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.

Event Organization & Management

    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 *

03-27-2024

Time *

11:00 AM   to   12:00 PM

Repeat

Does not repeat

Description *

Paragraph   **B**   *I*   A

p

⊘ tiny

Notify Members

Never

ADD EVENT

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

Unique solution ID: #1031
Author: n/a

URL: https://help.biznomos.com/content/12/32/en/how-do-i-create-a-calendar-event.html