

# About events

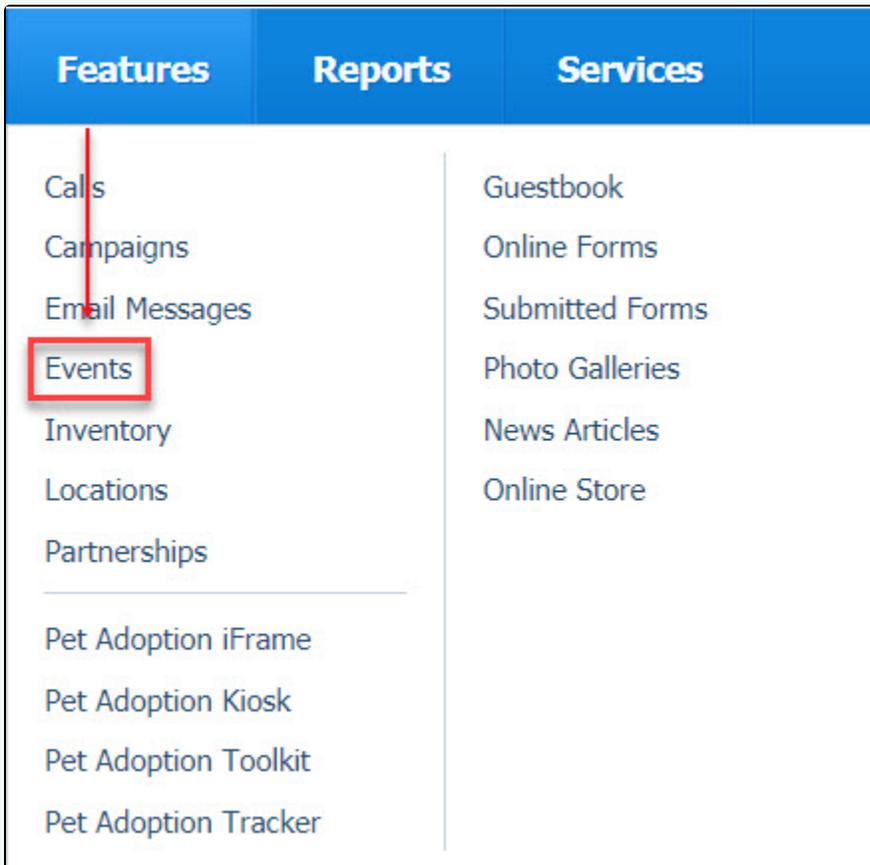
An event is any occasion your organization attends. You might bring animals to an event, for instance, at your local pet store regular weekly adoption day, or a special adoption event, or an event might simply be a fundraiser for the non-furry members of the organization. With the **Events** feature, events can be tied to other features. For instance, you can use the settings to select an option to display your event on your RescueGroups.org website home page. You can use both the **News** feature and the **Email Marketing Service** to publicize your event.

With both the **Data Management Service** and the **Website Service**, you can track events and which animals attend each.

The **Events** feature is closely tied to the animal and contacts meet requests and to the **Locations** features. Events require a **Location**. Requests for meetings with an animal require an **Event**. You can find meeting requests for an animal both on the animal's page and on the contact's page. All of these features can be tied together to give you a robust way to publicize events, promote adoptions, and easily ensure animals that specific people want to meet are available.

## ✔ Where do I find it?

You can find the [Events](#) page by going to [Features > Events](#).



### On this page:

- [Enabling Events](#)
  - [Adding a single Event](#)
  - [Adding a recurring Event](#)
  - [Adding locations](#)
  - [Editing an event](#)
  - [Deleting an event](#)

### Related pages:

- [Adding animals to events](#)
- [About the events calendar](#)
- [Tracking your events](#)

The following actions are available for Events with the specified service and user roles:

Action	Description	Services	User Roles
View	Able to view Events	Data Management Web Site Service	Any (Volunteer)
Add	Able to add Events	Data Management Web Site Service	Event Admin
Copy	Able to copy Events	Data Management Web Site Service	Event Admin
Edit	Able to edit Events	Data Management Web Site Service	Event Admin
Delete	Able to delete Events	Data Management Web Site Service	Event Admin

It's easy to create an **Event** when your organization is having a fundraiser or adoption day. You can even include a map to the event in the announcement of your event.

**i** Remember before you can use the **Events** feature, you must enable the use of the feature. See below. In addition, you may want to read these chapters to enable features that allow website visitors to request to meet specific animals:

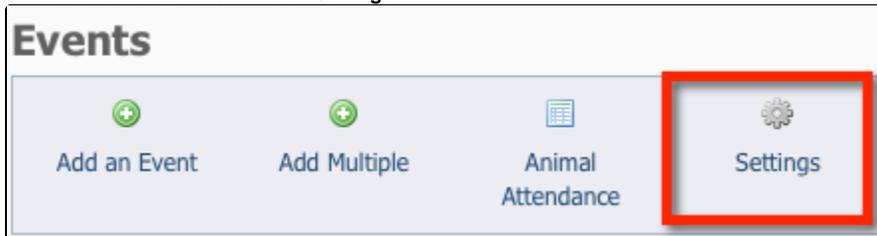
- [About animal meet requests](#)
- [About contact meet requests](#)

## Enabling Events

If you have not yet done so, enable the **Events** feature before setting up an event. To enable the use of the **Events** feature:

**i** Note that you can select a map service for your visitors at the same time you enable an event. See step 2 below. You can also come back to do that at another time. See the chapter [About Locations](#) for additional information about using the map service with your event.

1. Go to **Features > Events** and click **Settings**.



2. Click the **Yes** radio button under **Enable the Events feature**. Note that you can select a map service at the same time you enable the **Events** feature. Simply tick the radio button for the map service you want to use. This map service selection is used in conjunction with the location for the

event. When visitors read about an event, they have the option to check its location with the map service you just selected. See below for information about [Adding locations](#).

The image shows two screenshots of the 'Update Events Settings' form. The left screenshot has a red box around the text 'Enable the Events feature'. In both screenshots, the 'Map website to use with the Events feature' section has 'Google' selected. The right screenshot shows 'Yes' selected for 'Enable the Events feature'.

3. To specify which online **mapping service** you would like to use, select by ticking the appropriate map radio button:

- Google
- MapQuest
- Yahoo
- Disable (do not offer a map service)

4. Click **Save**.

Every event must have a **Location**. See below for information about [Adding Locations](#).

## Adding a single Event

To add a single event, such as a fundraiser or an adoption event:

1. Click **Add an Event**.

A form opens which allows you to disseminate details about the event.

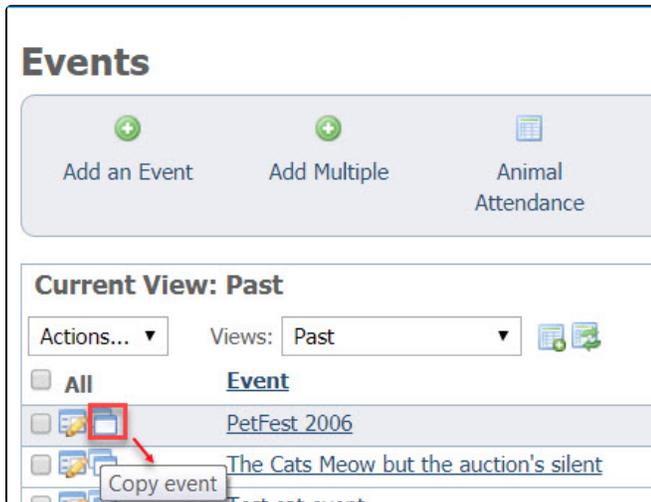
The 'Add an Event' form contains the following fields and options:

- Name\*: Animal adoptions
- Location\*: Choose one... (dropdown menu)
- Start Date/Time\*: (calendar icon)
- End Date/Time\*: (calendar icon)
- Web address: (text input)
- Description: (rich text editor with toolbar)
- Species attending:  Cat,  Dog
- Buttons: Select All | Unselect All
- Footer: Cancel | Save Event

2. Name the event using a name that is meaningful to you, such as *Murry's Pet Store* or *Annual Fundraiser 2019*.

3. Select the event location from the drop-down list. If you don't have any **Locations** saved, click the green plus sign  next to the arrow to add a location. See below for information about [Adding locations](#). For detailed information about using **Locations**, see the chapter [About Locations](#).
4. Use the calendar icons to choose a start date and time and an end date and time.
5. If the location has an address on the Web, include the website URL, if pertinent.
6. Use the WYSIWYG editor to add a description for the event. You can use this description area to add photos and video. See the chapter, [Using the editor](#) for details about how to use the editing function.
7. Check the checkboxes for the species attending the event. You must tick off all the species which might be attending the event in order to add those animals to the event. For instance, if you are a cat rescue but have a few adoptable dogs and one of them will be at the event, make sure you tick off cats and dogs.
8. Save the **Event**.

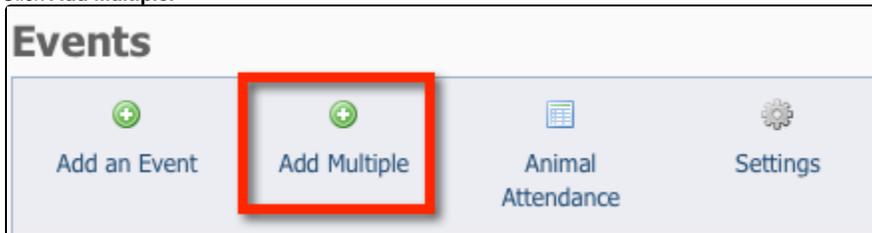
You can add either a single event or a recurring event. You can also copy an existing event by clicking the **Copy** icon next to that event in the list of events (Find at **Features > Events**). You can then make changes to the copied event to create a new event. This is useful when, for instance, you do adoptions at different pet stores, so the information is the same but the day and location are different.



## Adding a recurring Event

To add a recurring event, such as weekly adoption days at the same local pet store:

1. Click **Add Multiple**.



2. Complete the **Event** fields as described above in [Adding a single event](#).

3. For a recurring event, select the day of the month and the number of events to create.

**Add Multiple Events**  
« Events

Name \*

Location \* Choose One...

Start Time 1 : 00 AM

End Time 1 : 00 AM

Schedule First  
Monday of the next  
1 month(s)

Event URL

Description

Species Attending  Cat  Dog  
[Select All](#) | [Unselect All](#)

4. Once you have entered the event information, click **Save Event**. After you add a recurring event, a new event will be added for each occurrence of the event.

## Adding locations

When you add an **Event**, you can specify the **Location** of the event by using the drop-down list of all the locations you've added to your account (Find at **Features > Locations**). You can click the plus sign to add a new location if needed.

**Add an Event**  
« Events

Name \*

Location \* Choose one...

Start Date/Time \*

End Date/Time \*

Web address

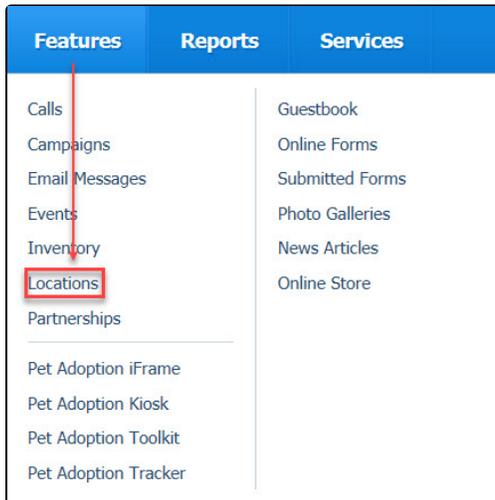
Visitors to the website will be able to find a map to the location address you have entered with the map service you selected above. Learn more about **Locations** in the chapter [About Locations](#).

You can add a **Location** from the **Home** page of your account using the **Quick Links**.

**Quick Links**

- [Add an Animal](#)
- [Search Animals](#)
- [Add a Contact](#)
- [Search Contacts](#)
- [Add a Volunteer](#)
- [Add a Location](#)
- [Add an Event](#)
- [Add an Adoption](#)
- [Reports](#)

You can also add a location from **Features > Locations**.



Using either method, a form for the location opens.

A screenshot of the 'Add a Location' form. The form has a title 'Add a Location' and a back link '< Locations'. The form fields are: Name \* (text input), Web address (text input), Street address (text input), City (text input), State/Province (text input), Postal Code \* (text input), Country (dropdown menu with 'United States' selected), and Phone (two text inputs separated by an 'x'). At the bottom, there are buttons for 'Cancel', 'Save Location', and a checkbox for 'Add Another'.

Fill out the form:

1. Enter the name of the location, such as *Humble Road PetSmart store*.
2. Enter the URL to the location, if any.
3. Enter the street address, including city, state, and zip code. The country field should be filled out for you.
4. Enter a contact phone number. This might be the phone number of the location itself, or the phone number of a volunteer.
5. Click **Save Location**. If you are adding more than one location, check the box for **Add Another**.

## Editing an event

You can edit an event by clicking **Edit** from the **Actions** list next to the event in the event list. See the illustration below. When you open the form to edit, it looks just like it did when you added the event, simply correct or change what you like and save the result.

## Deleting an event

You can delete an event by clicking **Delete** from the **Actions** list next to the event from the event list.

The screenshot shows the 'Events' management interface. At the top, there are four buttons: 'Add an Event', 'Add Multiple', 'Animal Attendance', and 'Settings'. Below this is a section titled 'Current View: Past'. On the left, there is a dropdown menu labeled 'Actions...' with a red box around the 'Delete' option. To the right of the dropdown is a 'Views:' dropdown set to 'Past'. Below these are two event entries: 'PetFest 2006' and 'The Cats Meow but the auction's silent'. Each entry has a small icon with a red box around it, indicating the 'Delete' action.

## Popular Questions

Topics:

- [animals](#)
- [events](#)
- [event](#)
- [animal](#)

1. 0 votes

### [Linking support for an animal to payment](#)

- 0 answers
- [Andrea Homan](#)
- Apr 24, 2024
- [animals](#)

2. 0 votes

### [How do I get my listings to automatically feed to Facebook?](#)

- 2 answers
- [Jennifer Myers](#)
- Mar 20, 2024
- [animals](#)
- [website](#)
- [exports](#)
- [facebook](#)
- [iframe](#)

3. 0 votes

### [How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?](#)

- 4 answers
- [Whiskers & Tails Rescue Foundation](#)
- Sept 21, 2023
- Space: [Website Service Guide](#)
- [website](#)
- [exports](#)
- [animals](#)
- [toolkit](#)

4. 0 votes

### [Requests](#)

- 0 answers
- [Anita Lowman](#)
- Feb 19, 2024
- [requests](#)

- [animals](#)

5. 0

votes

### **Add a mixed breed choice for dogs**

- 1 answer
- [Richard \[RG\]](#)
- Feb 27, 2014
- [requests](#)
- [animals](#)
- [breeds](#)
- [exports](#)

6. 0

votes

### **My Animal List is empty**

- 2 answers
- [Tammy Mullins](#)
- Feb 06, 2024
- [animals](#)

7. 0

votes

### **Change default location to "no"**

- 1 answer
- [Alana Woodbury](#)
- Jan 22, 2024
- [animals](#)
- [exports](#)

**Have a question about this topic?**