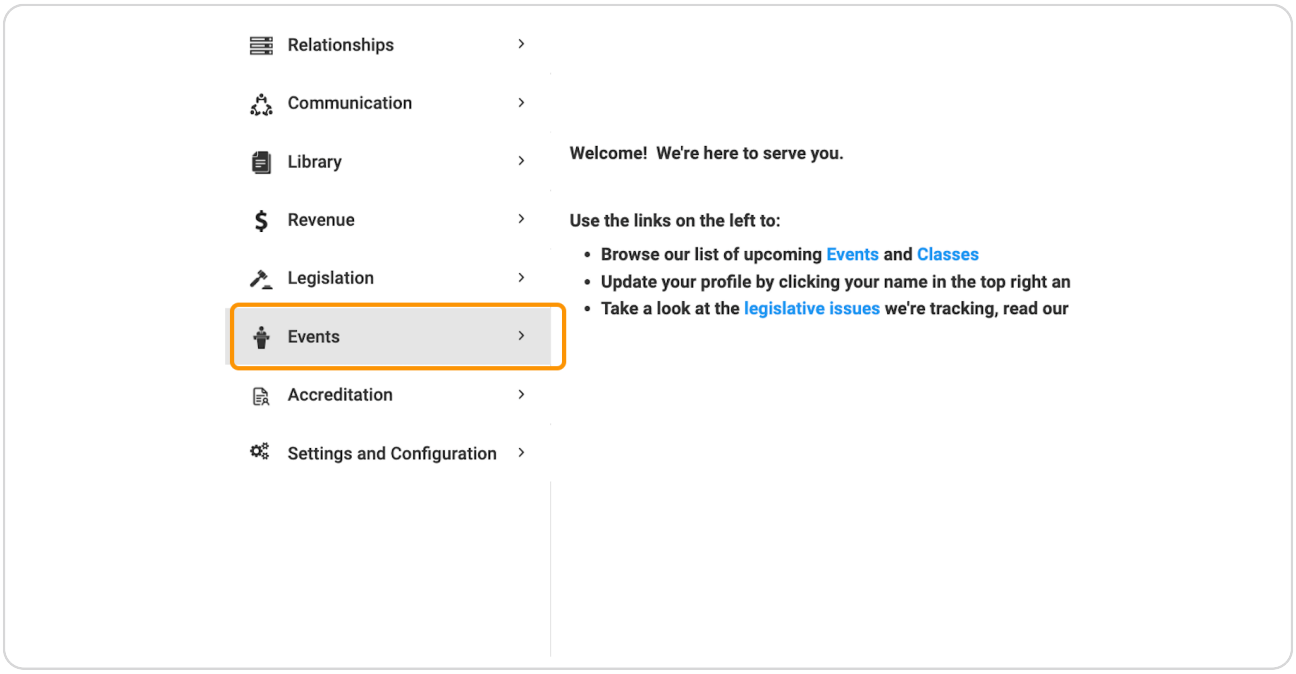
Creating an Event

25 Steps View most recent version

Created by	Creation Date	Last Updated
Engagifii Inc.	November 10, 2023	November 13, 2023

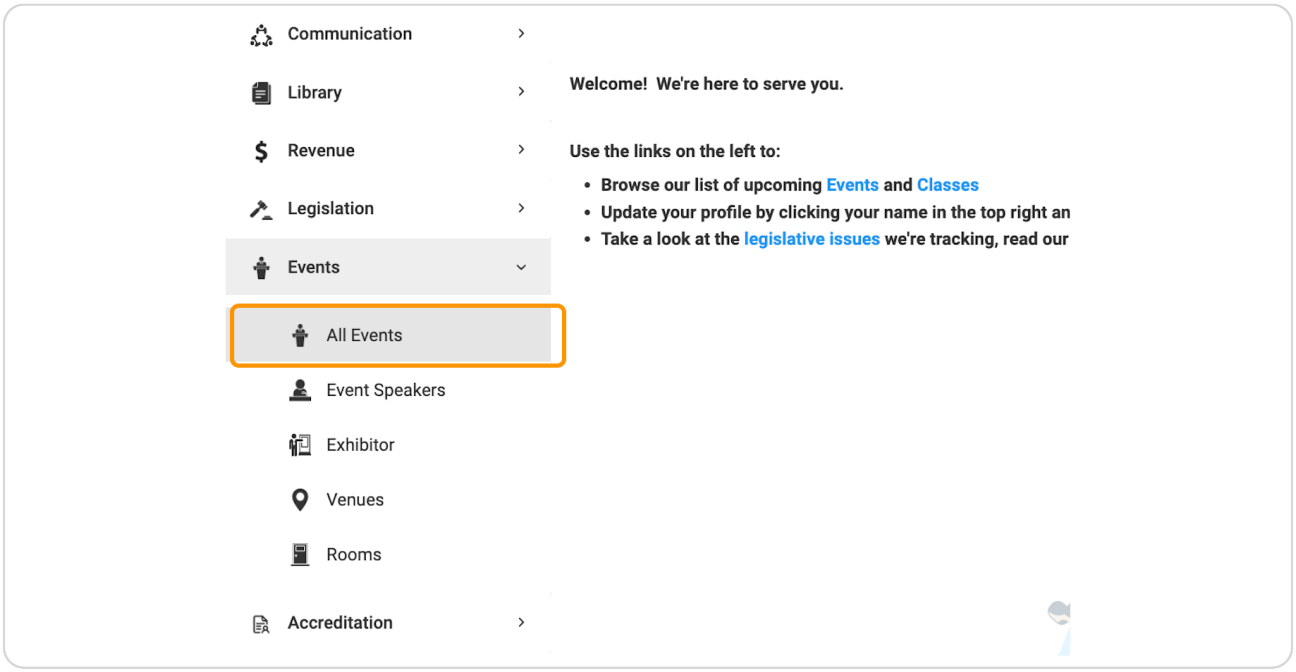
STEP 1

Click on Events



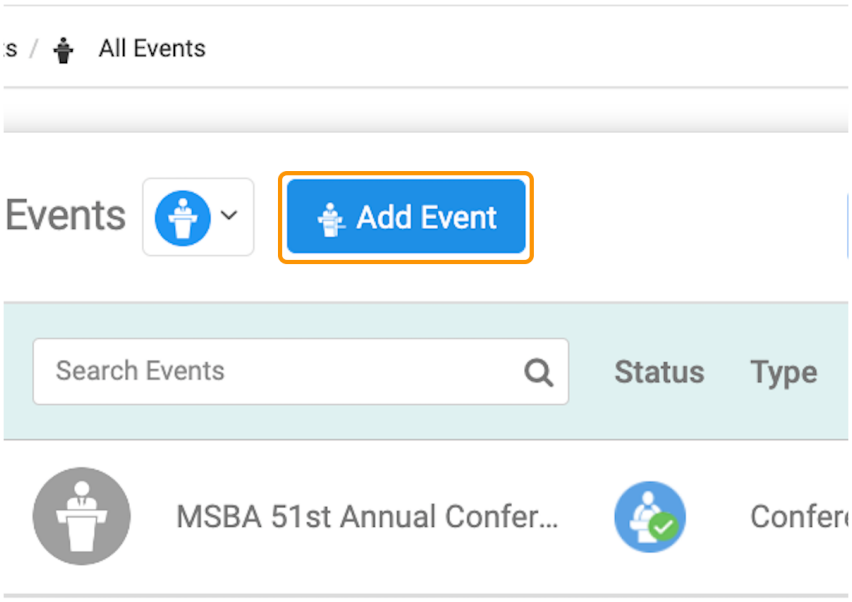
STEP 2

Click on All Events



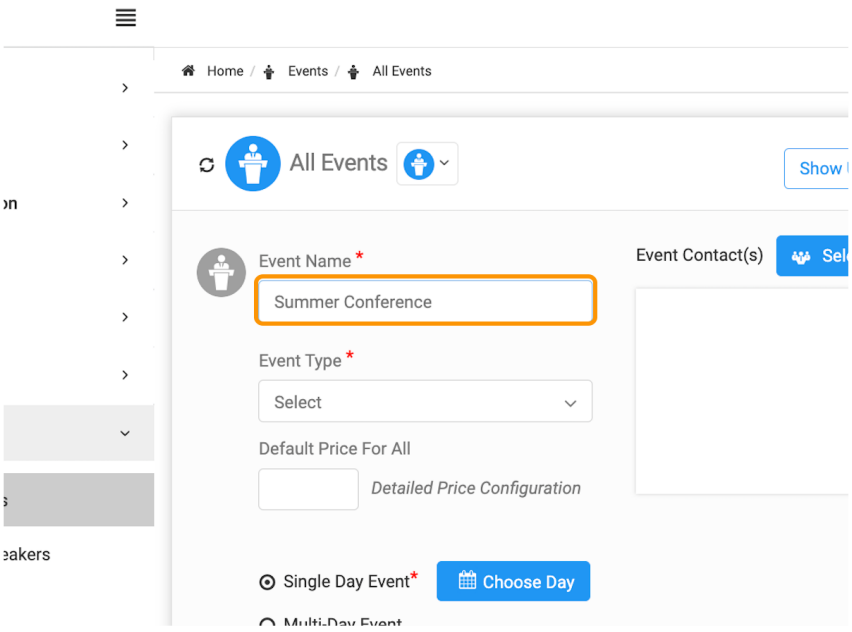
STEP 3

Click on Add Event



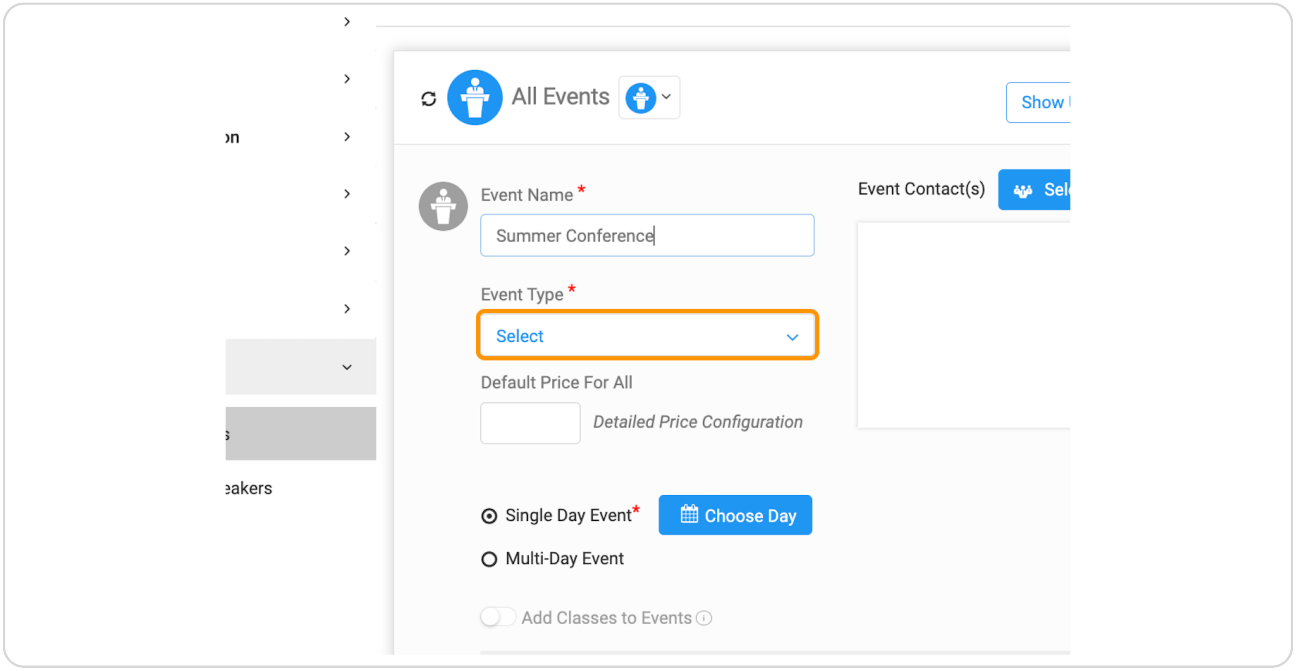
STEP 4

Type the name of your event



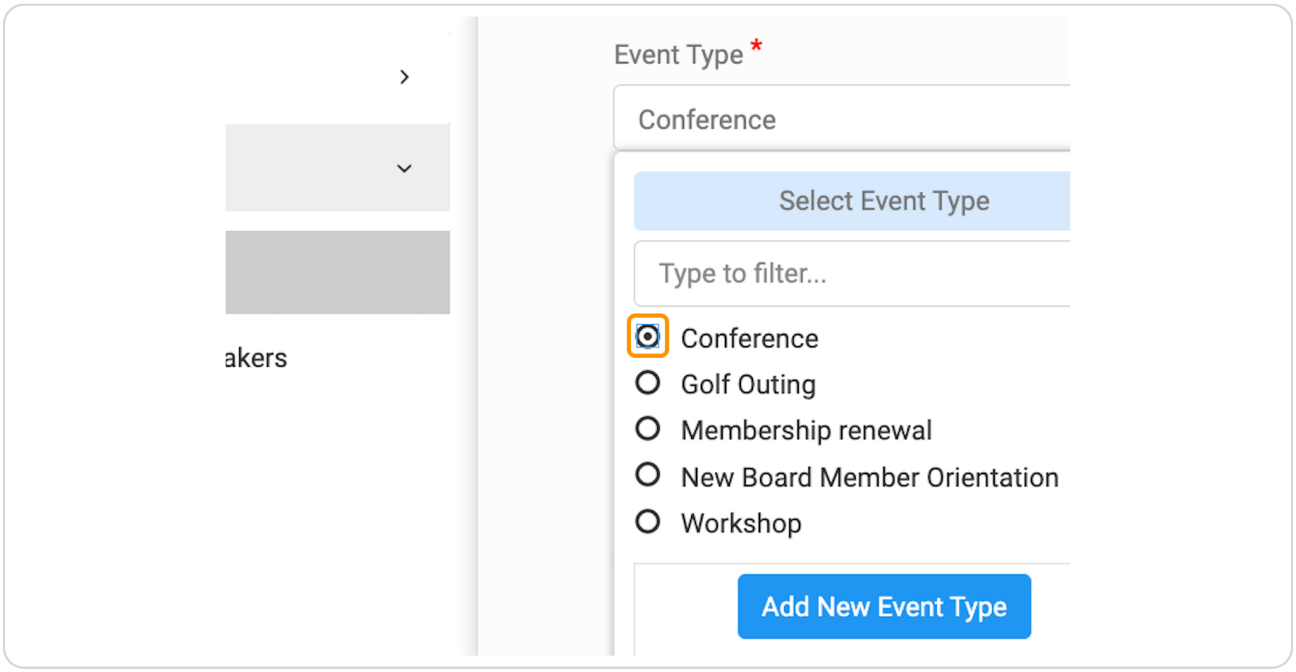
STEP 5

Click on dropdown arrow to select your event type



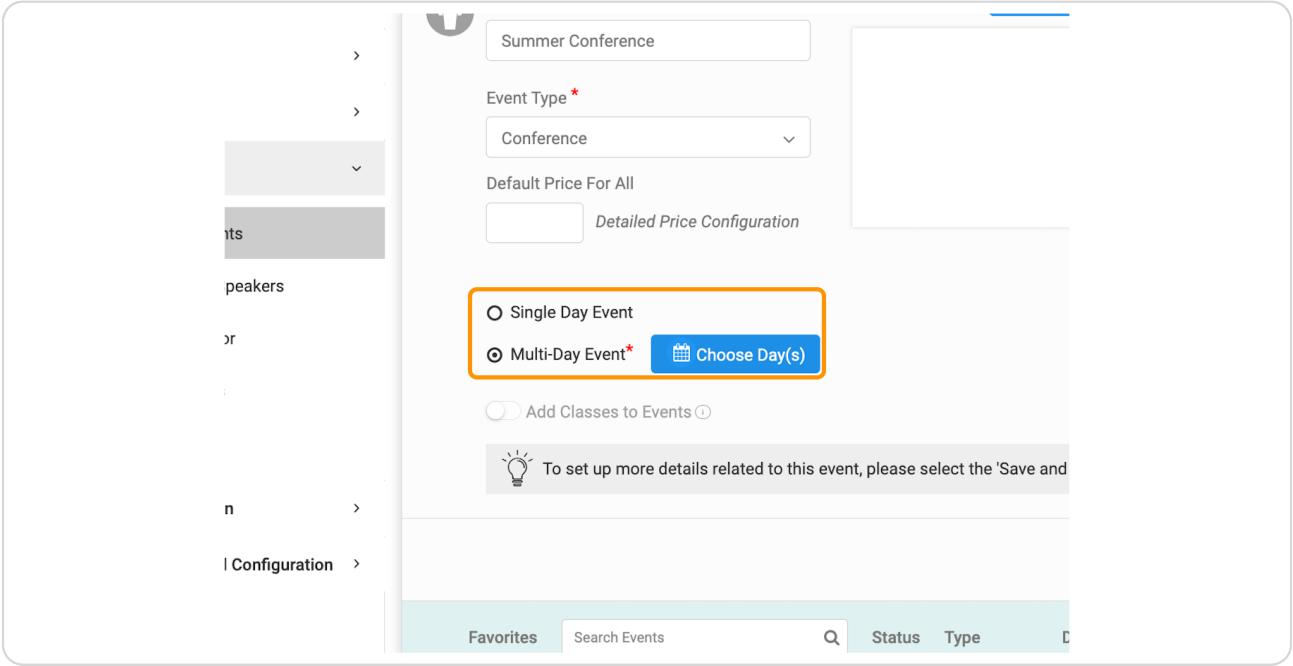
STEP 6

Select your event type from the list or add a new type



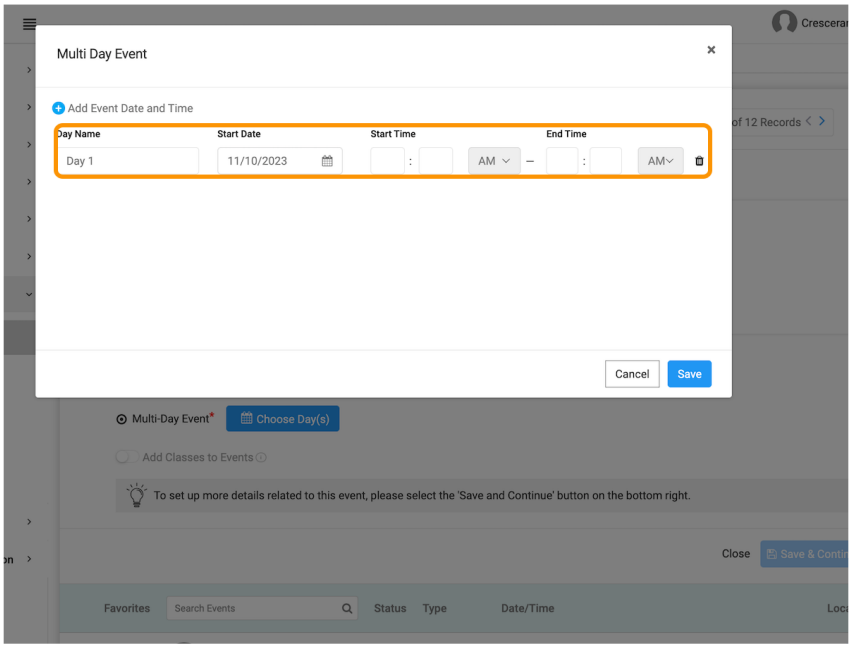
STEP 7

Click on Single Day or Multi-Day Event



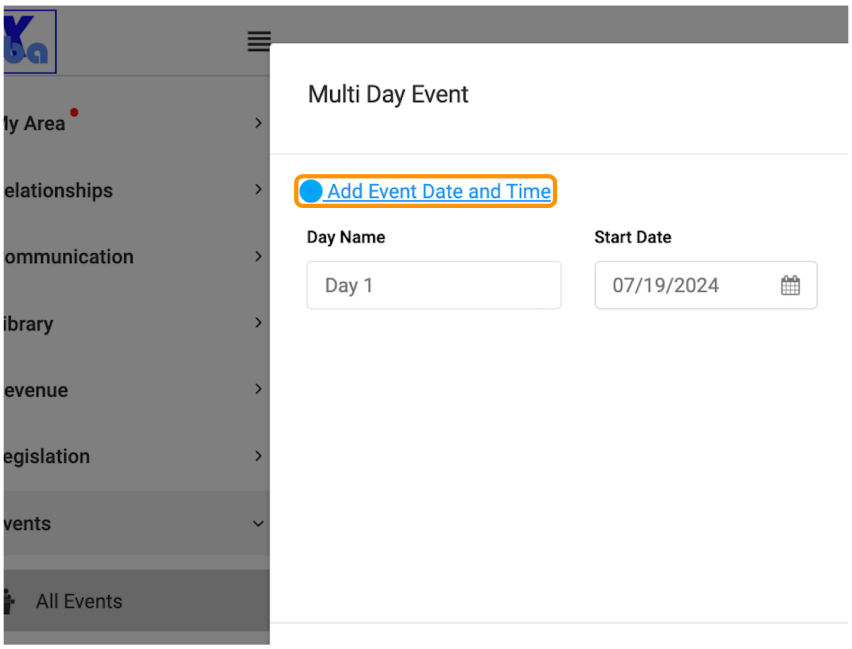
STEP 8

For Multi-Day, add your dates and times



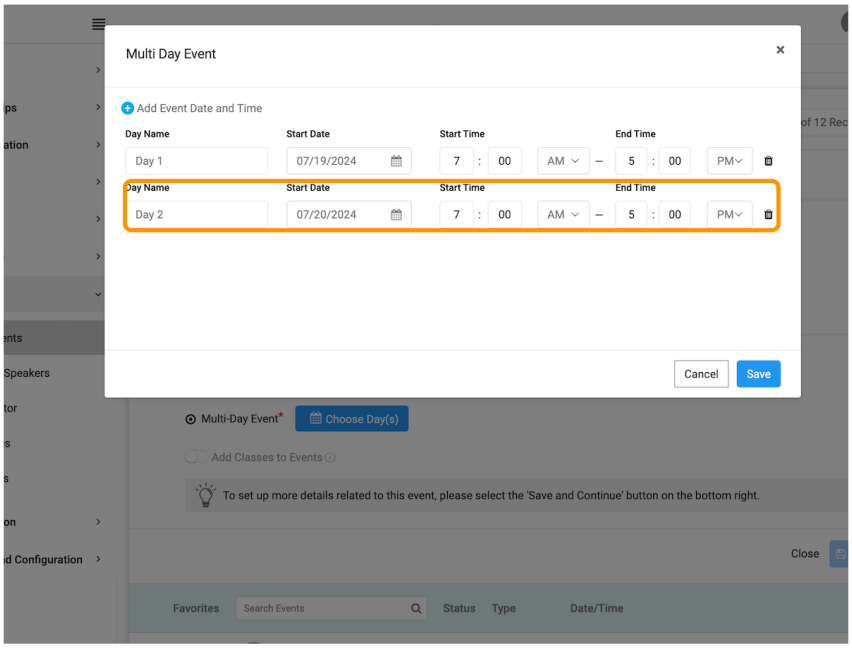
STEP 9

Click on Add Event Date and Time to add additional dates/times



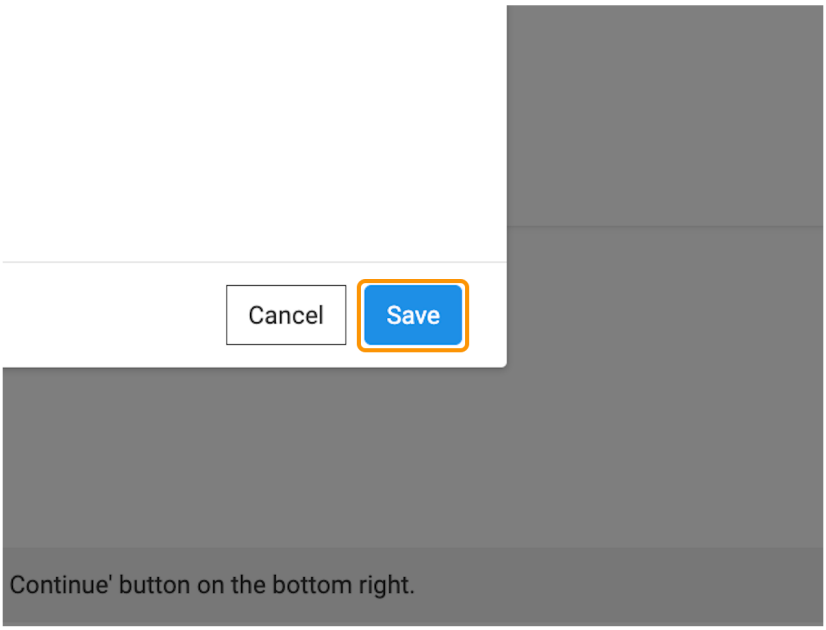
STEP 10

Type "Day 2"



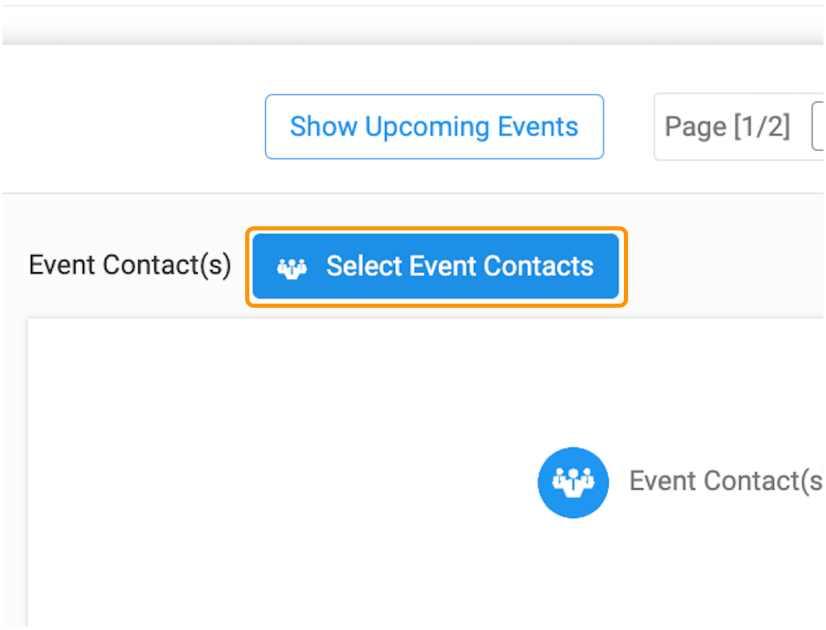
STEP 11

Click on Save when finished adding your dates



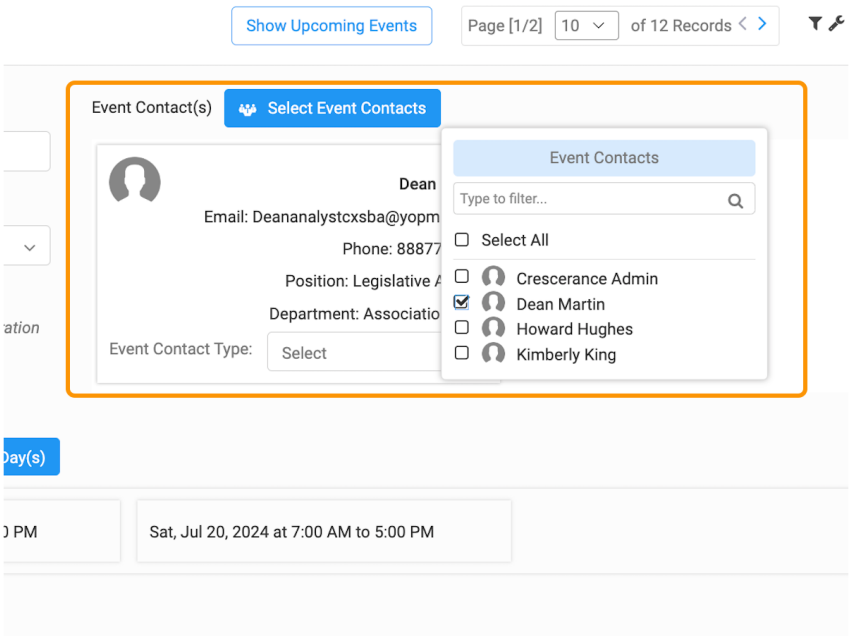
STEP 12

Click on Select Event Contacts to add a contact for your registrants to reach out to with questions.



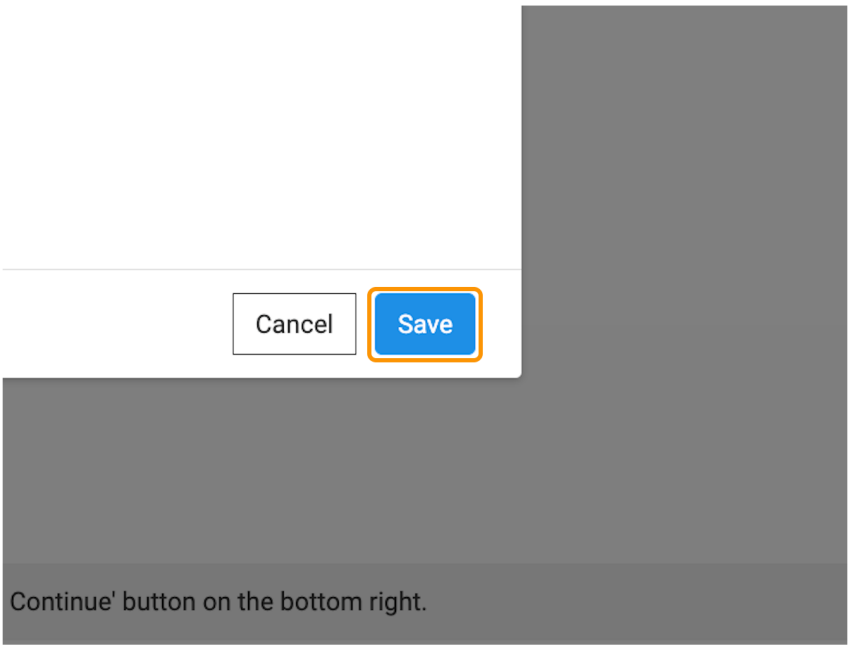
STEP 13

Select your event contact from the dropdown



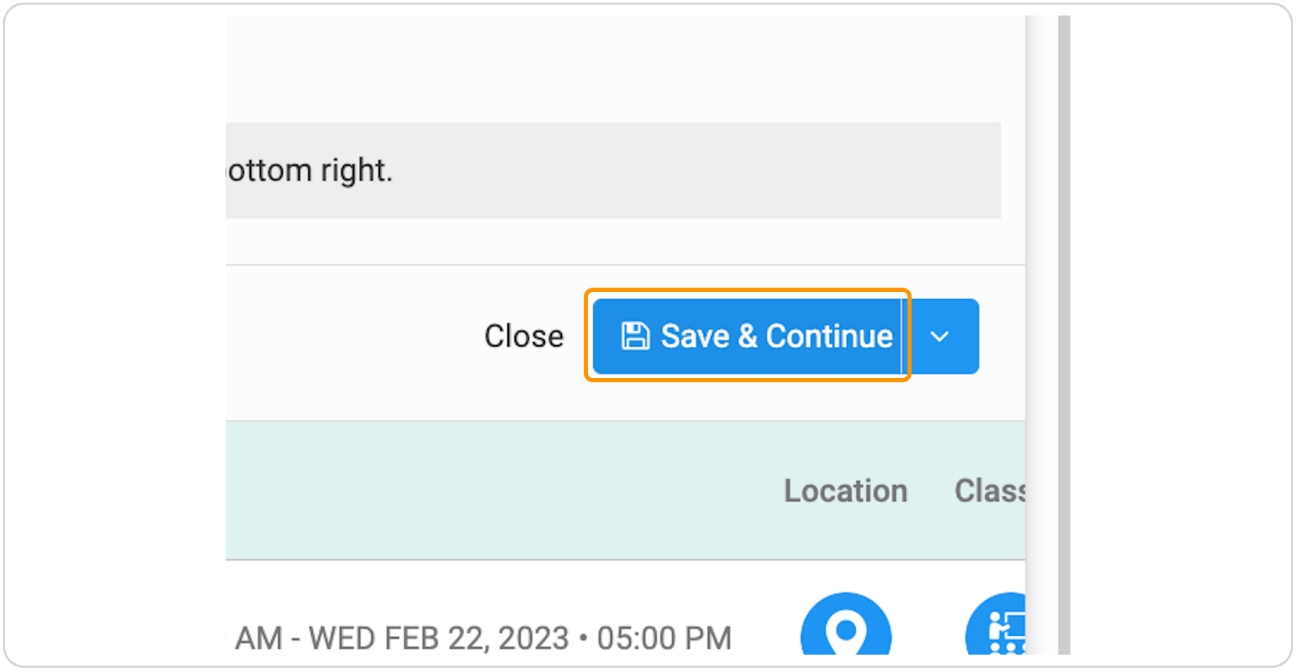
STEP 14

Click on Save



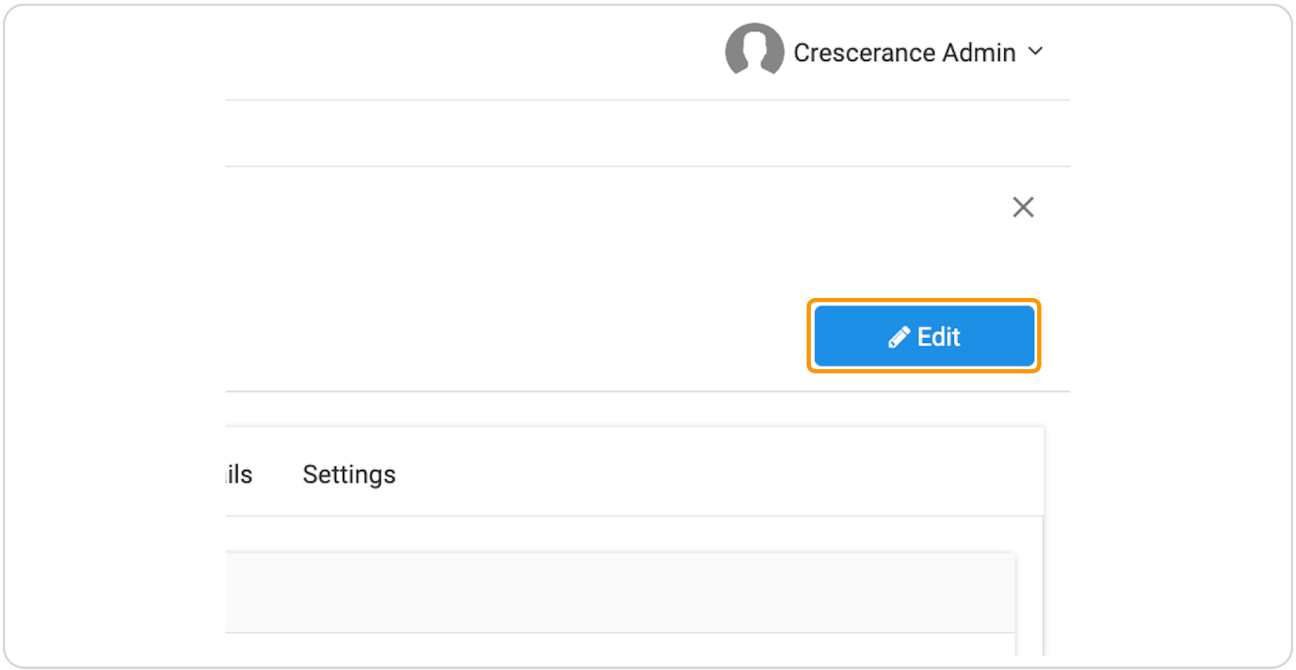
STEP 15

Click on Save & Continue when you are finished with your initial event set up



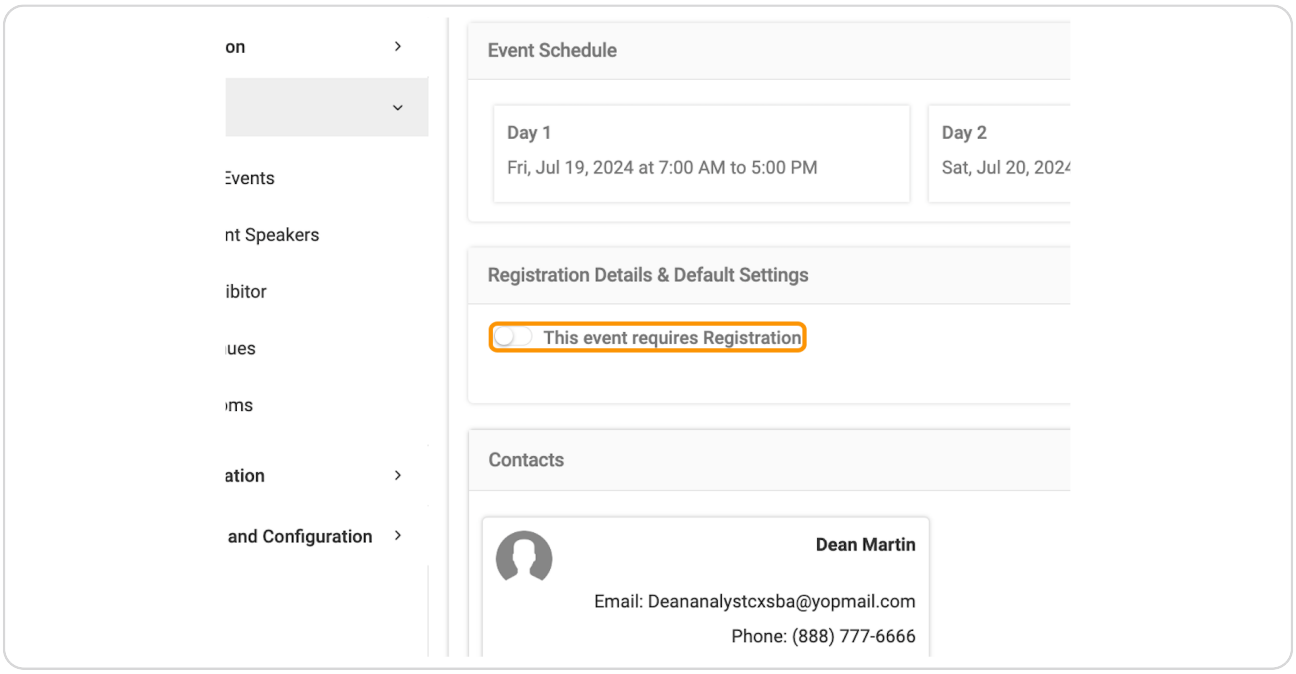
STEP 16

Click on Edit to continue setting up your event



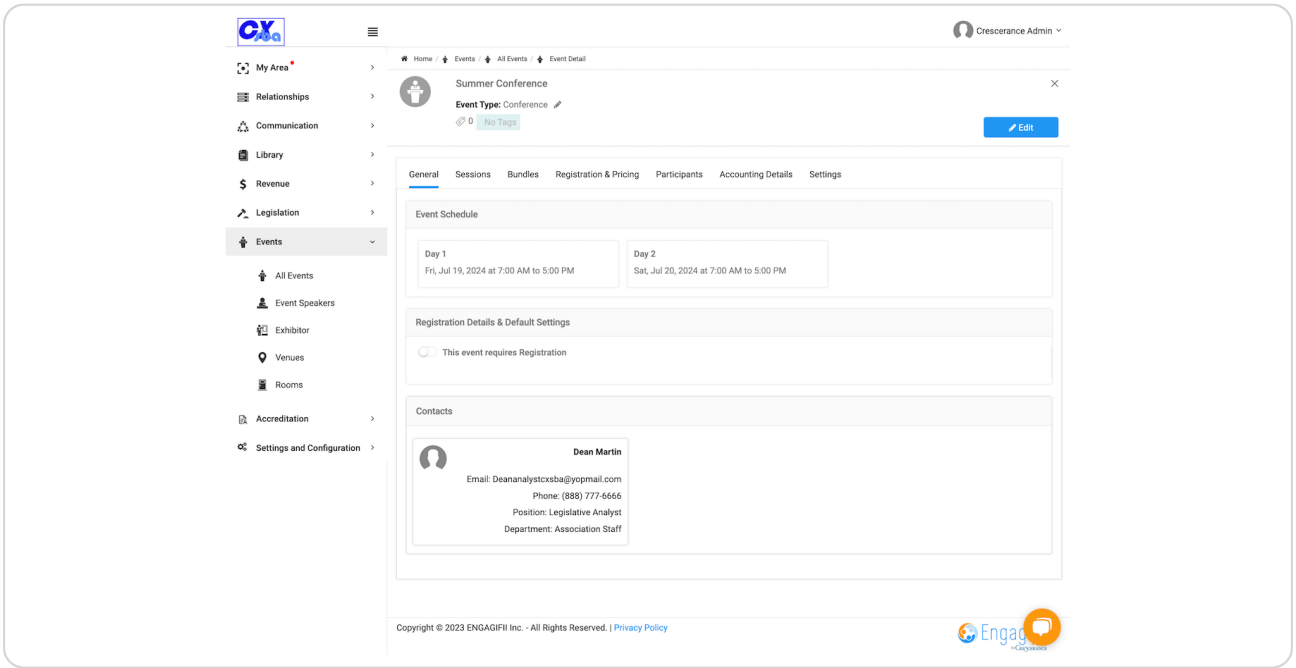
STEP 17

Click on This event requires Registration to set up the registration process



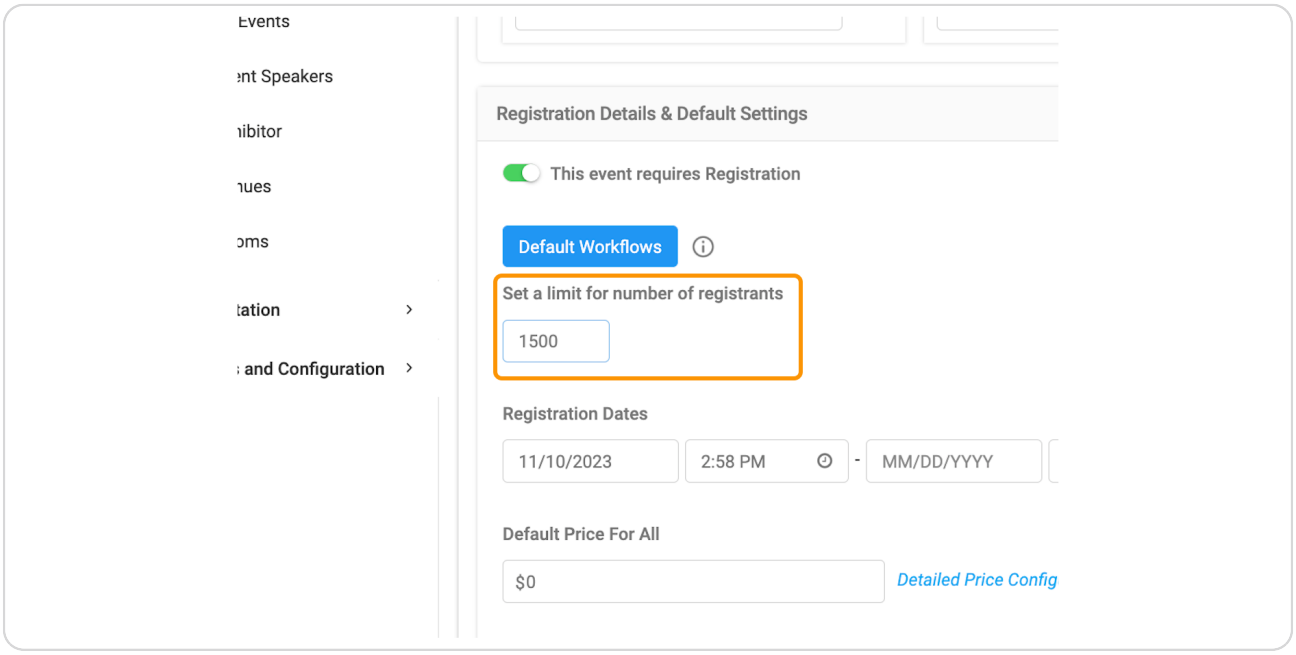
STEP 18

Drag highlighted element



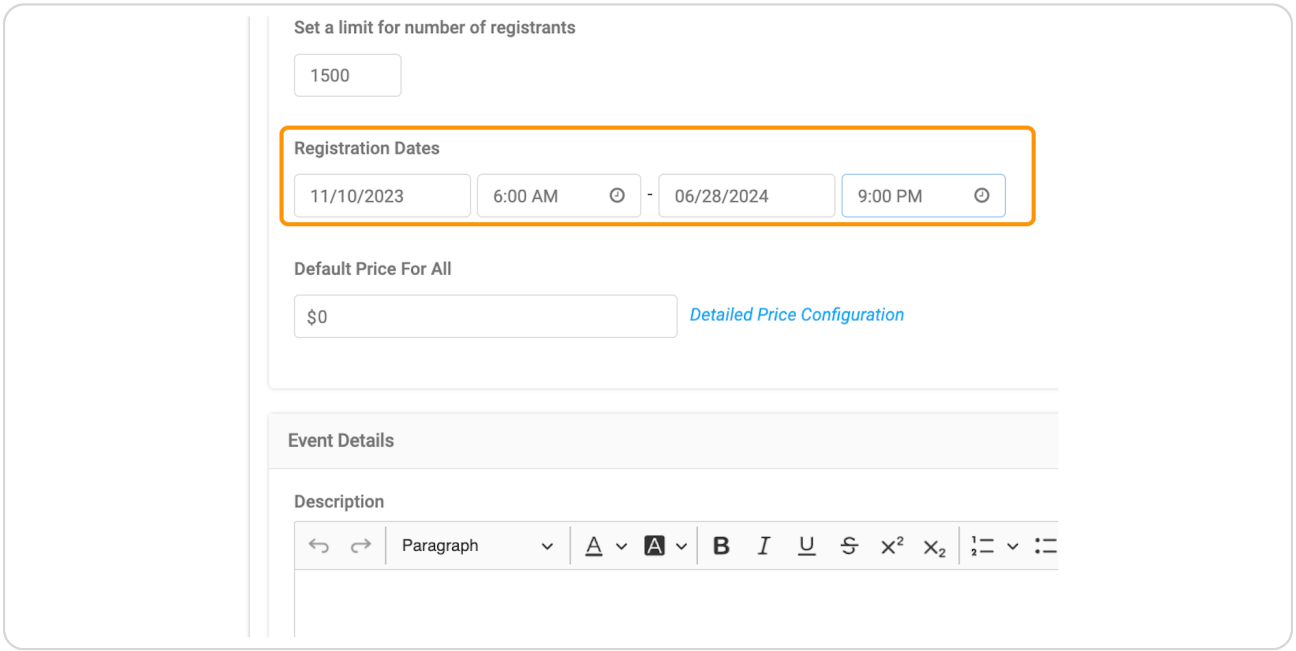
STEP 19

If you have a registration limit enter it here. This may be dependent on your venue or room settings



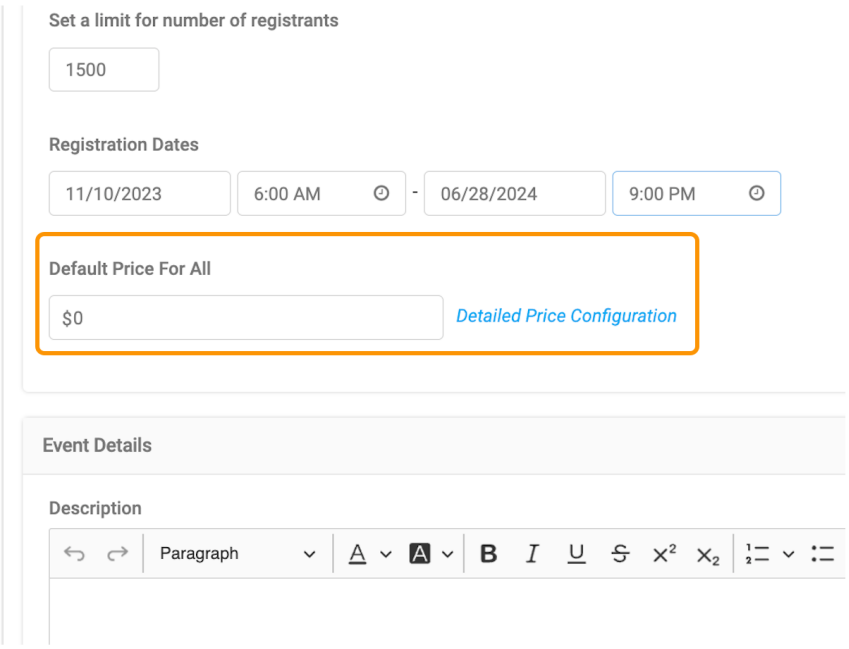
STEP 20

Enter registration dates and times



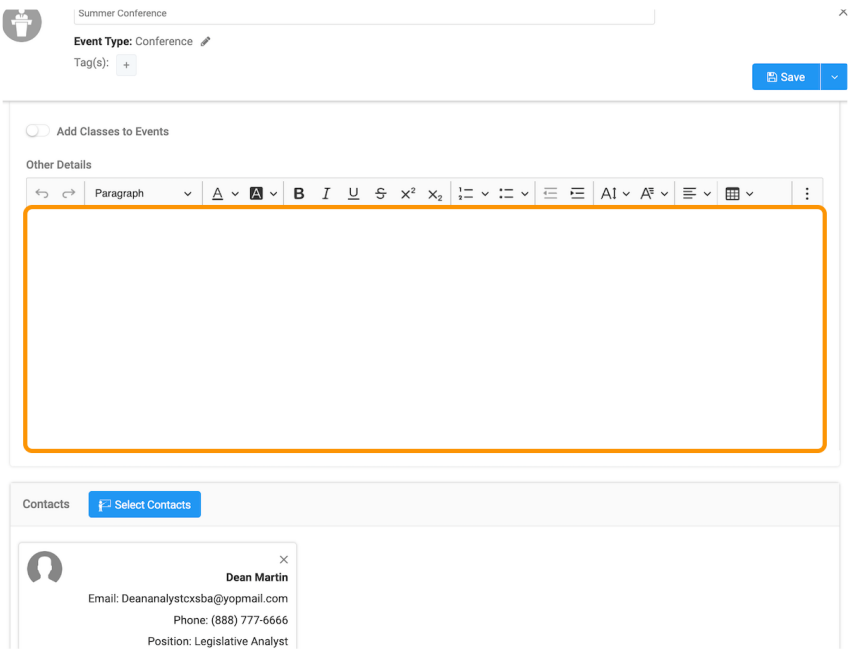
STEP 21

Enter a default price or leave blank to set pricing rules



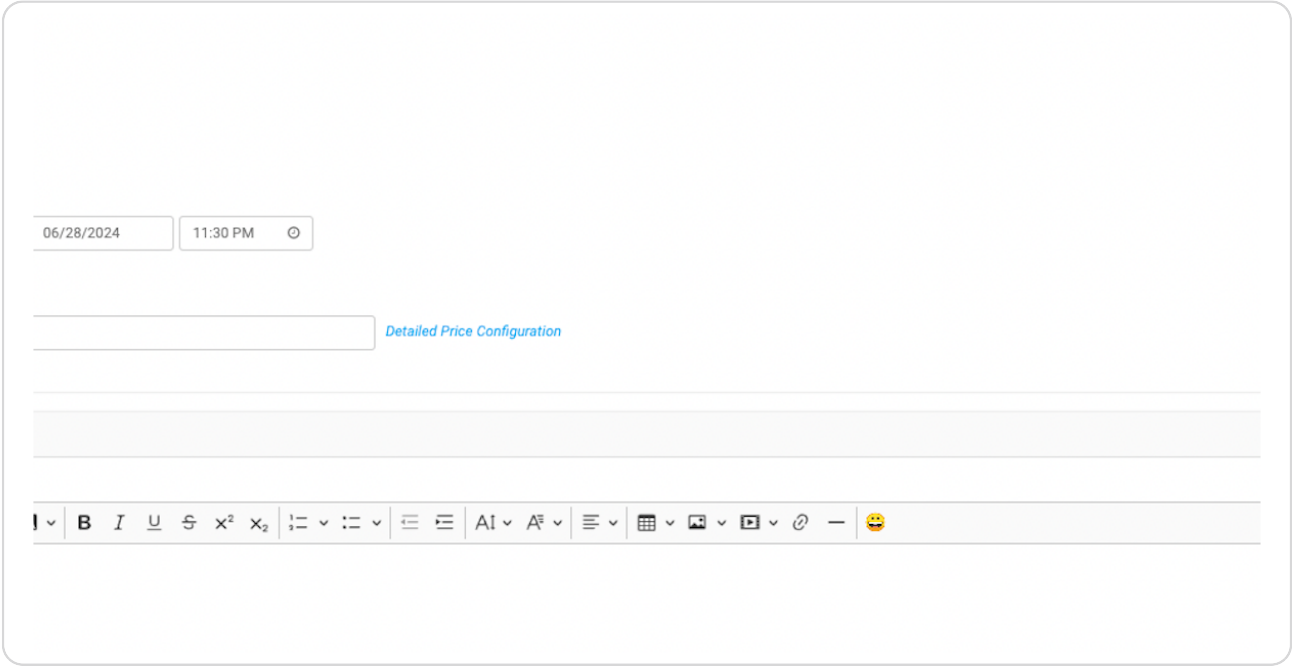
STEP 22

Type your event description in the text box



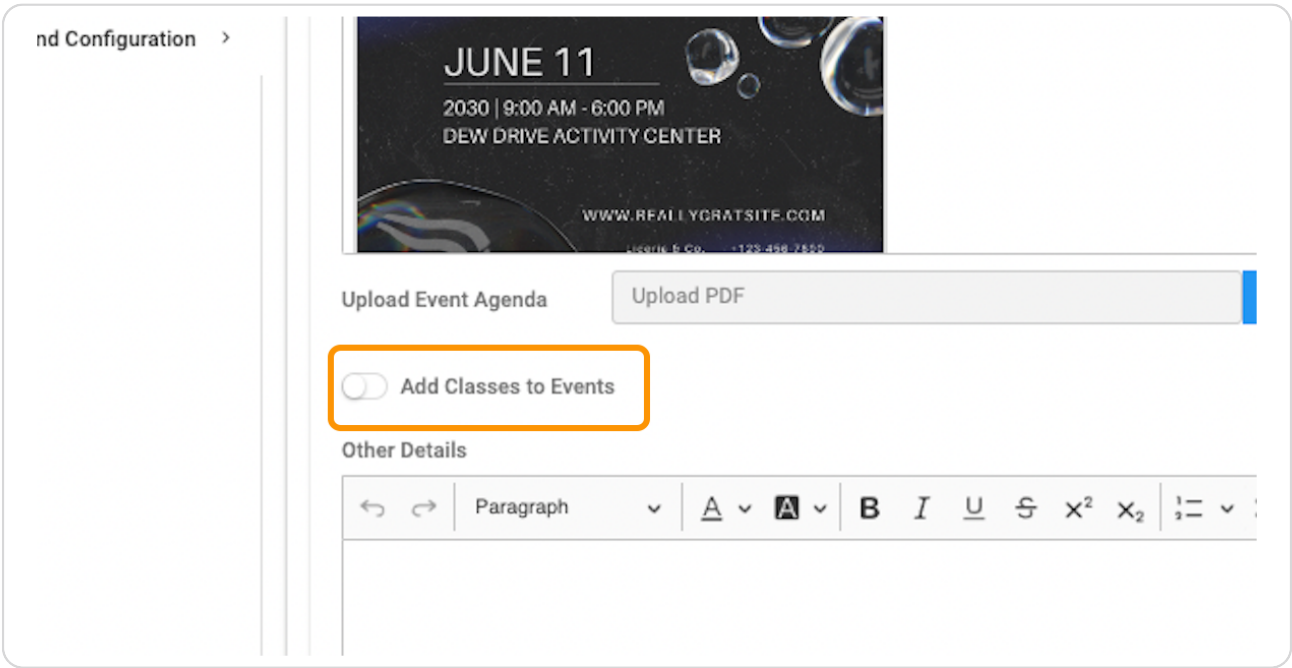
STEP 23

Upload an agenda for your event



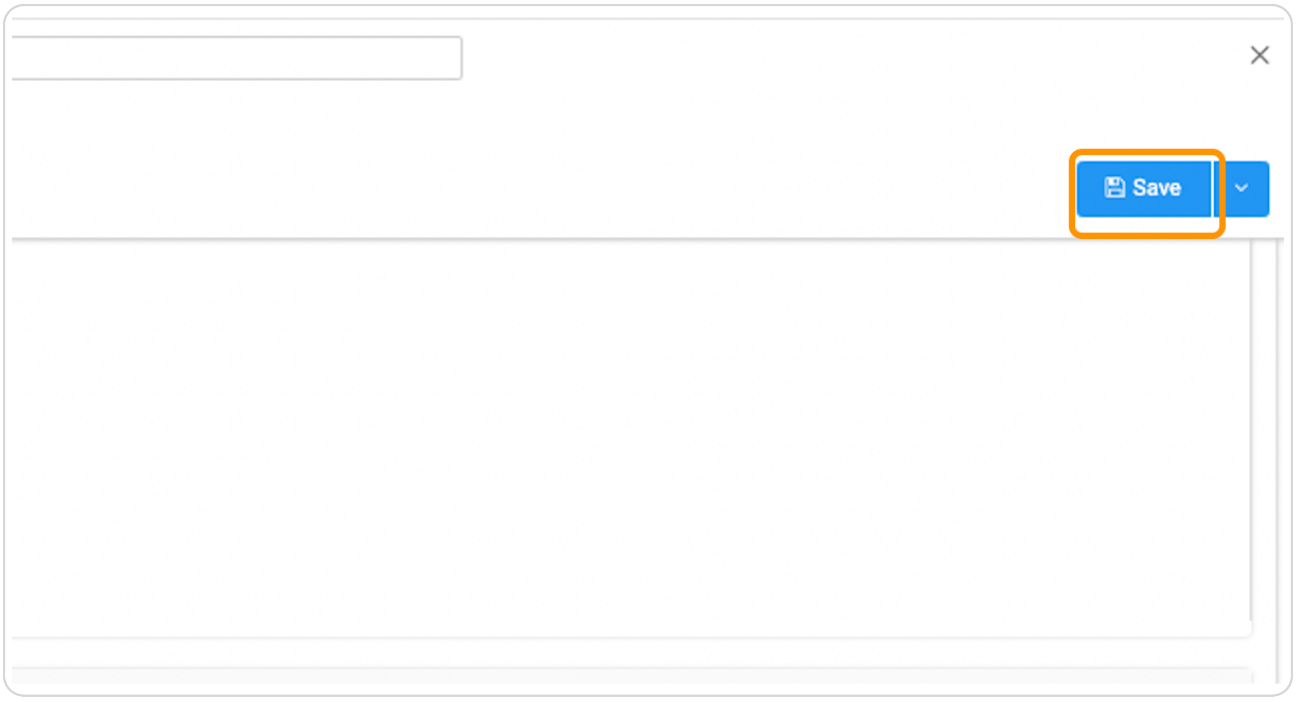
STEP 24

Toggle on Add Classes to Events if you need to tie-in credit earning classes



STEP 25

Once you have the event set to your liking, click on Save



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