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

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

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