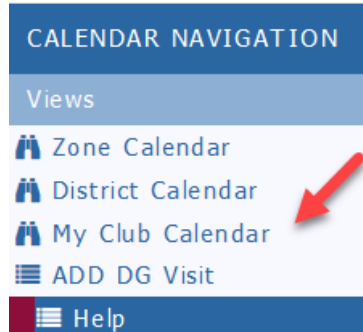


Use the "Search" field at the top right to search for a help topic.

Add Club Event

Make sure you select My Club Calendar on the left navigation menu



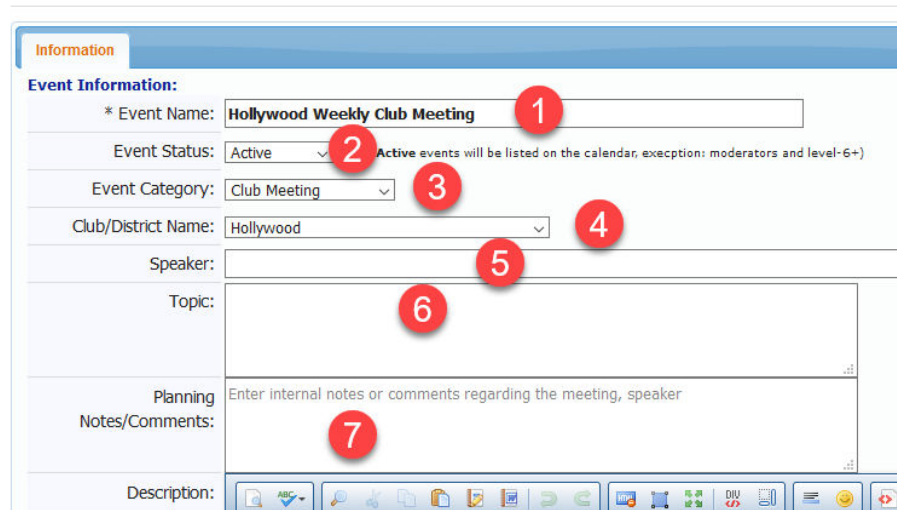
Click on Add Event on the right



An Information tab will open. Fill in the appropriate items.

New Event id=0

The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.



1. Enter name of event
2. Enter Status--When creating a registration event, leave the status In-Active while you build the event so that no one may register while you're in the middle of creating and testing the functionality of the event. While In-Active, the event shows yellow-highlighted to moderators, but the rest of the world cannot see it until you change the Status to Active.
3. Enter Category--This impacts the results users experience when they filter to a specific category of event.
4. Enter Your club name here. This insures it only appears on your calendar. Do not enter District unless you have permission from other clubs in your District for your event to appear on the calendar.
5. Enter your speaker info here, if appropriate.
6. Enter your topic here, if appropriate.
7. Planning Notes/Comments are not visible to the public. For example, a reminder to bring portable sound equipment could be inserted here for an outdoor event.

Description:

The description on the right defaults to the original format. The description can now be completely changed to be in any format or design you want.

Location / Comments:

This is what appears on the Calendar -- right hand column

Event Scheduling:

* Start Date: 05/03/2021 (mm/dd/yyyy) 10

* Time: 6:13pm (hh:mm AM/PM, -on- Use 24-hr time, t) 11

* End Date: 05/03/2021 (mm/dd/yyyy) 12

* Time: 7:13pm (hh:mm AM/PM, -on- Use 24-hr time, t) 13

Repeats: One-Time 14

Time Zone:

Select Time Zone: (GMT-07:00) Mountain Standard Time 15

8. Enter a brief description of the event here
9. Enter the location of the event here
10. Start Date
11. Start Time
12. End Date
13. End Time
14. Repeats--Leave default One-Time unless setting up a recurring series. Please refer to related article Add Recurring Event before passing this step.
15. Time Zone--default will be the current setting for the club.

Click on Add Event to apply these entries:



After entering the basic, key information on the Information tab and selecting Add Event, the screen refreshes. Now there are four tabs--Information, Schedule, RSVPs and Location. If that's all the details necessary for your event, you can stop here.

If you want the map location tool to work, you can complete the Location Tab at this point.

The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.

Information Schedule **RSVPs** **Location**

Define the location for this event. The Event location address information is used to configure the Event landing page. The Google Map coordinates are used to display the location.

Event Location:

Meeting Place: 1

Event Address1: 2

Event Address2:

Event Address3:

Event City: 3

Event State Code: 4

Event Province:

Event PostCode: 5

Event Country: 6

1. Meeting Place: Enter the name of the venue
2. Event Address 1: Enter the street address
3. Event City: Enter name of City
4. Event State Code: Enter State Abbreviation from pull down
5. Event PostCode: Enter Zip Code
6. Event Country: Enter Country from pull down

Update Event to save your changes.



The option to enable registration becomes visible on the Information tab after you Add Event initially. When you change this setting to Yes, an additional set of tabs open when the screen refreshes. Please refer to the *Event Registration* article elsewhere in this Calendar, Events and Meetings folder for those instructions.

The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.

Information Schedule RSVPs Location

Event Information:

* Event Name:

Event Status: Only **Active** events will be listed on the

Host District: (Level-9 Function to reassign e

Event Category:

Club/District Name:

Deleted: (Level-9 Function)

Enable Registration: This is used to enable the registrations for this

GTM/Zoom Link:

Speaker:

Topic:









Planning Notes/Comments:

Description:

You can now update event.



Your calendar events will look something like this in the list view:

March 3, 2018				Saturday
1:00pm - 2:00pm	 Manage Event	Hollywood	 Rotary On Ice id=77369115 Watch fellow club members do ice dancing!	
March 12, 2018				Monday
12:05pm - 1:00pm	 Manage Event	Hollywood	 Hollywood Club Meeting id=77370145	
March 26, 2018				Monday
12:05pm - 1:00pm	 Manage Event	Hollywood	 Hollywood Club Meeting id=77371700 The Mayor of Hollywood will be joining us - put his brief bio here	