Hosting and Managing your Event with the DNC

This walkthrough will help you create, manage, and promote your event using the DNC's volunteer event platform.

Step 1: Register Your Event

1. **Go to the ActionKit event creation link.**
   - For Organizing Summer Community Events, go [here.](#)

2. **Fill out the event form:**
   - **Your Contact Information:** So DNC Organizers can reach out and make sure you have what you need!
   - **Event name**: Make it clear and engaging, including the *where* and *what* of the event. (e.g., "Charlotte Community Strategy Meeting")
   - **Start date/time:** Use YOUR local time, even if this is a virtual event!
   - ✅ **Make Event Private:** By checking this box, only users who are directly invited to the event, by being sent the link, will be able to see it.
   - **Max Sign-ups:** Set a cap on how many people can register for your event. Set this number based on how many people *you* believe you can manage.
   - **Event Location:**
     i. In-Person Event: Has a physical location.
        1. **Venue:** A short name for the venue. (*This will NOT be public!*)
        2. **Street Address:** The location of the venue. (*This will NOT be public!*)
        3. *NOTE:* Attendees will only be shown the City, State, and Zip unless they register for the event.
     ii. Local Virtual Event: Is a virtual event aimed at your geographic community.
        1. **Platform:** A sentence describing where the event will be hosted.
           a. Ex. "This is a virtual event hosted on Zoom"
        2. **City, State, Zip:** This ensures that the event is listed with the proper timezone.
   - **Event Description:**
   - **Public description:** Brief, welcoming, and clear about what people can expect
     i. Example: "Join us to register voters and hold MAGA Republicans accountable. All are welcome!"
   - **Directions to the event:** Anything attendees need to know to join.
     i. Example: "Parking is available on Oak Street and 4th! Please enter

through the door on Oak street.

- ○ **Note to Attendees:** Anything else you want attendees to know!
    - i. Example: "Please bring a phone or tablet to help us register voters!"
- ○ **Agree to the event rules!**

3. **Confirm your event!**
    - ○ For the sake of security, we require that all event hosts confirm their email. After submitting your event, you will receive an email to confirm.

Confirm Your Event

Check your email at ▮▮▮▮▮▮ to finish creating your event.

Action Needed: Confirm your event! ▶ Inbox ☆

The Democrats 12:53 PM Unsubscribe •••
to me ∨

D DEMOCRATS 🔒

Thanks for setting up a "Organizing Summer Events" event. **Before anyone can sign up for your event, you'll need to click the link below to access your host tools and confirm your event.**

https://ak.democrats.org/event/organizing-summer/483981/host/?i=l.1749142406.
2592000.25433925.jFDVjB&l=1&
aktmid=tm2158560.b_yKBm&akid=
a231276704.25433925.4w75Df&t=
2&source=conf

Check your email, and click the link to confirm!

After confirming your event, it will be submitted for approval from DNC Staff.

We hope to review and approval events within 24-48 hours, but if you do not hear from us within that time please contact digitalorganizing@dnc.org.

Step 2: Manage Your Event

1. **Once your event has been approved,** you will receive an email with a link to manage the event and attendees, and the link to invite people to attend the event!

2. The **Event Tools** link is your dashboard for managing your event! Save it to your bookmarks, save the email or otherwise.

   ○ **See who has RSVP'd**
   ○ **Email attendees** reminders or updates
   ○ **Edit event details** (time, location, description)
   ○ **Mark event as "full" or "cancelled"** if needed

Step 3: After Your Event

- Go back to your host link to **mark attendance**
- Email attendees a quick **thank you + next action**
- Share highlights and photos with your organizer or on social

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Sidebar email (right column):

Your "Organizing Summer Events" event has been approved! ⯈ Inbox ☆

The Democrats 12:58 PM
to me ⌄

D DEMOCRATS 🔒

Congratulations! Your "Organizing Summer Events" event has been approved and is now open for signups!

You can start sharing your event at https://ak.democrats.org/event/organizing-summer/483981?nr=1&akid=.25433925.5GZfp3 with potential attendees.

To use your event tools, visit https://ak.democrats.org/event/organizing-summer_create/483981/host/?akid=.25433925.5GZfp3&i=l.1749142715.2592000.25433925.ea_TEl&l=1