

Managing Event Types: A Step-by-Step Tutorial

6 Steps

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Created by

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Creation Date

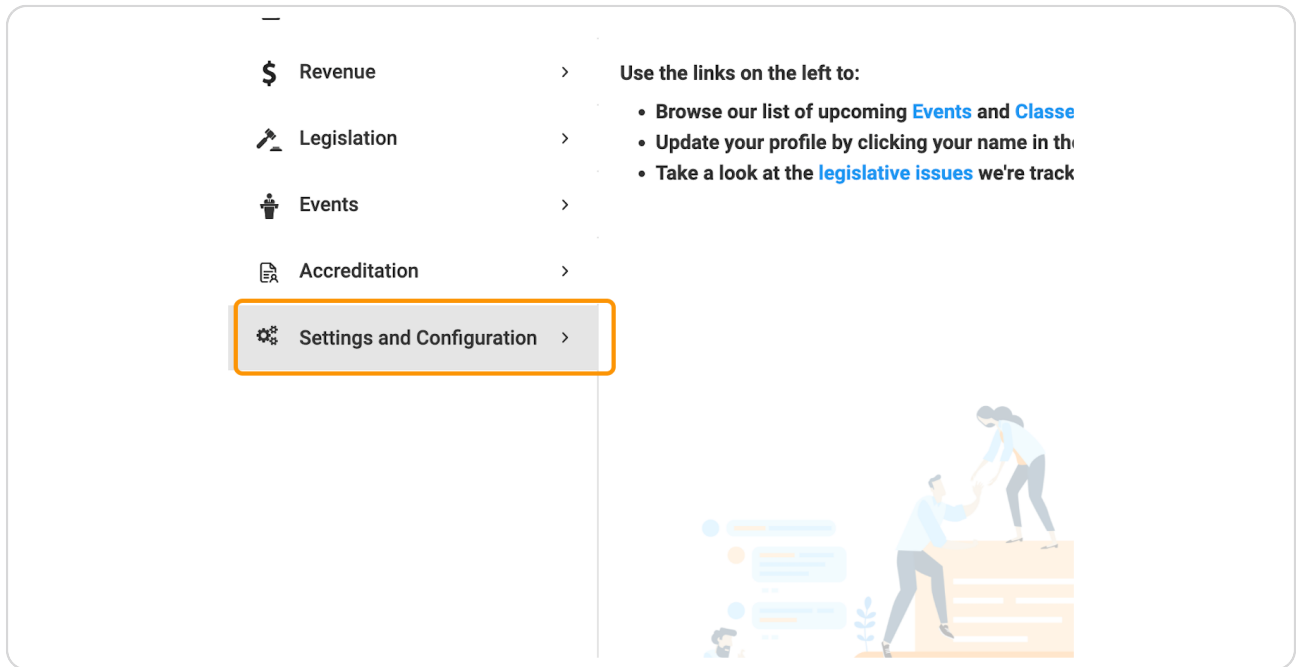
November 10, 2023

Last Updated

November 10, 2023

STEP 1

Click on Settings and Configuration



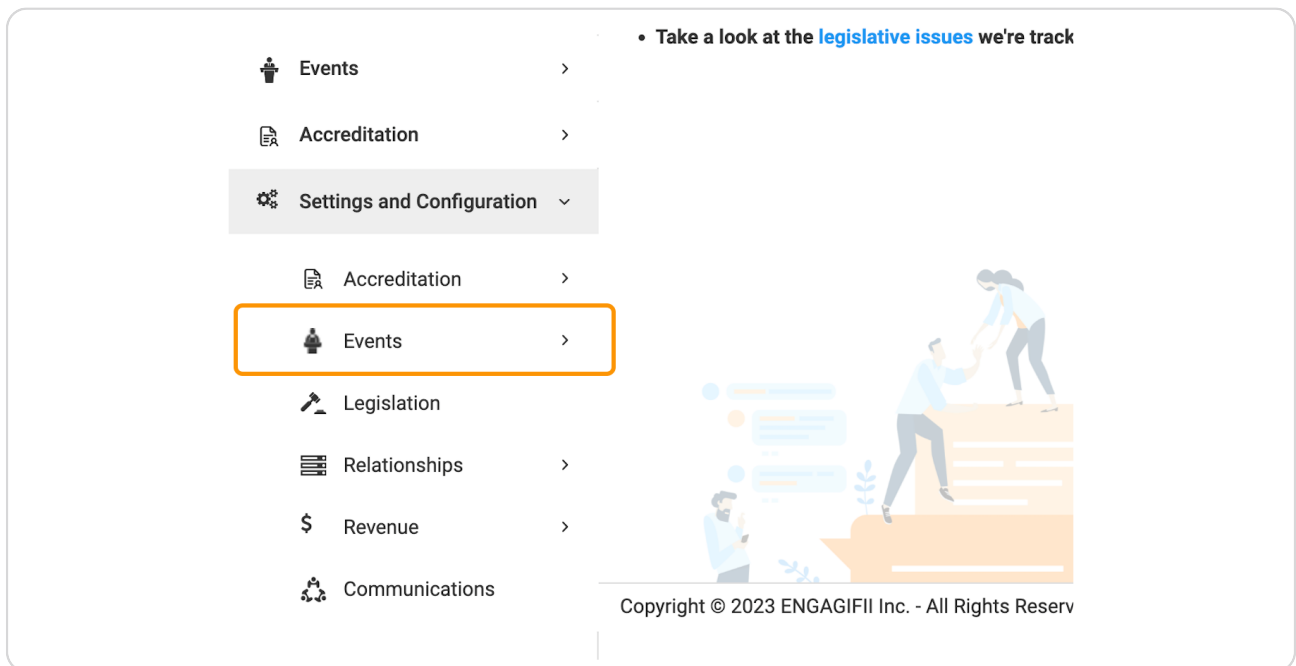
A screenshot of a navigation menu with the following items: Revenue, Legislation, Events, Accreditation, and Settings and Configuration. The 'Settings and Configuration' item is highlighted with an orange border. To the right of the menu, there is a list of instructions: 'Use the links on the left to:' followed by three bullet points: 'Browse our list of upcoming Events and Classe', 'Update your profile by clicking your name in the', and 'Take a look at the legislative issues we're track'. Below the menu and text is an illustration of two people climbing a staircase.

Use the links on the left to:

- Browse our list of upcoming [Events](#) and [Classe](#)
- Update your profile by clicking your name in the
- Take a look at the [legislative issues](#) we're track

STEP 2

Click on Events



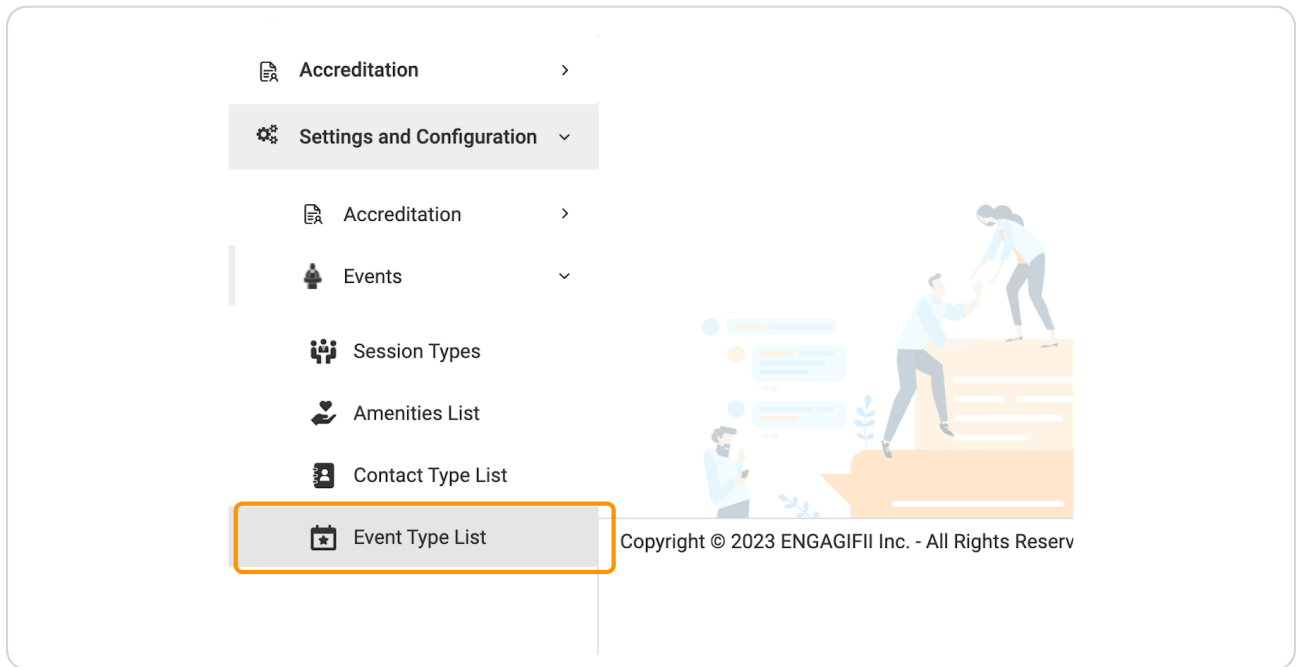
A screenshot of a navigation menu with the following items: Events, Accreditation, Settings and Configuration, Accreditation, Events, Legislation, Relationships, Revenue, and Communications. The 'Events' item is highlighted with an orange border. To the right of the menu, there is a list of instructions: 'Take a look at the legislative issues we're track'. Below the menu and text is an illustration of two people climbing a staircase.

Take a look at the [legislative issues](#) we're track

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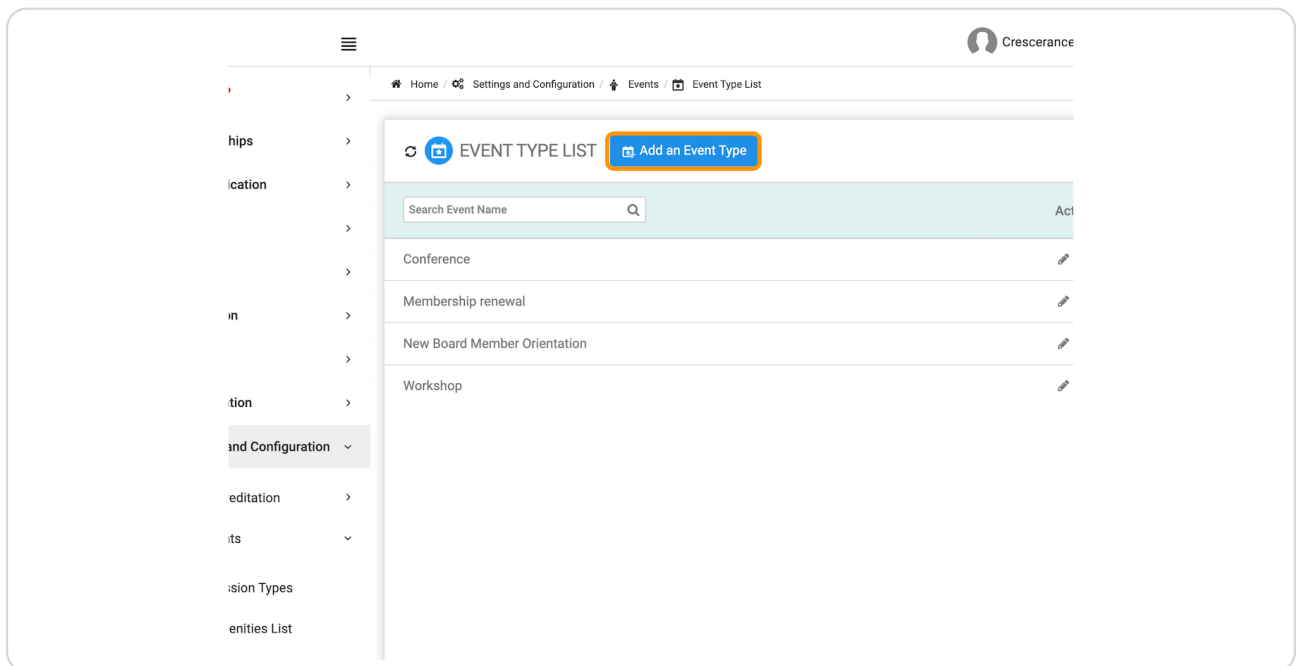
STEP 3

Click on Event Type List



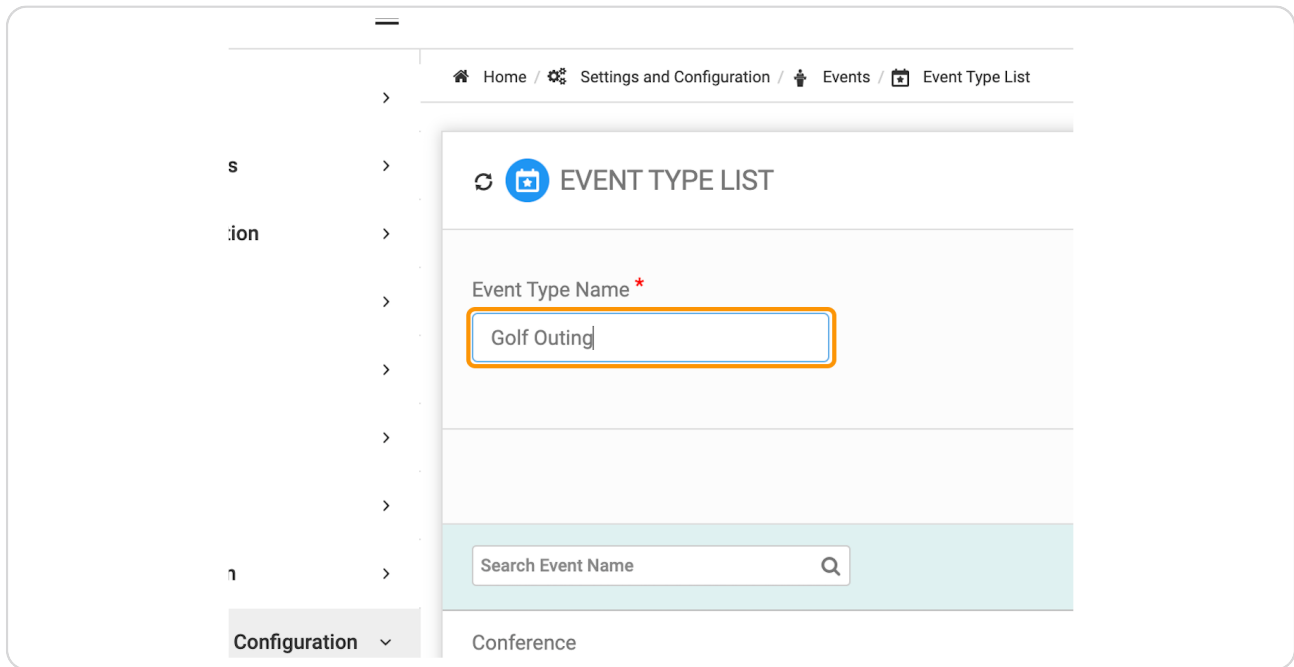
STEP 4

Click on Add an Event Type



STEP 5

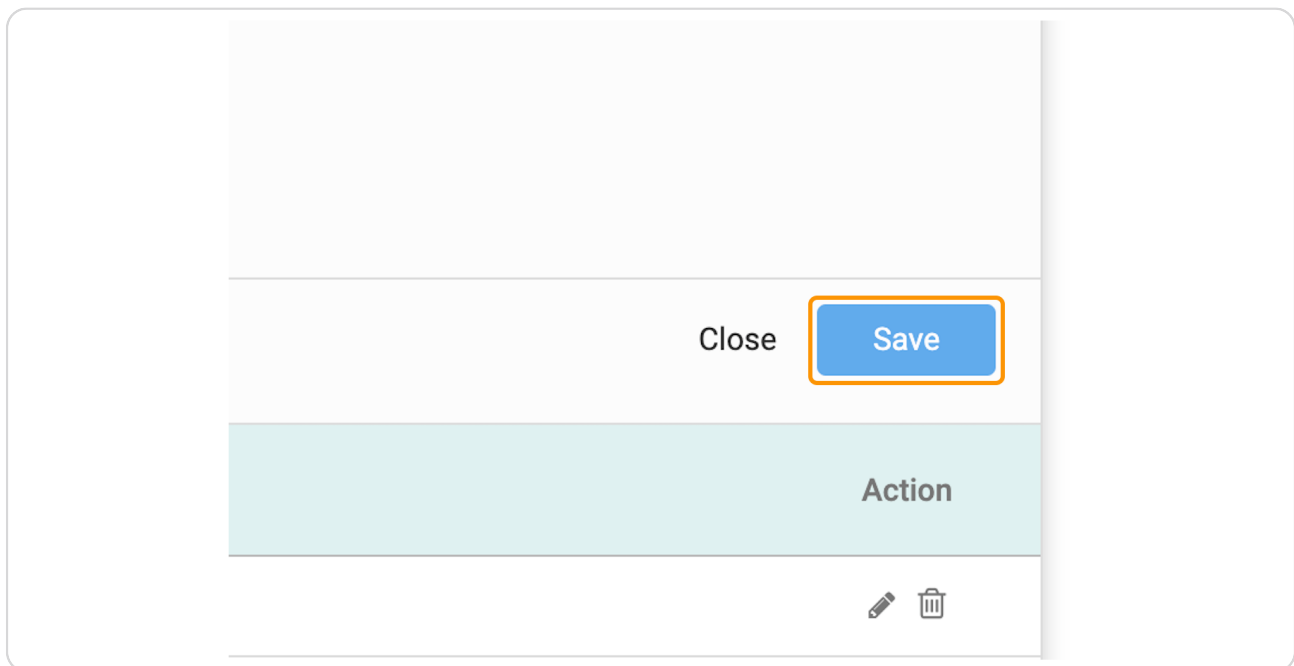
Type name of new Event Type



The screenshot shows a web application interface for managing event types. The breadcrumb trail at the top reads: Home / Settings and Configuration / Events / Event Type List. The main heading is 'EVENT TYPE LIST' with a refresh icon. Below this is a form with a label 'Event Type Name *' and a text input field containing 'Golf Outing'. The input field is highlighted with an orange border. At the bottom of the form, there is a search bar labeled 'Search Event Name' with a magnifying glass icon. Below the search bar, a dropdown menu is open, showing 'Conference' as the selected option. The left sidebar contains a 'Configuration' dropdown menu.

STEP 6

Click on Save



The screenshot shows the bottom portion of the form, specifically the 'Action' bar. It features a 'Close' button and a 'Save' button. The 'Save' button is highlighted with an orange border. Below the 'Action' bar, there are two icons: a pencil icon for editing and a trash can icon for deleting.

