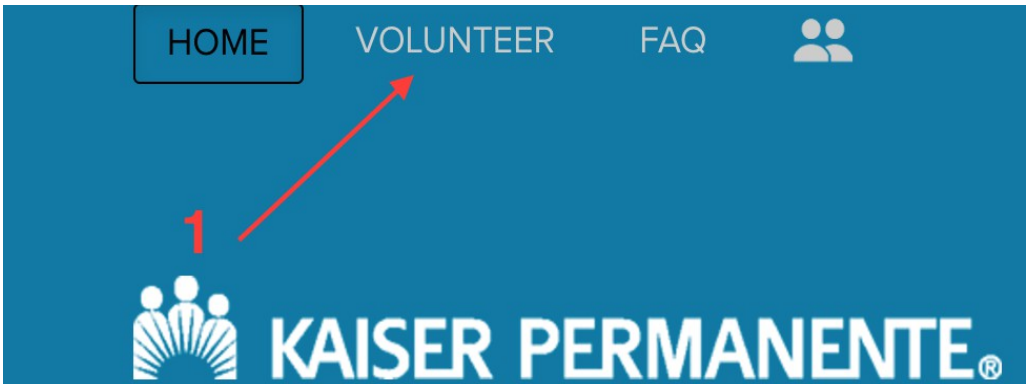
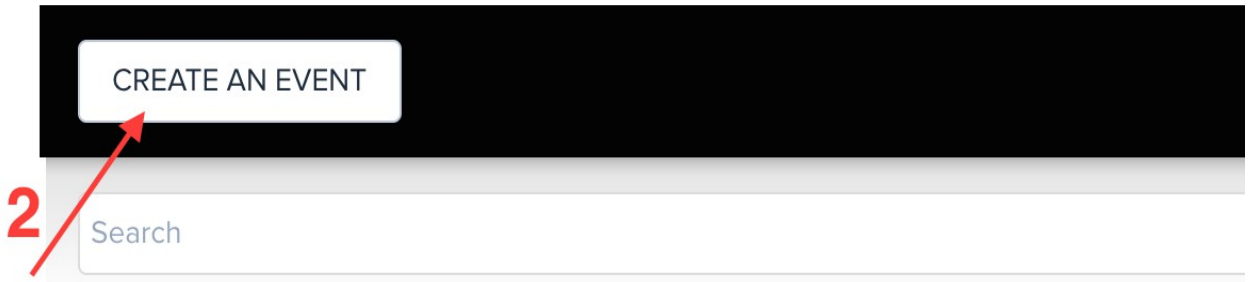
Profits4Purpose

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





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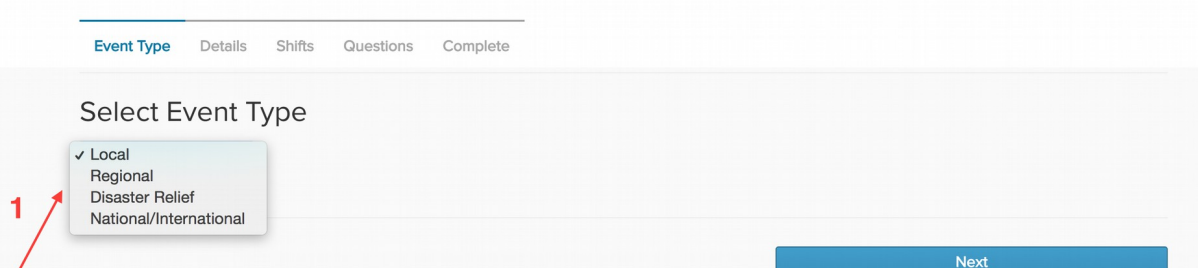
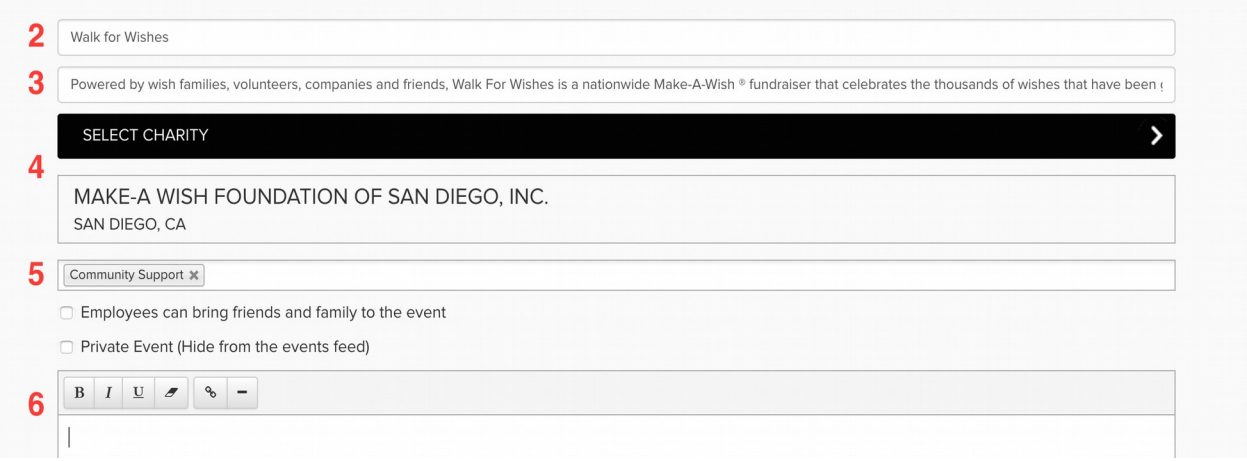
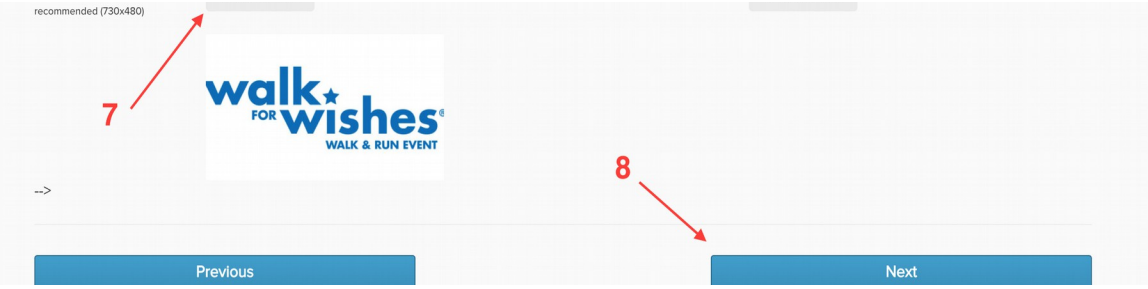
How to Create Event cont.

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







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.

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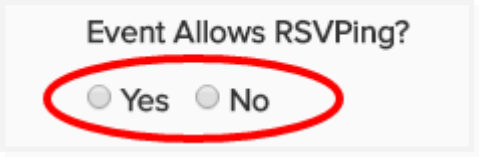
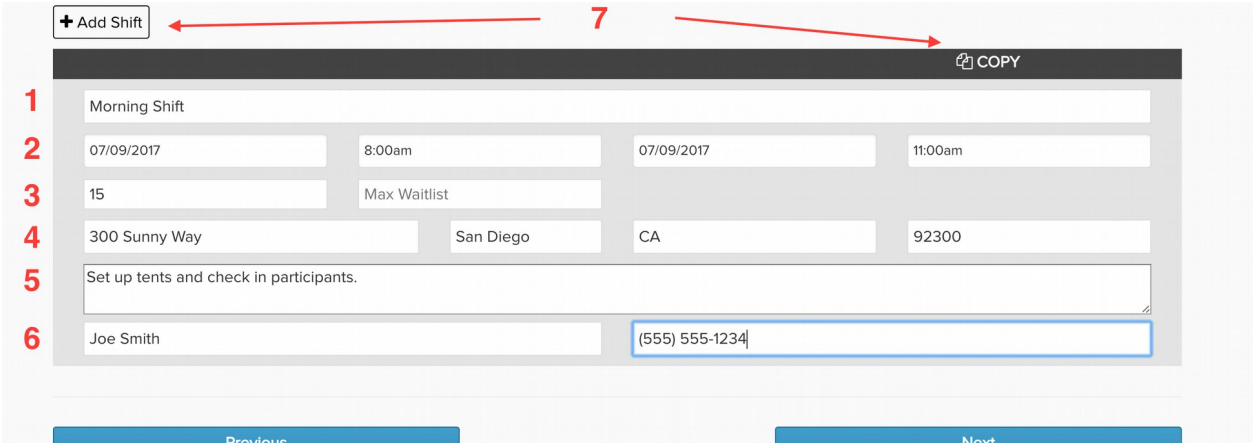


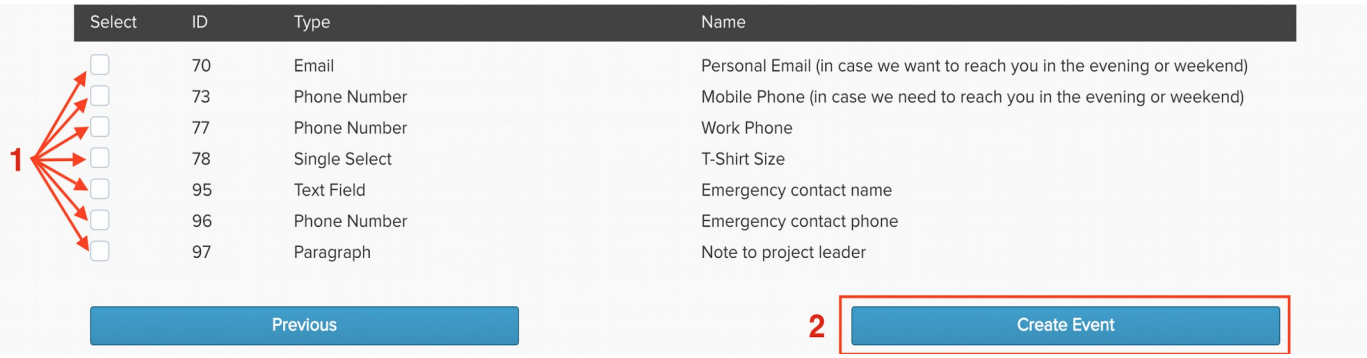
1. Enter a title for the shift (eg. Morning Shift)
2. Enter start/end date and time of the shift
3. Enter the maximum number of volunteers for the shift and maximum number volunteers on waitlist
4. Enter address of the event
5. Enter a description of the shift
6. Enter the main contact for the shift
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



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

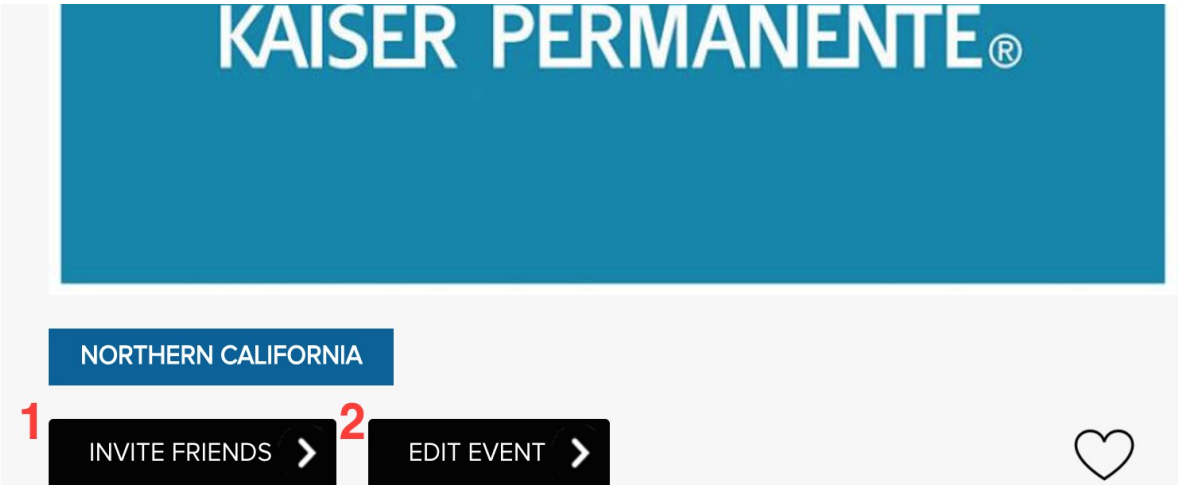


Event Management

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

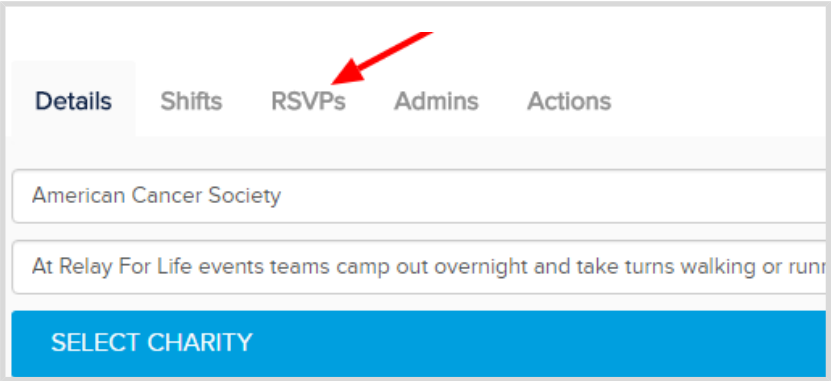
1. Click **"Invite Friends"** to email colleagues the event information
2. Click **"Edit Event"** to add RSVPs

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



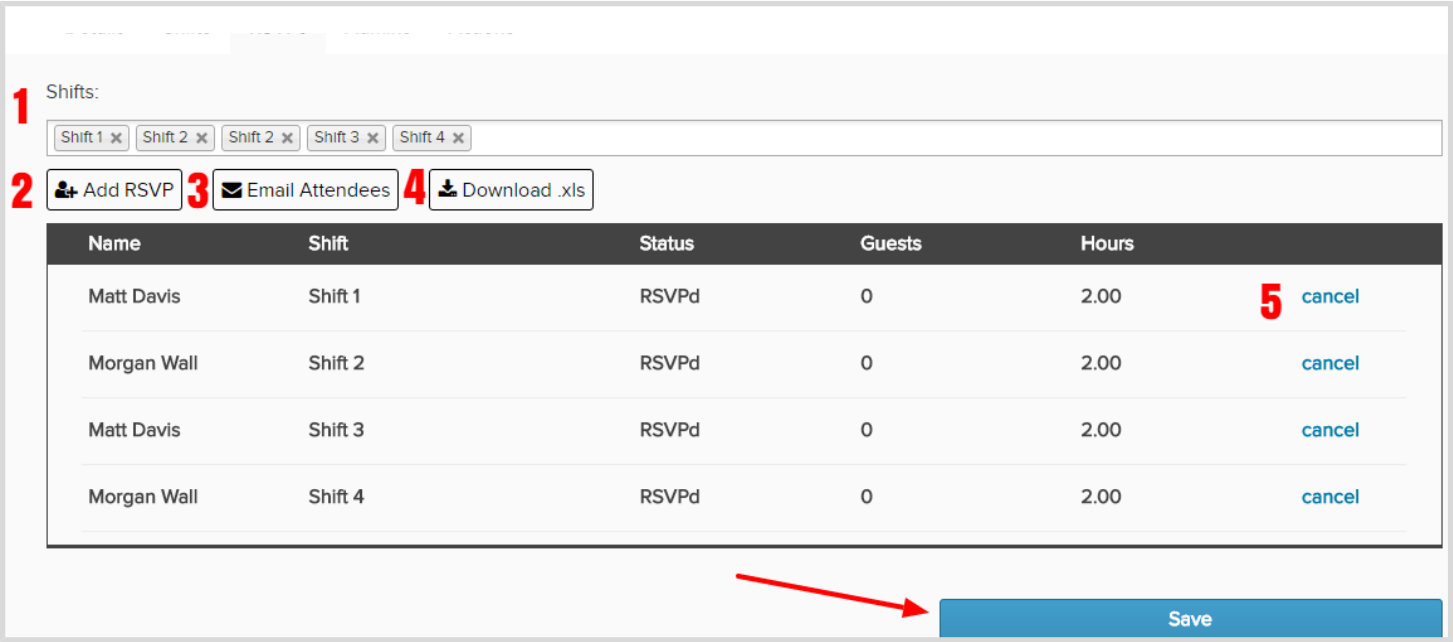
Editing Event

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



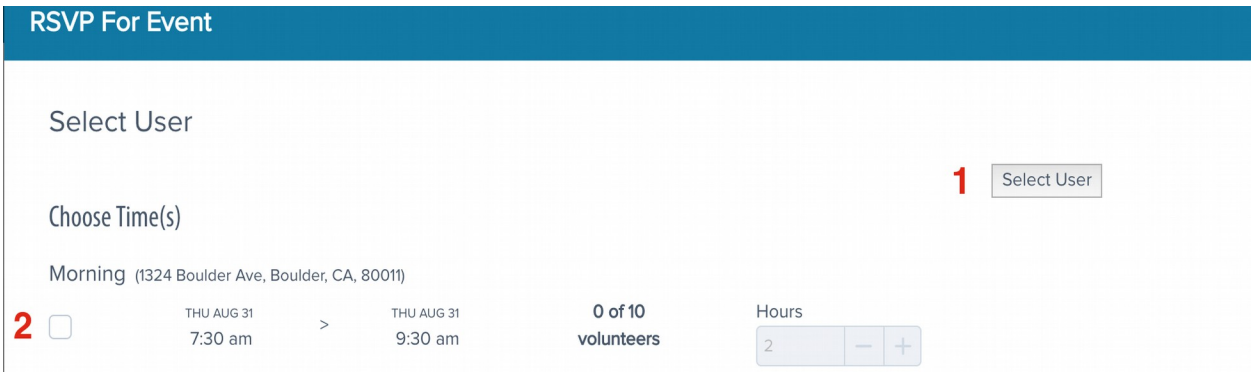
attendees

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"**



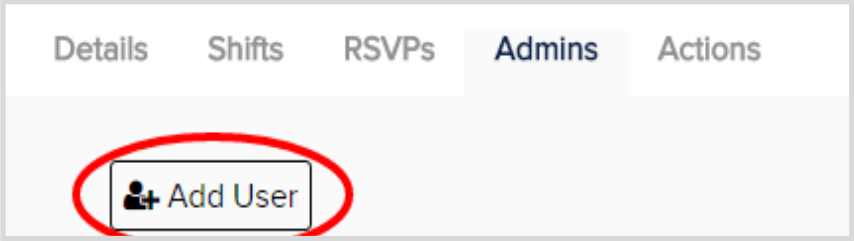
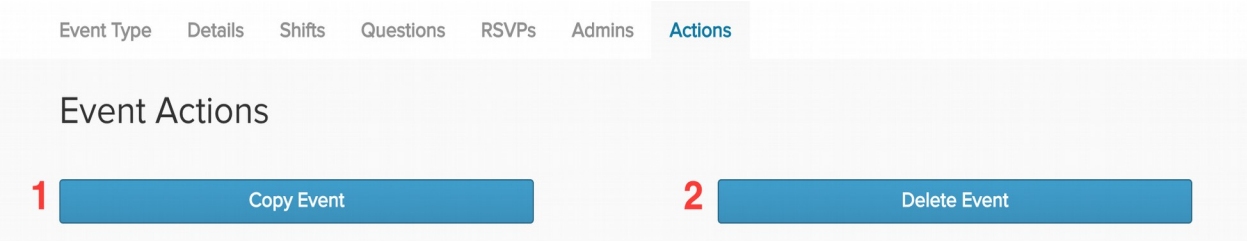
Editing Event cont.

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)



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