

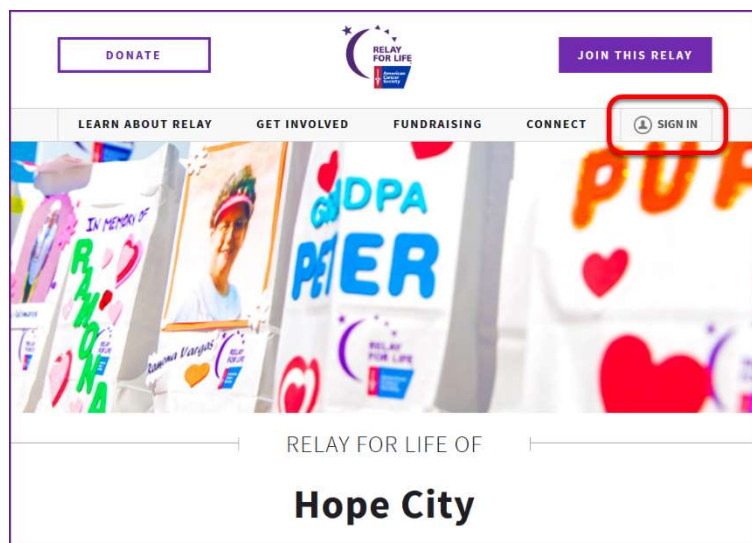
THE EVENT MANAGER EXPERIENCE

Chapter 1: Access the Event Management Tools

- [Log in as Event Manager](#)
- [Event Manager View of Website](#)
- [Access the Event Management Center](#)
- [Access Website Editing Tools](#)

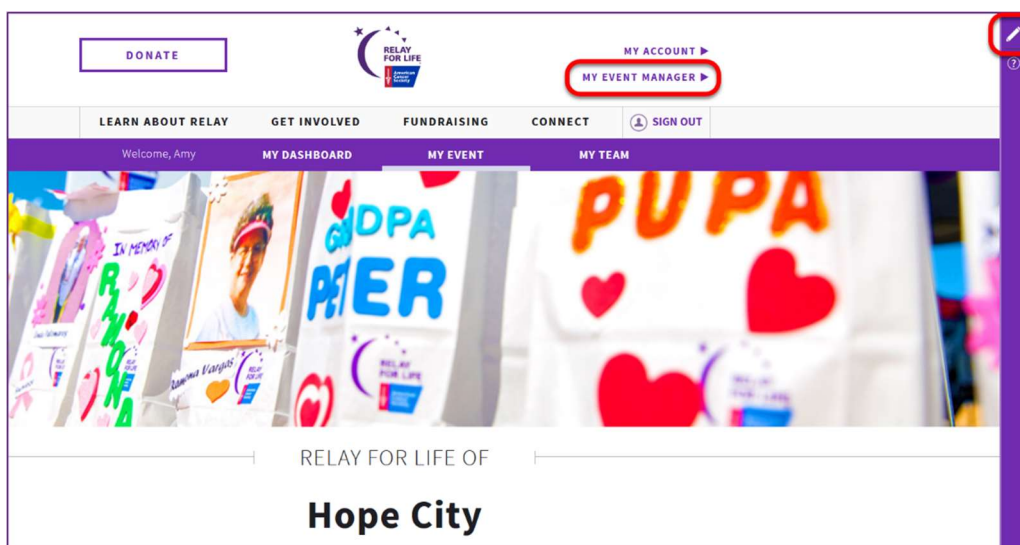
Log in as Event Manager

1. Visit your event website
 - a. **Existing Staff/Volunteers:** Your log in information will be the same as it was in prior years. **Note:** *It will be the same for all events you manage*
 - b. **New Staff/Volunteers:** See [Appendix A](#) for EMC access instructions.
2. Click on the **Sign In** link in the upper right-hand corner.



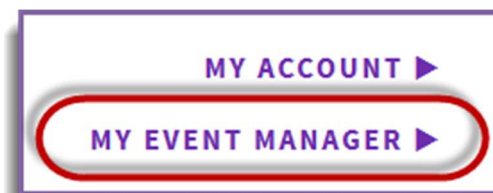
Event Manager View of Website

1. When logged in as an Event Manager, your view of the website will update to show the editable portions of your website

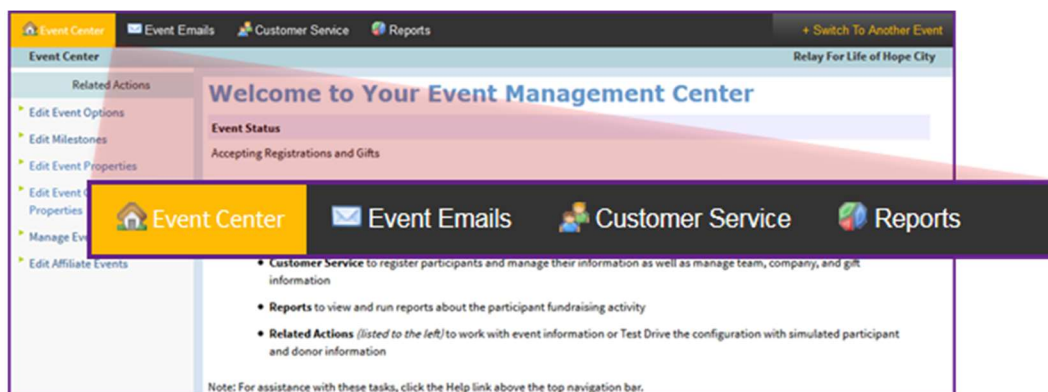


Access the Event Management Center

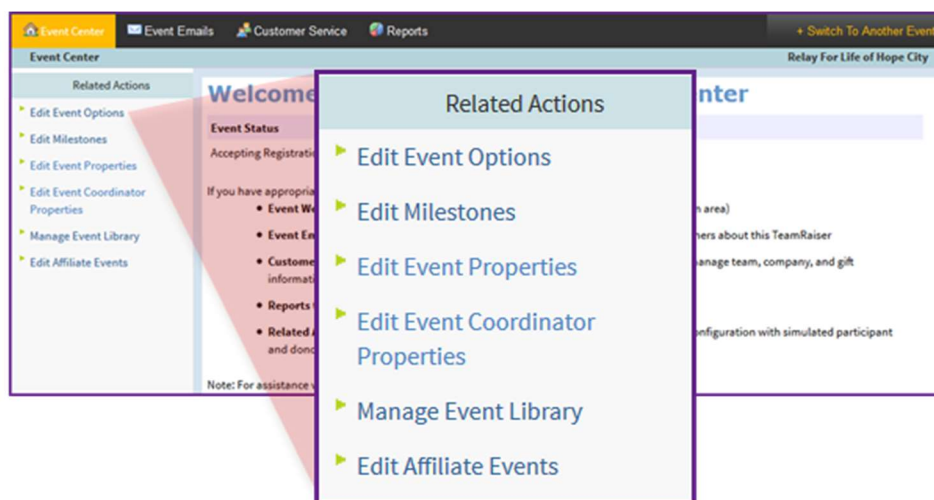
1. Click the **Event Manager** link on the top right side of the page.



2. The Event Manager Center (EMC) will appear. The EMC is divided into four sections. Upcoming chapters will dive into the sections.



3. On the left side are Related Actions associated within the particular tab you are working in.



Access the Website Editing Tools

1. Click the **Edit** pencil to open your pages for editing.

2. See [Chapter 3](#) and [Chapter 4](#) for complete steps for editing your web site content.

