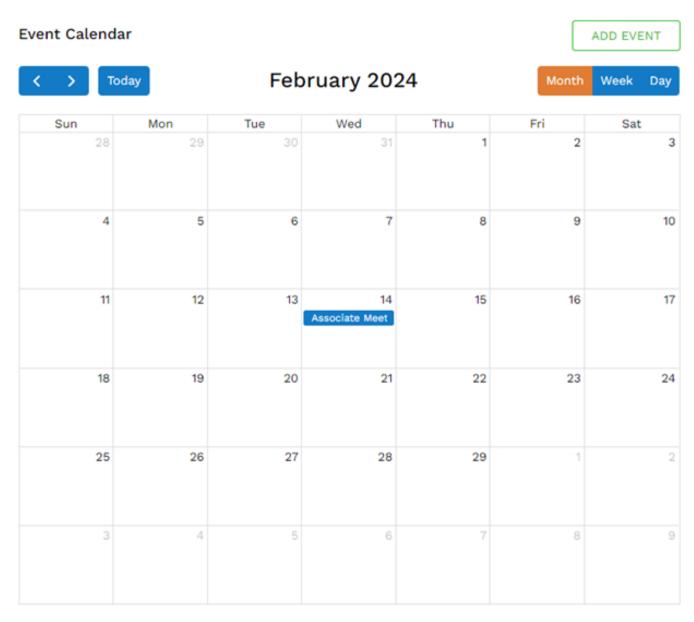
Event Organization & Management

How do I create a calendar event?

To create a calendar event, follow these steps:

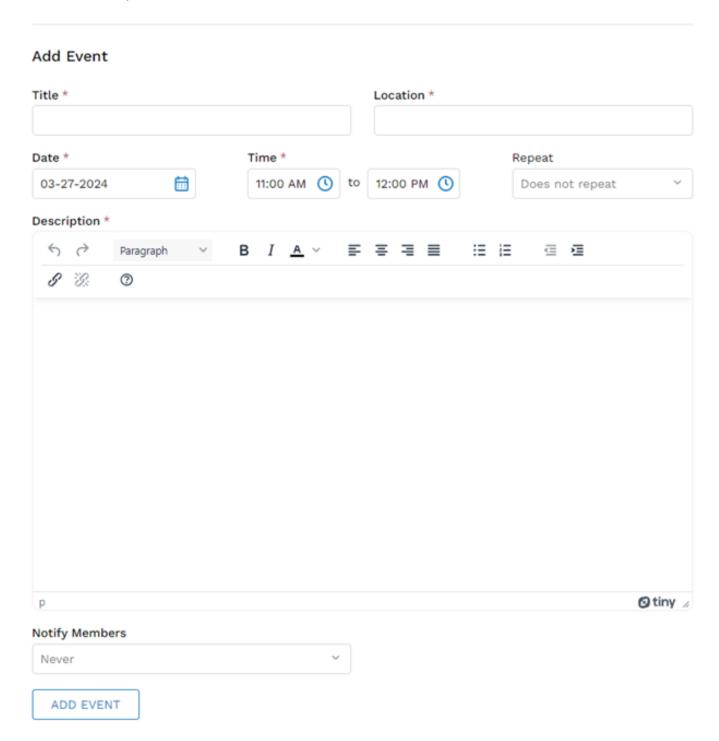
- 1. Go to the Admin Tools tab at the top.
- 2. Go to Event Calendar under the Organization Management heading.
- 3. Click on the green Add Event button.



- 4. Enter your event information, including:
- a. Title
- b. Location
- c. Date
- d. Time
- e. Repeat-if it's a one-event, select Do Not Repeat. If it's a reoccurring event, choose from it being a Daily, Weekly, Monthly, Annual, or an event that occurs on every weekday.

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- f. Description
- 5. Choose whether you'd like to notify your association members about this event and when with the Notify Members drop-down menu.
- 6. Once finished, click on the blue Add Event button.



Didn't find what you're looking for? <u>Contact Biznomos Support</u> online or call toll-free at <u>1-800-232-3989</u> for additional help.

Unique solution ID: #1031

Author: n/a

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