# Event Display Tab

Adjusting Event Settings · https://ivolunteer.com/support-docs/event-display-tab/

## Display Tab

The Display tab is where you can choose your event-specific Terminology and the way your Tasks and volunteers in Slots are displayed.

**Setting Defaults for New Events.** To set display defaults for new Events (not copies of old), you can adjust these same settings under **Organization** > **Organization Details** > **New Event Defaults** > **Display**.

### Event Section

The **Event** section includes additional settings for how an event is displayed.

- **Terminology - Participant Actions (Verbs):** Sets the verbs used for the event from a large list of options. E.g. If you change the verbs to [Participate, Participated, Participating] the button to volunteer will say "Participate". A confirmation email's subject line might say "Is Ken Participating in The 2026 Food Drive?" Note: You may also need to adjust screen messages and email text so that your messages appear as intended.
- **Participant Title (Noun) and Title Plural:** This is the title use to refer to a participant for your event. E.g. Volunteer, Participant, Attendee, Person. Note: You may also need to adjust screen messages and email text so that your messages appear as intended.
- **Slot Limit per [participant title] for Event:** The most slots one participant can hold in the Event. A limit for a single Task is set under More Task Options.
- **A [participant title] Is Counted By:** How a participant counts toward slot limits and group restrictions: by email address alone, or by email address connected to the same full name.
- **Don't Allow a [participant title] in Conflicting Time Slots:** Stops a participant from signing up for slots whose times overlap.

- **Optimize on Mobile Devices:** Allows you to toggle on/off the ability for volunteers signing up on a mobile device like a tablet or smart phone to see a mobile-friendly version of the signup sheet. You can preview the mobile view in the Preview tab of your event by selecting “Volunteer (Phone)” or “Volunteer (tablet).”
- **Allow Admins to Bulk Cancel [participant titles] from Tasks:** Check this box to let administrators cancel several participants at once from a Task.
- **Count Slot Limits and Group Restrictions by:** When a slot limit is set, you can choose how many times an email address is counted towards a volunteer by choosing whether just the email counts toward the slot limit or whether the email address must be connected to the same name to count.

## Task Section

The **Task** section provides additional settings for how tasks are displayed.

- **Repeat Column Headers:** Choose how often the column headers are repeated for Task areas with many rows.
- **Slot Width:** Choose how wide your slots are: narrow, normal, or wide. Your preference for the Slot width can depend on how many and what kind of Custom Prompts you may be using, what looks best for your event, and how large your Column Headers are.
- **Show Signup Schedule:** Two checkboxes, **Start/Open** and **End/Close**. Check one or both to add a line below the Task Subtitle showing when signup starts or ends, based on the dates on the Info tab.
- **Preferred Term for Task:** The word used for a Task grouping on the signup sheet, depending on what these groupings represent in your signup sheet. The default is "Task."

## Slot Section

The **Slot** section lets you make granular decisions about who sees what on your signup sheet. For example, you might choose to completely hide the names of signed-up volunteers from the public but show their first names and last initials to other confirmed volunteers. **Slot Previews with Current Settings** gives you a snapshot of your current settings.

- **Taken Visibility**: This setting determines who will see the names of confirmed participants in the slot. You can choose to show the names of confirmed volunteers to Everyone, to All Confirmed

Volunteers and Administrators, or to just the Confirmed Volunteer in the Slot and the Administrators.

- **Sort Order of Names:** You can choose to list participants alphabetically or in order of signup.
- **How Names Will Appear to Everyone (if permitted by Taken Visibility above):** Choose how confirmed participants are listed on the signup sheet for the public (applicable only if "Everyone" is selected above). Options are:
  - First Name - shows only the volunteer's first name. E.g. "Ken"
  - Last Name - shows only the volunteer's last name. E.g. "Smith"
  - Full Name - shows the volunteer's full name. E.g. "Ken Smith"
  - First Name Last Initial - shows the volunteer's first name and last name's initial. E.g. Last revised 12/04/14 16
    "Ken S."
  - First Initial Last Name - shows the volunteer's first initial and last name. E.g. "K. Smith"
  - Initials - shows only the volunteer's initials. E.g. "KS"
  - Other - determined by the value entered in the "OTHER" field.
  - None - shows nothing
- **Other (Everyone):** Text to show when OTHER is selected in the "Slot Taken Display Format" field above. The literal value of OTHER will be used unless the value in this field matches a label you defined in Custom Prompts. In that case the value of the custom prompt will be used. E.g. If the value of OTHER is "Taken" and there is no custom prompt label that matches "Taken" the slot will display "Taken" when it is taken. If you entered "Nickname" in the OTHER field, you defined a Custom Prompt labeled "Nickname" and the value that the volunteer entered for "Nickname" is "Smitty", "Smitty" will be displayed when the slot is taken.
- **Needed Display:** Choose what is shown to volunteers when a slot is still available. Options are:
  - Available
  - Needed
  - Open
  - Total – show only the total signed up
  - Money (Premium) – show the total money committed via a Payment prompt
  - None – don't show anything

- **How Names Will Appear to Confirmed Participants**: See options listed for Everyone above.
- **Needed Display When Showing to Confirmed Participants**: See options listed above.
- **Show Available Hours / Points:** Whether to show the number still available for a specific slot.