HOST PORTAL USER GUIDE

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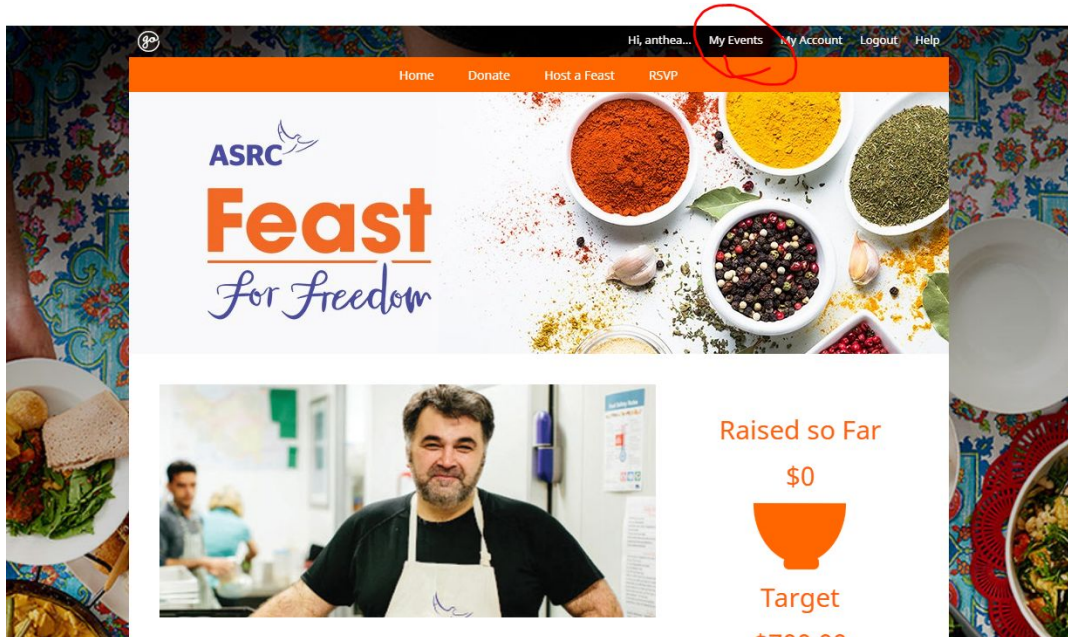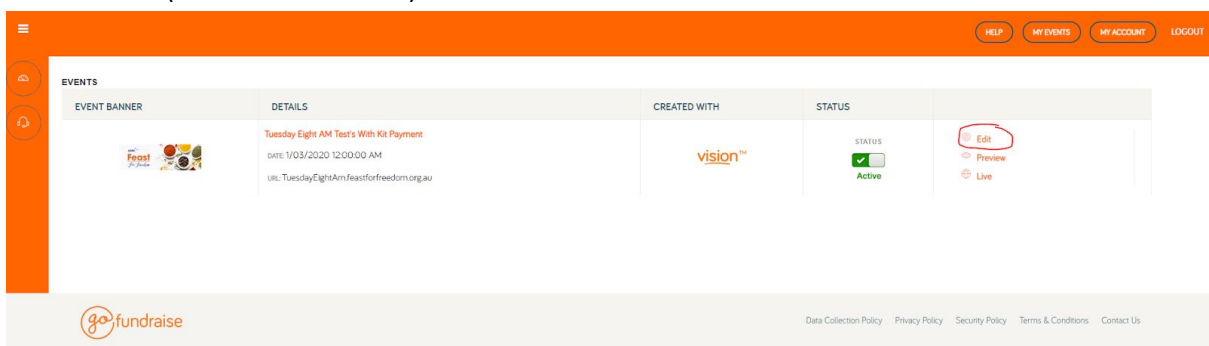**This is easiest to do on a laptop or desktop computer.**

Log in to the Host Portal

Go to your Feast fundraising page 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 resent it.

How to locate the editing pages once you have logged in
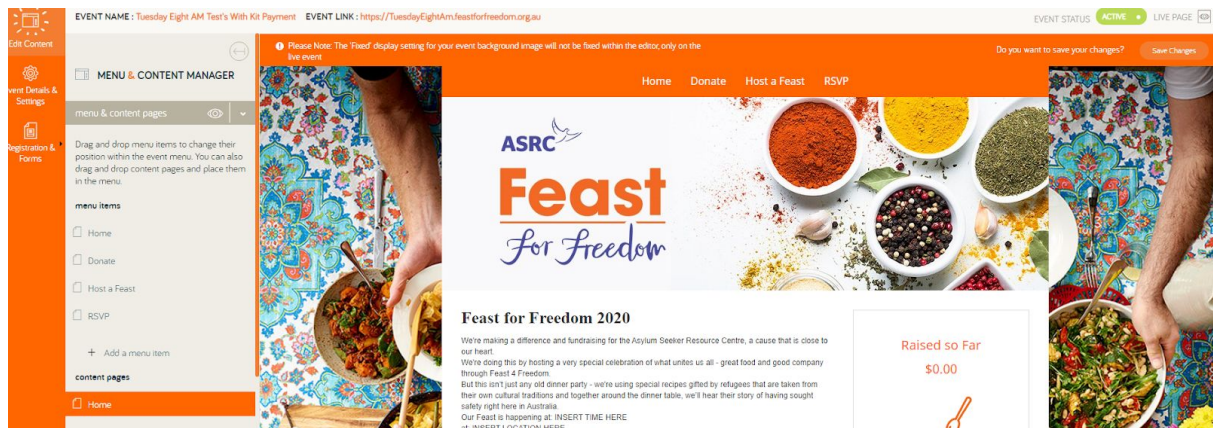
1. Once you have logged in, click on "My Events" in the top right hand corner:

2. 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).

Welcome to your fundraising page editor.

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 orange border, that means you're about to edit a section.

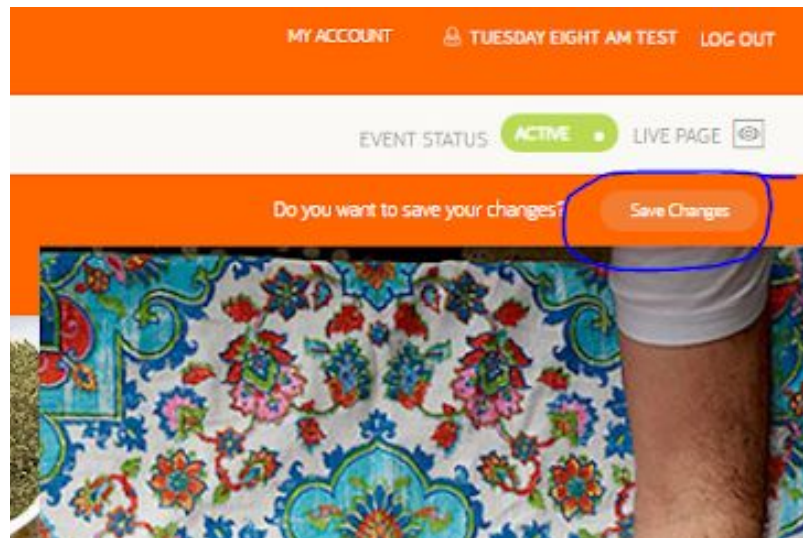See the orange box around the black text in the image below.

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.
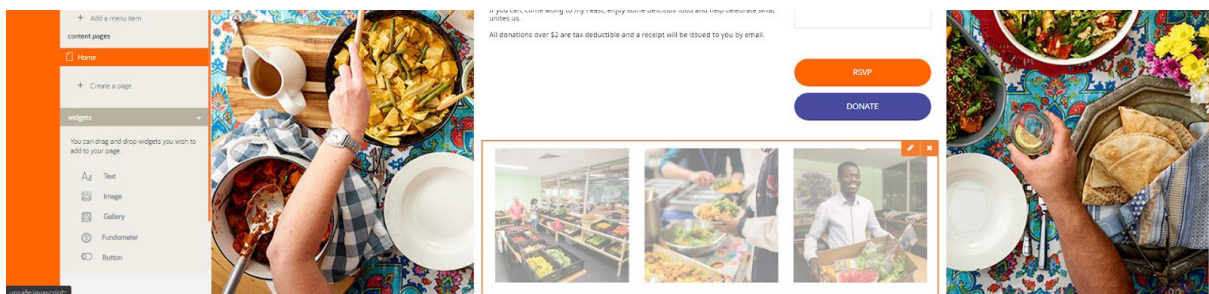
Save your changes

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.

Edit the images on your page

You can edit the scrolling images on the bottom of your page. To edit, hover over the images and an orange outline will appear around them. Click on the edit/pencil symbol in the top right hand corner of the box that has appeared.
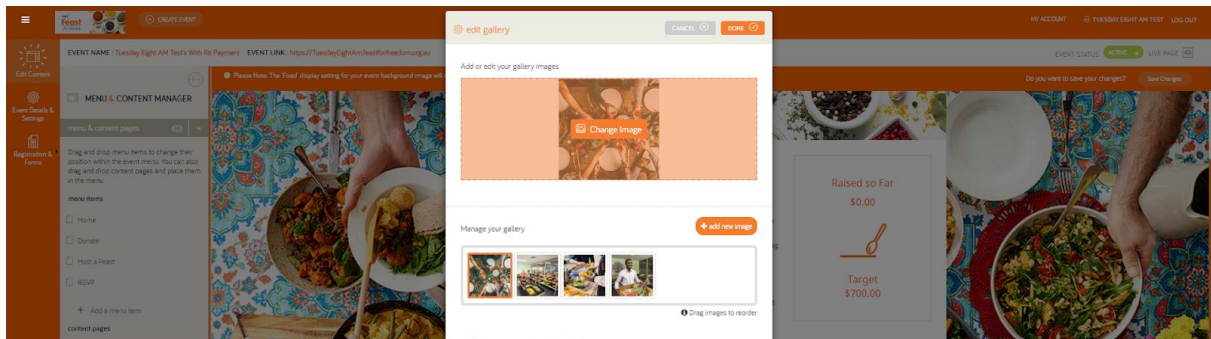

An edit box will pop up. You can change the images by clicking the "Change Image" button shown in the image below, from there you upload your own photos.

Why not upload photos of:

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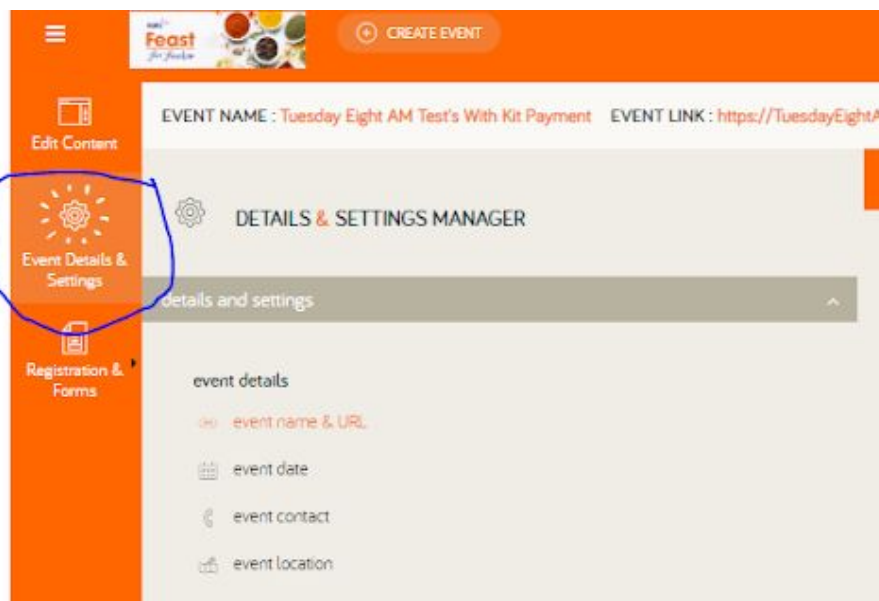● your Feast for Freedom Host Kit when you receive it

Edit 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 blue in the image below).

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

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.