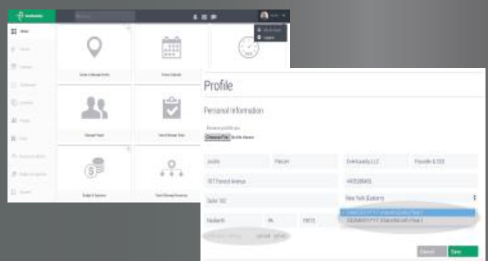
Quick Start Guide

eventuosity
plan anything. plan for everything.

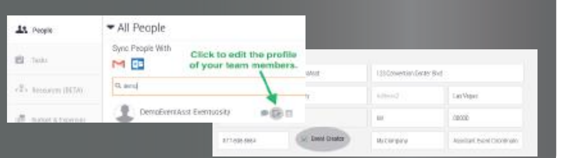
Set Up

1 Set region and notification preferences in *My Account*.



2 Click *Manage People* to sync and/or import contacts to your People database.

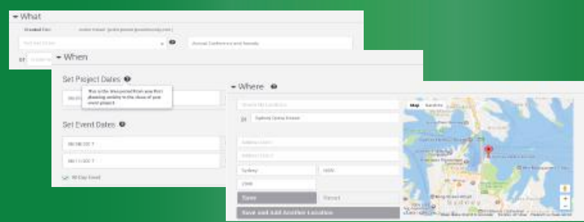
3 Assign *Event Creators* to your account (if enabled).



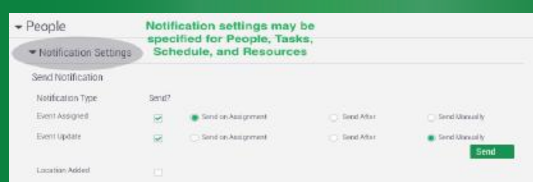
Create An Event

4 Click *Create or Manage Events* to start a new project from scratch or from a template.

5 Specify WHAT, WHEN, and WHERE of your event and your planning activity.

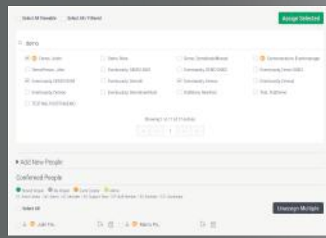


6 Set notification preferences for project assignments.

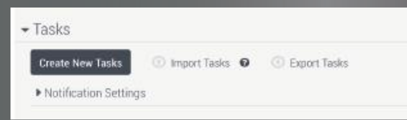


Build & Track

7 Select People and Groups to be part of your event.



8 Import Tasks, Schedules, and other event elements from old spreadsheets or build and assign new ones.



9 Use *Reports* and our mobile apps to track status and monitor performance.

For Technical Assistance and Training: eventuosity.com/support | support@eventuosity.com | +1 (877) 698-8664

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