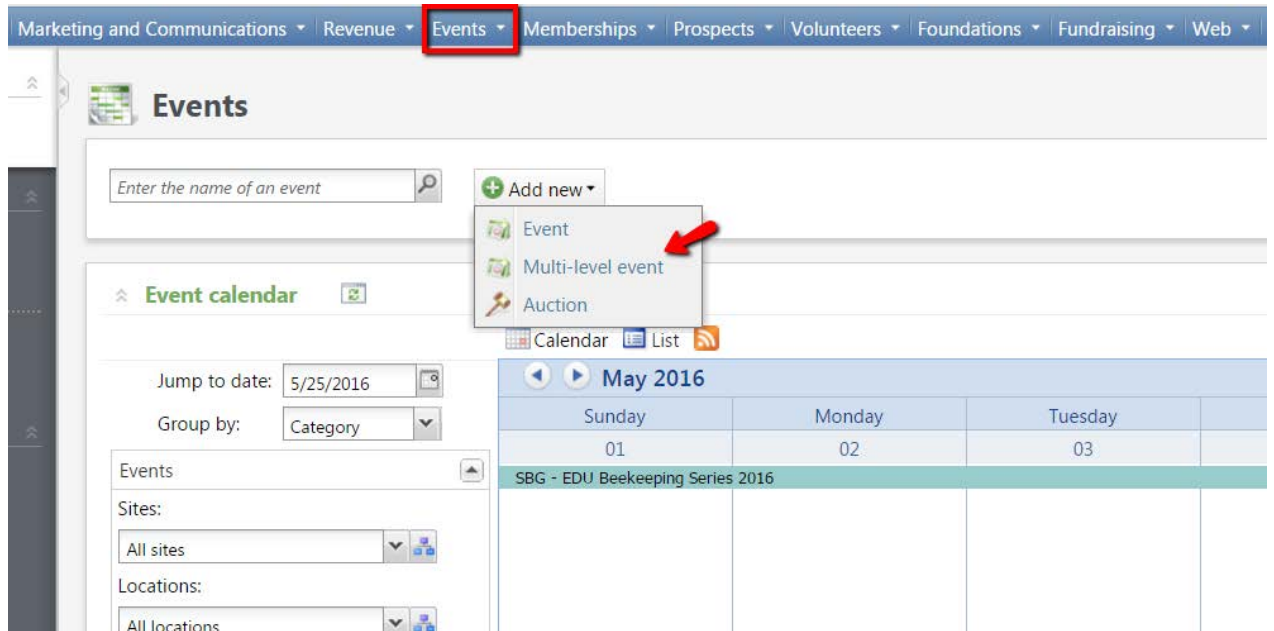
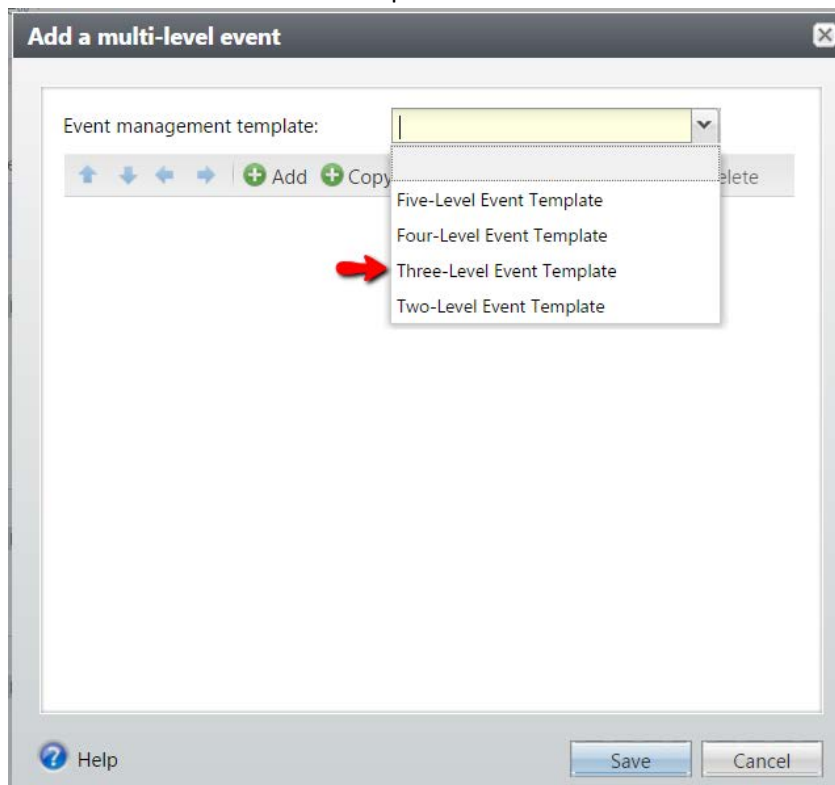


Creating an Event:

1. Click on the Events tab > Add new > Multi-level event



2. Choose a Three-level Event Template



3. Click Add New

Add a multi-level event

Event management template: Three-Level Event Template

↑ ↓ ← → + Add + Copy from + Add existing Edit Delete

Help Save Cancel

4. Add the Name starting with your naming convention (GOVT), Start date, and Site (GOVT falls under Public Service & Outreach). Also, make sure you check "Event allows designations on fees"

Add an event

General

Name: GOVT - Name of your event

Description:

Category:

Sites: Site
Public Service & Outreach

Do not show on event calendar
 Event allows designations on fees

Details

Start date: mm/dd/yyyy Start time: hh:mm AM
End date: mm/dd/yyyy End time: hh:mm AM

Location information

Location: Room/Unit: Capacity: 0
Contact:

Help OK Cancel

5. Highlight the name of the Event (this is the Level 1) and click the Add button

Event management template: Three-Level Event Template

+ Add + Copy from + Add existing Edit Delete

GOVT - Name of your event

Help Save Cancel

6. Indicate in the name field that these are the June events (This will be your Level 2)

General

Name: GOVT - Name of your June Events

Description:

Category:

Sites:

Details

Start date: 6/21/2016 Start time: hh:mm AM

End date: mm/dd/yyyy End time: hh:mm AM

Location information

Location:

Room/Unit: Capacity: 0

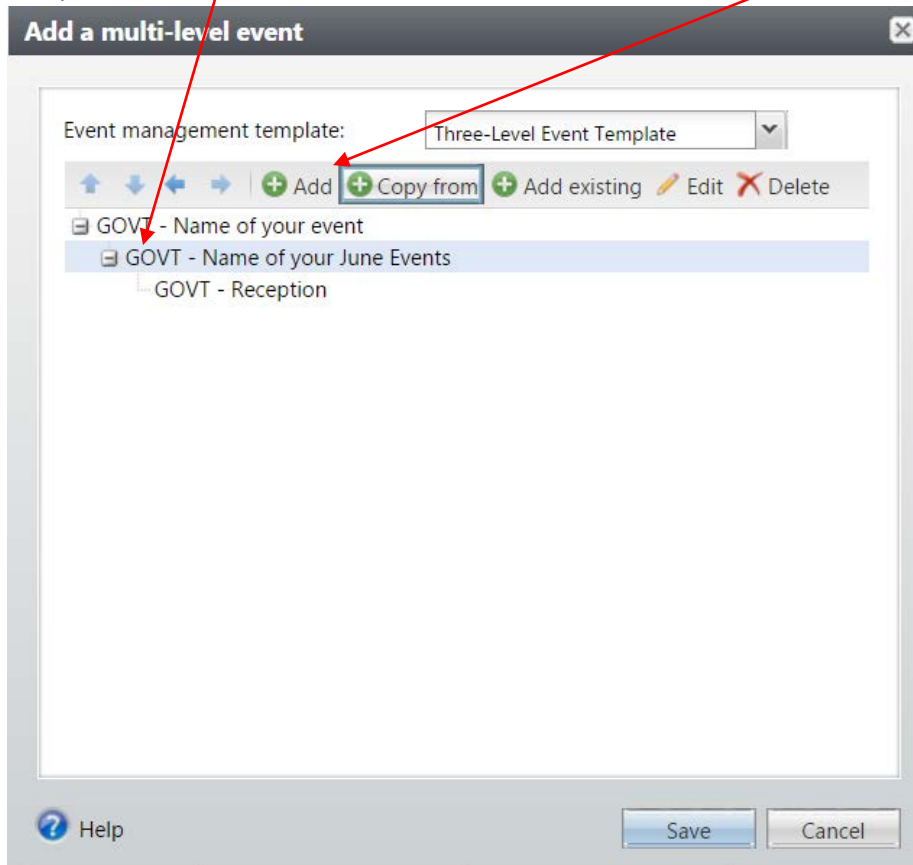
Contact:

Do not show on event calendar

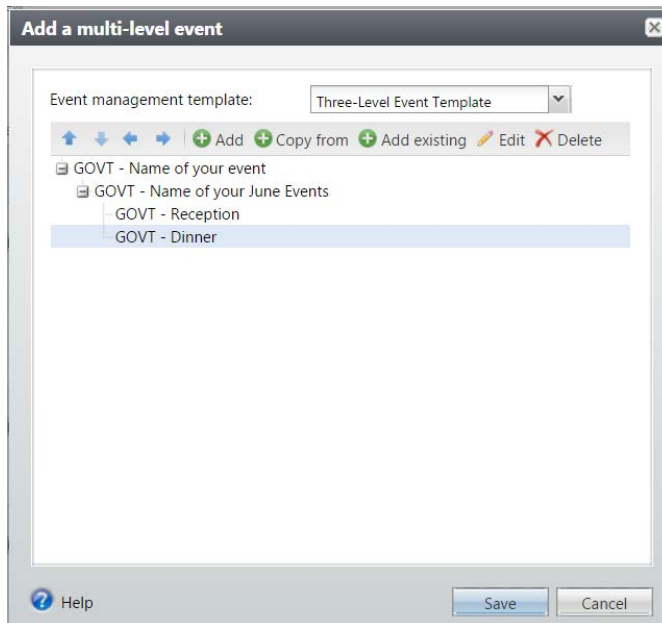
Event allows designations on fees

Help OK Cancel

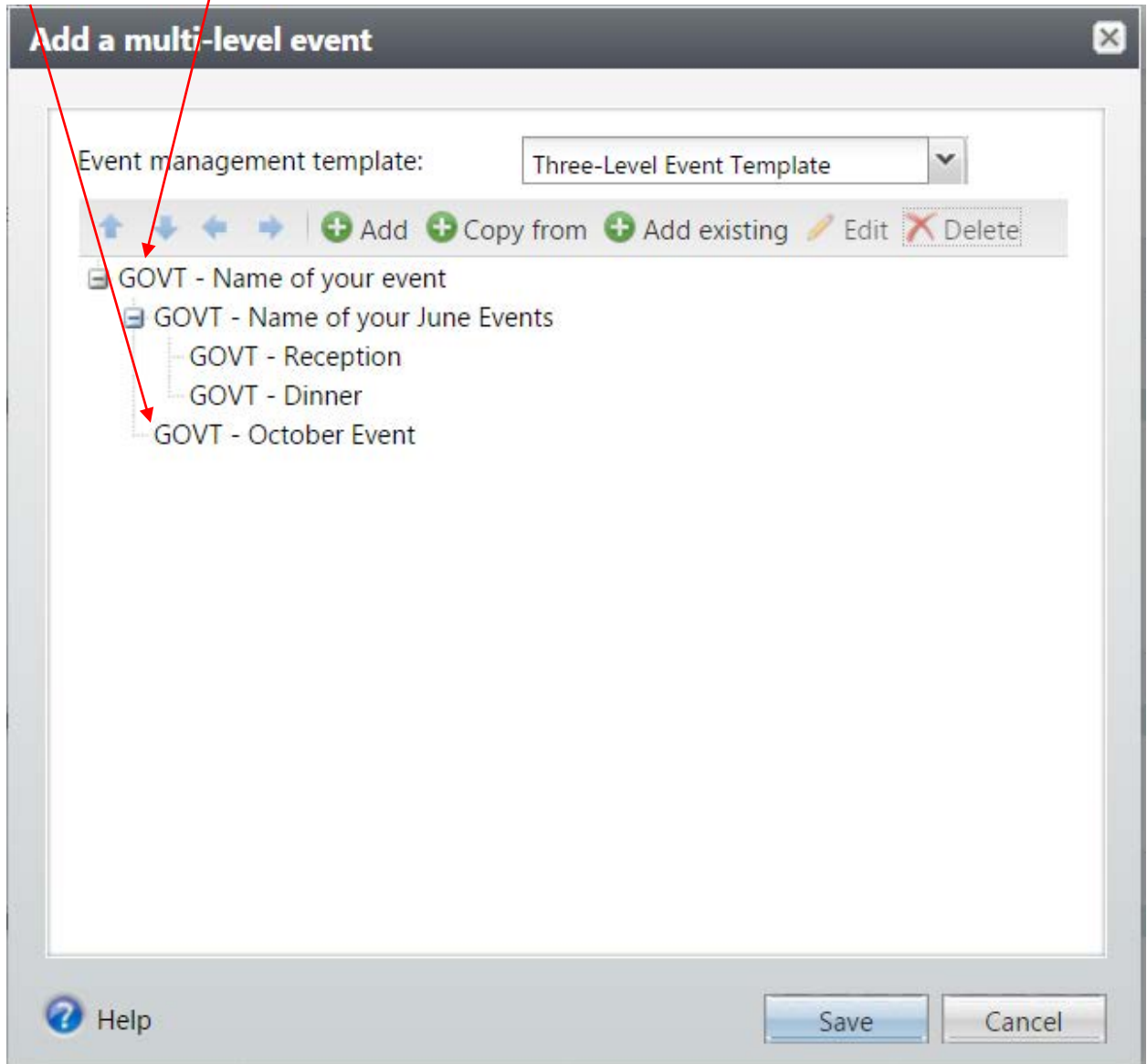
7. Click on the Level 2 Event to highlight the row in blue and click the Add button to add the reception



8. Click on the Level 2 Event to highlight the row in blue again and click the Add button to add the dinner



9. Click on the Level 1 Event to highlight the row in blue and click the Add button to add the October Reception (this will be your Level 3)



10. Click on the Level 3 event to highlight it in blue and click the Add Button to add the actual name of the October event.

