



MOBILE DOORMAN
University

How-To Create an Event

Welcome to Mobile Doorman University

Looking to boost attendance and awareness for your resident events? Using your Mobile Doorman custom apartment app, you can publicize upcoming events and allow residents to RSVP, all from their phones. For this lesson, we'll show you how to create these events using your Mobile Doorman Dashboard

The screenshot shows the 'New Event' form in the Mobile Doorman dashboard. The form is titled 'New Event' and is located in the main content area. On the left, there is a navigation sidebar with 'Admin' selected. The form fields are as follows:

- Name:** A text input field.
- Location:** A text input field.
- Starts:** A date and time input field.
- Ends:** A date and time input field.
- Max attendees:** A text input field with a note 'leave blank if no limit'.
- Guests allowed?:** A dropdown menu with 'Yes' selected.
- Max guests per resident:** A text input field with a note 'leave blank if no limit'.
- Description:** A large text area for entering event details.
- Contact description:** A smaller text area for contact information.

Step 1: Go to manage.mobiledoorman.com

Step 2: Log in with your email address and password (*If you don't know it, click forgot password*)

Step 3: Click on *Events* in the left-hand navigation bar

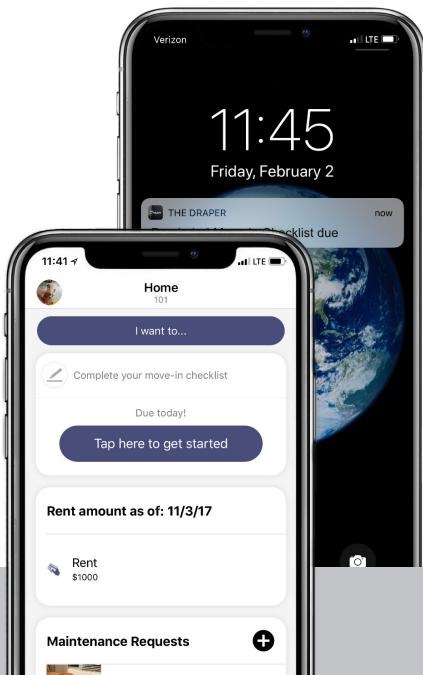
Step 4: Name your event and the location it will take place

Step 5: Set the start and end time of the event. You can restrict the number of attendees or guests that a resident can bring

Step 6: Add the details of your event in the *Description* box

Step 7: Click *Choose File* to choose a cover picture for your event. The picture format can be either JPEG or PNG

Step 8: Scroll to the bottom of the page and click *Create*



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