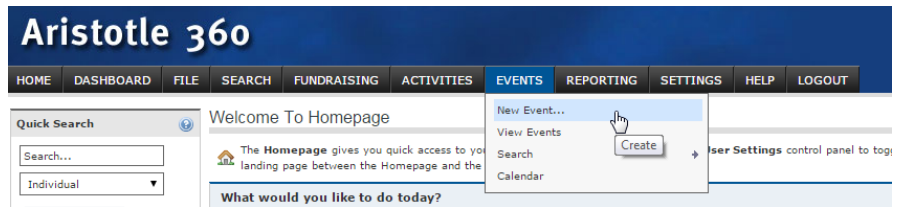
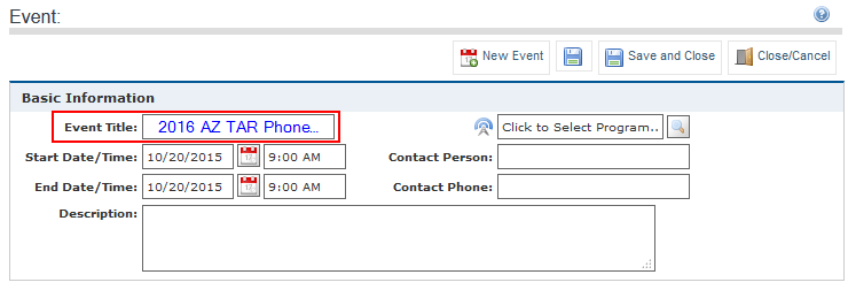


Creating a Phone Bank Event

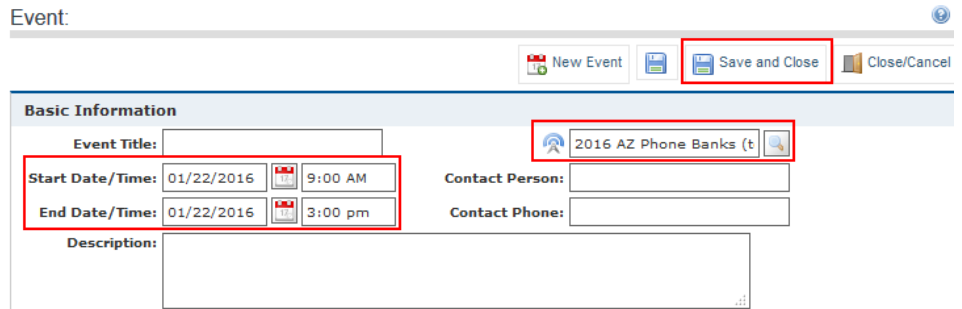
1. To create an event in Aristotle, go to the Events tab and click New Event.



2. Fill in the Event Title using the following naming scheme: Rec Year – State Abbreviation – Local Name Phone Bank E.g. 2016 AZ-Tucson Phone Bank (or 2016 AZ-TAR Phone Bank).

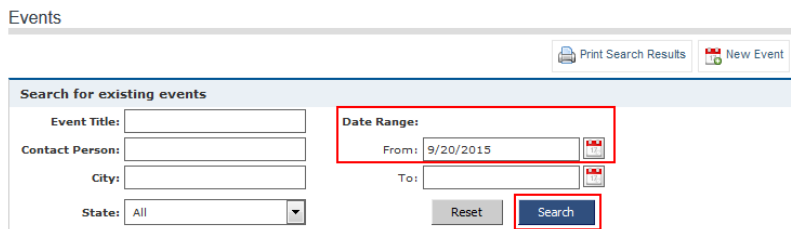
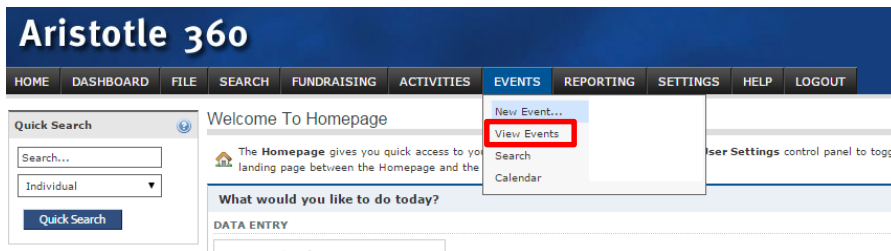


3. Fill in the phone bank date in the Start Date/Time and End Date/Time fields (you can always change the date).



4. Select your state's phone bank program (in the field across from Event Title). E.g. 2016 AZ Phone Banks. Then click Save and Close.

5. To find your phone bank again, go to Events>View Events. If your event does not appear in the list of events, change the From date in the Date Range field. Click Search.



Available Events

Below is a listing of your available events. Open the event edit screen by clicking on the row of your choosing.

Number of selected events: 5

Event Title	Start Date	Time	Contact Person	City
Realtor Expo	09/24/2015	09:00 AM	Steve Huffman	
2015 AAR Bunco Tournament	10/01/2015	09:00 AM	Kate Ligouri	
TAR Holiday Helper	10/01/2015	09:00 AM	Steve Huffman	

