

Creating an Event from Scratch

Now you have your colleagues on board and you've connected your payment processor, it's time to create your first event. We suggest you create a test event first, so you have space to play around and try features out. Let's get started!

1. From the account home page, click the green "Create Event" button and select "Create from Scratch"
2. Complete the event creation wizard, filling in the event name, start and end times, time zone, contact email, event type, registration type, and your registration goals. Don't forget to upload an event logo!
3. Hit "Continue to Event Dashboard" and you're done. It's that easy.