

The Host Portal is a handy location to review those all important RSVPs and dietary requirements, update your fundraising page and your Feast event details.

This is easiest to do on a laptop or desktop computer.

How to log in to the Host Portal

Go to your Feast fundraising page (you can find your Feast fundraising page URL in the email that you received on registering for Feast) and click "Login" in the top right hand corner. A password will have been supplied to you by email when you signed up for Feast for Freedom, otherwise simply click "Forgot Your Password?" to resend it.

Locate and edit your Feast fundraising page

1. On your Feast Fundraising Page, click on "My Events" in the top right hand corner:

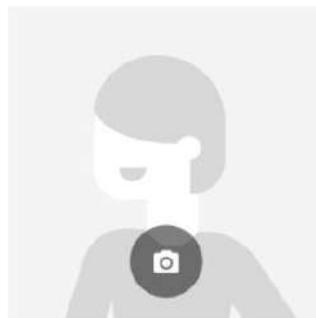


Maria Cavacchioli's Feast for Freedom

You're invited to a dinner party that makes a difference.

Feast for Freedom is a shared food experience in aid of people seeking asylum and is a delicious celebration of what unites us.

I'll be hosting a Feast and cooking recipes gifted by real people who sought asylum right here in Australia to help raise funds for the Asylum Seeker Resource Centre (ASRC).



Raised so Far

0

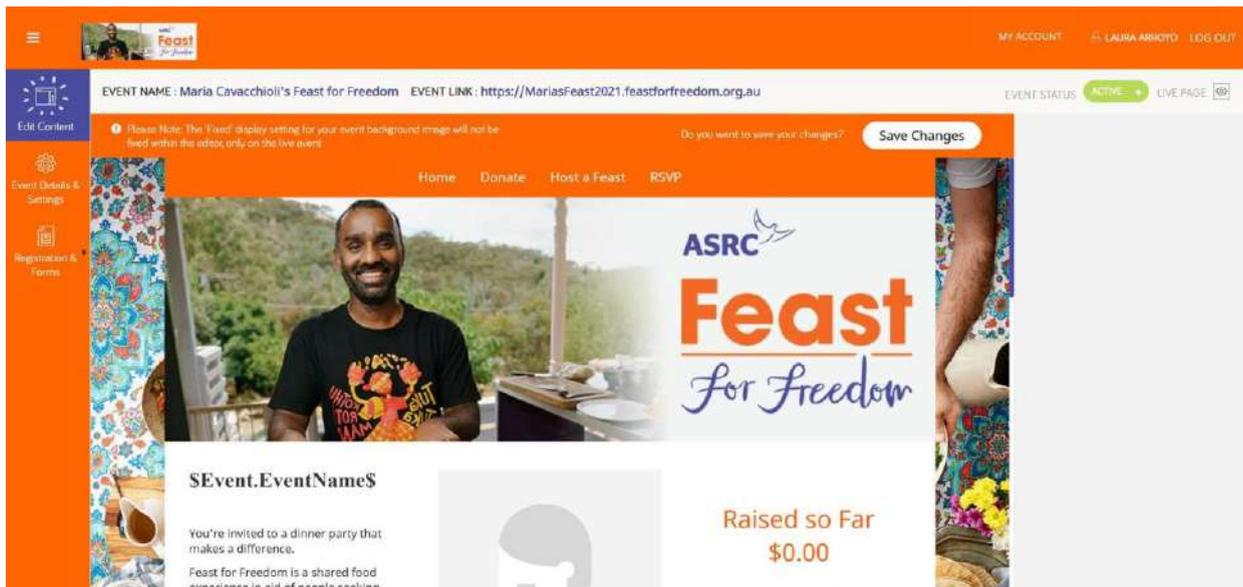


Target
\$ 470

1. You will land on a page that features your Feast. Click on “Edit” on the right hand side of the table (circled in red below).

EVENT BANNER	DETAILS	CREATED WITH	STATUS	
	<p>Maria Cavacchioli's Feast for Freedom</p> <p>DATE: 1/01/2021 12:00:00 AM</p> <p>URL: MariasFeast2021feastforfreedom.org.au</p>		<p>STATUS</p> <p><input checked="" type="checkbox"/> Active</p>	<p>Edit</p> <p>Preview</p> <p>Live</p>

Welcome to your fundraising page editor.



The screenshot shows the fundraising page editor for the event "Maria Cavacchioli's Feast for Freedom". The interface includes a top navigation bar with "MY ACCOUNT", "LAURA ARROYO", and "LOG OUT". Below this, the event name and link are displayed. A sidebar on the left contains navigation options: "Edit Content", "Event Details & Settings", and "Registration & Forms". The main content area features a banner image of a man, the ASRC logo, and the "Feast For Freedom" text. Below the banner, there is a section for the event name, a description, and a "Raised so Far" amount of \$0.00. A "Save Changes" button is visible in the top right corner of the editor area.

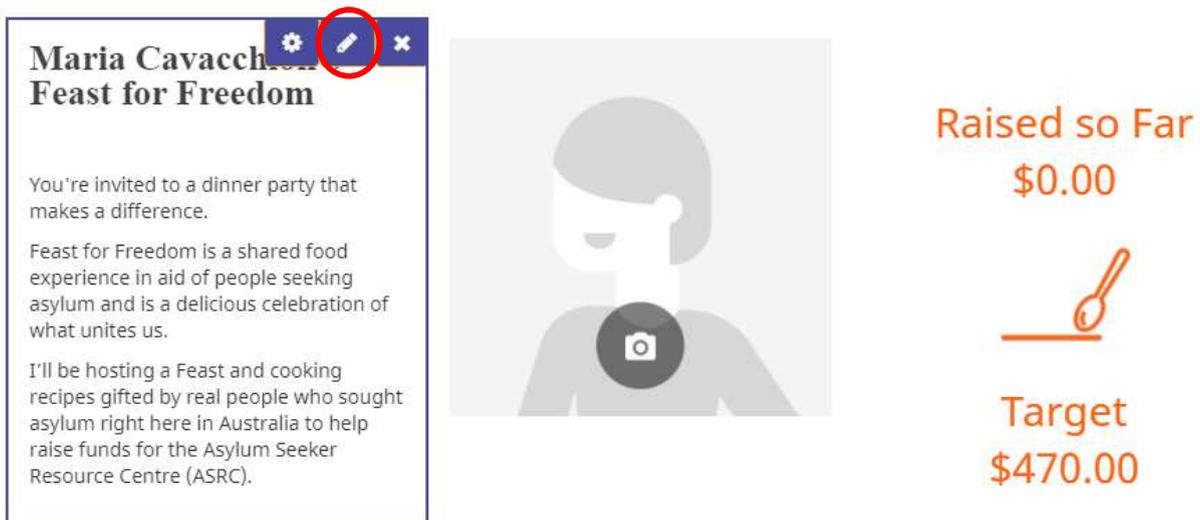
How to edit the text on your page

From here, you can personalise your page. When you hover over a section, you'll notice that you can edit it. When you see an purple border, that means you're about to edit a section.

See the purple box around the black text in the image below.

From here you can edit the bolded heading and the text on your fundraising page.

Your page is publicly viewable, so please keep that in mind when sharing personal information such as the location of your feast.



The image shows a fundraising page for Maria Cavacchi. The page title is "Maria Cavacchi Feast for Freedom". The text on the page reads: "You're invited to a dinner party that makes a difference. Feast for Freedom is a shared food experience in aid of people seeking asylum and is a delicious celebration of what unites us. I'll be hosting a Feast and cooking recipes gifted by real people who sought asylum right here in Australia to help raise funds for the Asylum Seeker Resource Centre (ASRC)." To the right of the text is a placeholder for a profile picture. Further right, the fundraising progress is shown: "Raised so Far \$0.00" and "Target \$470.00". A purple box highlights the edit icon in the top right corner of the page header.

Save your changes

Every time you make a change in the portal, be sure to save your changes by clicking the "Save Changes" button in the top right hand corner circled in blue in the image below.



The image shows a confirmation dialog box with the text "Do you want to save your changes?". A blue circle highlights the "Save Changes" button in the top right corner. Below the dialog box is a banner for "Feast For Freedom" featuring a colorful patterned tablecloth and a plate of food.

How to edit the images on your page

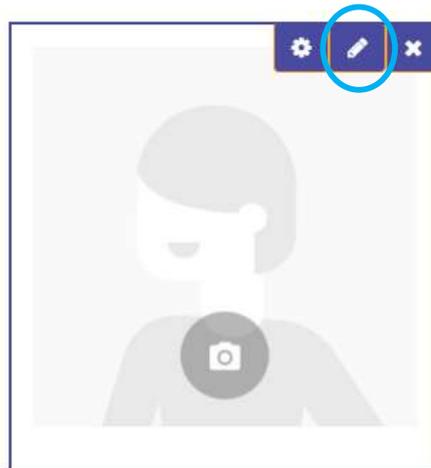
To edit your **profile picture**, locate the person icon below, hover over the image and a purple outline will appear around it. Click on the edit/pencil symbol in the top right hand corner of the box that has appeared:

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Raised so Far
\$0.00

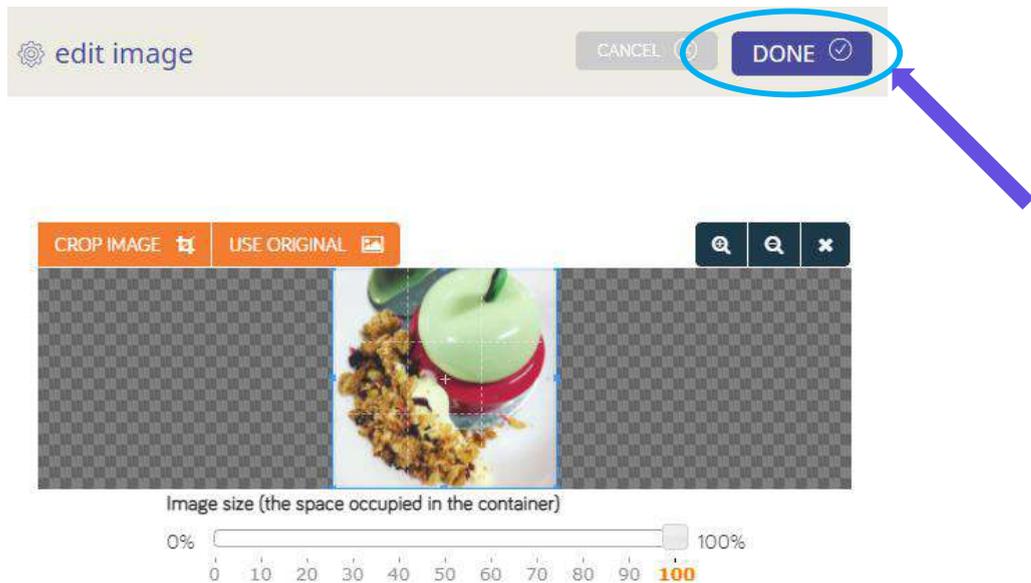


Target
\$470.00

An edit box will pop up. You can change the images by clicking the "Change Image" button shown in the image below, from there you upload your own photos.



You can crop your picture to the desired size and click DONE once you are finished:



You can also edit the **scrolling images** on the bottom of your page following the steps mentioned above.



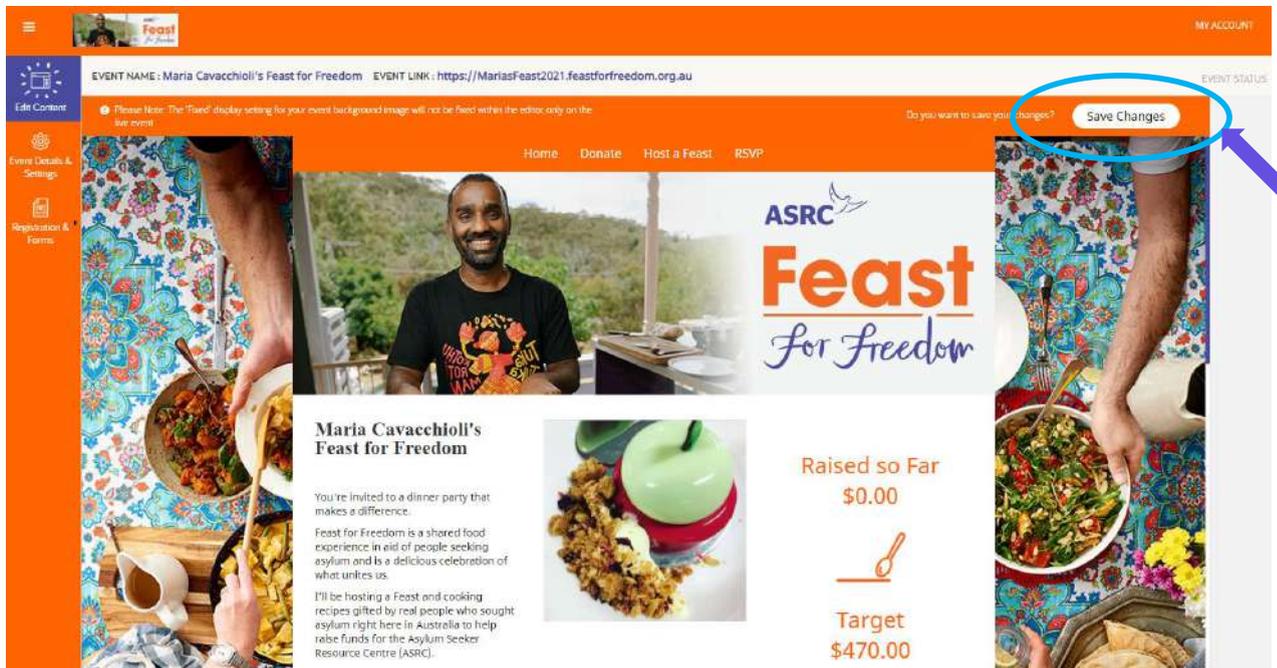
Why not upload photos of:

- your grocery shopping for your event
- your Feast for Freedom Host Kit when you receive it

Once you have updated all your images, do not forget to save your changes by clicking on the

Feast For Freedom

“Save Changes” button.



How to edit your Feast details

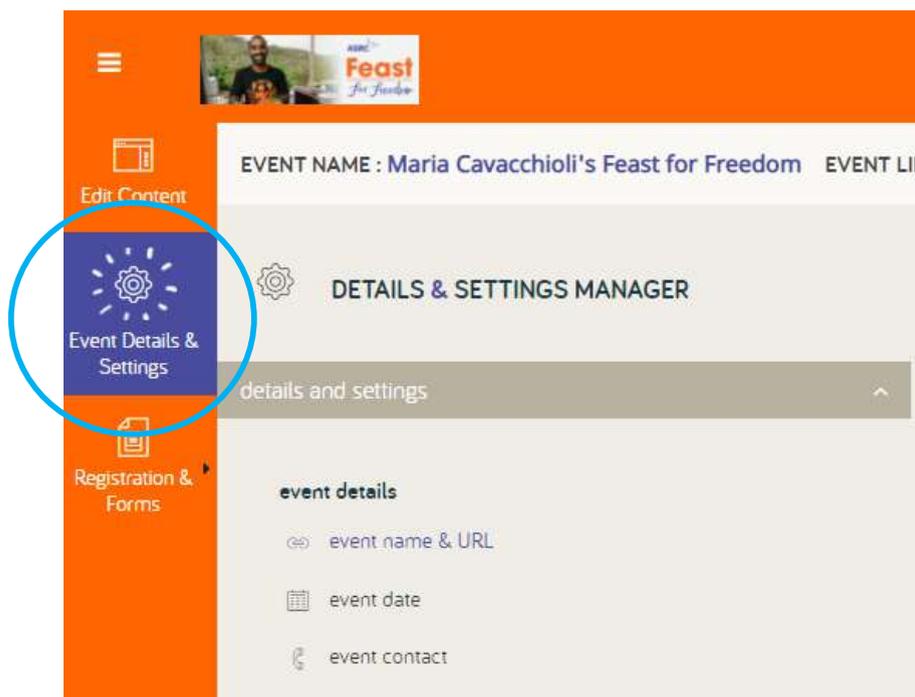
You can edit your basic feast details such as your **event date** and your **feast name**.

The Feast Name will help your guests find your page.

The event date, contact and location will not be visible to your guests but it will help our Feast team provide you with the best support while planning and hosting your Feast.

To edit your Feast details click on the “Event Details and Settings” tab on the left hand side of your screen (circled in black in the image below).

Be sure to save your changes by clicking “save changes” on the top right of each page



How to check your RSVPs

To view a list of your guest responses and their dietary requirements, **click on “Registrations & Forms”** on the left hand side of the page.

To print your guest list, click on the grey arrow at the top of the last column in the table. This will export it to an Excel document to print or share easily.

The screenshot displays the host portal interface for the event "Marie Cevacchidi's Feast for Freedom". The sidebar on the left contains navigation options: "Edit Content", "Event Details & Settings", and "Registration & Forms", which is circled in blue. The main content area shows "Manage Entries" with a "View" dropdown set to "Default" and buttons for "edit view" and "create view". Below this is a "Refine Results" section with a search bar and a "RESET" button. The table below shows one entry found:

ENTRY ID	DATE CREATED	DATE UPDATED	COMPLETED	RSVP (PRICE)	RSVP (QUANTITY)	RSVP RESPONSE	NAME (FIRST)	NAME (LAST)	EMAIL	PHONE	
493336	2/02/2021	2/02/2021	Yes	50.00	1	ATTENDING	Alfonzo	Hideigo	test@test.com	123456789	