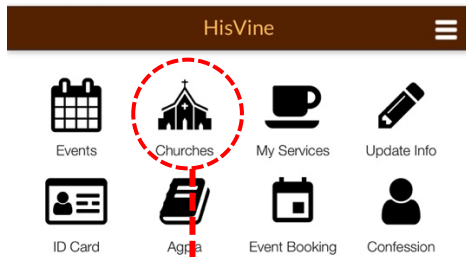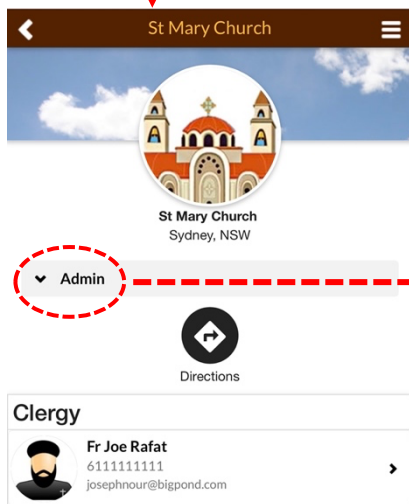# Managing Events in HisVine
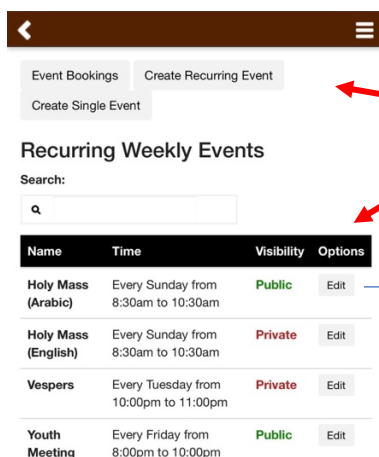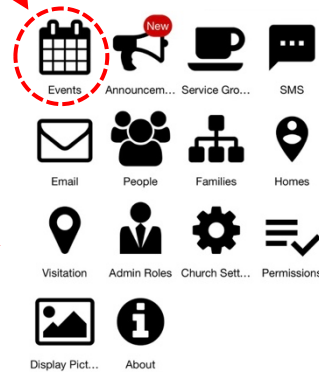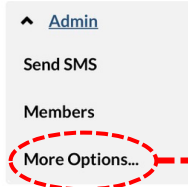

(1) When you first login to HisVine you will see your personal homepage.

(2) To access the Admin features, click on the Churches icon, you will see your church listed below. Click on your church's icon.

(3) Click on the Admin menu link. Then click on 'More Options'. From the Admin function icons, select "Events".

(4) In the Admin Events screen, you will see a list of all the events. At the top you will see links to manage event bookings or create a new event (recurring or single event).

Name	Time	Visibility	Options
Holy Mass (Arabic)	Every Sunday from 8:30am to 10:30am	Public	Edit
Holy Mass (English)	Every Sunday from 8:30am to 10:30am	Private	Edit
Vespers	Every Tuesday from 10:00pm to 11:00pm	Private	Edit
Youth Meeting	Every Friday from 8:00pm to 10:00pm	Public	Edit

Note 1: to edit the event details select Edit. If you want to remove an event, at the bottom of the edit page you can choose to delete the event.

Note 2: A 'Private' event can only be seen by your church congregation. A 'Public' event can be seen any all HisVine users, they can also register to attend the event at your church.

Managing Events - New Features

Bulk Edit of Attendee List

When you select 'Event Bookings' it will list all the upcoming events as before, with a new feature that allows you to Edit Attendees.

You can remove an attendee by clicking on the 'x' next to their name.

To add an Attendee, start typing their name in the empty space. Matching records will appear below. Select the correct member from this list.

Remember to click 'Save' when done

WARNING!
This feature allows the church Admin to bypass the normal members self-registration process. It must be used with discretion and within strict ethical guidelines, such that it must not be used to give unfair advantage for certain people or groups over others. Persons who have registered must not be removed without their prior consent.

Send SMS to Attendees

If a change is to be made to an event, such as the event is cancelled, then the Admin can send an SMS to everyone who registered to attend that particular event.

Write your message here. Then click Send

Note: HisVine will automatically send event reminder SMS messages to registered attendees prior to the event.
This feature is only used if the Admin needs to notify registered attendees of an urgent change to the event.