

Advanced Setup – Project Manager

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With the Project Manager you can map out all aspects of your event. Completely integrated throughout EventsAir, the tool lists tasks, dates, deadlines and keeps track of how your event is progressing.

Tip: Not sure if you want the Project Manager or the Run Sheet? As a general rule, the Run Sheet gives you the play-by-play breakdown of your event while onsite, while the Project Manager helps with planning the lead-up to your event, often starting months in advance.

Team Member

This is where you can define Team Members to be included in your Project Management and Run Sheet functions. You are able to create a Team Member who is NOT a [user of EventsAir](#), a very useful feature when working with contract meeting coordinators, or volunteers.

Tip: The same Team Members are used for both the Project Manager and the Run Sheet – once you set up Team Members they will be visible in both places.

Team Member Setup

[Details](#) [Advanced](#)

First Name*	James
Last Name*	Wilson
Role*	Event Coordinator
Email Address*	jw@events.com
	<input type="checkbox"/> Email Project Task Reminders
Phone Number	555-647-444
Link to EventsAir User	Please select...
Access Organizer Apps	<input checked="" type="checkbox"/>
Username*	j.wilson
Change Password*	

Options you can edit are:

- First Name
- Last Name
- Role
- Email Address
- Email Project Manager Task Reminders – checking this will send the Team Member a reminder of the Project Start Date (24 hours in advance), and a reminder of the Project End Date, (also 24 hours in advance).

- **Phone Number**
 - **Link to EventsAir User** – this lets you link this Team Member to an existing [EventsAir User](#) login.
 - **Access Organizer Apps** – this option provides access to the [Mobile Organizer App](#) for this team member.
 - **User Name/Password** – for the [Mobile Organizer App](#).
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