



POWER UP

Event Host Resources & FAQ

GlobalPowerUp.org – 3 & 4 November 2023

This document contains resources for event hosts to help them with the technical setup and moderation of their events.

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SUPPLEMENTAL MATERIALS

-  Power Up Organiser's Toolkit
-  Social Media Toolkit – Power Up
-  Style Guide – Power Up
-  Logistics and Safety Checklist – Power Up
-  Communications Toolkit – Power Up

FAQ FOR EVENT ORGANISERS

WHAT IS THE EMAIL ADDRESS FOR THE HELPDESK?

- The general email address for questions around the event is:
Contact@globalpowerup.org
- Organisers who have questions around the event or require help should contact:
Organiser@globalpowerup.org

GENERAL QUESTIONS

I didn't receive a confirmation email – what now?

The confirmation email may arrive into your Promotions tab or possibly spam folder. The subject line is "Confirm your "Global Power Up" event" and the sender address is globalpowerup@350.org. If you still haven't received the confirmation, email us at contact@globalpowerup.org with your event details and we will help.

How do I contact my attendees?

If the event has had people sign up to attend you'll see a link to 'Email attendees' to contact all attendees. Click it and you'll see the same pop up as for the host email. This email also uses the event_email_from_admin.html template. It is not tracked and links to the attendee's tools. If you want to write to an individual attendee, choose them from the attendee list and click "Email" to write to them.

Debate Watch Parties: Debate Watch Party

Event Details [\(Edit\)](#)

Scoops Center for the Performing Arts
123 Fake St
Washington, DC

When: Friday, August 9, 12:12 PM

Signup link: https://shannon.actionkit.com/event/debate-watch-parties_attend/99

Let's watch a debate

Attendee (1 total)

☐ Name	Phone
☐ Nate Bird	None

[Email](#) [Remove](#) [Make co-host](#)

[Post to Facebook](#) [Share on Twitter](#)

Manage Event

Logged in as a manager

[Edit event details](#)

[Email attendee](#)

[Cancel event](#)

[Log out](#)

How do I edit my event?

Click on 'Event Details' to make changes to your event.

When important event details change, you can automatically send an email to attendees notifying them of the changes. This can be useful when you need to change venues or start time, for instance.

Emails are not sent for every change; you have to check the box at the bottom of the 'Edit Event' page confirming you want to notify attendees. If the box is not checked, no emails will be sent.

Event description

Public description* People will see this text before signing up	Let's watch a debate
Directions to event	
Note to attendees	Don't forget a mask

☒ Send an email to attendees notifying them of the event details changing

Update event

Can I add co-hosts?

Yes! From the attendee list, click the checkbox for the person you want to make co-host and click the button "make co-host" to confirm this action. An email will be sent to an attendee or host when they are promoted to host or demoted to attendee.

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[Email](#) [Remove](#) [Make co-host](#)

Manage Event

Logged in as a manager
[Edit event details](#)
[Email attendee](#)
[Cancel event](#)
[Log out](#)

How can I cancel my event?

On the event dashboard you will see the option to cancel your event. Attention - this is a non-reversible action! An email will be sent to co-hosts and attendees when your event is cancelled.

Debate Watch Parties: Debate Watch Party

Event Details ([Edit](#))
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Washington, DC
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Let's watch a debate

Manage Event

Logged in as a manager
[Edit event details](#)
[Email attendee](#)
[Cancel event](#)
[Log out](#)

How do I share my event?

At the bottom of the event details page, you will see 'Share to Facebook' and 'Share on Twitter' buttons. In order to share your event on Whatsapp, Instagram or email you will need to copy and paste the Signup link to any messages you share with your networks.

For more helpful information such as graphics you can use to promote your action, pre-written social media posts, and tips on telling your story please see this [Social Media toolkit](#).

Will you invite people in my area to my event?

Yes, unless you mark your event as Private.

My event isn't appearing on the map

All events need to be moderated by a 350 team member before they appear on the map, so please give us a few days to work through all the events before querying why it's not there. If you've confirmed it should be there but is still not showing up, check you have filled out the correct address, without typing errors, to confirm there is not a technical error. Also please make sure your event is set as 'Public' — private events won't appear on the map.

My event appears on the map but there is another nearby

Where possible, we would encourage you to merge with similar planned events. One large action with many people in attendance is more likely to send a powerful Power Up message to the fossil fuel industry. In order to do this, please go to the [event map](#), select the event you would like to merge with, sign up with your contact details after which you will be able to select an option to contact the event host directly.

What if my event isn't accessible to the public?

You can mark your event as "Private" via the host tools (or ask a staff moderator to do this) – that way you can still share the link, but we will not invite members of the public to join your event.

I've lost my host tools link

You can find it in your Host Confirmation email, which will link directly to your host tools. If you no longer have that email, send us a message at organiser@globalpowerup.org, and we can resend you the link.

Can I download the information of my attendees?

Due to laws surrounding the protection of user data we cannot offer direct downloads of this information but you will be able to use the host tools email tool to keep in touch with your attendees.

For partners -- Take a look at the data partnerships section in the [Partner Toolkit](#).

What emails do you plan to send to my attendees?

We'll be sending them occasional emails (roughly once a week) about Power Up, including ways to engage in the global moment, and a reminder about your event (with address and start time info in). Unless they have specifically subscribed to them, we won't be sending them emails about other 350.org work.

I accidentally cancelled my event, what do I do?

This is an irreversible action. Unfortunately, you will have to create a new event from scratch.