

# Entry Categories

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**Quick Steps: Go to Events > Select Event > Entry Types > Categories > Actions > Add**

1. Within the OST Console, select **Events** from the top menu, then click on the name of the event, or **Actions > View** next to the name of the event.

2. Select **Entry Types** and then **Categories** from the expanded left menu

Setting up Entry Categories is recommended if your event form has distinct separate entry types that need to sit within separate headings. To set up entry categories follow these instructions.

3. Click **Actions** and then **Add** in the right hand side of the top menu.

4. Give your entry category a Title, remembering that this will act as the heading for the relevant entry types. Type the number in which the category will sit in display order by filling in the 'order by' box.

5. Click **Save**.

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