



Welcome to EventCamp's Quick Tips Series for event and association managers.

We are here to assist our event and association managers with managing their events as efficiently as possible!

This EventCamp Quick Tip is about sharing events with other EventCamp users.

Share events with assistants, finance comptrollers, clients and give them ADMIN or VIEW-ONLY access.

Sharing Events

Event Manager Guide

For security reasons, EventCamp strongly encourages sharing events with multiple EventCamp users within your organizers versus sharing login credentials for one user!

In Edit Mode go to Sharing:

1. Enter the email of the person you want to share the event
2. Provide them with Admin Access or View-Only
3. Allow them to receive all Email Notifications (Registration and Purchase confirmation correspondence)

A vertical navigation menu with icons at the top: a document, a pencil, a folder, and a group of people. The menu items are: General, Registration Forms, Call For Presenters, Agendas, Extras, Tickets, Packages, Discounts, Custom Reports, Nametags, Sharing (highlighted with a blue box), Survey, FAQ, Review/Launch, and Back to Event Centre.

The screenshot shows the 'Sharing' section of the EventCamp dashboard. A modal window titled 'Share an Event' is open, displaying an 'Email*' input field and three checkboxes: 'Admin Access', 'View-Only', and 'Receive Email Notifications'. A 'Save' button is at the bottom of the modal. The background shows the 'Sharing' page with a list of email addresses, including 'christine@eventcamp.ca'. The dashboard header includes 'ALL FEATURES EVENTCAMP' and a 'Back to Event Centre' link at the bottom left.