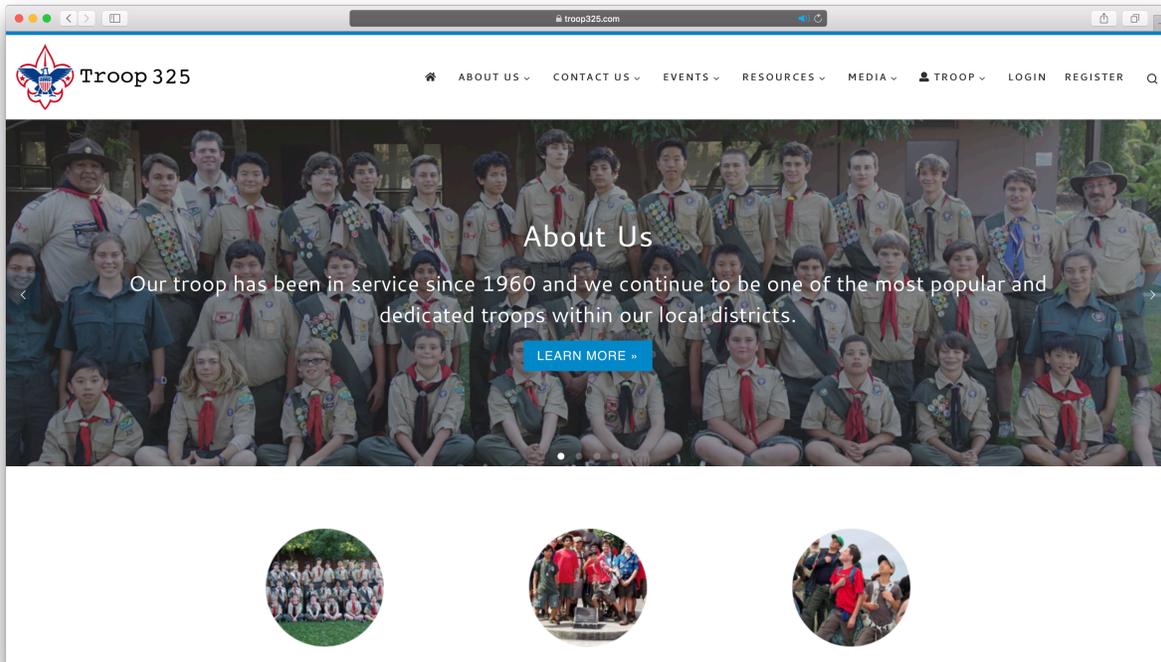
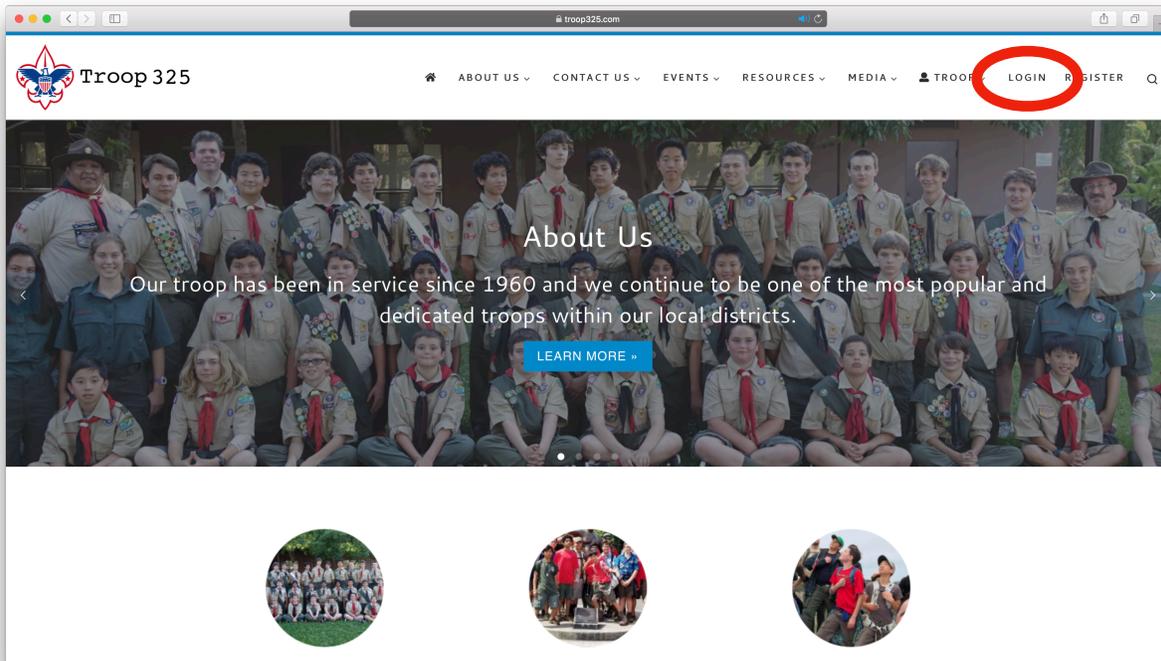


# Steps to Create an Event

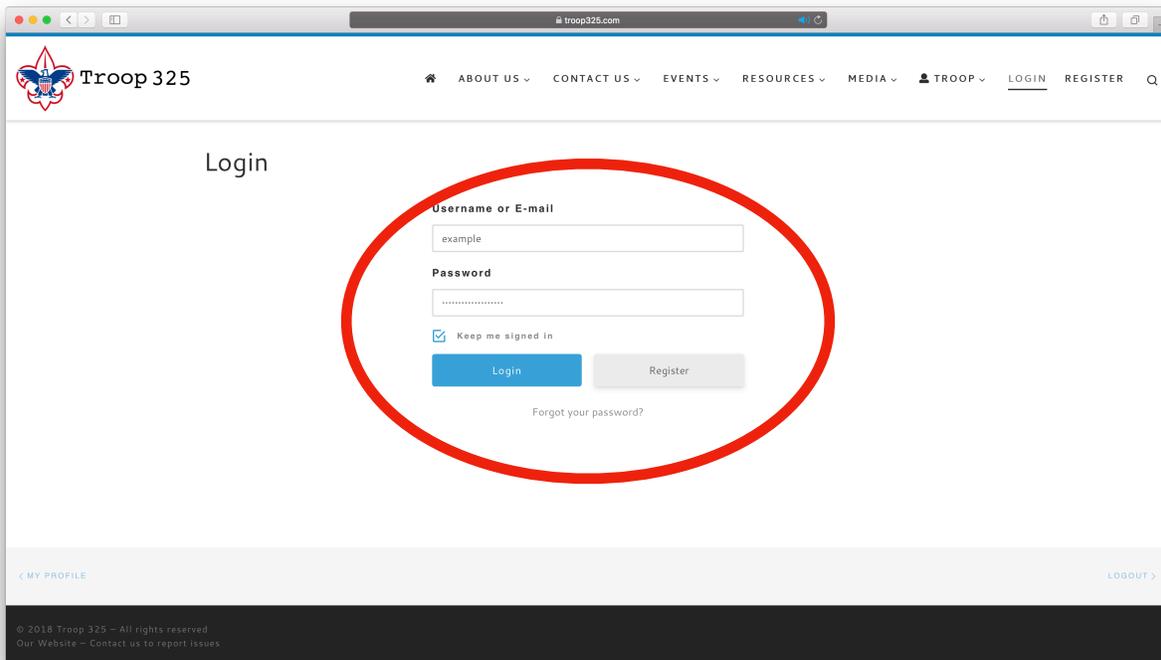
Step 1: Go to [troop325.com](http://troop325.com)



Step 2: Click on "Login" in the menu bar



## Step 3: Enter your account information and Login



troop325.com

Troop 325

ABOUT US CONTACT US EVENTS RESOURCES MEDIA TROOP LOGIN REGISTER

### Login

**Username or E-mail**  
example

**Password**  
.....

Keep me signed in

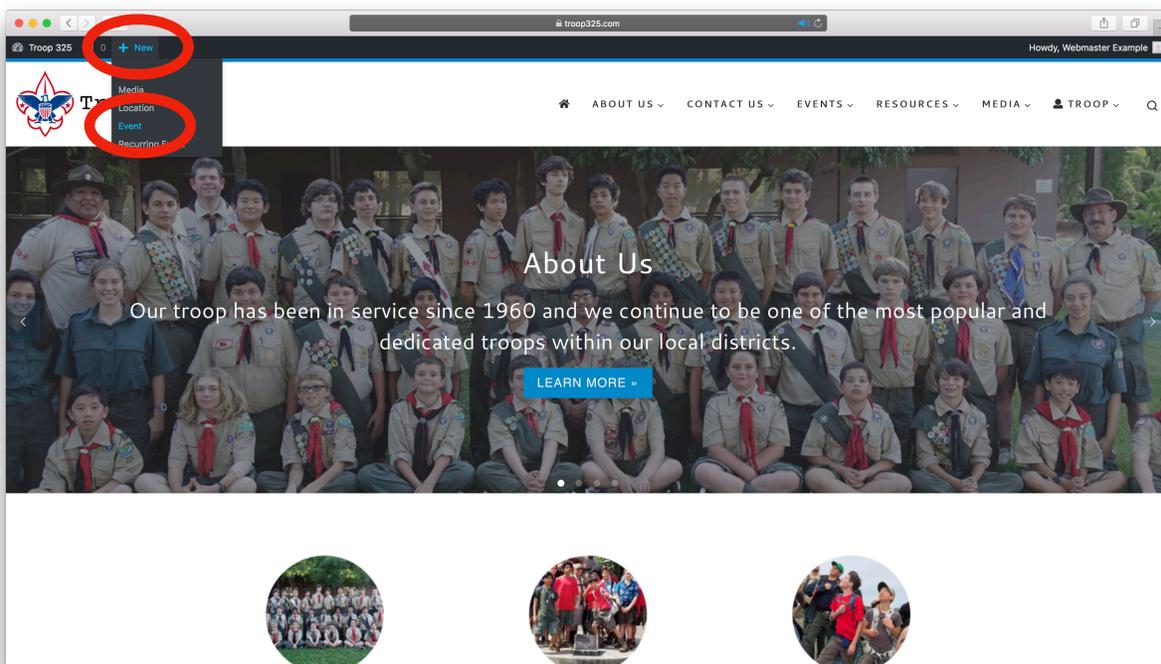
Login Register

[Forgot your password?](#)

MY PROFILE LOGOUT

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Our Website - Contact us to report issues

## Step 4: Hover over "New" and select "Event"



troop325.com

Troop 325 + New

Media Location Event Recurring Events

ABOUT US CONTACT US EVENTS RESOURCES MEDIA TROOP

## About Us

Our troop has been in service since 1960 and we continue to be one of the most popular and dedicated troops within our local districts.

LEARN MORE

Three circular images showing different groups of scouts and leaders.

## Step 5: Set the title, description, and event dates

The screenshot shows the 'Add New Event' form in a web browser. The browser address bar shows 'troop325.com'. The page title is 'Howdy, Webmaster Example'. The left sidebar contains navigation links: Dashboard, Posts, Media, Comments, Events (selected), Add Event, Event Categories, Locations, Recurring Events, Bookings, Coupons Manager, Contact, Profile, Tools, and Collapse menu. The main content area is titled 'Add New Event' and contains a text input field for the title with the placeholder 'Enter title here'. Below this is a rich text editor with a toolbar and a large empty text area. To the right of the editor are date and time selection fields: 'From' and 'to' dropdowns, 'Event starts at 12:00 AM to 12:00 AM', 'All day' checkbox, and 'Timezone' dropdown set to 'Los Angeles'. Below these are 'Publish' options: 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish Immediately Edit', and 'Duplicate Event'. At the bottom right is a 'Publish' button. Below the editor is a 'Where' section with fields for 'Location Name', 'Address', 'City/Town', 'State/County', and 'Postcode'. The 'Event Categories' section on the right has a 'Most Used' tab and a list of categories with checkboxes: Annual Events, Bear Paw, Camporee, Scout O' Rama, Summer Camp, Community Service, Fundraising, and Shelter Dinners.

## Step 6: Set the event location and category

The screenshot shows the 'Add New Event' form with the 'Where' section expanded. The 'Location Name' field is empty, and the text below it says 'Create a location or start typing to search a previously created location.' The 'Address' field is empty, and the text below it says 'Location not found'. The 'City/Town', 'State/County', and 'Postcode' fields are empty. The 'Country' dropdown is set to 'United States'. The 'Event Categories' section on the right has a 'Most Used' tab and a list of categories with checkboxes: Annual Events, Bear Paw, Camporee, Scout O' Rama, Summer Camp, Community Service, Fundraising, and Shelter Dinners. The 'Featured image' section on the right has a 'Set featured image' link. The 'Bookings/Registration' section has a checkbox for 'Enable registration for this event'. The 'Author' section has a dropdown menu set to 'Webmaster Example (example)'. The bottom right corner shows 'Version 4.9.8'.

## Step 7: Enable bookings for the event, and enter the red event details as show below

Country: United States

Enable registration for this event

**Options**

Name: Standard Ticket **Change this to "[Name of the Event] Ticket"**

Price: 0.00 **Change this to the appropriate price, if none under 0**

Spaces: 10 **Change the number of spaces to what is necessary**

At least: 1 spaces per booking

At most: 1 spaces per booking

Available from: [ ] at [ ] **Date to start allowing people to book spaces for the event**

Available until: [ ] at [ ] **Date to stop allowing people to book spaces for the event**

Available for: Everyone

[Hide Advanced Options](#)

**Booking Form**

You can choose to use a custom booking form, or leave as is to use the default booking form.

Selected Booking Form: [ Default ]

Author: Webmaster Example (example)

Version 4.9.8

## Step 9: Publish the event

Enter title here

When

From: [ ] to [ ]

Event starts at: 12:00 AM to 12:00 AM All day

Timezone: Los Angeles

This event spans every day between the beginning and end date, with start/end times applying to each day.

**Publish**

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish immediately](#) [Edit](#)

[Duplicate Event](#)

**Publish**

**Event Categories**

All Event Categories Most Used

Annual Events

Bear Paw

Camporee

Scout O' Rama

Summer Camp