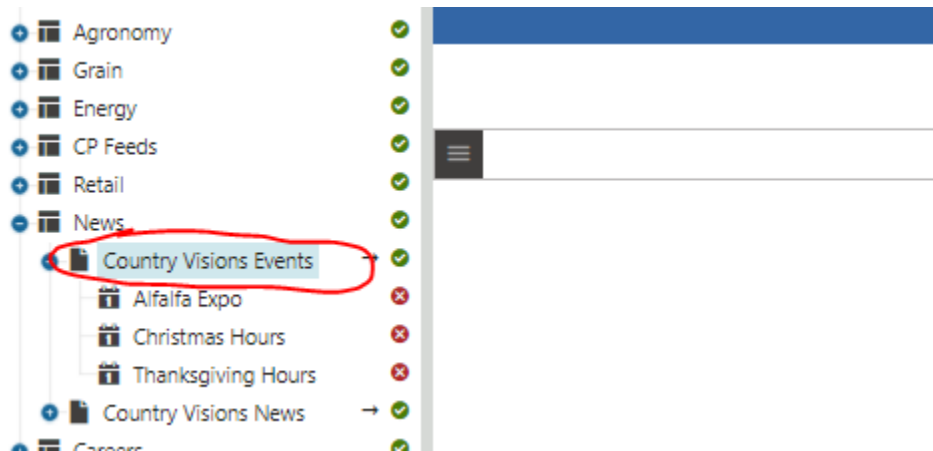
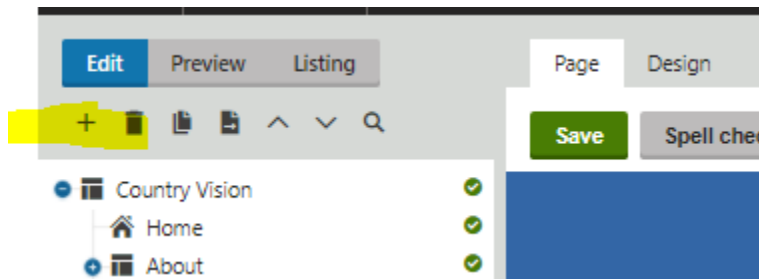


Adding an Event

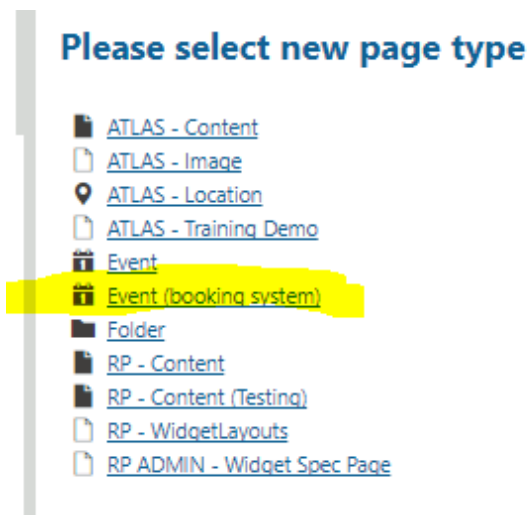
1: Open up the events section and highlight the page just above the listed events



2: With the page events page highlights (step 1), click on the plus sign (+) at the top of the content tree



3: Kentico will prompt you to select a page type. Select "Event (booking system)" as your page type. DO NOT select the option "Event."




4: The highlighted sections in the picture below are all fields you should fill out. The title and start date AND end date are the only required fields, but best practice is that you fill out each field. See last page to visualize where each of these fields appears on the event.


Event name:

Event summary:

Event details:

Event location:


Start date:  [Now](#) (UTC - 06:00)


End date:  [Now](#) (UTC - 06:00)

All day event:

Capacity:

Allow registration over capacity:

Open from:  [Now](#) (UTC - 06:00)

Open to:  [Now](#) (UTC - 06:00)

Log on-line marketing activity:

5: Select a thumbnail image. There may be a folder in your media library with pre-populated thumbnail images that you can select from. Otherwise, upload a photo that is 350 x 300 pixels in size for the featured image of the article.

Thumbnail Image:




Image Alternate Text:

6: Set a publish date or press save at the top of the page to immediately publish the event.

Example of how events look and where information is displayed:

The screenshot shows a list of events under a red header labeled 'Events'. The first event is 'Alfalfa Expo', which includes a small image of a field, a date range, a location, and a summary. Blue arrows point from text boxes on the right to these specific elements in the event card.

| |
|-------------------------|
| Title |
| Start Date and End Date |
| Location Details |
| Event Summary |

The screenshot shows a detailed 'Event Information' dialog box for the 'Alfalfa Expo'. It contains the event title, date, time, and a paragraph of text. Blue arrows point from text boxes on the right to these elements.

| |
|--------------------------------------|
| Title |
| Start Date |
| Checking the "All Day" Event Details |