

# 1.07 Events

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# Events Overview

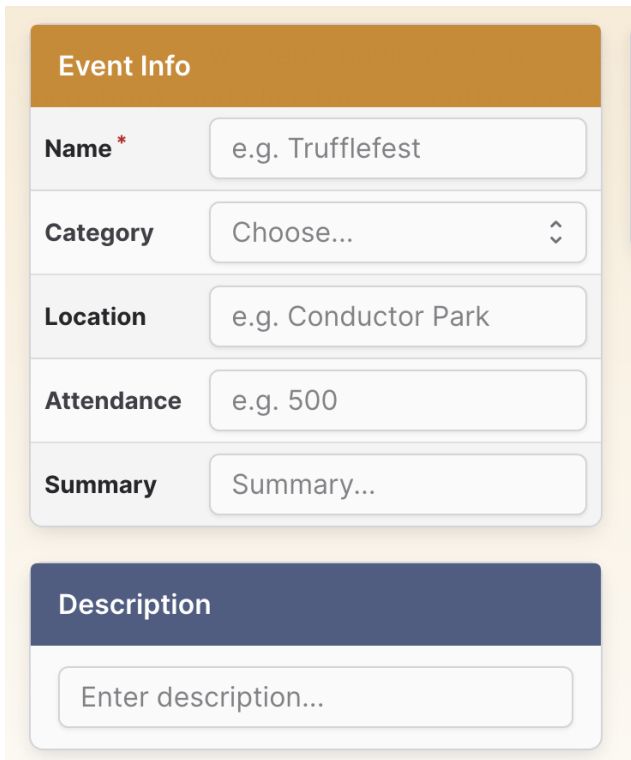
Events are a Maestro-facing calendar. They are a great way for Maestro Users to have all the important information about dates, times, and locations of activities happening within your district.

## Why put these in Maestro?

When you have your whole team using Maestro, it is easy to keep everyone on the same page. There are also activities that are important to the function of your organization that you may not want to include on a public-facing calendar.

Additionally, by entering the data into Maestro, the events are included in your organization's reporting. This lets you pull reports that show the number of events and attendance by any time period.

# Adding & Editing Events



The image shows a form for adding or editing events. It is divided into two main sections: 'Event Info' and 'Description'. The 'Event Info' section has a brown header and contains five input fields: 'Name' (with a red asterisk indicating it is required), 'Category' (a dropdown menu), 'Location', 'Attendance', and 'Summary'. The 'Description' section has a dark blue header and contains a single text area for the event description.

Event Info	
Name *	e.g. Trufflefest
Category	Choose... ▾
Location	e.g. Conductor Park
Attendance	e.g. 500
Summary	Summary...

Description
Enter description...

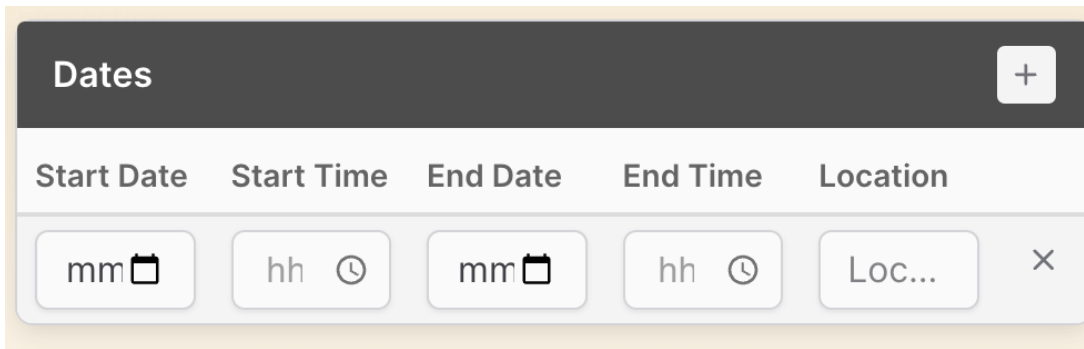
ts section (the calendar icon in the left hand  
pper right hand corner.

Enter information for the event including Name,

Category (categories are not editable), Location, Attendance, Summary, and Description.

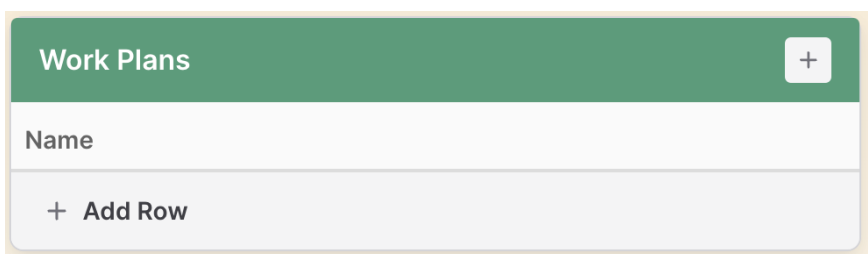
\*Note: Event Name is a required field.

Next, enter dates and times in the dates section. If your event has multiple locations you can enter the location for each date and time. To add additional dates, click on the "+" button in the top of



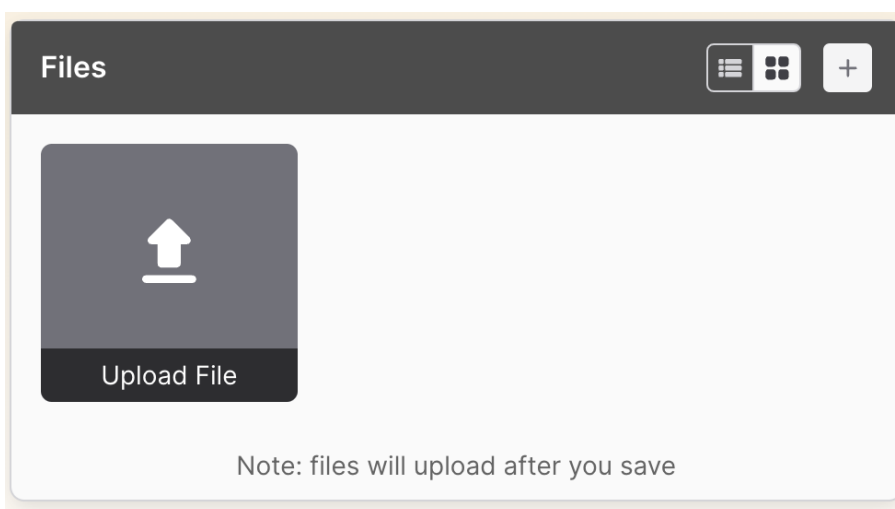
The 'Dates' section is a dark grey header with a white '+' button on the right. Below the header is a table with five columns: 'Start Date', 'Start Time', 'End Date', 'End Time', and 'Location'. Each column has a corresponding input field below it. The 'Start Date' and 'End Date' fields are labeled 'mm' with a calendar icon. The 'Start Time' and 'End Time' fields are labeled 'hh' with a clock icon. The 'Location' field is labeled 'Loc...' and has a close button 'X' on the right.

If this event is connected to a work plan within Maestro, you can link directly to a work plan in the green section on the right hand side of the screen. If the event is tied to multiple work plans, you can click on the "+" button in this section to link to additional work plans.



The 'Work Plans' section is a green header with a white '+' button on the right. Below the header is a table with one column: 'Name'. Below the table is a button labeled '+ Add Row'.

If you have files to add the event such as promotional materials, click the "+" button on the Files section and select your files.



The 'Files' section is a dark grey header with a white '+' button on the right. Below the header is a large grey area with a white upload icon (an arrow pointing up) and the text 'Upload File'. Below this area is a note: 'Note: files will upload after you save'.

Once you have entered, connected, and uploaded all your information, click on the save button in the upper right hand corner. Once an event has been saved, click the pencil icon to edit the event.