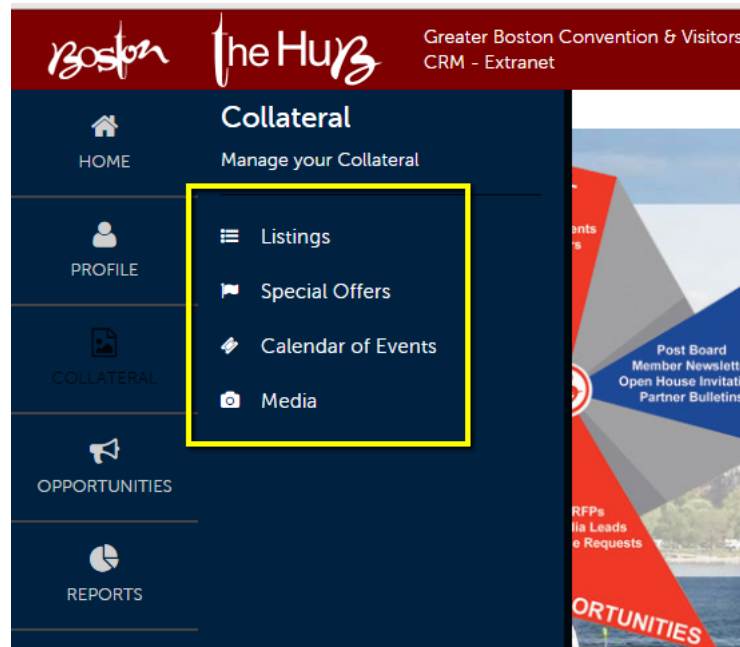


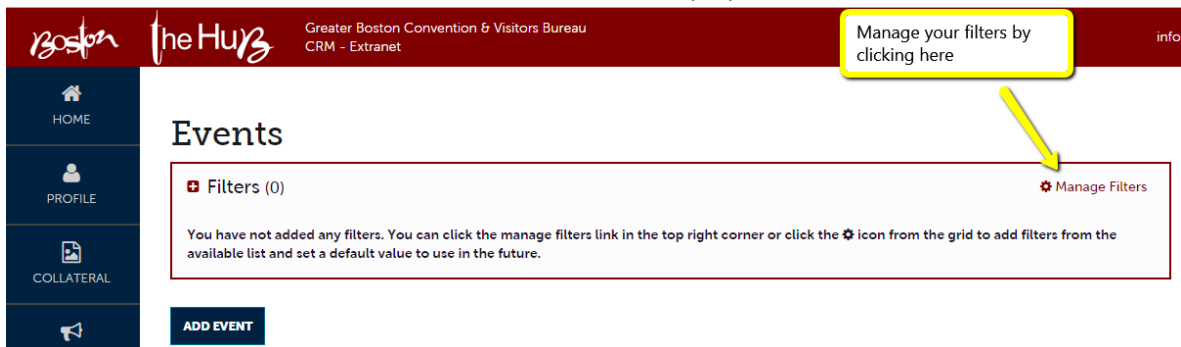


Adding, Viewing and Editing Events on the Extranet

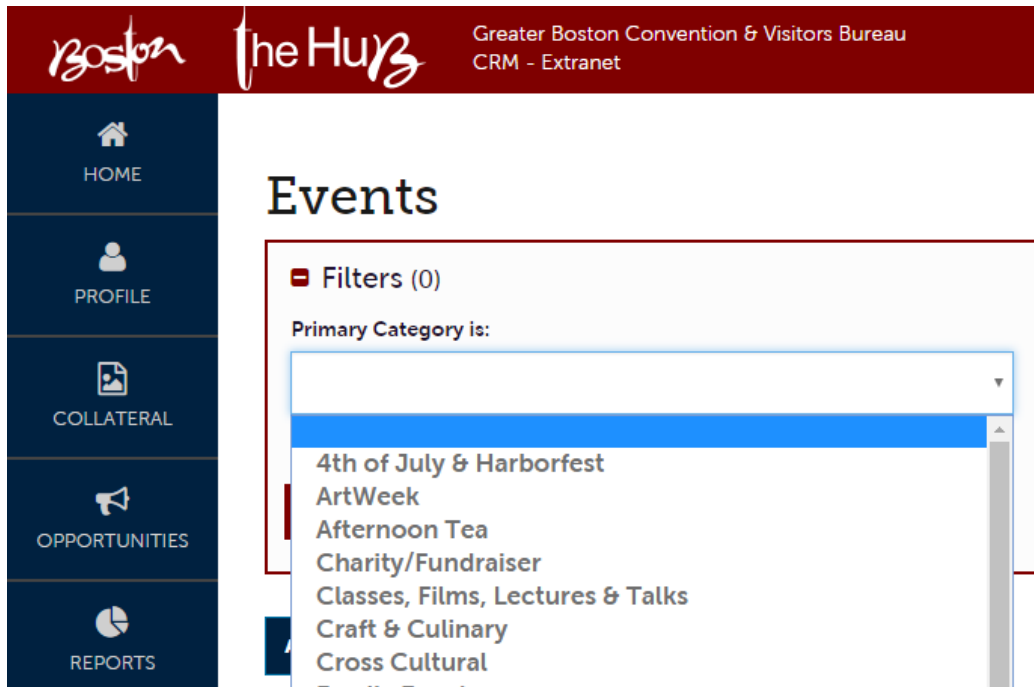
- Log in to the Boston Extranet at <https://boston.extranet.simpleviewcrm.com>
- Go to the Collateral menu and select Listings, Special Offers, Calendar of Events or Media.



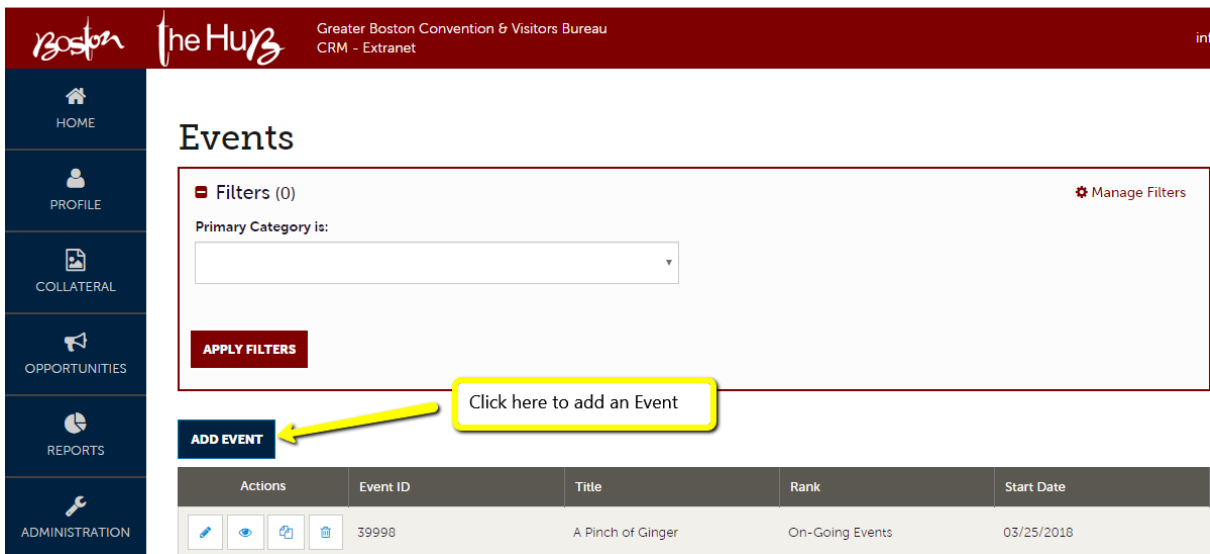
- Your Calendar of Events will show up on a page in a grid with filter options above them. You can add or remove filters and change them to find different Events. For the grid you can sort by any column and you can also add or remove columns from the display.



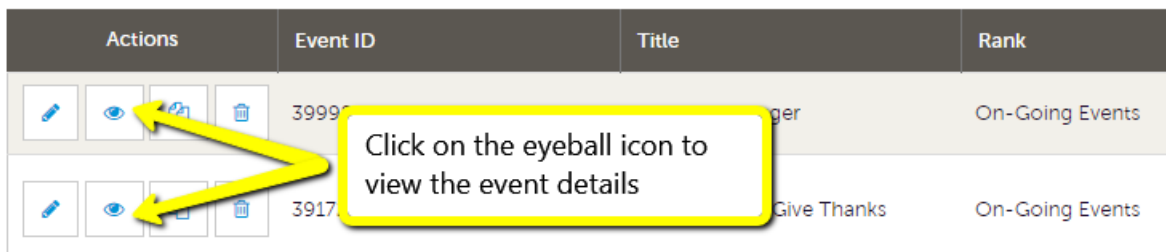
- Also, you will have some defaults set for filters, but you can change these. Remember to click 'Apply Filters' for the changes to take effect.



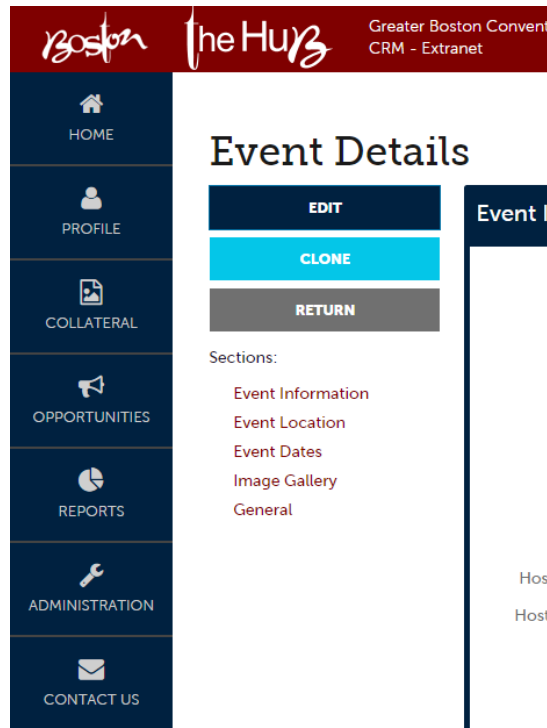
- You can add an Event by selecting 'Add Event'










- To view the detail of the special offer select the eyeball icon and it will take you to Offer Details page.

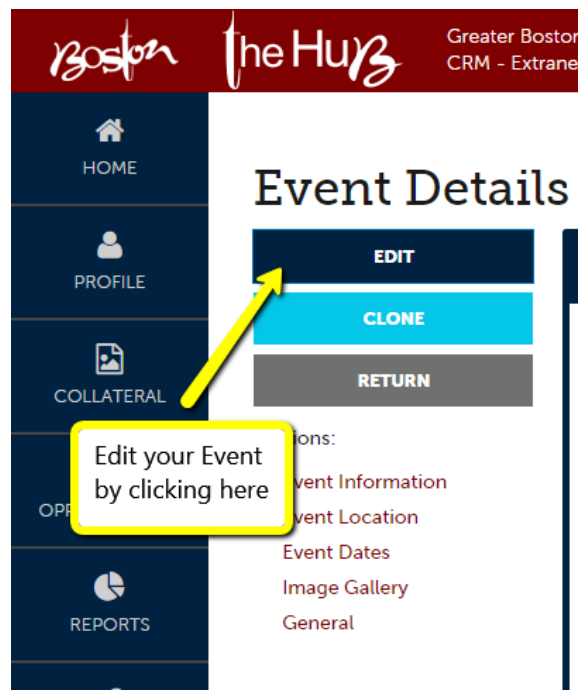


- The Event Details page will show you all of the information about the Event. On the left side you can toggle quickly to a section about the Event.



- To edit the Event, you can select the pencil icon on the grid showing all Events or you can select edit from within the Event Detail page







Actions	Event ID	Title
   	3999	er
   	39172	Eat, Drink and Give Thanks



- Once you have selected edit, you are able to update Event information such as Title, Contact, Admission, Description, Categories, images and more.

- You will not be able to change the Account.

- You have the ability to clone Events.

Actions	Event ID	Title	Rank	Sta
   	39998	A Pinch of Ginger	On-Going Events	03/
   	39172	Eat, Drink and Give Thanks	On-Going Events	11/

Clone events by clicking here

- Once you have selected to clone, it will take you to the 'New Event' detail screen where you can edit/fill out your event information. It looks and works the same as the edit event page.

- HOME
- PROFILE
- COLLATERAL
- OPPORTUNITIES
- REPORTS
- ADMINISTRATION
- CONTACT US

New Event

SAVE
CANCEL

Sections:

- Event Information
- Event Location
- Event Dates
- Image Gallery

Event Information

Account: Required









Title: Required

Contact:

Description: Required

Join us for a fundraising event for Joslin's Asian American Diabetes Initiative. There will be ginger themed cocktails, live music, and a brunch

- Also, if you need to delete an event, you are able to do so by clicking on the trashcan icon.

Actions	Event ID	Title	Rank
   	39998		On-Going I
   	39172	...nks	On-Going I

Delete an event by clicking here