

Create Event

1. Enter a name for your event. Note: The first 20 characters of the name will be displayed on your event calendar.

Step 1: Name Your Event

2. In step 2 enter the event start date. If the event runs for more than one day

* Event Start Date & Time Hour Minutes AM

enter the end date. * Event End Date & Time Hour Minutes AM You may also fill in the times of the event.

3. Enter details about your event such as location, etc. in Step 3. You may insert images and add links. (Refer to the Help Menu for instructions.)

4. If you enter an expiration date,

* Expiration Date & Time : 11/11/2014 12 0 AM

the system will automatically remove your event from displaying on the App on the date entered.

5. Choose whether you would like to have Call and/or Contact Us buttons

☒ Display Call Button

displayed on the event. ☒ Display Contact Us Button

6. Decide whether the status should be 'Publish' to display it on your App's event calendar or kept 'Private' by clicking the appropriate radio buttons in step 4. ☐ Private ☒ Publish

7. If you chose Publish, you may pick a date to publish it.

* Publish Date: 06/21/2013 (MM/DD/YYYY)

8. **Important!** If you auto share content and do not wish to share this item,

uncheck the appropriate boxes. ☐ Auto post on facebook ☐ Auto post on twitter

9. Click 'Submit'.

Submit

10. If you chose to keep it Private, click 'Save'.

Save