Creating Events
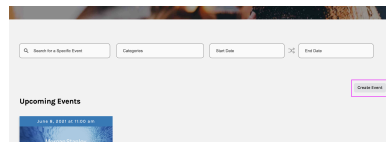
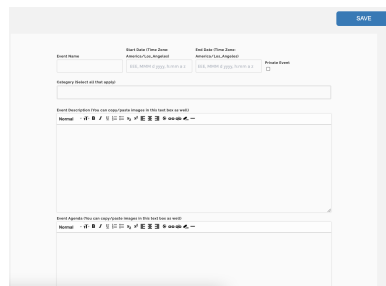## Creating Events

This tutorial will show you how to create new events on the Events Dashboard.

1 - Navigate the the Events Dashboard, then select the **Create Event** button on the right side of the screen.

2 - Fill in all the required fields on the Create Event form.

NOTE - Most of the requirements for each field will be shown on the form.

NOTE - For best-fit banner, please use the following template.

4 - Select the **SAVE** button to create the event.

Publishing Events

This tutorial will show you how to edit and publish (make public) events.

- After saving each event, it does not automatically become visible to users on the platform.

Select the **Publish this Event** button to set this event live. Inversely, you can select the **Unpublish this Event** to remove it from being visible on the dashboard.

Other Controls

Other actions you can make on events.

Download Guest List - This button will download a .CSV file of every user that has RSVP'd to the event.

Update Guest List Calendar - This button will re-send the calendar invitation email which gets sent when a user RSVP's to an event. This is particularly useful for when you need to change the date/time on an event and want to notify RSVP'd users on the change.

Continue Editing - Enters the event edit screen to change details.

Delete Event - Deletes the event. You will have to confirm this action.

About Events Dashboard

All about the event dashboard.

Upcoming events - Published events that are scheduled for a time in the future.

My Events - Events that you have RSVP'd for.

Unpublished Events (admin only) - Unpublished events.

Past Events - Published events that have already happened.