## www.easyscheduling.com.au

## Schedule your event/meeting now!

• Step 1: Create an Event/ Meeting

Name of the Organizer: Name of the Event/Meeting: Description of the Event/Meeting (500 Characters left): Upload an Event/Meeting Specific Logo:

## Option 1 -

Option 1: Date

Option 1: Starting time Option 1: Finishing time

Option 1: Venue

## Option 2 -

Option 2: Date

Option 2: Starting time Option 2: Finishing time

Option 2. Finishing time

Option 2: Venue (if different from option 1)

Unused event will be deleted after 90 days.

Go to the next Step ♦