

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.

| Events in Calendar |                                 |                                 |                |                |                |                |
|--------------------|---------------------------------|---------------------------------|----------------|----------------|----------------|----------------|
| September 2013     |                                 |                                 |                |                |                |                |
| Sun                | Mon                             | Tue                             | Wed            | Thu            | Fri            | Sat            |
| 25<br>No event     | 26<br>No event                  | 27<br>No event                  | 28<br>No event | 29<br>No event | 30<br>No event | 31<br>No event |
| 1<br>No event      | 2<br>No event                   | 3<br>No event                   | 4<br>No event  | 5<br>No event  | 6<br>No event  | 7<br>No event  |
| 8<br>No event      | 9<br>No event                   | 10<br>No event                  | 11<br>No event | 12<br>No event | 13<br>No event | 14<br>No event |
| 15<br>No event     | 16<br>No event                  | 17<br>No event                  | 18<br>No event | 19<br>No event | 20<br>No event | 21<br>No event |
| 22<br>No event     | 23<br>Kentico Connection Boston | 24<br>Kentico Connection Boston | 25<br>No event | 26<br>No event | 27<br>No event | 28<br>No event |
| 29<br>No event     | 30<br>No event                  | 1<br>No event                   | 2<br>No event  | 3<br>No event  | 4<br>No event  | 5<br>No event  |