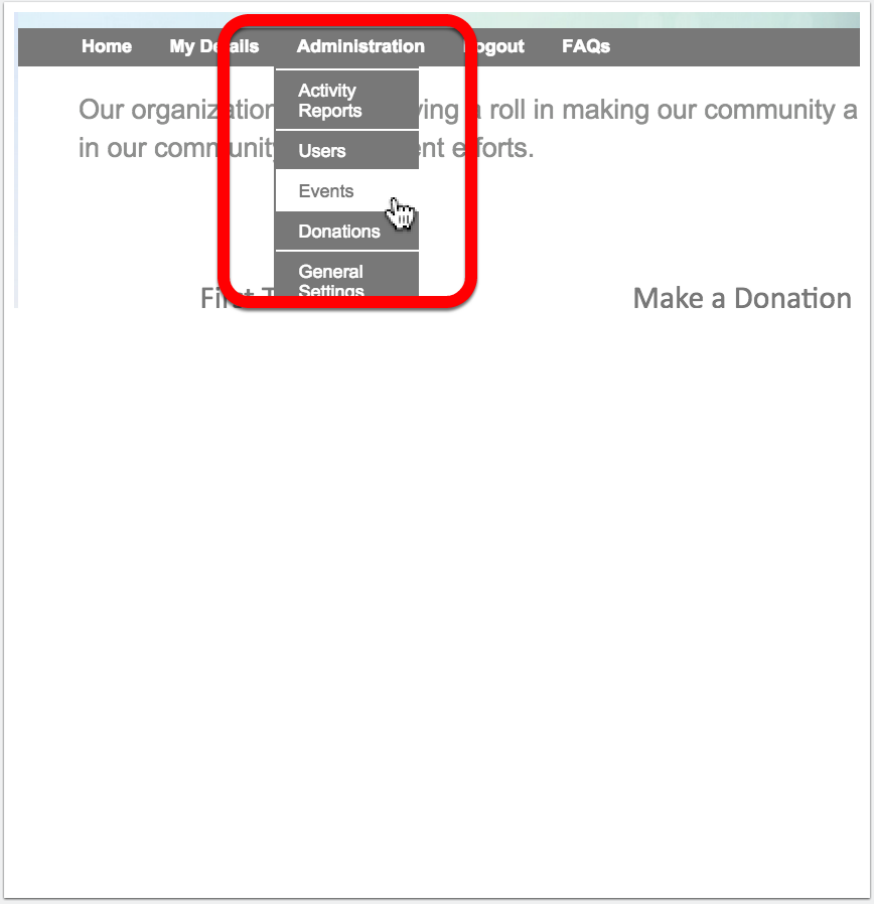
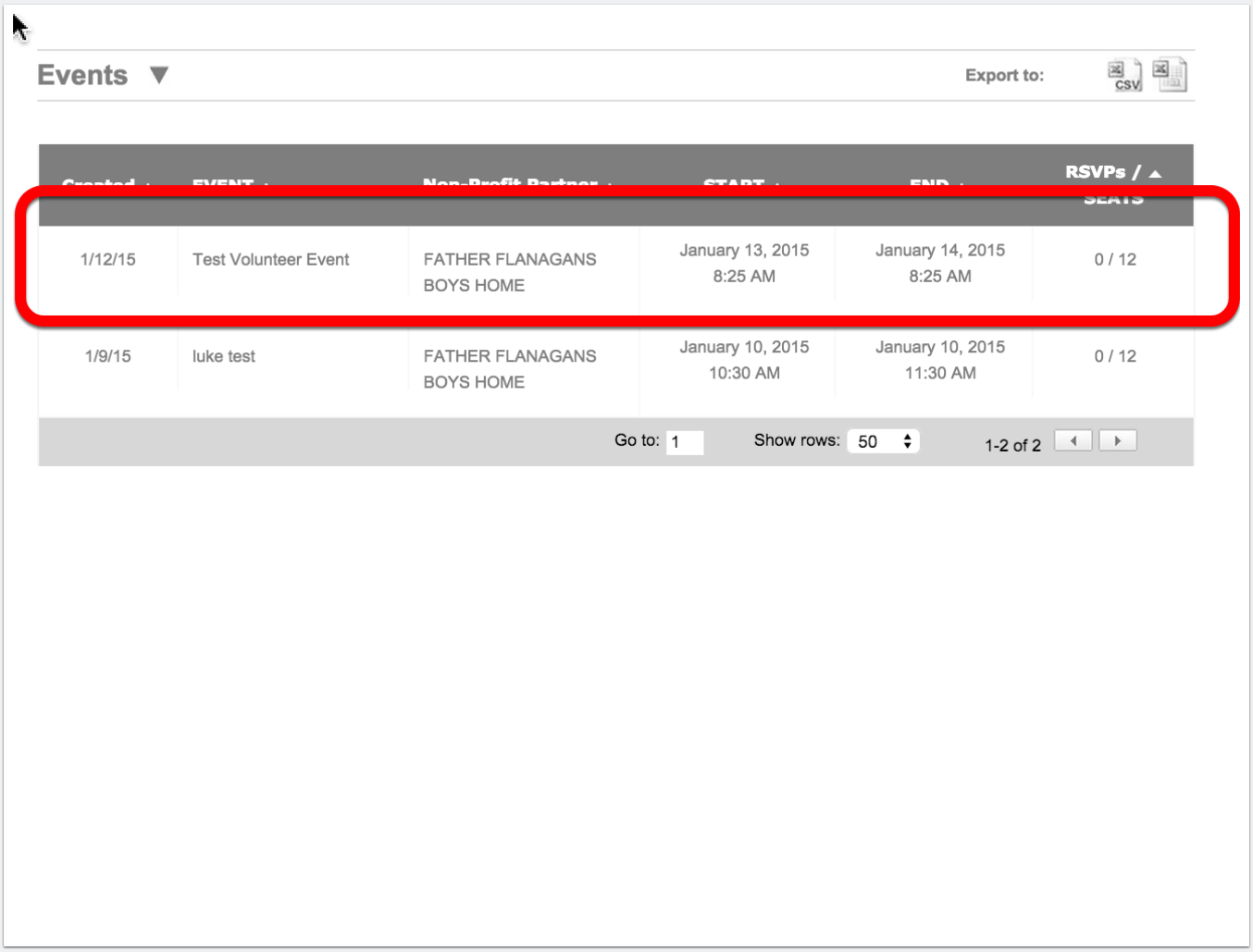
Admin - Managing Events

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

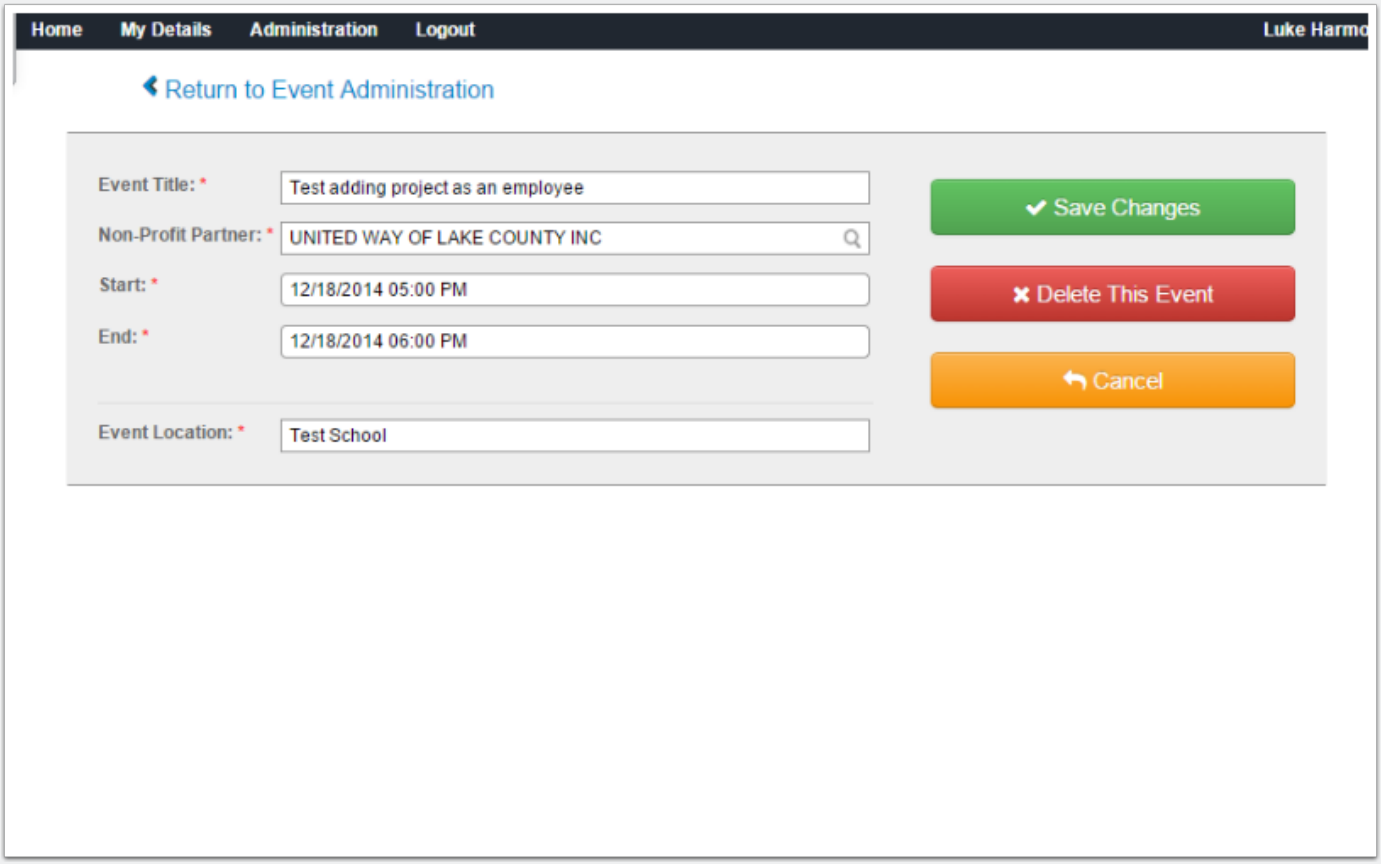


Admin - Click on the event to be modified.

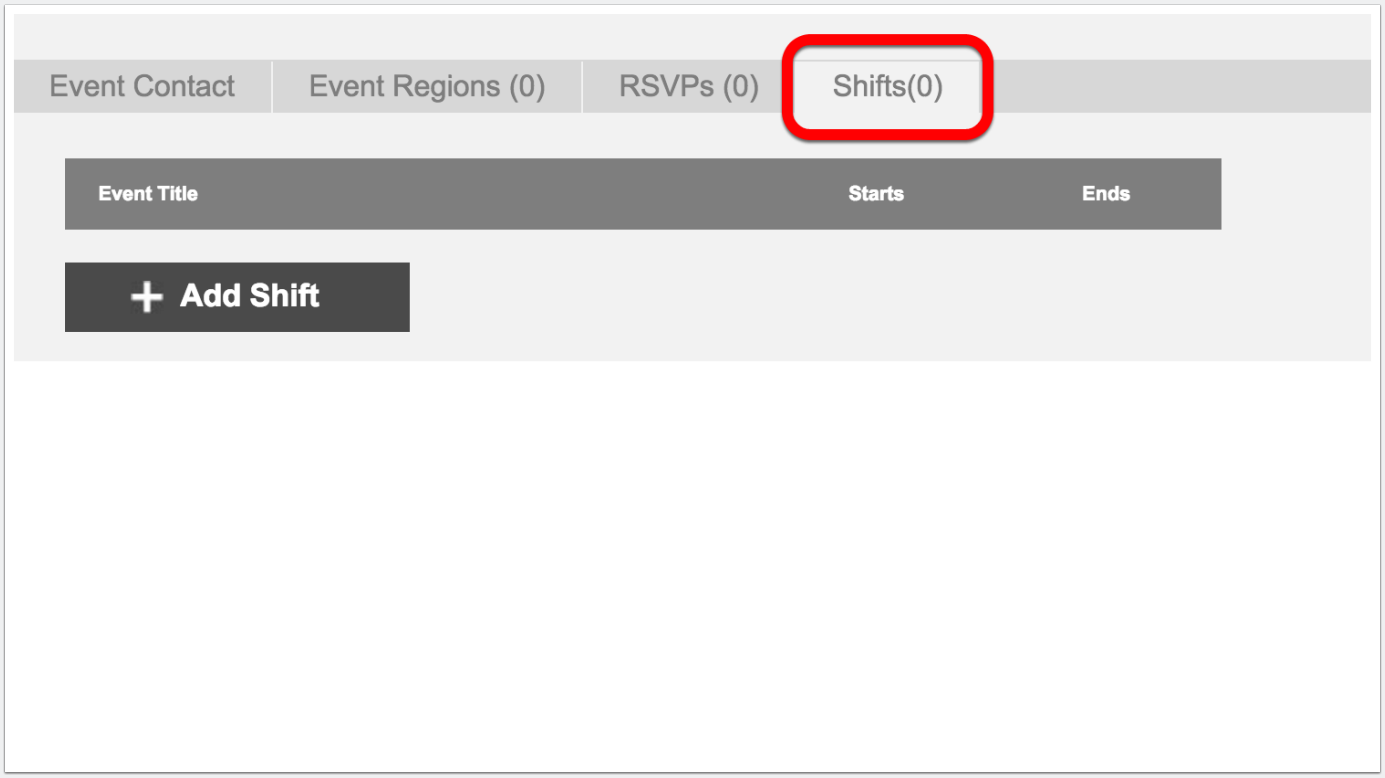


Admins - Manage, edit or delete event.

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

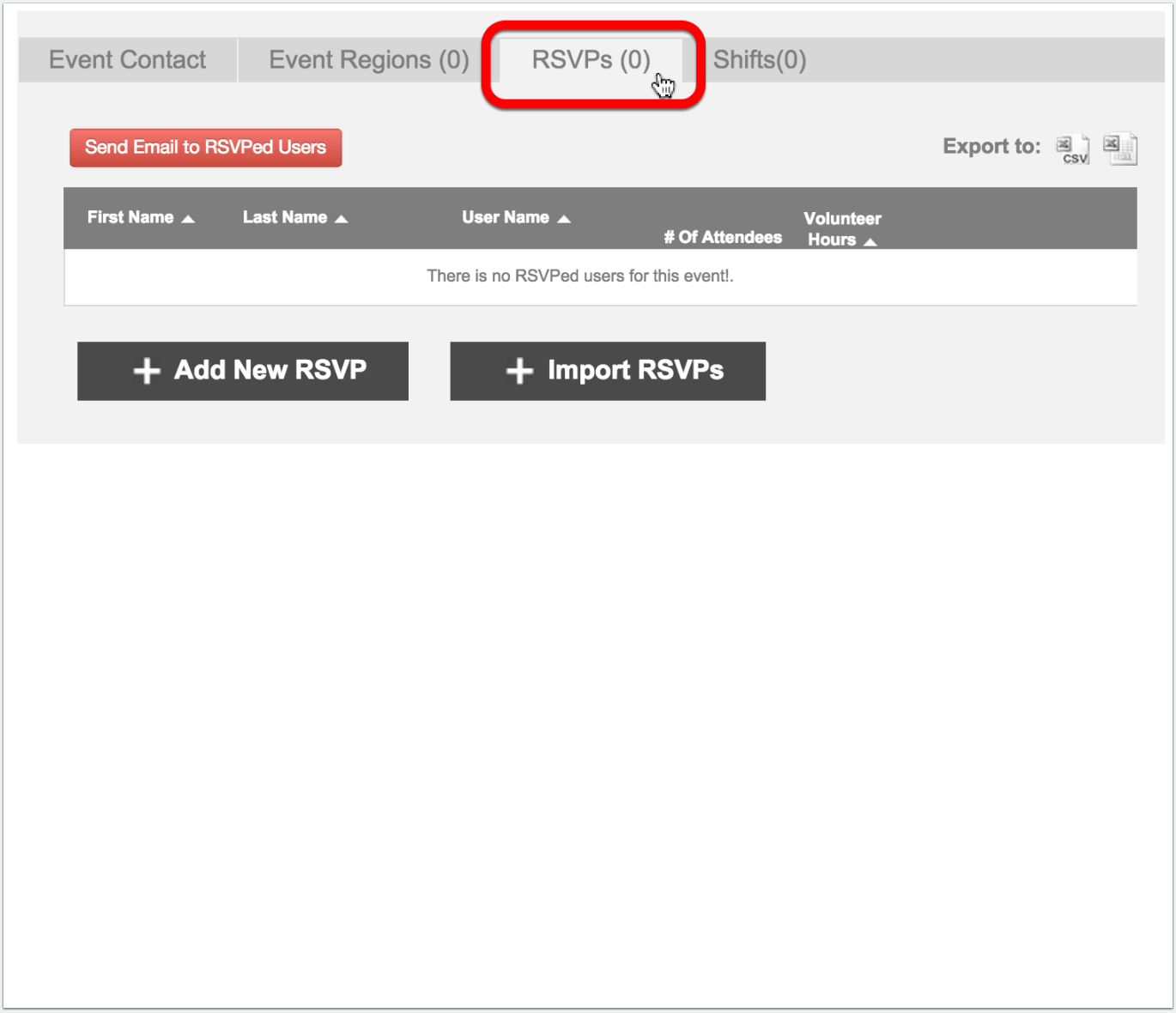


Admins - Manage shifts.



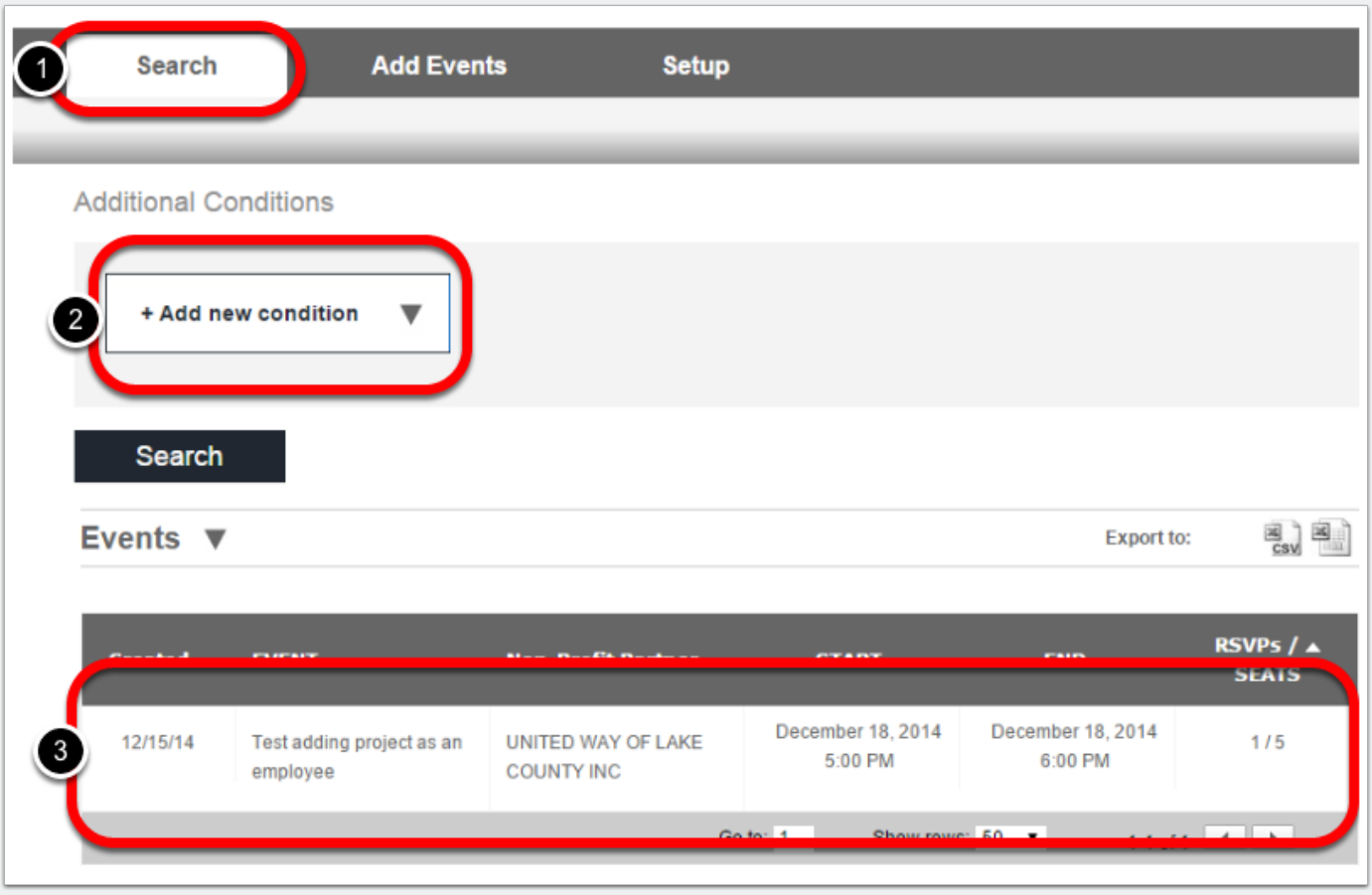
Admins - Emails to Employees

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



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.