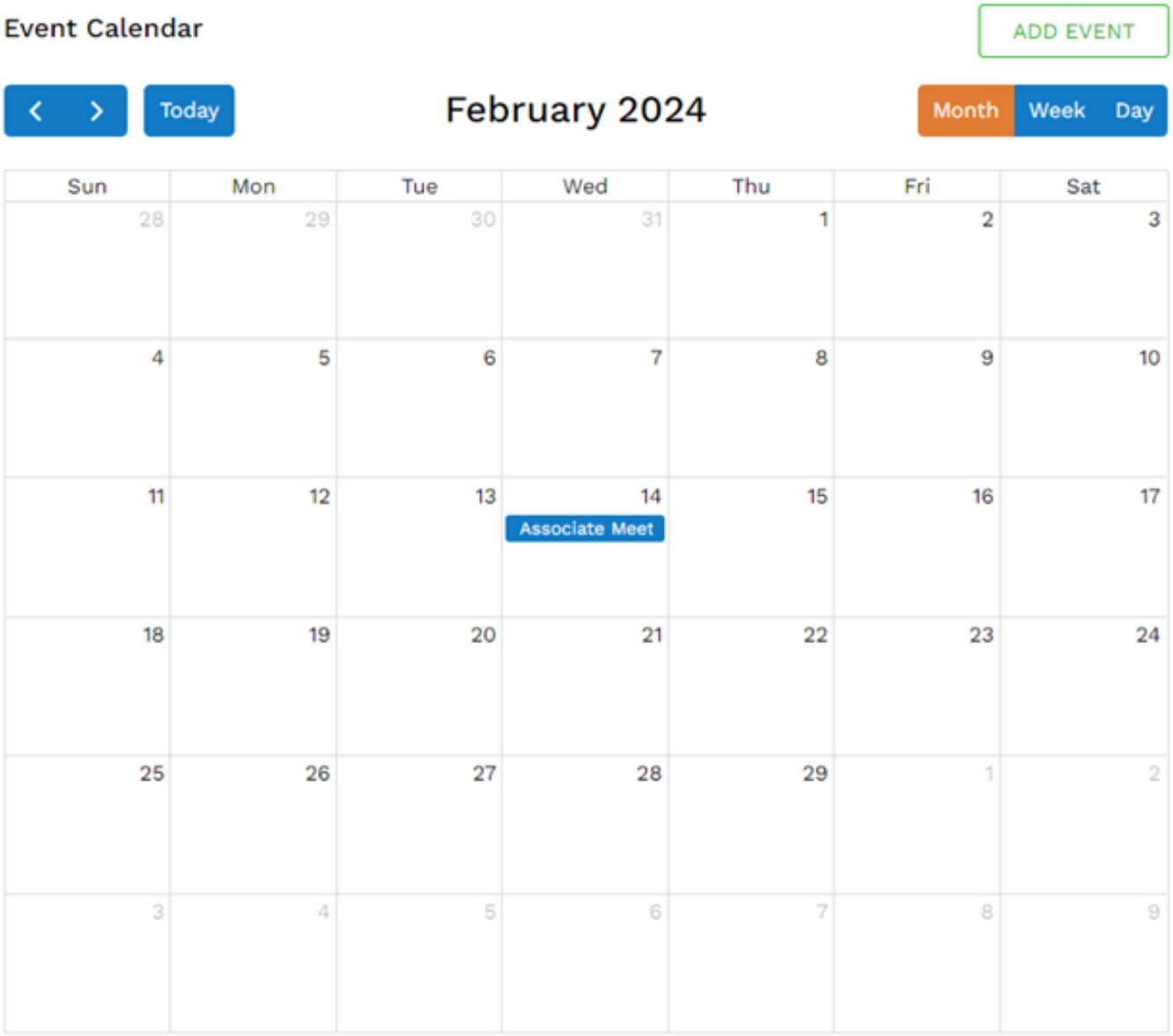
Event Organization & Management

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

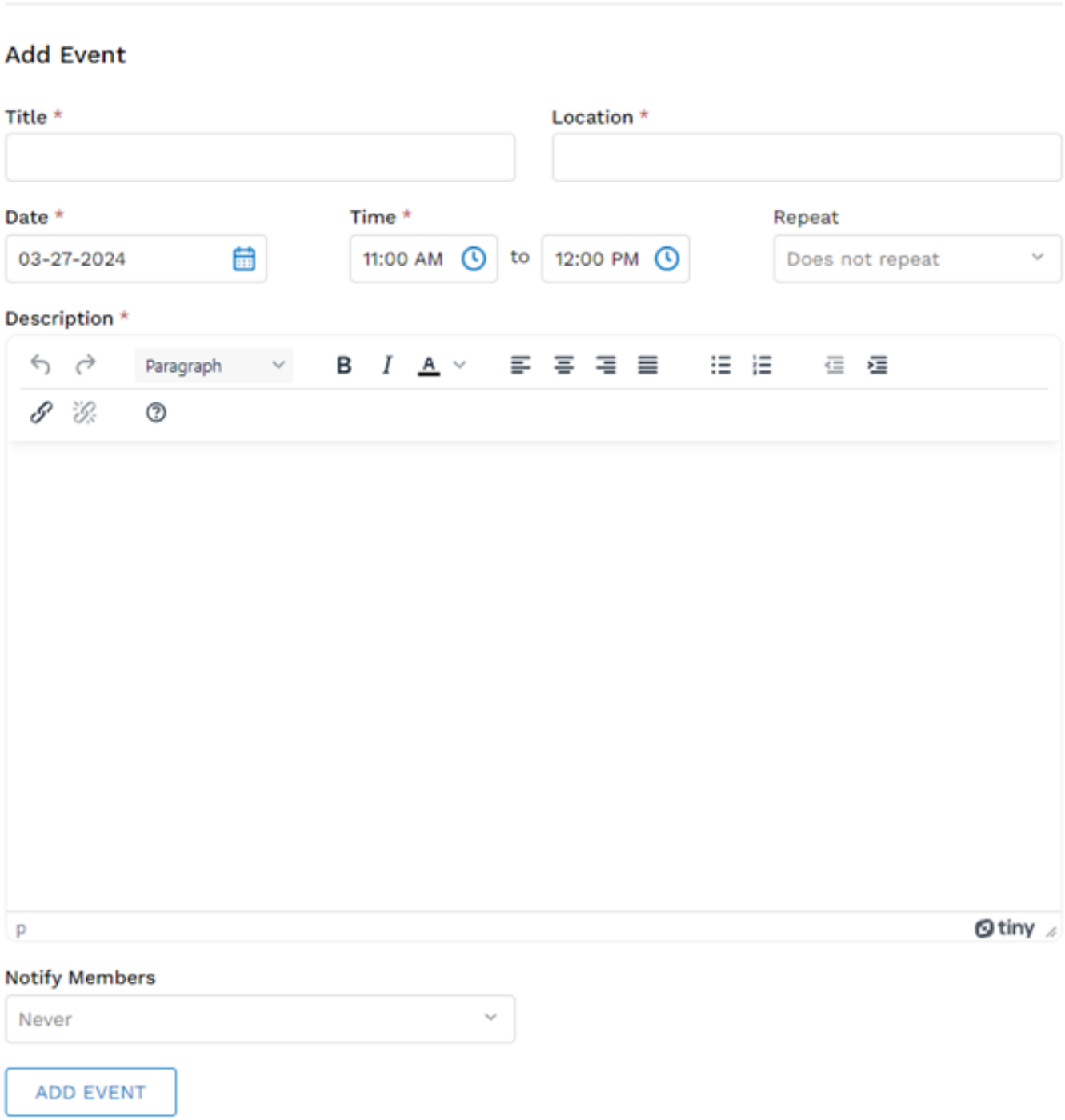
e. Repeat-if it’s a one-event, select Do Not Repeat. If it’s a reoccurring event, choose from it being a Daily, Weekly, Monthly, Annual, or an event that occurs on every weekday.

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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? Contact Biznomos Support online or call toll-free at 1-800-232-3989 for additional help.

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Author: n/a

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