

How to Convert an Existing Single-Level Event to a Multi-Level Event

Step 1. Locate your event in GAIL.

The screenshot shows the event management interface for 'ECOL - River Basin Center Policy Celebration'. On the left, a 'Tasks' sidebar lists various actions like 'Edit event', 'Convert to multi-level event', and 'Update event attendance'. The main area displays event details: Start date (9/24/2021 - 8:00 AM), End date (9/25/2021 - 7:00 AM), Site (Ecology), Location (Ecology Building, 140 East Green Street, Athens, GA 30602), Status (Active), and Lookup ID (8-10008115). It also includes progress indicators for 'Event expenses' (0% of budget) and 'Event capacity' (0% of capacity).

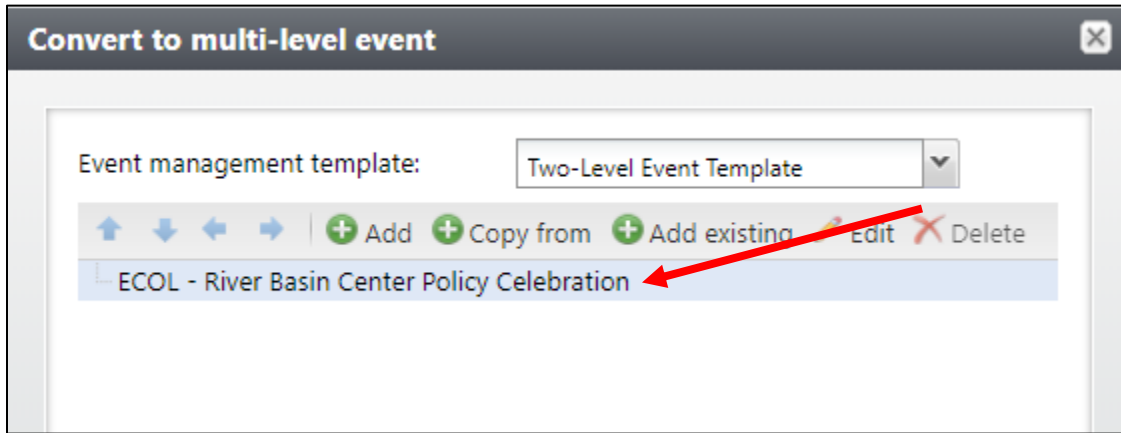
Step 2. In the top left corner of the screen, click Convert to Multi-Level Event

This screenshot is identical to the previous one, but the 'Convert to multi-level event' option in the 'Tasks' sidebar is highlighted with a red rectangular box, indicating the next step in the process.

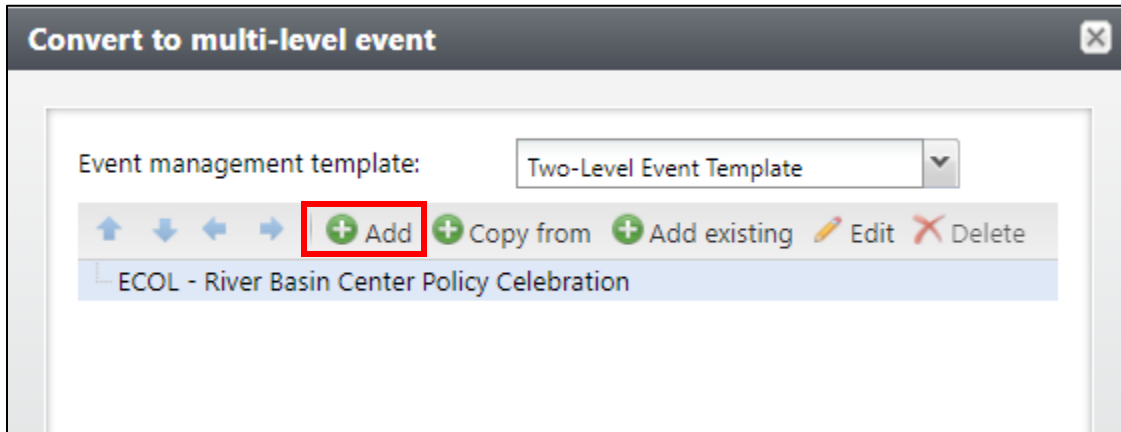
Step 3. Choose the Two-Level Event Template from the dropdown.

The screenshot shows a dialog box titled 'Convert to multi-level event'. It features a dropdown menu for 'Event management template:' with a list of options: 'Five-Level Event Template', 'Four-Level Event Template', 'Three-Level Event Template', and 'Two-Level Event Template'. A red arrow points to the 'Two-Level Event Template' option, which is currently selected. The dialog also includes 'Add', 'Copy', and 'Delete' buttons, a 'Help' icon, and 'Save' and 'Cancel' buttons at the bottom.

Step 4. Click on the name of your event to highlight it. Sub-levels are nested underneath the event that is highlighted.



Step 5. Click Add.



Step 6. Fill out all the relevant information for your new sub-level event and click OK.

Add an event

General

Name:

Description:

Category:

Sites:

Event is an auction

Do not show on event calendar

Event allows designations on fees

Details

Start date: 9/24/2021

Start time: hh:mm AM

End date: mm/dd/yyyy

End time: hh:mm AM

Team fundraising

Appeal:

Location information

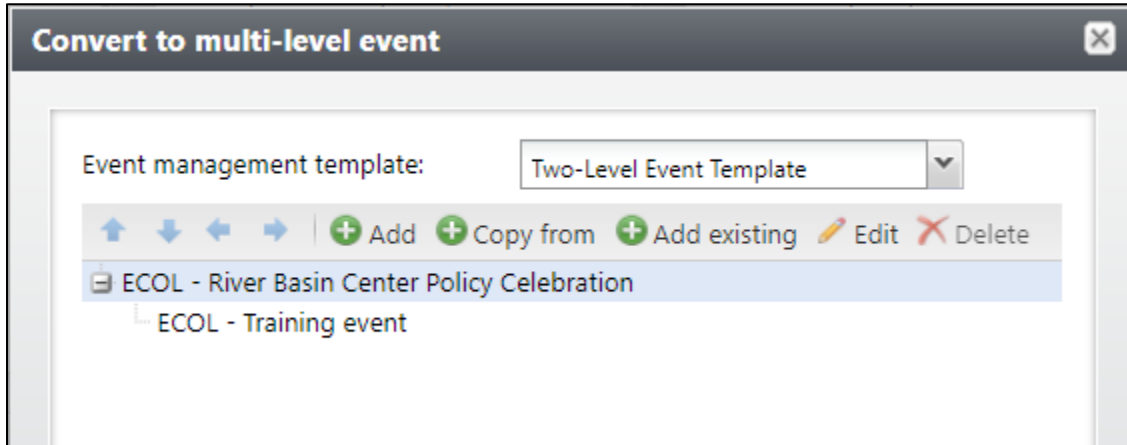
Location: Ecology Building

Room/Unit: Capacity: 150

Contact:

Help

Step 7. If you need to add more than one sub-level event, repeat steps 4 and 5. Make sure you are paying attention to which event you have highlighted when you click add so that the structure is set up correctly.



Step 8. When you've added all necessary sub-levels, click **Save**. You will be taken to a summary page of your multi-level event and you can click into any of them for access to more options.

