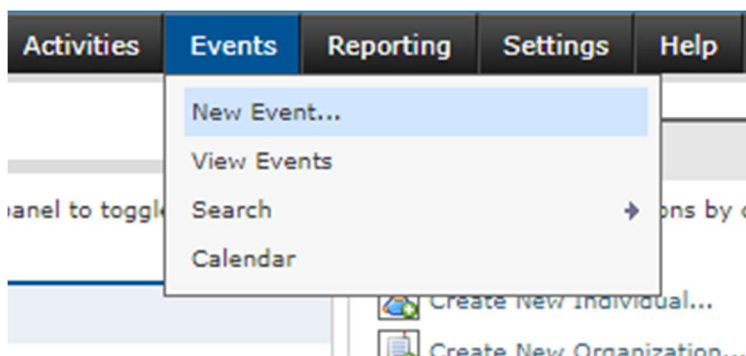


CREATING AN EVENT IN ARISTOTLE 360

Creating an Event in Aristotle 360

This document guides users on how to create an event in Aristotle 360. Creating events allows users to track the performance of a specific fundraising event. Tracking includes financial performance for receipts and pledges and attendees for your fundraising events and phone banks.

1. To create an event in Aristotle 360, go to the Events tab and click “New Event.”
2. Fill in the Event Title using the following naming scheme: Rec Year – State Abbreviation – Local Name Phone Bank or Event E.g., 2022 NE Phone Bank
3. Fill in the event in the Start Date/Time and End Date/Time fields (you can always change the date).
4. Select your state’s event program (in the field across from Event Title) for NAR major investor events. E.g., 2022 NE Event Program
5. Select the “Event Details” Dropdown and then choose your State using the state selector under Event details and location. The click save and close.



Event:

New Event Save Save and Close Close/Cancel

Basic Information

Event Title: 2022 NE Phone Bank 2022 NE Phone Bank Progr

Start Date/Time: 9/19/2022 9:00 AM Contact Person:

End Date/Time: 9/19/2022 9:00 AM Contact Phone:

Description:

Event Details (Click to Expand/Hide)

EVENT LOCATION DETAILS

Address Line 1:

Address Line 2:

Address Line 3:

City:

State / Zip: NE /

Fax:

Email:

Notes:

6. To find your event again, go to Events>View Events. If your event does not appear in the list of events, change the from date in the Date Range

The screenshot displays the 'Events' section of a software application. At the top, a navigation bar includes tabs for Search, Fundraising, Advocacy, Regulatory, Arena 360, Bills and Votes, Leg. Organization, Activities, Events, Reporting, and Settings. The 'Events' tab is active, and a dropdown menu is open, showing options: 'New Event...', 'View Events' (highlighted), 'Search', and 'Calendar'. Below the navigation bar, the 'Events' section contains a 'Search for existing events' form with fields for 'Event Title', 'Contact Person', 'City', and 'State' (set to 'All'). A 'Date Range' section includes 'From' and 'To' date pickers, with 'From' set to '8/19/2022'. 'Reset' and 'Search' buttons are at the bottom of the form. To the right of the search form, a sidebar contains links: 'Create New Individual', 'Create New Organization', 'Create New Committee', and 'Create New Event...'. Below the search form, the 'Available Events' section states 'Below is a listing of your available events. Open the event edit screen by clicking on the row of your choosing.' It shows 'Number of selected events: 97' and a search bar. A table lists the events:

Event Title	Start Date	Time	Contact Person	City
2022 IN GNIJAR Major Investor Dinner	08/19/2022	09:00 AM	Joseph Wszolek	Chesterton
2022 IN GNIJAR Major Investor Dinner	08/19/2022	09:00 AM	Joseph Wszolek	

