You can create individual events by creating a new page under a dedicated events page.
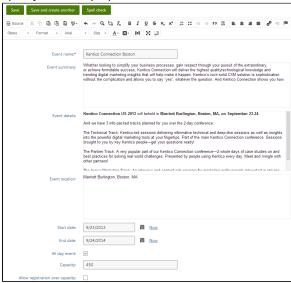
To create a new event:

1. Open the **Pages** application.
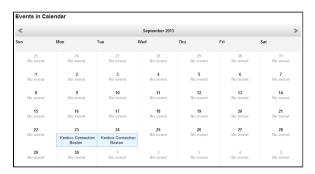2. Click on **New** (➕). A **New page** dialog opens.

> ⚠️ Your site may be set up so that you can only create events under the specified page. If that is the case, you will see a dialog for creating events directly (step 4). By default, the dialog is named **New page of type Event (booking system)**.

3. (Optional) Choose the **Event (booking system) page**. A **New page of type Event (booking system)** dialog appears.
4. Specify the event properties.

5. Confirm creating the event by clicking **Save**. The system places the event in the event calendar.