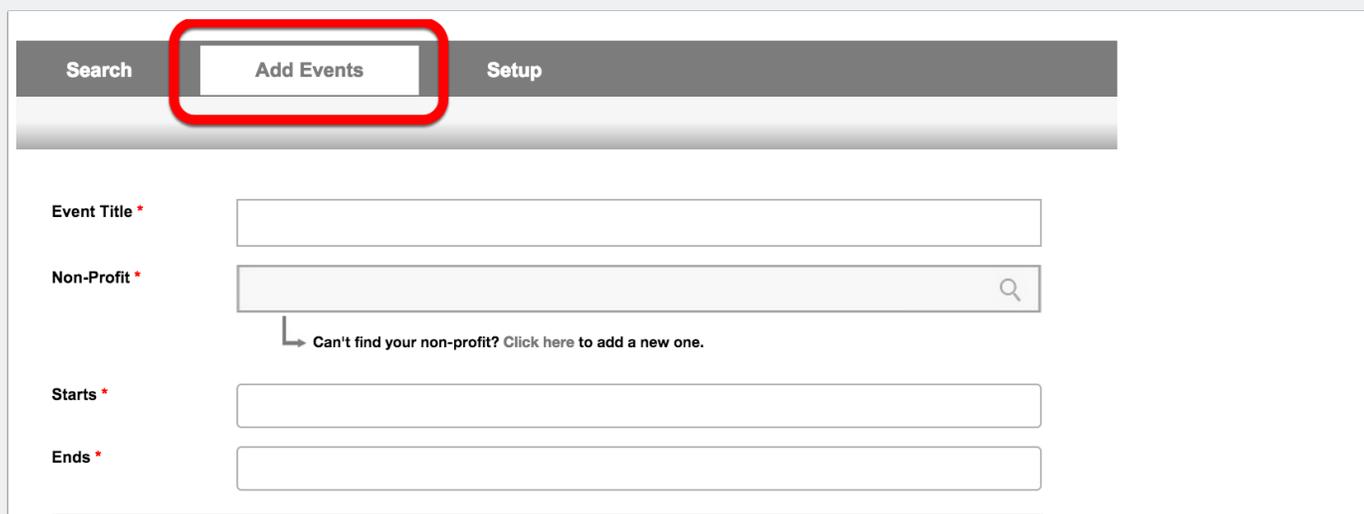
Admins - Select "Events" under Administration drop down list.



Admin - Creating an Event

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.



The screenshot shows a web interface with a dark grey header bar containing three tabs: "Search", "Add Events", and "Setup". The "Add Events" tab is highlighted with a red rounded rectangle. Below the header, the form contains the following fields:

- Event Title ***: A text input field.
- Non-Profit ***: A search input field with a magnifying glass icon on the right. Below it is a link: [Can't find your non-profit? Click here to add a new one.](#)
- Starts ***: A date and time input field.
- Ends ***: A date and time input field.