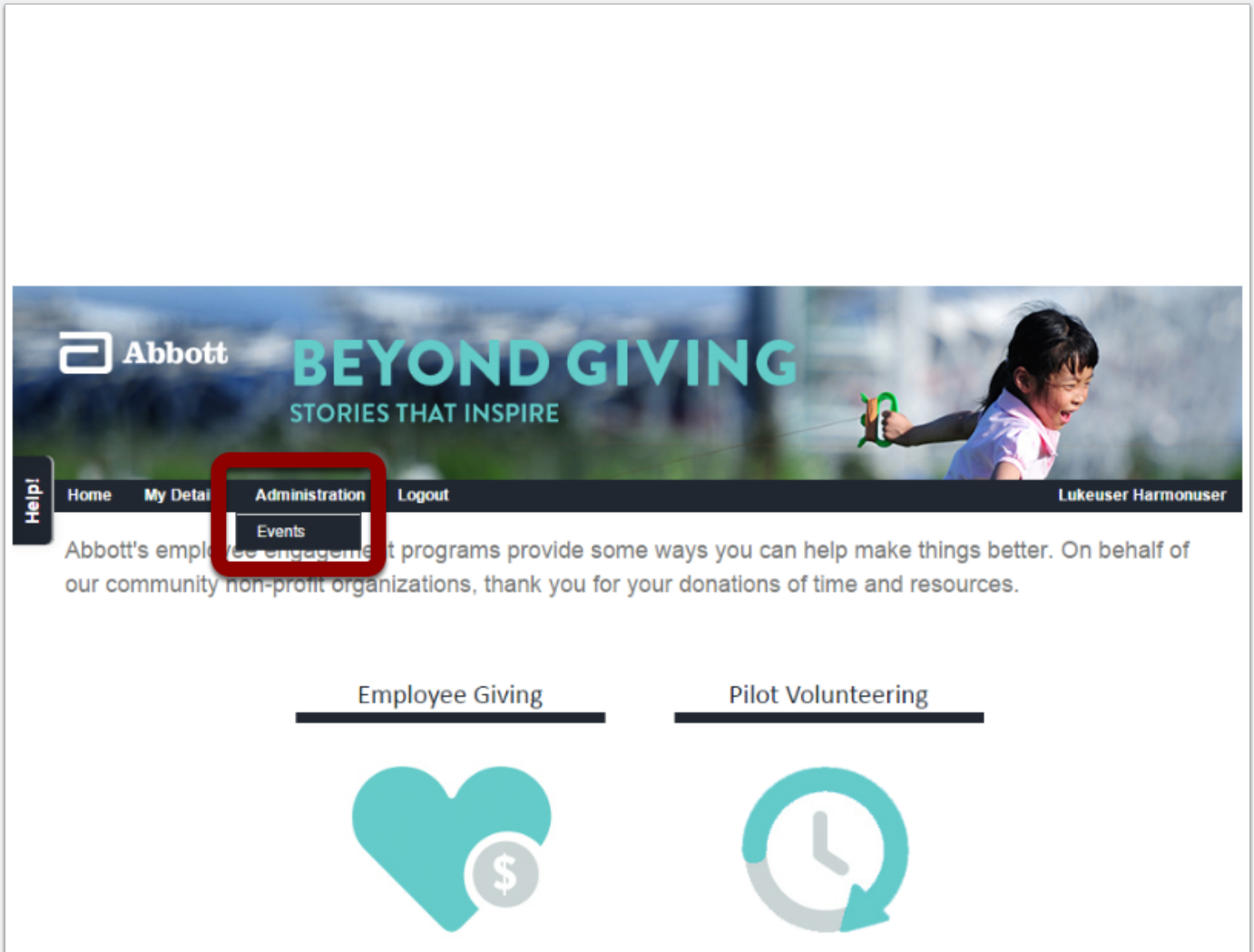


Creating, Editing and Publishing New Volunteering Events

1. Select "Events" under Administration drop down list.



Creating, Editing and Publishing New Volunteering Events

2. Select "Add Events," populate required fields and click "Save Event."

1. Click "Add Events."
2. Set Team Leader/Event Host.
3. After required fields are populated, click "Save Event."

The screenshot shows a web interface for adding a new volunteering event. At the top, there is a navigation bar with three tabs: 'Search', 'Add Events', and 'Setup'. The 'Add Events' tab is selected and highlighted with a red box and a circled '1'. Below the navigation bar, the form contains several fields: 'Event Title *' (text input), 'Non-Profit *' (text input with a search icon), 'Event Host/Admin*' (a dropdown menu with the placeholder text 'Please choose a user (name or email)' and a green 'Add' button below it), 'Email*' (text input), and 'Phone' (text input). The 'Event Host/Admin*' section is highlighted with a red box and a circled '2'. At the bottom of the form, there are two buttons: a green 'Save Event' button with a checkmark icon and a grey 'Cancel' button. This button area is highlighted with a red box and a circled '3'.

Creating, Editing and Publishing New Volunteering Events

3. Searching and filtering for events.

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

** Note. Event will not show up until Admins have approved the event.

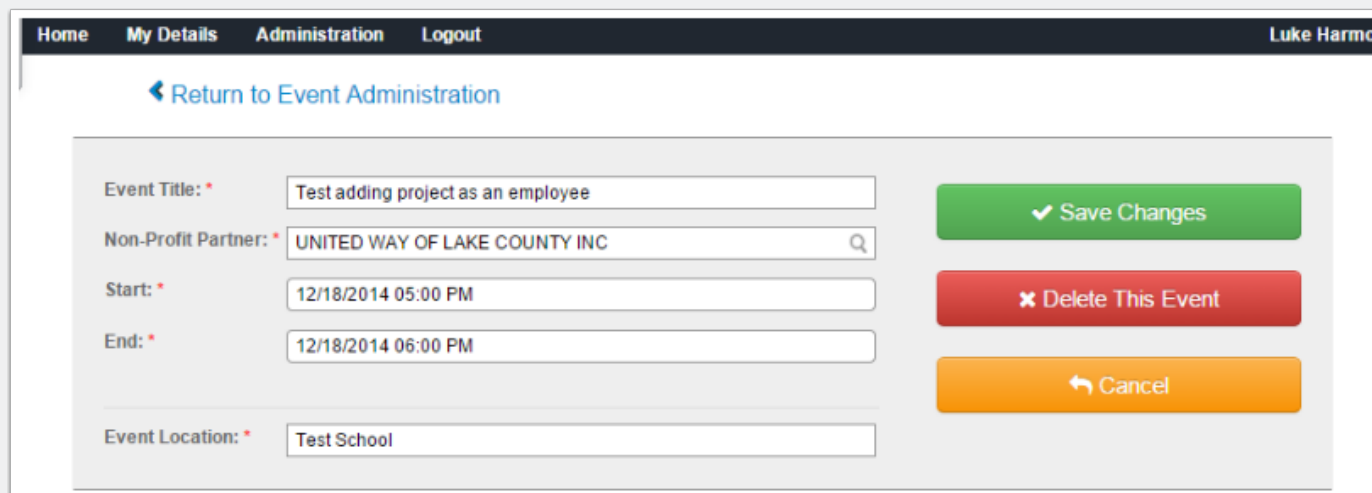
The screenshot displays a web interface for managing volunteering events. At the top, a navigation bar contains three tabs: 'Search' (highlighted with a red box and a circled '1'), 'Add Events', and 'Setup'. Below the navigation bar, a search section is highlighted with a red box and a circled '2'. This section includes a dropdown menu labeled '+ Add new condition' and a 'Search' button. Below the search section, a table of events is displayed. The table has columns: 'Created', 'EVENT', 'Non-Profit Partner', 'START', 'END', and 'RSVPs / SEATS'. The first row of the table is highlighted with a red box and a circled '3'. The row contains the following data: '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', and '1 / 5'. Below the table, there is a pagination bar with 'Go to: 1', 'Show rows: 50', and '1-1 of 1'.

Created ▲	EVENT ▲	Non-Profit Partner ▲	START ▲	END ▲	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

Creating, Editing and Publishing New Volunteering Events

4. Manage, edit or delete event.

All aspects of the event may be changed. Admins may modify all events. Users may only modify events they created.



The screenshot displays a web application interface for event management. At the top, a dark navigation bar contains links for 'Home', 'My Details', 'Administration', and 'Logout', along with the user's name 'Luke Harma'. Below this, 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.

Event Title: *	<input type="text" value="Test adding project as an employee"/>	<div>✓ Save Changes</div> <div>✕ Delete This Event</div> <div>↶ Cancel</div>
Non-Profit Partner: *	<input type="text" value="UNITED WAY OF LAKE COUNTY INC"/>	
Start: *	<input type="text" value="12/18/2014 05:00 PM"/>	
End: *	<input type="text" value="12/18/2014 06:00 PM"/>	
Event Location: *	<input type="text" value="Test School"/>	