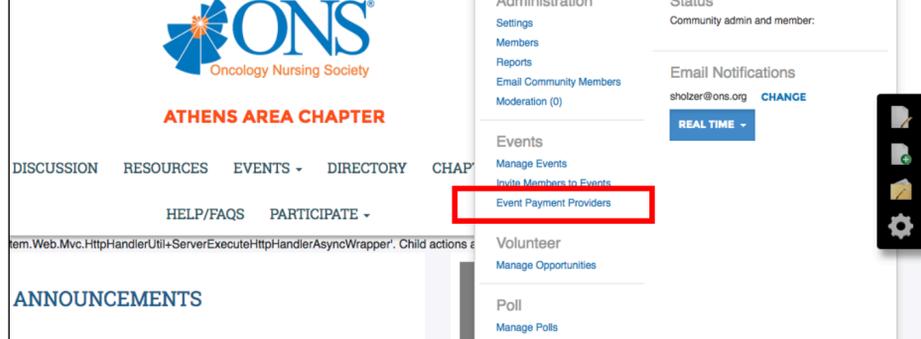


## CHAPTER COMMUNITY TUTORIAL: CREATING EVENTS

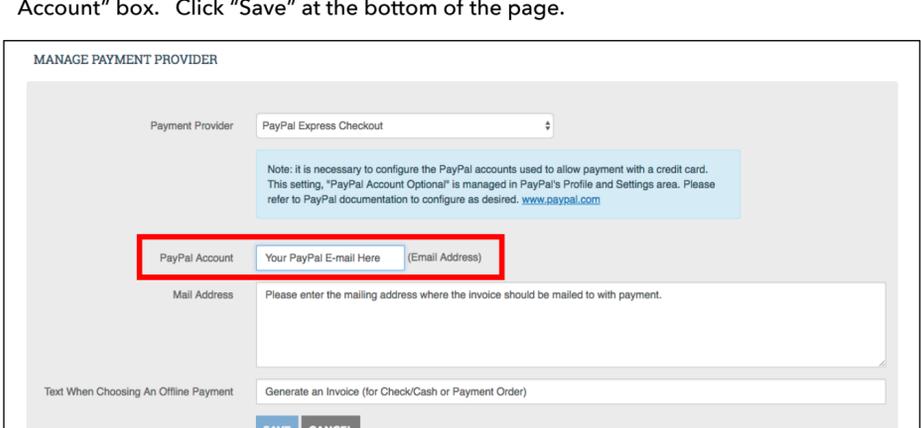
1. Ensure you have administrative access on your chapter community by confirming you can see the admin tools (outlined below in red). Click on the "Settings" button in the top left corner.



2. If you'd like to set up PayPal for any future events, click on the "Event Payment Providers" link on Settings pop-up menu.



3. Enter the e-mail address associated with the chapter PayPal account in the "PayPal Account" box. Click "Save" at the bottom of the page.



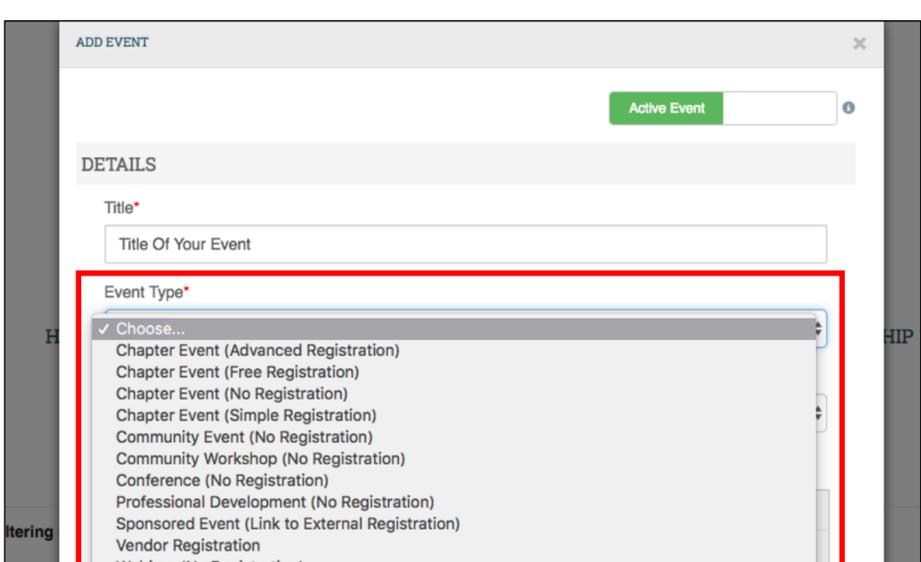
4. Click on "Events" in the menu bar, and then select "Our Events" from the dropdown.



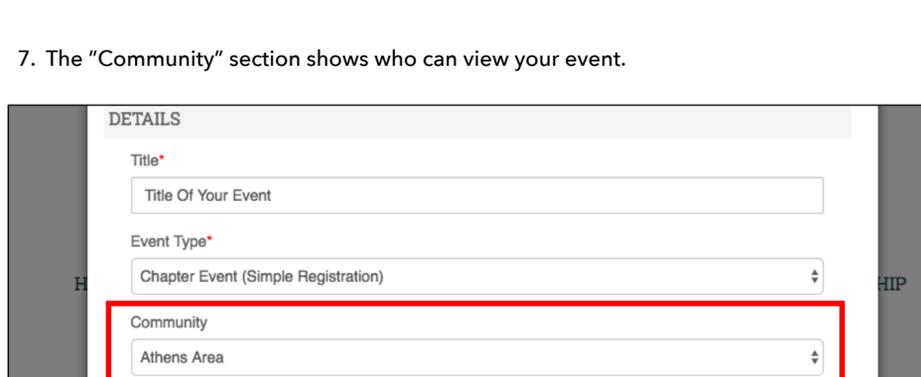
5. Click on "Add Event."



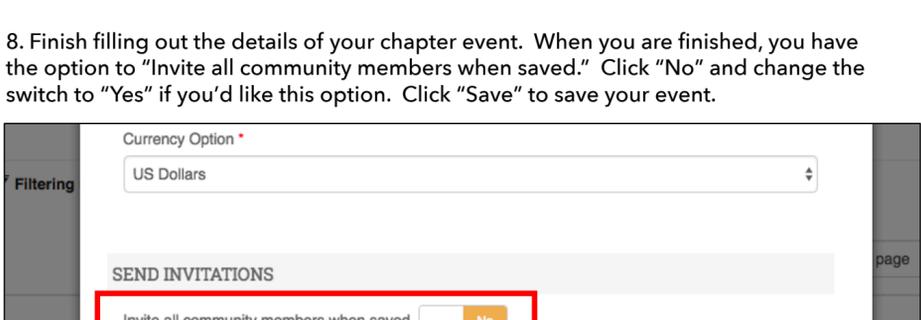
6. Enter the Title for your event and select the Event Type. The Event Type is very important - some have different features than others (different registration options, etc.). Clicking an event type will update the form with the correct fields, so once you select a type, scroll through the form to ensure it has all the fields you need.



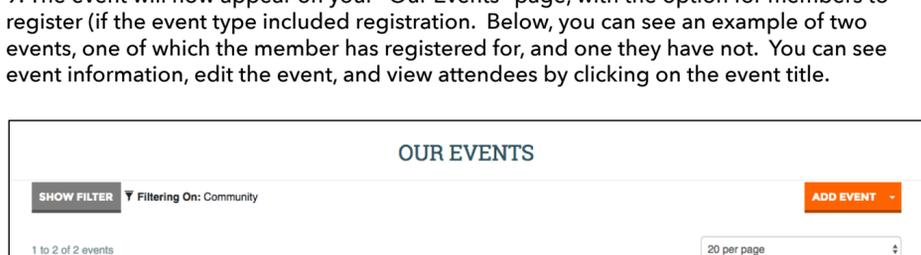
7. The "Community" section shows who can view your event.



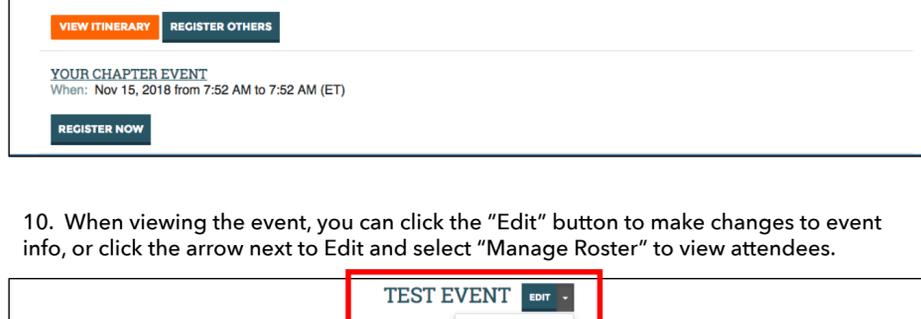
8. Finish filling out the details of your chapter event. When you are finished, you have the option to "Invite all community members when saved." Click "No" and change the switch to "Yes" if you'd like this option. Click "Save" to save your event.



9. The event will now appear on your "Our Events" page, with the option for members to register (if the event type included registration). Below, you can see an example of two events, one of which the member has registered for, and one they have not. You can see event information, edit the event, and view attendees by clicking on the event title.



10. When viewing the event, you can click the "Edit" button to make changes to event info, or click the arrow next to Edit and select "Manage Roster" to view attendees.



11. The Manage Roster feature allows you to Export all registrations into an Excel file, and clicking the down arrow next to "Registration" for a particular attendee allows you to view their details, resend a confirmation, substitute another attendee, add a note, give them special pricing, or cancel their registration. The thumbs up and thumbs down buttons allow you to track if the registrant attended or did not attend the event.

