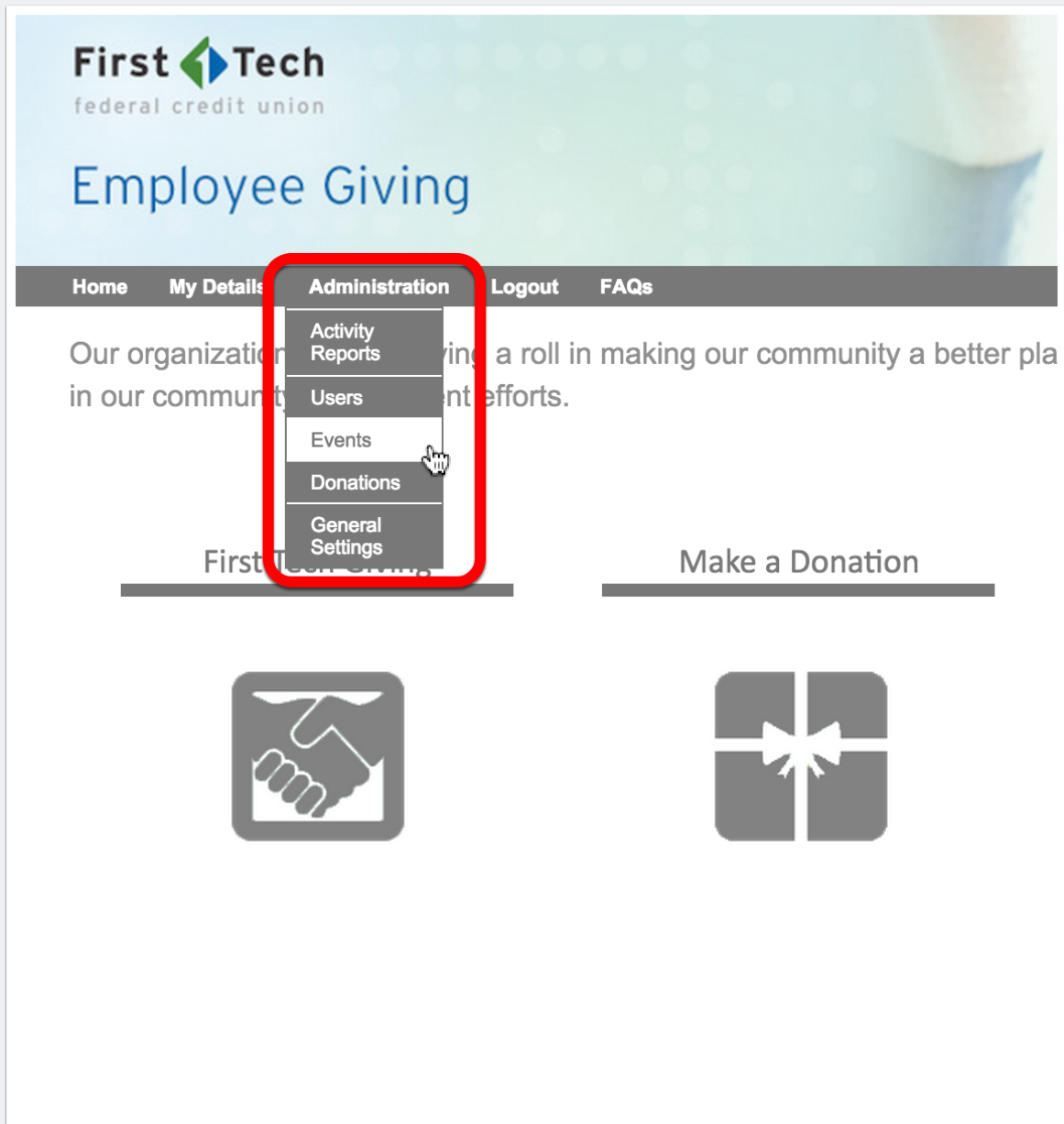


Admin - Creating an Event

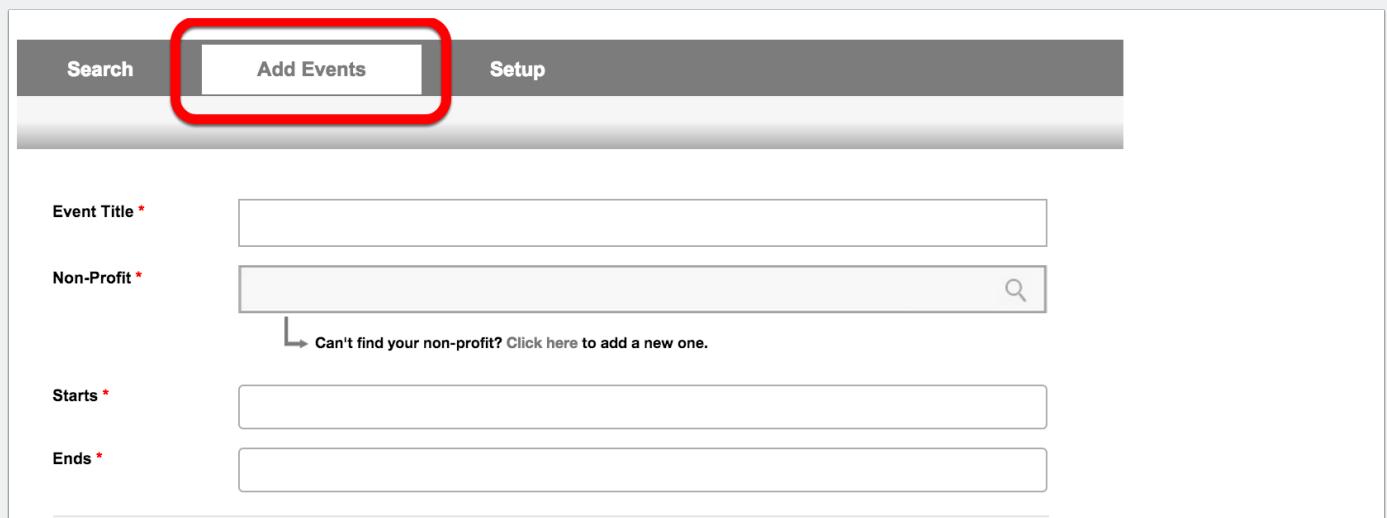
Admins - Select "Events" under Administration drop down list.





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 the 'Add Events' tab selected in the Admin interface. The tab is highlighted with a red rectangle. Below the tabs, there are four required fields: 'Event Title *', 'Non-Profit *', 'Starts *', and 'Ends *'. The 'Non-Profit' field includes a search icon and a link to add a new non-profit. The 'Starts' and 'Ends' fields are date pickers.

Search	Add Events	Setup
Event Title *	<input type="text"/>	
Non-Profit *	<input type="text" value="Search"/> 	
	 Can't find your non-profit? Click here to add a new one.	
Starts *	<input type="text"/>	
Ends *	<input type="text"/>	