**SRR Events Coordinator Info & Instructions**

**We will be notified of events schedule a few days before the end of the month. We’ll each take a month and sub for one another when we’re not available during that month.Once we know the dates we need to send the dates and sign up a gatekeeper and add the event to the calendar.**

**Following are instructions for adding a new event with RSVP**

Events RSVP’ing is part of the Events Calendar plugin, events can be added and include RSVP functionality using the following steps:

1. You will be given access to the Events potion of the website by clicking on SLFFC on the left of the black bar on top of the website home page. NOTE YOU FIRST NEED TO BE LOGGED IN TO GAIN THIS ACCESS. Then navigate to the Dashboard > Events > Add New
2. Fill out the event information as appropriate including title, description, time & date, location. TITLE IS SRR & DATE, ENTER TIME & DATE (START TIME IS 7 AND END TIME IS 1 UNLESS CHANGED), CHANGETHE TIME ZONE TO LOS ANGELES, TO RIGHT OF EVENTS CHECK THE SRR BOX UNDER EVENT CATEGORIES, UNDER LOCATION VENUE CHECK SRR, ENTER GATE KEEPER NAME UNDER ORGANIZER
3. Scroll down. For RSVP functions fill out the ‘Tickets’ section of the event.
	1. Select ‘+ New RSVP
	2. Add a name including the date such as ‘SRR 04/24/22’ for Santa Rita Ranch on April 24, 2022
	3. Add Description
	4. Add RVSP availability Start and End dates START DATE AND TIME CAN BE WHEN YOU CREATE THE EVENT. END DATE NEEDS TO BE DAY BEFORE EVENT TO GIVE US TIME TO REPORT TO LCSLO & GATEKEEPER.
	5. Add Capacity ALWAYS 6 INCLUDES GATE KEEPER, SIGN IN THE GATEKEEPER.
	6. Click ‘Save RSVP’.

After saving please review your event and make sure all information is correct. You can do this by scrolling back to the upper right of the page and click preview and then publish.

THE DAY BEFORE THE EVENT YOU WILL GO BACK TO THE EVENT ON THE EVENTS PORTION OF THE WEBSITE. HIGHLIGHT THE EVENT AND CLICK ON ATTENDEES ON THE DROPDOWN (SEE SCREEN SHOT BELOW). FROM THERE YOU CAN EMAIL A LIST OF ATTENDEES TO

SCOTTC@LCSLO.ORG AND OUR GATEKEEPER.

WE WILL ASK MEMBERS TO NOTIFY US IF THEY NEED TO CANCEL. WHEN NOTIFIED WE CAN GO TO THIS SCREEN HIGHLIGHT THE TICKET NUMBER ON THE LEFT AND THEN CLICK DELETE.

**Following are instructions for logging volunteer hours at the end of each month:**

Please take the time to familiarize yourself with the attached " How to Log Volunteer Hours" pdf. Carson will add a copy of the pdf to the

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page in Knowledge Base.

To access enter our email: info@santaluciaflyfishers.com

Password: SlFf510142143 (our tax id)

Scroll down to SLFF monitoring and enter only TOTAL HOURS FOR THE MONTH at the end of the month (not by date)

