1.07 Events

- Events Overview
- Adding & Editing Events

Events Overview

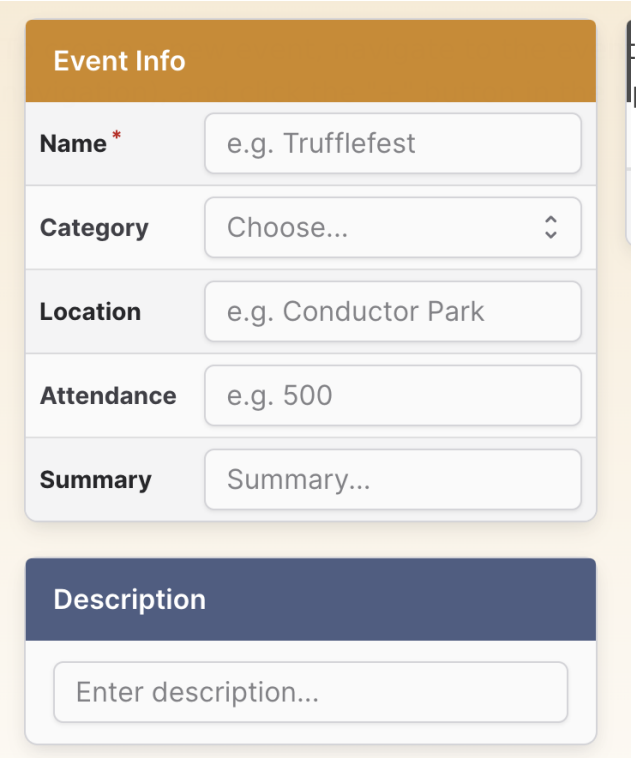
Events are a Maestro-facing calendar. They are a great way for Maestro Users to have all the important information about dates, times, and locations of activities happening within your district.

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.

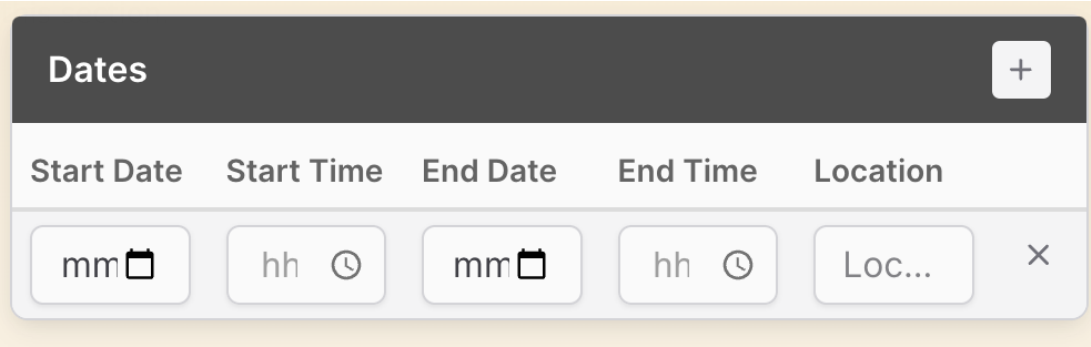
Adding & Editing Events



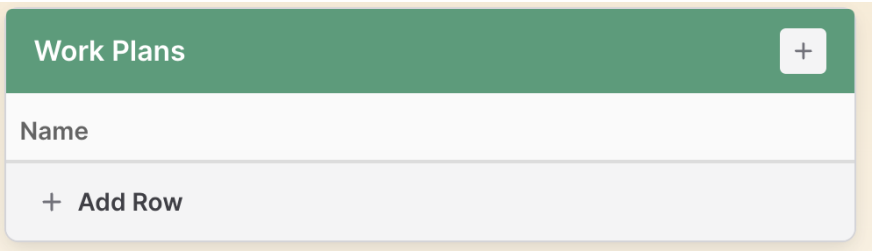
ts section (the calendar icon in the left hand
pper right hand corner.

Enter information for the event including Name, Category (categories are not editable), Location, Attendance, Summary, and Description.
*Note: Event Name is a required field.

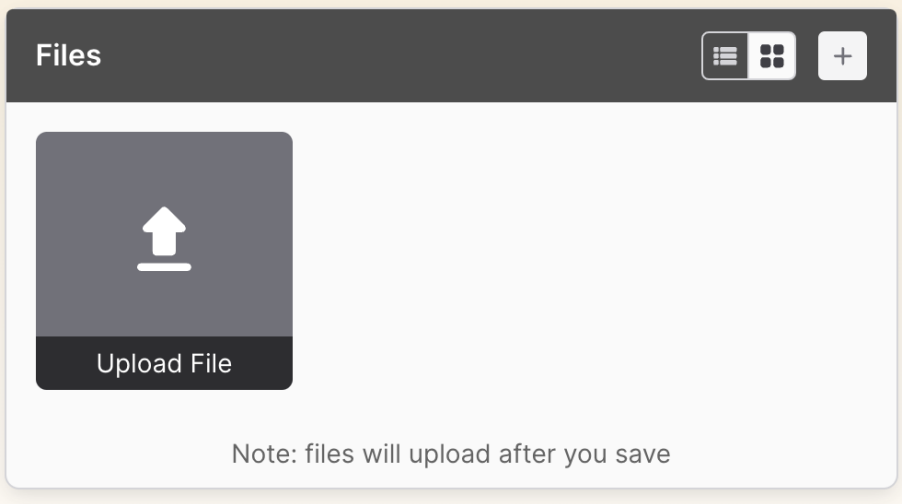
Next, enter dates and times in the dates section. If your event has multiple locations you can enter the location for each date and time. To add additional dates, click on the "+" button in the top of



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.



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



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.