

How to create an event

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Events in HelpOne can include fundraisers, volunteer workdays, workshops, galas, community programs, and more.

Steps to create an event

1. Navigate to the **Events** section.
2. Click **New Event**.
3. Enter the core details:
 - Event name
 - Date and time (start and end if applicable)
 - Location (venue name and address)
 - Description
4. Set capacity, registration options, ticket types, or other settings your organization uses.
5. Save the event.

After the event is created

You can:

- Register participants / attendees
- Assign volunteers
- Track check-ins and attendance
- Record related expenses or income
- Run attendance and participation reports

Clear event records make both day-of management and later reporting much easier.
