



- "Together We Connect ... Our Community"

Knights Communication Event Creation

Email: info@4KofCByKnights.org

Website: 4KofCByKnights.org



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KC COMMUNITY (KC-EPCS)

The site to Remember:

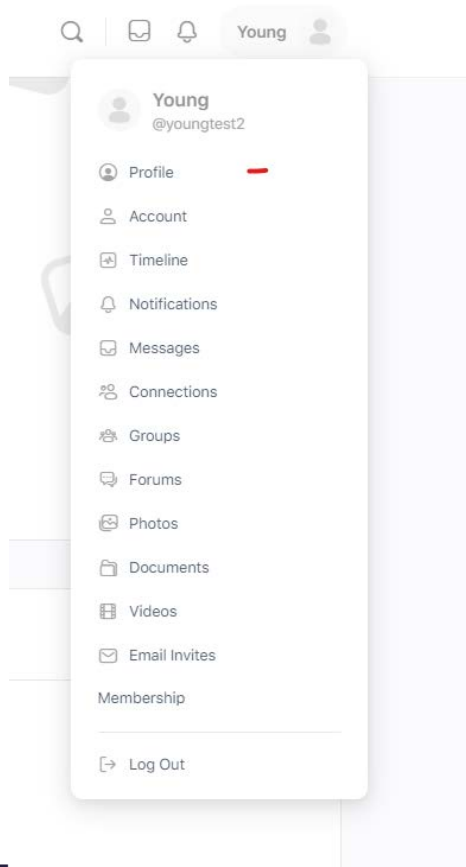
<https://www.kofccommunity.org/>

<https://kofcchap6ca.org/kc-digital-app/>

How To Documentation:

<https://www.kofccommunity.org/try-us>

Personal Web Event Creation



- Select your account, and profile, then edit.



Young Member
@youngtest2 • Joined Sep 2021 • Active now
1 follower 1 following

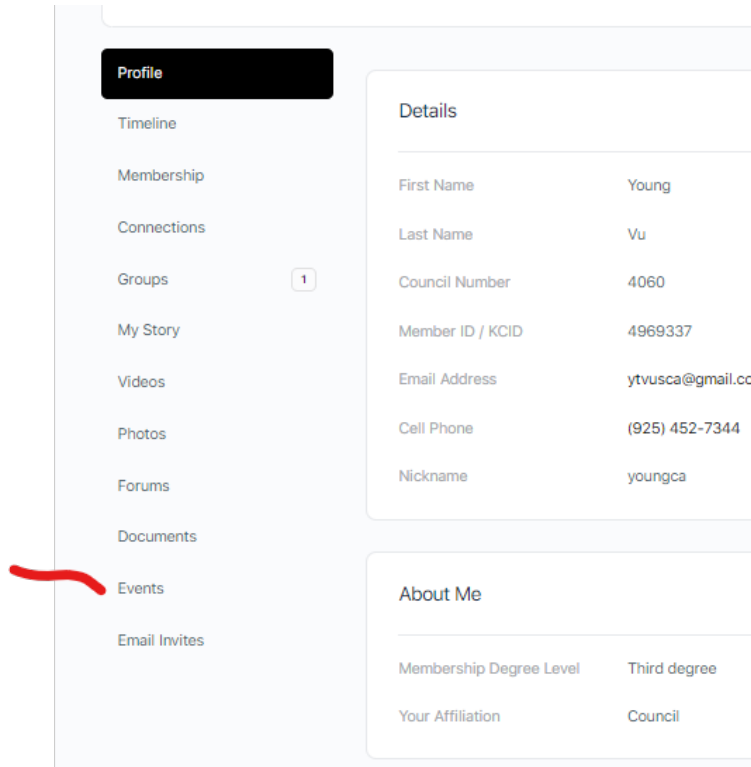
- Profile**
- Timeline
- Membership
- Connections 2
- Groups 4
- My Story 2
- Videos
- Photos
- Forums
- Documents
- Email Invites

Details Edit

Council Number:	12536
First Name:	Young
Nickname:	youngtest2
Last Name:	Test
Email:	test@test.com
Membership Degree Level:	First degree
Member Since:	01/01/2032



Scroll down to Events



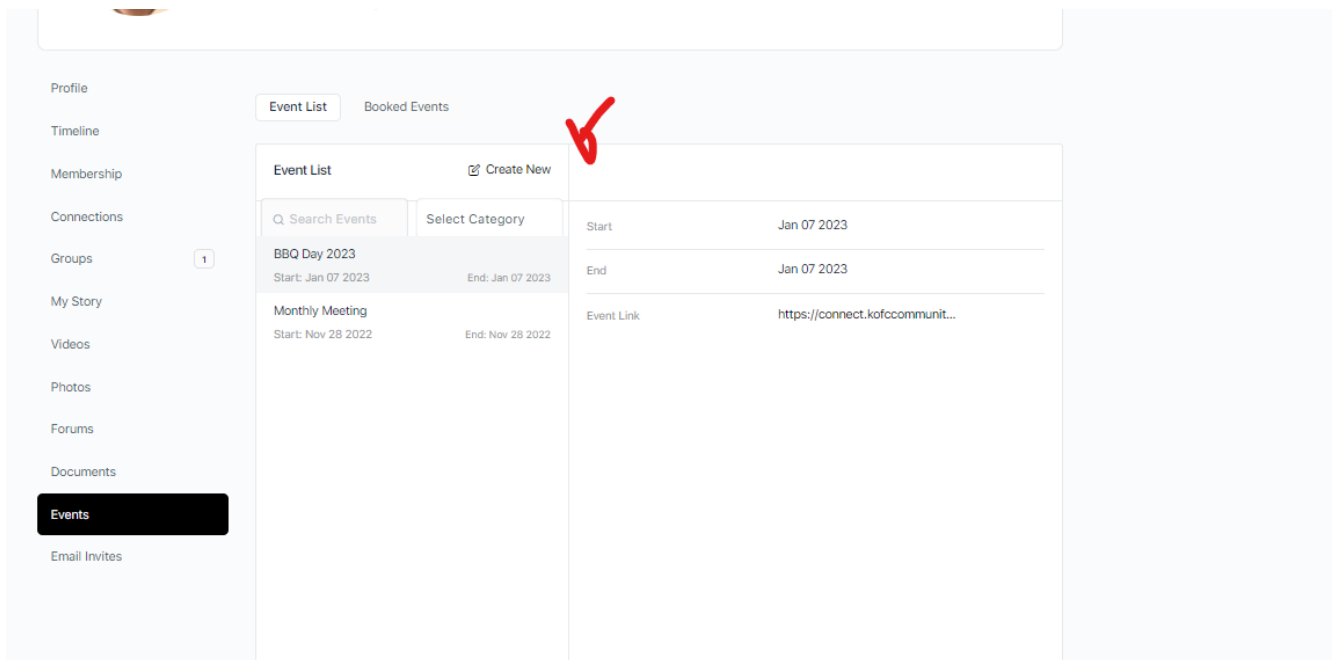
The screenshot shows a user profile page. On the left is a vertical sidebar with menu items: Profile, Timeline, Membership, Connections, Groups (with a '1' badge), My Story, Videos, Photos, Forums, Documents, Events (highlighted with a red bracket), and Email Invites. The main content area is divided into two sections: 'Details' and 'About Me'. The 'Details' section contains the following information:

First Name	Young
Last Name	Vu
Council Number	4060
Member ID / KCID	4969337
Email Address	ytvusca@gmail.com
Cell Phone	(925) 452-7344
Nickname	youngca

The 'About Me' section contains:

Membership Degree Level	Third degree
Your Affiliation	Council

Select "Create New"



The screenshot shows the 'Event List' page. The left sidebar is the same as in the previous image, but 'Events' is now highlighted with a black background. The main content area has two tabs: 'Event List' (active) and 'Booked Events'. A red checkmark is placed over the 'Create New' button in the top right of the 'Event List' section. Below the tabs, there is a search bar and a 'Select Category' dropdown. The event list contains two entries:

Event Name	Start	End	Event Link
BBQ Day 2023 Start: Jan 07 2023 End: Jan 07 2023	Jan 07 2023	Jan 07 2023	
Monthly Meeting Start: Nov 28 2022 End: Nov 28 2022			https://connect.kofccommunit...

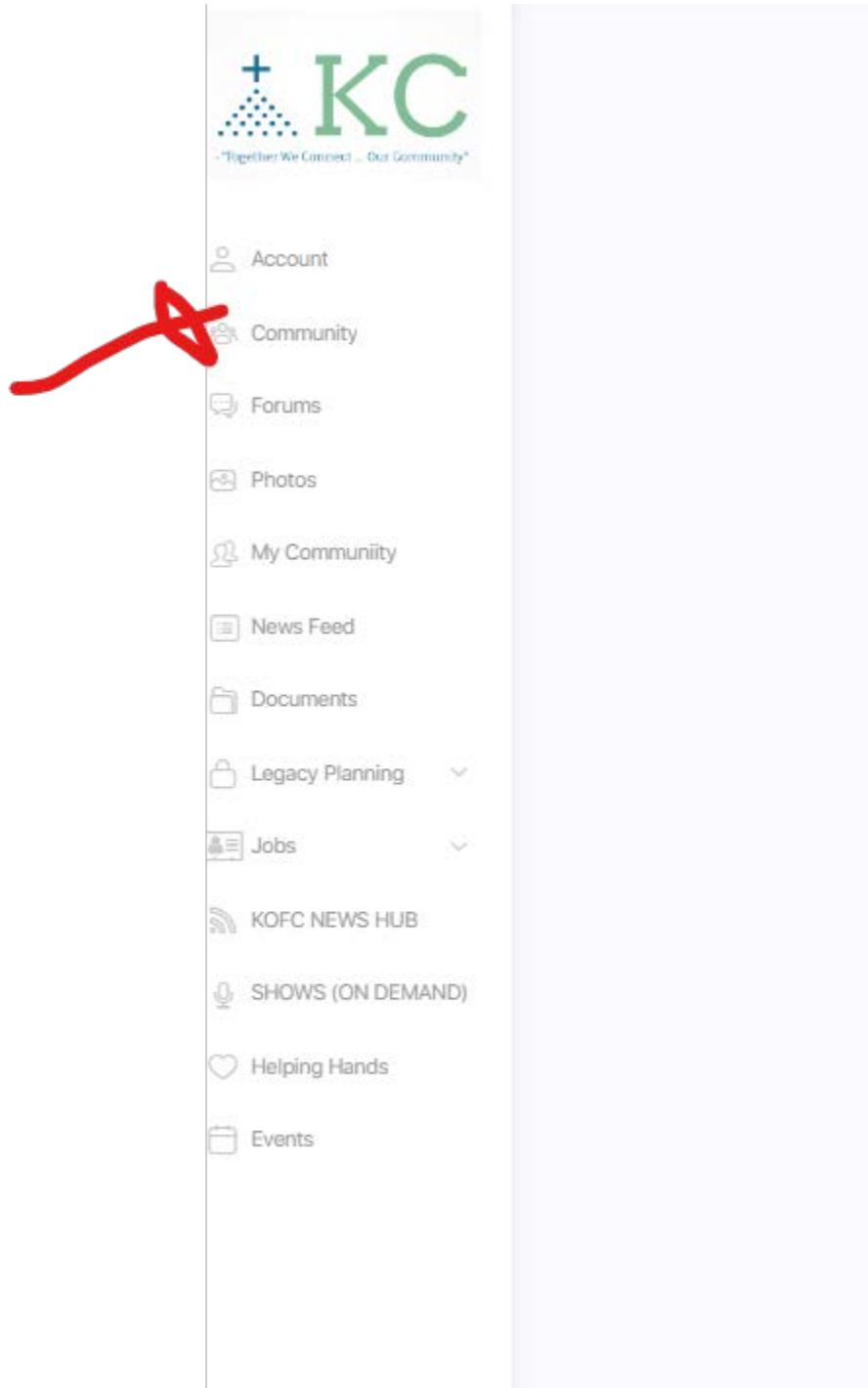


Follow the prompts:

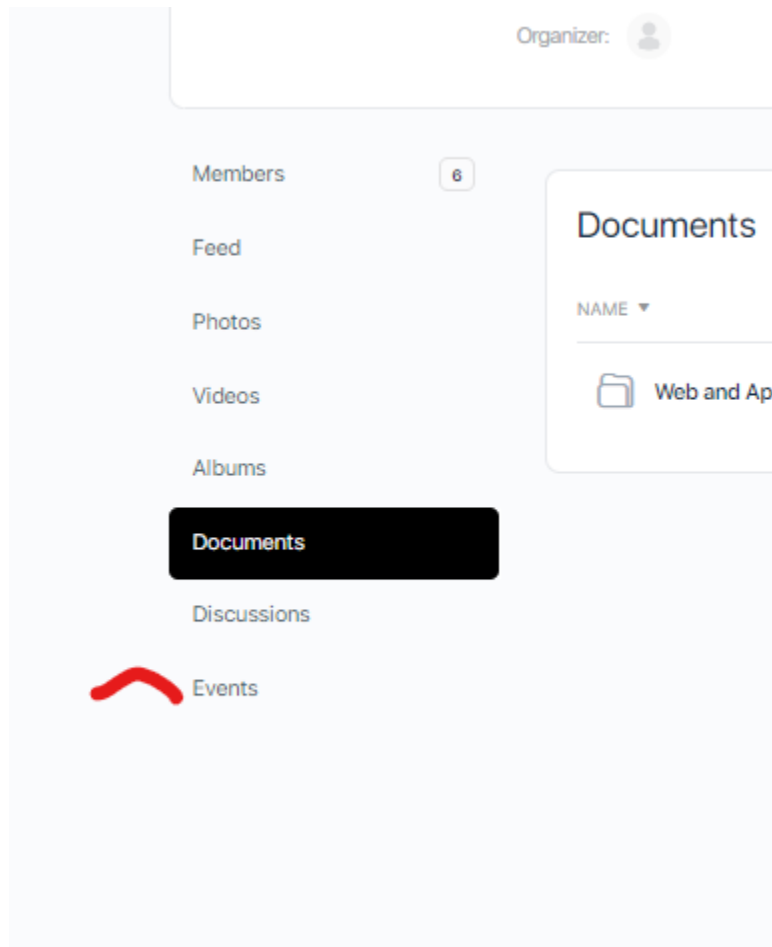
The screenshot displays a user interface for managing events. On the left is a vertical sidebar with navigation options: Profile, Timeline, Membership, Connections, Groups (with a '1' notification), My Story, Videos, Photos, Forums, Documents, **Events** (highlighted in a black box), and Email Invites. The main content area is titled 'Event List' and includes a 'Create New' button. Below this are search and filter options: 'Q Search Events' and 'Select Category'. A list of events is shown, including 'BBQ Day 2023' (Jan 07 2023 - Jan 07 2023) and 'Monthly Meeting' (Nov 28 2022 - Nov 28 2022). To the right is a form for creating a new event, divided into sections: 'Title *' (with a text input), 'Event Links' (with a text input for 'Event Link' and a note: 'If you fill it, it will replace the default event page link. Insert full link including http(s)://'), 'More Info' (with a text input for 'More Information' and a 'Current Window' checkbox), 'Date And Time' (with 'Start Date' and 'End Date' fields, each containing a time picker set to 8:00 AM), and 'Event Cost' (with a 'Cost' input field and a checkbox for 'Show the minimum price based on tickets'). A red arrow points to the right side of the form area.

Community / Group via the Web Event Creation

Select Community, the community



Scroll down to the Event



Then select “Create New”, then follow the prompts to create an event.

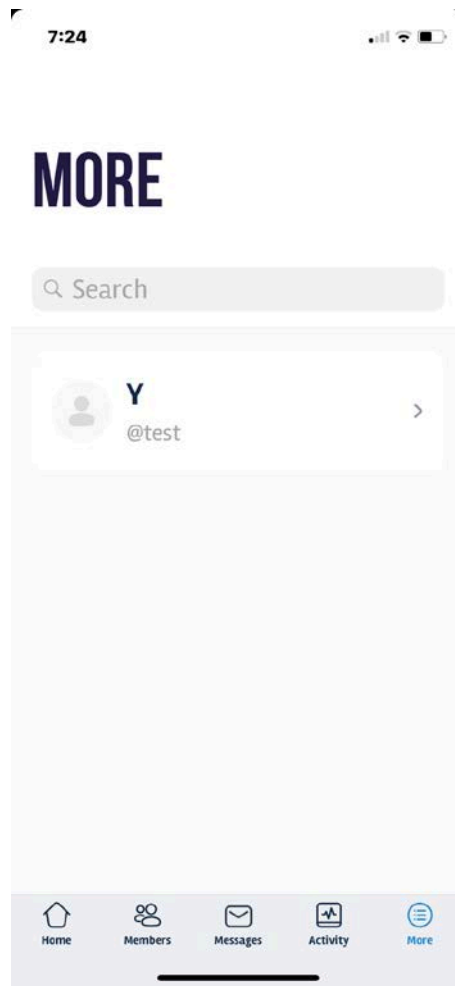
The screenshot shows the 'Resources' page with a sidebar on the left containing navigation options: Members, Feed, Photos, Videos, Albums, Documents, Discussions, and Events (highlighted). The main content area features a 'Resources' header with a 'Create New' button. Below this is a table of events, with one event titled 'test event' having a start date of Nov 14 2022 and an end date of Nov 21 2022. To the right of the table is a form for creating a new event, including an 'Assign To Group' dropdown menu (set to 'KofC Web and App Resources'), an 'Assign' button, and fields for 'Start' (Nov 14 2022), 'End' (Nov 21 2022), and 'Event Link' (https://connect.kofccommunit...).

This screenshot provides a detailed view of the event creation form. It includes a 'Title' field, a rich text editor with various formatting options, and a 'Date And Time' section with 'Start Date' and 'End Date' pickers and time selection (AM/PM). The 'Event Links' section contains an 'Event Link' field with a placeholder and a note: 'If you fill it, it will replace the default event page link. Insert full link including http(s):/'. Below this are 'More Info' and 'More Information' fields, and a 'Current Window' dropdown. The 'Event Cost' section has a 'Cost' field and a checkbox for 'Show the minimum price based on tickets'. A 'Featured Image' section is partially visible at the bottom.

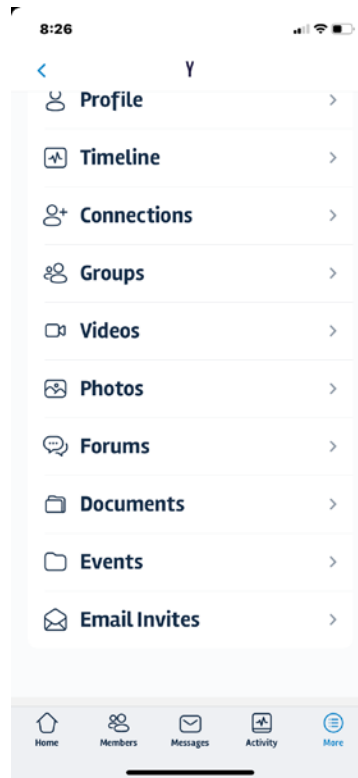


Personal Mobile App Event Creation

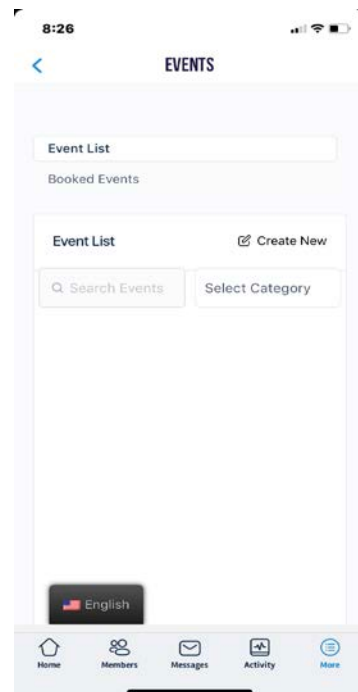
Select your profile account



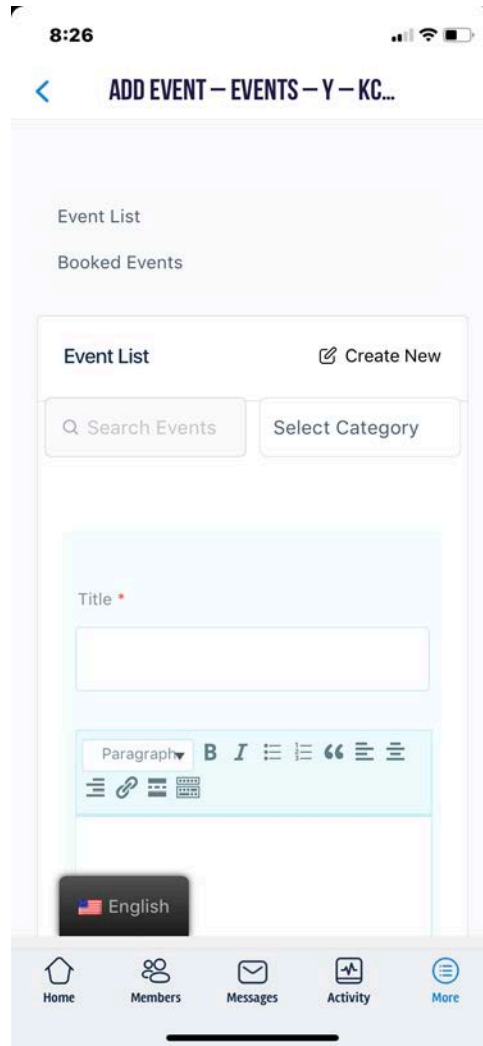
Then scroll down to **Event**



Select **Event**, then select **Create New**



Complete the required data fields.

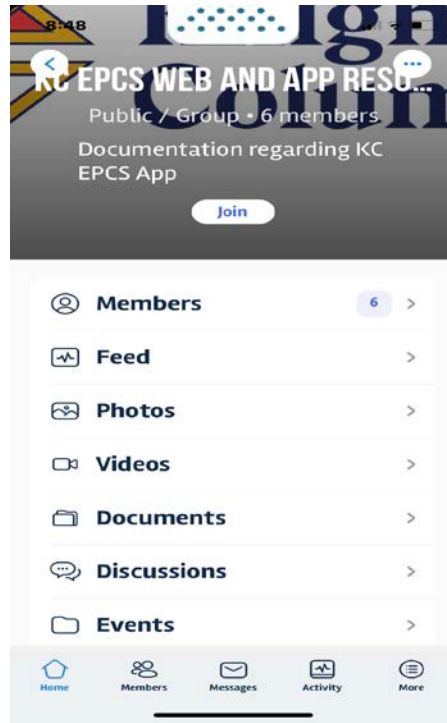


Community Mobile App Event Creation

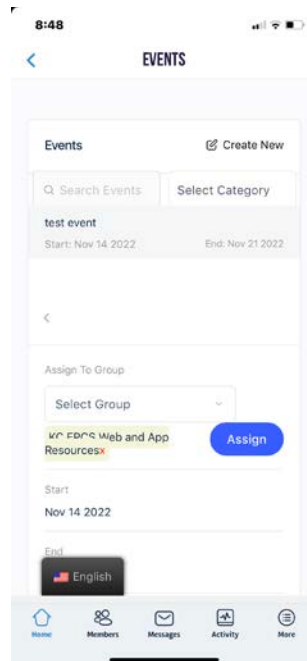
Select the desired Community / Group



Then Scroll down to **Events**



Then Select **Create New**, then complete the required data fields.



Complete the required data fields.

