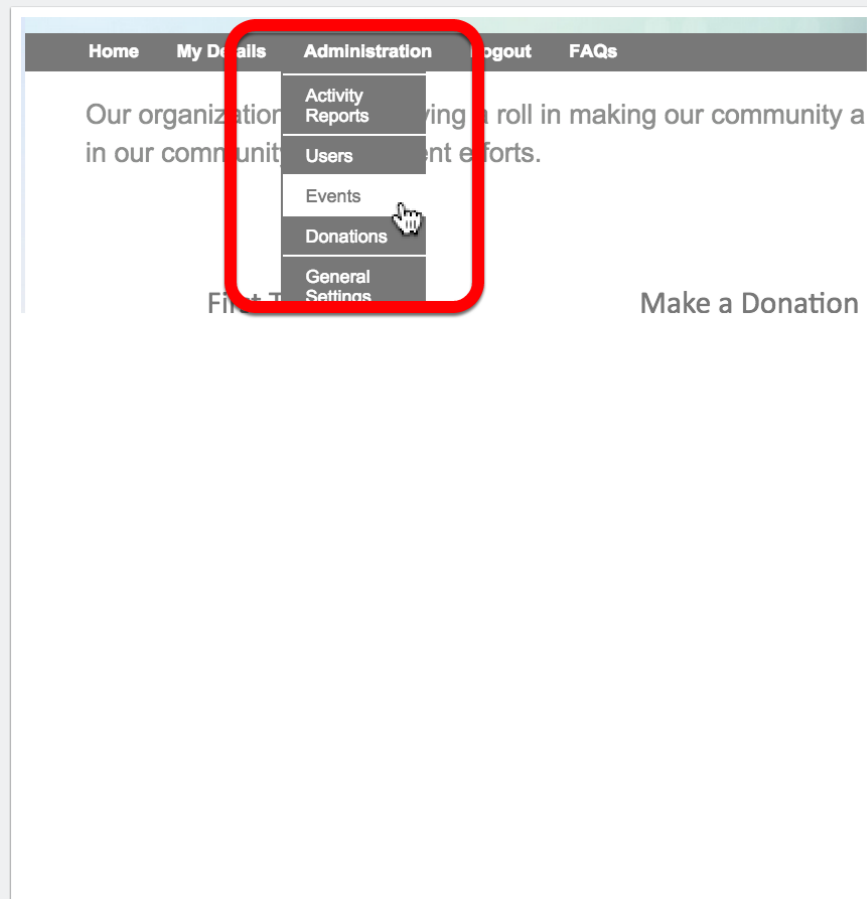




Admin - Managing Events

Admin - Under the "Administration" drop-down, select "Events."



Admin - Managing Events

Admin - Click on the event to be modified.

Events ▼ Export to:  

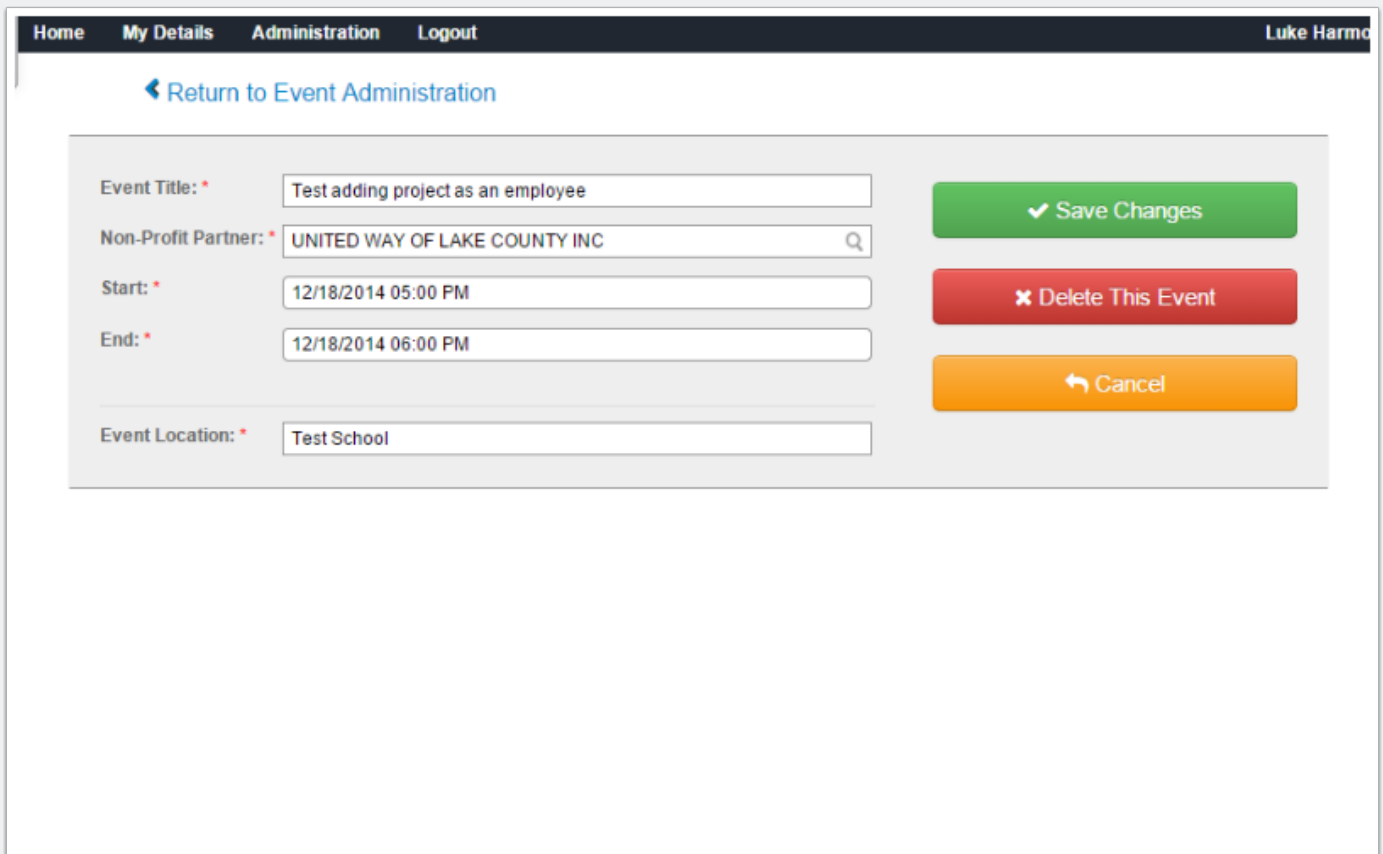
Created	EVENT	Non-Profit Partner	START	END	RSVPs / SEATS
1/12/15	Test Volunteer Event	FATHER FLANAGANS BOYS HOME	January 13, 2015 8:25 AM	January 14, 2015 8:25 AM	0 / 12
1/9/15	luke test	FATHER FLANAGANS BOYS HOME	January 10, 2015 10:30 AM	January 10, 2015 11:30 AM	0 / 12

Go to: 1 Show rows: 50 1-2 of 2

Admin - Managing Events

Admins - Manage, edit or delete event.

All aspects of the event may be changed. Admins may modify all events.



The screenshot displays a web application interface for managing events. At the top, a dark navigation bar contains links for 'Home', 'My Details', 'Administration', and 'Logout', along with the user's name 'Luke Harmon'. Below the navigation bar, a blue link 'Return to Event Administration' is visible. The main content area features a form for editing an event. The form includes five input fields: 'Event Title' (containing 'Test adding project as an employee'), 'Non-Profit Partner' (containing 'UNITED WAY OF LAKE COUNTY INC' with a search icon), 'Start' (containing '12/18/2014 05:00 PM'), 'End' (containing '12/18/2014 06:00 PM'), and 'Event Location' (containing 'Test School'). To the right of the form are three buttons: a green 'Save Changes' button, a red 'Delete This Event' button, and an orange 'Cancel' button.

Field	Value
Event Title *	Test adding project as an employee
Non-Profit Partner *	UNITED WAY OF LAKE COUNTY INC
Start *	12/18/2014 05:00 PM
End *	12/18/2014 06:00 PM
Event Location *	Test School

Buttons: Save Changes, Delete This Event, Cancel

Admin - Managing Events

Admins - Manage shifts.

Event Contact	Event Regions (0)	RSVPs (0)	Shifts(0)
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Event Title	Starts	Ends
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+ Add Shift

Admin - Managing Events

Admins - Emails to Employees

Admin can send emails to employees who RSVP to an event.



Event Contact

Event Regions (0)

RSVPs (0)

Shifts(0)

Send Email to RSVPed Users

Export to:  

First Name ▲	Last Name ▲	User Name ▲	# Of Attendees	Volunteer Hours ▲
There is no RSVPed users for this event!.				

+ Add New RSVP

+ Import RSVPs

Admin - Managing Events

Admins - Searching and filtering for events.

1. Click "Search."
2. Apply search conditions.
3. Click on the event you would like to review or edit.

The screenshot displays the 'Admin - Managing Events' interface. At the top, a navigation bar contains three tabs: 'Search' (highlighted with a red circle and a '1' in a black circle), 'Add Events', and 'Setup'. Below the navigation bar, the 'Additional Conditions' section features a button labeled '+ Add new condition' with a dropdown arrow, which is also highlighted with a red circle and a '2' in a black circle. A 'Search' button is located below this section. The main content area is titled 'Events' with a dropdown arrow. To the right of the title, there is an 'Export to:' option with icons for CSV and PDF. Below the title, a table of events is displayed. The table has columns for 'Event ID', 'Event Name', 'Event Location', 'Event Date', 'Event Time', and 'RSVPs / SEATS'. The first row of data is highlighted with a red circle and a '3' in a black circle. The data in this row is: Event ID: 12/15/14, Event Name: Test adding project as an employee, Event Location: UNITED WAY OF LAKE COUNTY INC, Event Date: December 18, 2014 5:00 PM, Event Time: December 18, 2014 6:00 PM, and RSVPs / SEATS: 1 / 5. At the bottom of the table, there are pagination controls: 'Go to: 1', 'Show rows: 50', and navigation arrows.

Event ID	Event Name	Event Location	Event Date	Event Time	RSVPs / SEATS
12/15/14	Test adding project as an employee	UNITED WAY OF LAKE COUNTY INC	December 18, 2014 5:00 PM	December 18, 2014 6:00 PM	1 / 5