

# Guidelines to be followed while Announcing Event

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

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

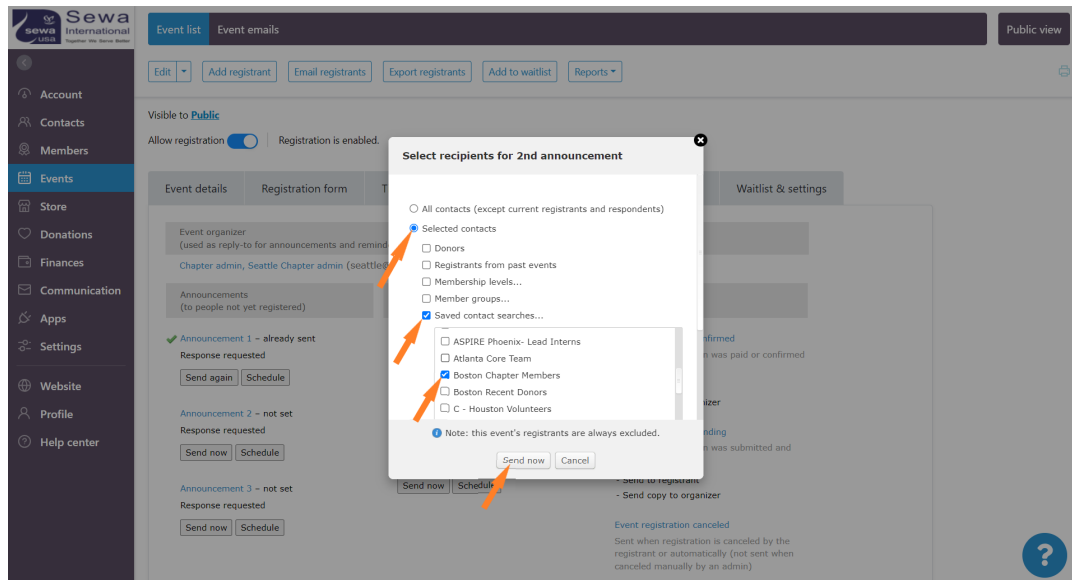
The screenshot shows the 'Event list - Upcoming' page on the Sewa International website. The left sidebar contains navigation links: Account, Contacts, Members, Events (highlighted), Store, Donations, Finances, Communication, Apps, Settings, Website, Profile, and Help center. The main content area has a 'Back' link and 'Event list - Upcoming' title. Below this is a 'Select range...' dropdown and an 'Apply' button. A search bar is present with the text 'Records found: 193'. The table below lists events with columns: Event name, Date, time, Location, Registration, Ticket types (Pending + Confirmed = Total), Attendance, and Tags. The events listed are: 'Log Volunteering Service Hours' (1 Feb 2018, 1 Jan 2025), 'Report Past Events' (1 Mar 2018, 1 Mar 2025), 'Register Your DIY Campaign' (2 Mar 2018, 30 Apr 2025), 'Volunteer Service Hours for Phoenix Chapter' (18 Mar 2018, 15 Feb 2025), and 'Volunteer Service Hours for Houston Chapter' (18 Mar 2018). Each event has a 'Duplicate' button. A red arrow points to the 'Ticket types' column header.

Step 3: To send event announcement to your chapter contacts

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

The screenshot shows the 'Event details' page for an event, with the 'Emails' tab selected. The left sidebar is the same as in the previous screenshot. The main content area has a 'Visible to Public' toggle and a 'Registration is enabled' toggle. Below this are tabs for 'Event details', 'Registration form', 'Ticket types & settings', 'Emails' (highlighted), 'Registrants & Invitees', and 'Waitlist & settings'. The 'Emails' tab contains three sections: 'Announcements (to people not yet registered)', 'Reminders (to those already registered)', and 'Registration emails'. Each section has a 'Send now' button and a 'Schedule' button. A red arrow points to the 'Send now' button for 'Announcement 1'. The URL at the bottom is <https://sewausa.org/Admin/Events/Details/EventDetails.aspx?eventId=5454202&DetailsDisplayMode=View&osfTab=4>.

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**

