## **Guidelines to be followed while Announcing Event**

Step 1: Log in to <u>https://sewausa.org/</u> as an Chapter Coordinator.

Step 2: Goto Events tab and search for your event and open the event for more details.

sewa UBB Sewa International Ingetter Vis Serve Better	Event list Event	emails								Public view							
<b>®</b>	Create new event	Export registrants	]							0							
'o' Account											4						
유 Contacts	Event list - Upcor	ning									l						
Ø Members	Select range	~	*	Apply							L						
🛗 Events	Filter by	Search				Paging					1						
🗑 Store	Upcoming 🗸 🤇	•	Records	found: 193		1-50	~										
⑦ Donations	Event name	Registration	Ticket types	nal)	Attenda	ance	Tags										
Finances	Location		(Folding Foodminined = 10	unj													
Communication	Log Volunteering	Service Hours															
🖉 Apps	1 Feb 2018 1 Jan 2025	Enabled	Total: Volunteer	<b>1764</b> 0+1764=1764	<b>1</b> 1	0%	logvolhours	Duplicate									
-8- Settings	🔒 Report Past Eve	nts															
Website	1 Mar 2018 1 Mar 2025	Enabled	Total: Report Past Events	-	ī.		uncategorized	Duplicate									
A Profile	Register Your DIY	Campaign															
⑦ Help center	2 Mar 2018	Enabled	Total:	193	19	10%	registerdiycampaign	Duplicate									
	30 Apr 2025		DIY Campaign	0+193=193	19												
	Volunteer Service	Hours for Phoenix	Chapter						0								
	18 Mar 2018	Enabled	Total:	13	-	-	logvolhours	Duplicate									
	15 Feb 2025		Volunteer	0+13=13													
	Volunteer Service	Hours for Houston	Chapter														
	18 Mar 2018	Enabled	Total:	19	-	-	logvolhours	Duplicate			÷						

Step 3: To send event announcement to your chapter contacts

Events >> Email >> Announcement 1, Announcement 2, Announcement 3

sewa usa Sewa International basher We Bove Beter	Event list Event emails				F
<ul> <li>Account</li> </ul>	Edit   Add registrant Email registrants	Export registrants Add to	p waitlist Reports		
R Contacts	Visible to <u>Public</u>	d			
🛗 Events	Nilow registration has enable				
🗟 Store	Event details Registration form	Ticket types & settings	Emails Registrants & Invitee	s Waitlist & settings	
Donations	Event organizer				
Finances	(used as reply-to for announcements and rer	ninders; receives copies of all even	nt emails)		
Communication	Organization email (marketing@sewausa.c	org)			
🔆 Apps	Announcements (to people not yet registered)	Reminders (to those already registered	Registration emails		
- Settings	Announcement 1 – not set	Reminder 1 – not set	Event registration o	onfirmed	
) Website	Response requested	Send now Schedule	Sent after registrati by administrator	on was paid or confirmed	
Profile	Send now Schedule	Reminder 2 – not set	- Send to registrant - Send copy to orga	nizer	
③ Help center	Announcement 2 – not set Response requested	Send now Schedule	Event registration p	endina	
	Send now Schedule	Reminder 3 - not set	Sent after registrati payment is required	on was submitted and	
	Announcement 3 – not set Response requested	Send now Schedule	- Send to registrant - Send copy to orga	nizer	
	Send now Schedule		Event registration of	anceled	
ttps://sewausa.org/Admin/Event	/Details/EventDetails.aspx?eventId=5454202&DetailsDisplayM	ode=View&selTab=4	Sent when registrat registrant or autom canceled manually b	ion is canceled by the atically (not sent when ay an admin)	

Selected contact >> Saved contact search >> click on the saved search name and click on send now



Never select all contacts to send chapter specific event announcement, select only your chapter contacts

