Profits4Purpose

Non-profits: How to Create/Edit Events

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1. Click on **Creat Event** below
2. **Select Event Type**. Select Local or Regional. (National/International and Disaster Relief are reserved for KP Administrators only.) Regional is a good default option. Select Local when a project is meant for a specific local community. Click **Next**.
3. **Title**. Enter the title of the project. (This can be edited later if necessary.)
4. **Brief Description**. Enter a short caption (10 words or less) that will attract volunteers. Examples: Join us for a great day at the Food Bank! Or… Tutor kids in your spare time.
5. **Select Charity**. Don't overlook the black bar labelled Select Charity! Use this feature to attach the project to your organization. KPCares is connected to Guide Star's database of nonprofits. Follow the prompts. If your organization is not in the database, click on **Can't Find Nonprofit?**
6. **Add Tags**. Click inside the Add Tags box. Add as many tags as appropriate for the specific project you're creating. KP users, who have opted in to receive emails, will receive a message about this project if it matches one of their interests and is near their region or local area.
7. **Employees can bring friends and family to the event**. Check this box if friends and family can attend this event. At a later step you will specify age limits or other considerations.
8. **Private Event (Hide from the events feed)**. This option is used when a group or department creates an event just for the group. Invitations to this kind of event are sent via email.
9. **Project description text box.** You have unlimited space here to describe the project. Soliciting funds or donations is not permitted. Do use this space to let potential volunteers know what kind of work and environment is involved.
10. **Event Cover Photo.** Upload a photo from a past event, or any other image that will attract volunteers or shed more light on the project. The website will automatically resize the photo to fit the display.
11. **Upload File**. Upload waivers or other documents that volunteers should have prior to the event.
12. **Next**.
13. **Event allows for RSVP'ing**? To set up shifts, invite family and friends, and collect RSVP information, this must be checked Yes. The only time to check No is when volunteers will be completing these transactions on a different website.

14. **SAVE AS DRAFT**. Notice in that at this point in the set up process you can save this project in draft mode and come back to finish it later.
15. **Shifts**. If there will only be one shift, fill out the shift information in the gray area. Title the shift “Main Shift” or whatever name is appropriate. Shift titles become increasingly useful when there are multiple shifts and the title describes what volunteers will be doing, as in: “Set up,” “Information booth,” “Participant check in,” “Cheering section,” “Clean up,” etc. After you finish entering information for the main shift, click on the **Add Shift** button to add additional shifts.
16. **Waitlist**: To activiate waitlist, enter a number in the waitlist field. Otherwise, leave it blank and there will be no waitlist.
17. **Address**: Enter the address where you want volunteers to go on the day of the project.
18. **Shift description**: This is an optional field that allows project leaders to provide more information specific to this shift.
19. **Shift leader’s name and contact information**: This is self-explanatory. In the contact information field you have a choice of whether to add a phone number, email address, or both.
20. **Extra RSVP questions**. The next screen shows some optional extra questions that you can ask participants to answer. Check the box to select questions to add.
21. Click **Create Event**. You will receive an email notifying you that this event has been created and is in the queue for approval. You will receive another email when it is approved.

If you have any questions about the type of events we support, please contact: support@kpcares.kaiserpermanente.org