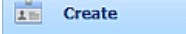## Create Event

From the Dashboard:

1. Select the icon you have chosen for the Event Calendar.

2. Select 'Create' on the right.

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

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

    You may also fill in the times of the event.

5. 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.)

6. If you enter an expiration date,

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

7. Choose whether you would like to have Call and/or Contact Us buttons displayed on the event.

8. 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.

9. If you have chosen Publish, you may pick a date to publish it.

10. Important! If you auto share content and do not wish to share

    Auto post on facebook

    this item, uncheck the appropriate boxes.   Auto post on twitter

11. Click 'Submit'.   Submit

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