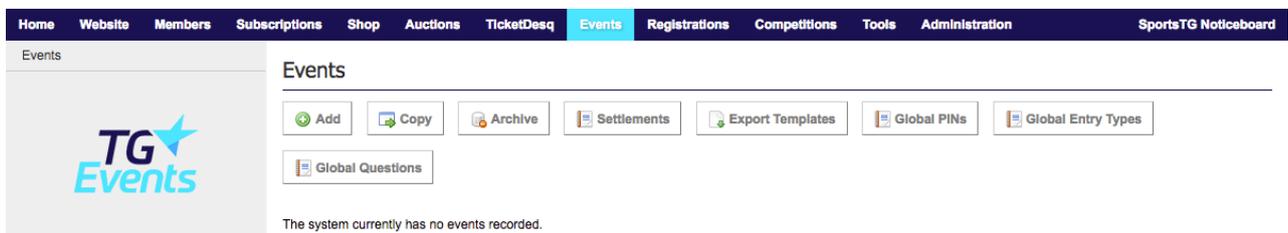


Step 1: Creating the Event

Last Modified on 07/04/2017 8:49 am AEST

Quick Steps: Events > Add

1. Within the Management Console, select **Events** from the top menu, click **Add** at the top of the page



2. Select your preferred Date Format, and the Currency you want your entrants to be charged in from the drop down menus, then click **Next**

Add Event

Date Format: ◆

Currency: ◆

3. Fill in the required **Basic Information** for your Event and click **Save**

Additional Information: Please note when entering dates you will need to add the End date before the Start date, selecting the year, month and then day

Don't worry if you don't have all the details at this stage, as you can edit this information at any time through the Event Console

[Step 2: Setting Up Basic Information](#)

Related Articles

[template("related")]
