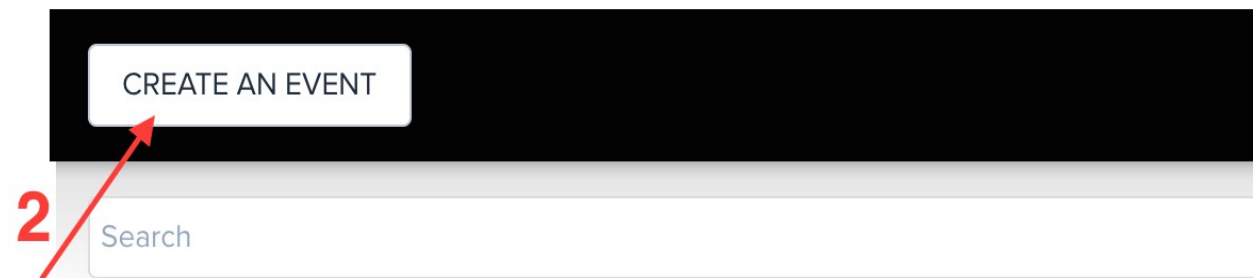
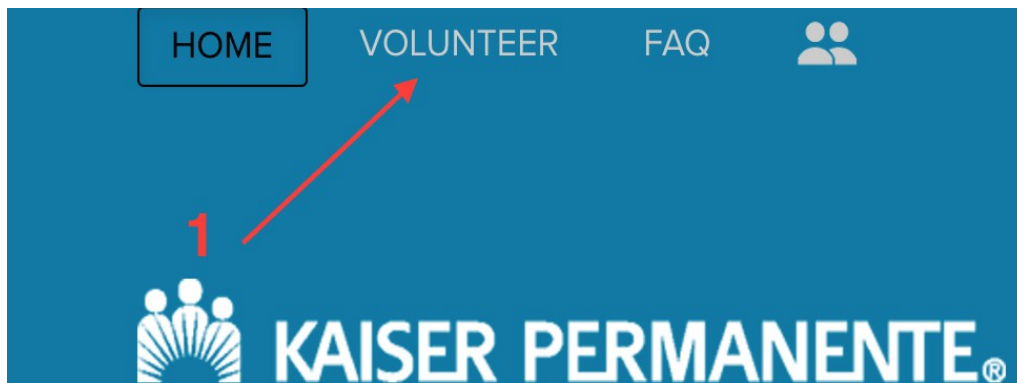


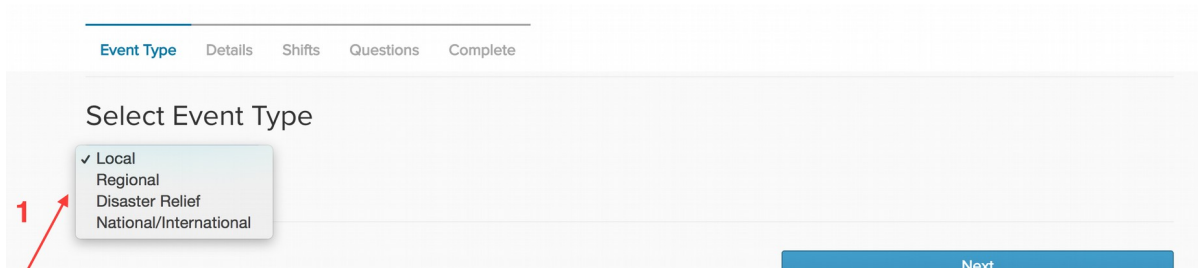
# How to Create/Edit Events

1. Click-on "**Volunteer**" in the navigation bar
2. Select "**Create an Event**" and the event creation screen will appear

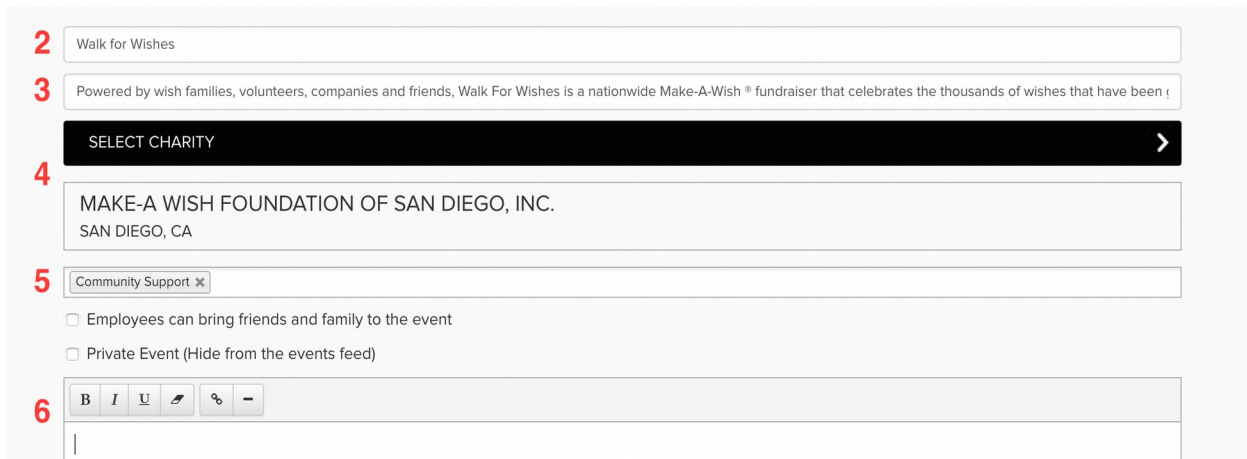


# How to Create Event cont.

1. Select the event type (required)
2. Enter Event Title (required)
3. Enter brief description of the event (required)
4. Select a charity the event will support
5. Add all applicable tags for your event.
6. Enter in the full event details (required)
7. Upload an image for the event (required). [Note: Width: 4000 pixels, Height: 3000 pixels (4:3 ratio), 72 pixels/inch is recommended.]
8. Click "**Next**" to proceed in setting up your event



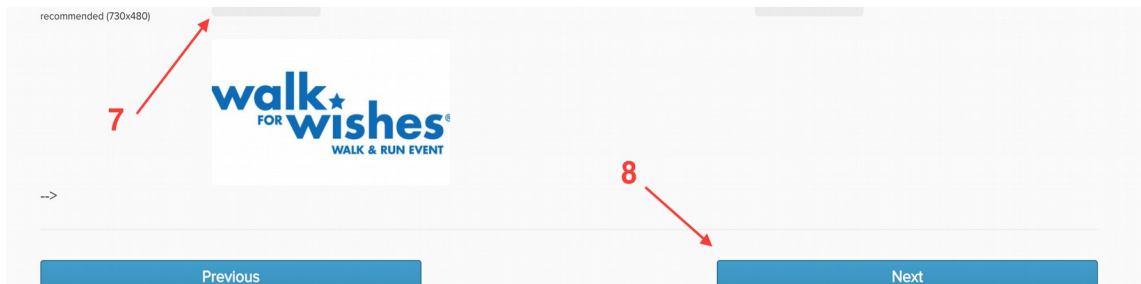
The screenshot shows the 'Select Event Type' step. At the top, there are tabs for 'Event Type', 'Details', 'Shifts', 'Questions', and 'Complete'. Below the tabs, the title 'Select Event Type' is displayed. A dropdown menu is open, showing four options: 'Local' (selected with a checkmark), 'Regional', 'Disaster Relief', and 'National/International'. A red arrow labeled '1' points to the dropdown menu. At the bottom right, there is a blue 'Next' button.



The screenshot shows the event details form. It includes several fields and options:

- Field 2: 'Walk for Wishes' (Event Title)
- Field 3: 'Powered by wish families, volunteers, companies and friends, Walk For Wishes is a nationwide Make-A-Wish® fundraiser that celebrates the thousands of wishes that have been !' (Description)
- Field 4: 'SELECT CHARITY' button with a right arrow, showing 'MAKE-A WISH FOUNDATION OF SAN DIEGO, INC. SAN DIEGO, CA' below it.
- Field 5: 'Community Support x' tag.
- Options:  Employees can bring friends and family to the event;  Private Event (Hide from the events feed)
- Field 6: Rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Link, Unlink, and a minus sign.

Red arrows labeled 2, 3, 4, 5, and 6 point to their respective fields.



The screenshot shows the image upload step. At the top left, it says 'recommended (730x480)'. A red arrow labeled '7' points to a 'walk FOR wishes' logo with the text 'WALK & RUN EVENT' below it. At the bottom right, there is a blue 'Next' button. A red arrow labeled '8' points to the 'Next' button. At the bottom left, there is a blue 'Previous' button.

## How to Add Shifts

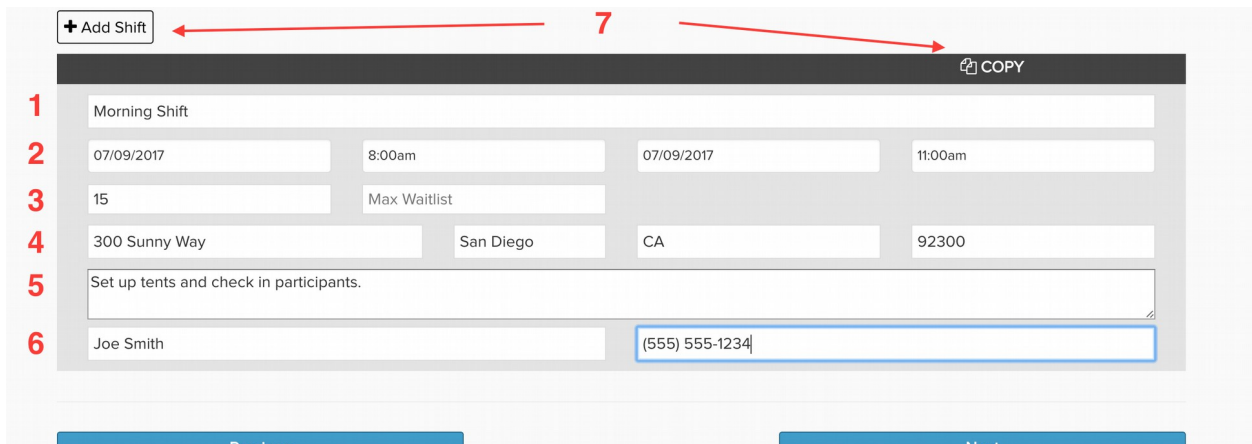
- To set up any event occurring on a specific day/time (regardless of the number of shifts) you must select **"Yes"**.
- If you select **"No"** the event will be set up as an "ongoing" event for which no one can RSVP. Ongoing events will remain on the site until taken down.

## Event Allows RSVPing?

Yes  No

1. Enter a title for the shift (eg. Morning Shift)
2. Enter start/end date and time of the shift
3. Enter the maximum number of volunteers for the shift and maximum number volunteers on waitlist
4. Enter address of the event
5. Enter a description of the shift
6. Enter the main contact for the shift
7. To Add Additional Shifts:
  - Click **" +Add Shift"** to enter every field
  - Click **"COPY"** to copy everything from previous shift

If your project is only for a single day and time (e.g. Saturday, June 14th from 3-4 p.m.) we recommend that the Shift Title be the same as the event title to avoid confusion



The screenshot shows a form for adding a shift. A red arrow labeled '7' points from the '+ Add Shift' button to the 'COPY' button. Red numbers 1 through 6 are placed to the left of the form fields:

- 1: Morning Shift
- 2: 07/09/2017, 8:00am, 07/09/2017, 11:00am
- 3: 15, Max Waitlist
- 4: 300 Sunny Way, San Diego, CA, 92300
- 5: Set up tents and check in participants.
- 6: Joe Smith, (555) 555-1234

Buttons for 'Previous' and 'Next' are visible at the bottom.

## How to Create Event cont.

1. Select if you would like volunteers to be asked for their email, mobile phone number, work phone number, T-Shirt Size, emergency contact info, or a note to the project leader
2. Click "Create Event"
3. The event will be submitted to the appropriate administration
4. Once the event has been approved you will receive an email notification and it will appear on the event page

Select	ID	Type	Name
<input type="checkbox"/>	70	Email	Personal Email (in case we want to reach you in the evening or weekend)
<input type="checkbox"/>	73	Phone Number	Mobile Phone (in case we need to reach you in the evening or weekend)
<input type="checkbox"/>	77	Phone Number	Work Phone
<input type="checkbox"/>	78	Single Select	T-Shirt Size
<input type="checkbox"/>	95	Text Field	Emergency contact name
<input type="checkbox"/>	96	Phone Number	Emergency contact phone
<input type="checkbox"/>	97	Paragraph	Note to project leader

1

2

Previous

Create Event

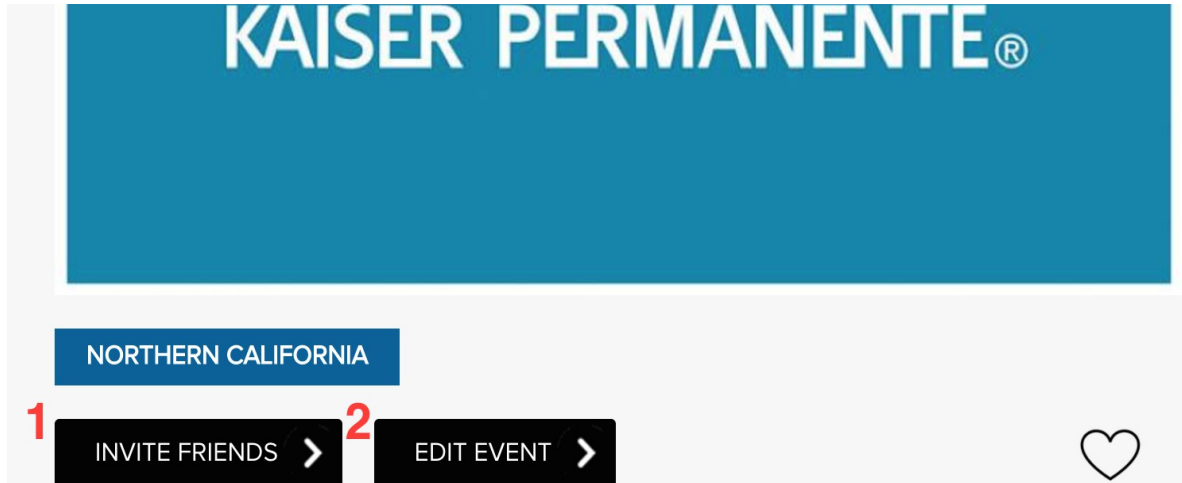
## Event Management

- You have the ability to View or Manage your event after it has been approved



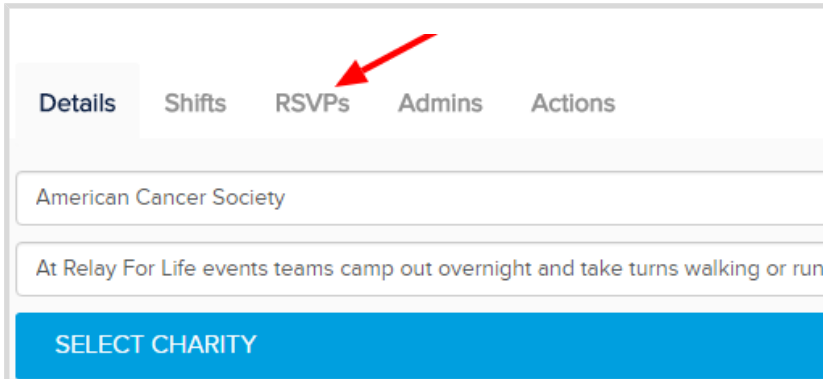
1. Click "**Invite Friends**" to email colleagues the event information
2. Click "**Edit Event**" to add RSVPs

The URL at the top of the Event Details page is the URL you include in any event promotion emails. This will direct volunteers to this particular event's sign up page

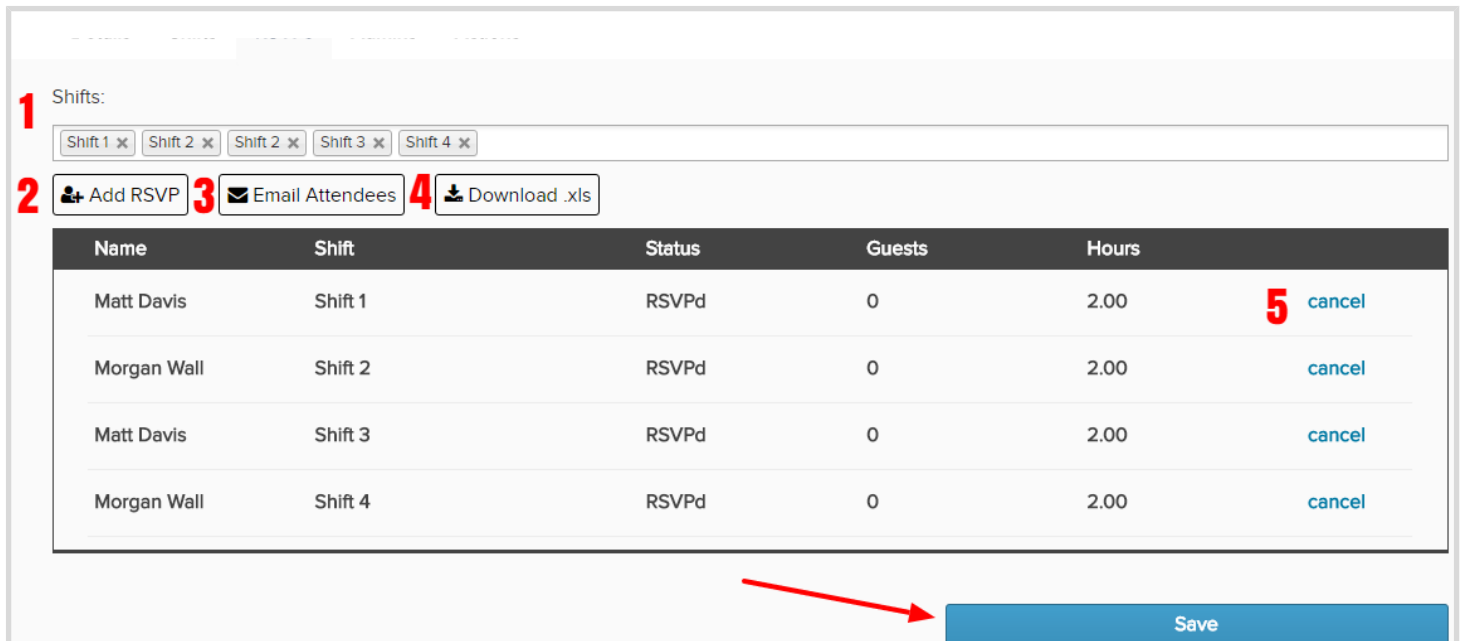


## Editing Event

- Click "**RSVPs**" to add RSVPs to the event and access the list of registered



- attendees
1. Select/Deselect the shifts you want to view
  2. Register users by clicking "**Add RSVPs**"
  3. Select "**Send Emails to Attendees**" to send a custom email to all scheduled attendees
  4. Click "**Download RSVP List**" to pull a list of scheduled attendees
  5. Remove a user's RSVP by selecting "**cancel**"



Shifts:

1 Shift 1 x Shift 2 x Shift 2 x Shift 3 x Shift 4 x

2 Add RSVP 3 Email Attendees 4 Download .xls

Name	Shift	Status	Guests	Hours	
Matt Davis	Shift 1	RSVPd	0	2.00	5 cancel
Morgan Wall	Shift 2	RSVPd	0	2.00	cancel
Matt Davis	Shift 3	RSVPd	0	2.00	cancel
Morgan Wall	Shift 4	RSVPd	0	2.00	cancel

Save

# Editing Event cont.



1. **"Select User"** and enter the name of the volunteer you want to add.  
Select their name.
2. Select the shift they expect to attend and complete the required questions
3. Click **"Submit"** (Note: They will receive an email confirming their attendance)

RSVP For Event

Select User

Choose Time(s)

Morning (1324 Boulder Ave, Boulder, CA, 80011)

2  THU AUG 31 7:30 am > THU AUG 31 9:30 am 0 of 10 volunteers Hours 2 - +

1 Select User

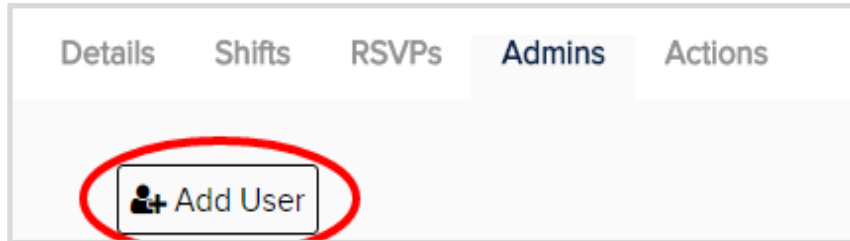
3

SUBMIT >

Editing Event cont.



- Click "**Add User**" to allow additional users to be an event administrator for your event



1. Select "**Copy Event**" to duplicate your original event
2. Click "**Delete**" Event to remove your event

