Setting up a new event

From the **Events** tab click on the [Add Event] button.

- You have the option of creating the new event from scratch, or you can copy a previous event if this is a recurring event or if the 2 events have some things in common you don’t want to recreate.
- Note that if you copy an event then all event details including the [Event email customizations](#) are also copied.
Setting up a new event

Event Details

Here is where you configure your event and specify when / where it takes place, what its about and so forth.

1. Event Options

- **Visible** - until you switch this on, event is visible only to the administrators (See Event visibility). This is very useful if you can not complete creating an event and need to finish later - and do not want to display half-baked event to the public or members.

- **Enable registration** - controls whether people can register online. Note that you have to create one or more registration types to enable registration. (See Event registration types). e.g. you can disable registration if you want to notify people about an event that does not require registration.

- **Limited registration** - option to cap / limit the total number of registrations. See Capping event registrations.

2. Basic information
Setting up a new event

- **Title** - event name
- **Tags** - Use to categorize events (See Event categories (tags, labels)). Useful if you want to list your events on different event calendars e.g. if your events take place at 3 different locations you may want to use 3 event calendars and show events at each location separately.

3. Description and Additional event information

- **Description** is the main event field - provide as much information about the event as you can. You can use rich text formatting and insert pictures, documents, links etc.
- **Additional event information** to be inserted in registration confirmation email allows you to enter text which will be added to the confirmation email that goes out to registered participants. (This email is customizable - see Customizing event emails)

4. When and where

- **Start Date and Time** - Date and time format is based on your settings, see Organization Timezone
- **End Date and Time** - determines when event registration is automatically disabled
- **Location** - free-form field for the event location, e.g. '55 John street, Metro Hall'
- **Time zone** - Change accordingly if that particular event takes place in a different timezone from your normal location.

5. List registrants on event page

You may want to publish a list of people who have registered for an event to encourage others to register, or to encourage networking, for example. You can allow registrants to list their name and a link to their public profile with the event.

- **Show attendees who want to listed**
  - **to everyone** - Visible to any person who views the Event details
  - **to members only** - List will only be visible only to logged in members.
- **Include pending registration** - When selected the list will include registrations that have not been paid in full.

The registrant will be listed as "Anonymous" if:

- If you have enabled this feature and the registrant does not wish to have their name published
Setting up a new event

- If a member wants to be added to the list but does not share his information with the public, and you have set your list to be visible to everyone, see Privacy settings.

The link to the list will be available on the event summary page as well as the on the event details. No information will be displayed for any guests that the registrant is bringing, but the number of guests registrants will be shown on the list (See Guest event registration).

Registration form

To add/customize event fields (for the current event only) click on the Registration form link, see Customize event registration form.

Registration types

Registration types are basically ticket types - they allow you to setup different prices with different options. Click on Registration types link, see Event registration types. On the registration types screen is where you can also specify payment instructions and/or registration message for current event.

Event e-mails

To customize the event emails for that event only, and set when notifications/reminders should automatically go out click on the E-mails link - see Customizing event emails.

Finalizing event

Once all the fields are completed, click the [Save] button and the event will be saved and appear in the list of events. The event will automatically appear on your website for the public and members to see. (And it will be automatically moved into Past events after the event end date - so it will still be accessible but will not confuse your website visitors and make your