Adding Additional Information

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Quick Steps: Events > Additional Information > Add

Additional Information allows event organisers to create additional menu items on their Events form to contain further information in regards to their event. This can be used for things such as Event Timetables, Directions or Prizes to be awarded.

Additional Information: 1. Within the Management Console, select **Events** from the top menu, then click on the event that you wish to set up the follow-up email for.

2. Select **Additional Information** from the expanded left menu.

3. Click **Add** at the top of the page.

4. Give the page a Title, then determine whether it will be a Menu and Body Item page or a Menu Only Item. Menu and Body Items allow you to insert information onto the page, where as a Menu Only Item will link through to an external page.

5. Go to the **Detail** tab and insert the information for the page.

6. Once completed, click **Save.**

7. Click **Listing** to go back to the listing of the pages, and click the **Status** icon next to the page you have just created. This will set the page to **Online** and allow it to be viewed by entrants.

You can allow certain pieces of Additional Information to be available at different times, by setting the Status to Online or Offline. This allows you to add information later, or remove information once registrations have closed for certain entry types.

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