



How do I create an Event?

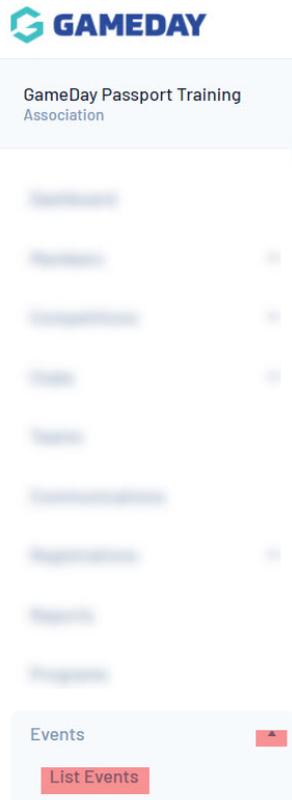
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To create an Event, please follow these simple steps.

The following can only be done if the events module has been enabled for your organisation. If you are a club or league/association please speak to your sporting body who will need to approve this to be turned on.

If you are a private provider or national/state body and want this enabled for an association/league or club, please contact our support team.

1. From your dashboard, click the drop down arrow against **EVENTS** > click **LIST EVENTS**.



2. From the Events page, click **ADD**.

Add

Events

Showing Name Including Status **Active** ▼

Event Name	Location	Start Date	Members	Registration Link	Status
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3. Enter in the name of the Event.

4. Choose the **Location Type**.

- If you select **Club or Association**, the information that is in the organisations **Locator** will display as the location for the Event.
- If you select **Venue**, a list of venues will appear for you to choose from. Your association will need to have set up some venues in order for options to appear. Venues can be [set up here](#).

Add New Event

[Click here](#) to return to list of Events

To modify, change the details in the boxes below. When you have finished, press the '**Create Event**' button.

Note: All boxes marked with a * must be filled in.

Event Details

Event Name *

Test Event

Active?



Location Type *

Association ▼

Location *

565 Bourke Street ▼

5. Input the details for the event. If it is an all day event, click the checkbox, if not fill in all mandatory fields related to the event.

6. Select the relevant **registration form** for this event. This will be the member to event form you created earlier.

Session Details

All Day Event

Start Date *

Start Time : 24 hour time

End Date *

End Time : 24 hour time

Capacity

Registration Details

Registration Form

[Create Event](#)

[Click here](#) to return to list of Events

7. Click **CREATE EVENT**.

How do I edit details for an event?

If you need to change the details for an event at any time before it starts then you can do so via the following

1. From your dashboard, click the drop down arrow against **EVENTS** > click **LIST EVENTS**.
 2. Click the **EDIT** icon (magnifying glass) next to the event name.
 3. Fill in all details.
 4. Update event.
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