

Phoenix Serve Event Creation Guide

Posting events is one of the primary ways Elon users will utilize Phoenix Serve. In order to create an event, follow these steps:

- 1) Log into Phoenix Serve and under the Manage tab find the group you are affiliated with that you want to create an event under and click on that group.
- 2) Once you are on your group's page, click the manage button, and then click add event.
- 3) On the next screen, you will start to create your event by filling out the following fields:
 - Name of the event
 - Type of event (usually a volunteer opportunity; it could occur on one day, multiple days, reoccurring days, or multiple times over random dates; and you might or might not have shifts tied to the event or one time when you want everyone to show-up)
 - Select the date(s) and time(s) for the event
 - Maximum number of participants for the event
 - Select the administrator for the event (this is most likely the person already creating the event itself)
 - Privacy level (usually you will select private entire network (to leave it open to everyone at Elon) or private group only (to leave it open for only members of your group))
 - Event address
 - Provide a concise event description
- 4) After you create an event, you will be prompted to complete a few additional steps:
 - On the advanced tab, you have the option to customize the look and feel of your event page, which can help with advertising it
 - On the skills tab, select skills that participants may need in order to successfully participate. This is helpful for individuals that are looking to use a certain skill set, which can be searched, but who may not know which group they would like to volunteer with
 - On the registration settings, you have the option to customize notification options leading up to your event
 - On the registration questions, you have the option to ask participant questions as they register for your event (for example: you may want to ask who has a car/can carpool, or if you are giving out t-shirts, what t-shirt size volunteers are)
 - Impact settings are tied to validating service hours. You can choose to share impacts with a community partner or another student organization. Do not allow for early impacts – as if students do not show-up, we do not want them to be able to verify their hours. Do pre-fill impact hours, as this corresponds to how much time individuals will volunteer as part of your event. Select when you would like to notify volunteer in order to remind them to confirm their hours. Always select no under disable impact hours.
 - Impact questions can be utilized to get feedback after your event occurs.
- 5) After completing all of these steps, make sure to click publish to publish your event. After completing this step your event will go live and you can start to share your event page in order to get participants to register.