

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.

Event Calendar

ADD EVENT

< > Today February 2024 Month Week Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14 Associate Meet	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	5	6	7	8	9

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.

Add Event

Title * **Location ***

Date *  **Time ***  to  **Repeat** 

Description *

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Notify Members



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