

Advanced Setup – Run Sheet

Last Modified on 05/02/2024 8:42 pm EDT

The Run Sheet is a system-wide management tool that lets you manage all of the micro-tasks needed to successfully deliver your event. The tool lists the tasks allocated to team members, and shows exactly what needs to be done, where and when. As tasks get completed, they get checked off and the Run Sheet updates instantly. The Run Sheet appears in your [Mobile Organizer App](#) (which you can access on any computer, or mobile device), so you can monitor exactly what has or has not been done, in real time.

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](#).

Location

Locations are exactly the same as they are in Functions and Sessions – the rooms where presentations, events or meals are held.

Setting up a Location:

1. Click on the **plus mark icon**  to right of the **Location** option.
 2. Provide a name for the new location.
 3. Add any comments as needed, such as "The east entrance is on the lower level of the hotel next to Barkley's Cafe".
 4. Select **Save**.
-