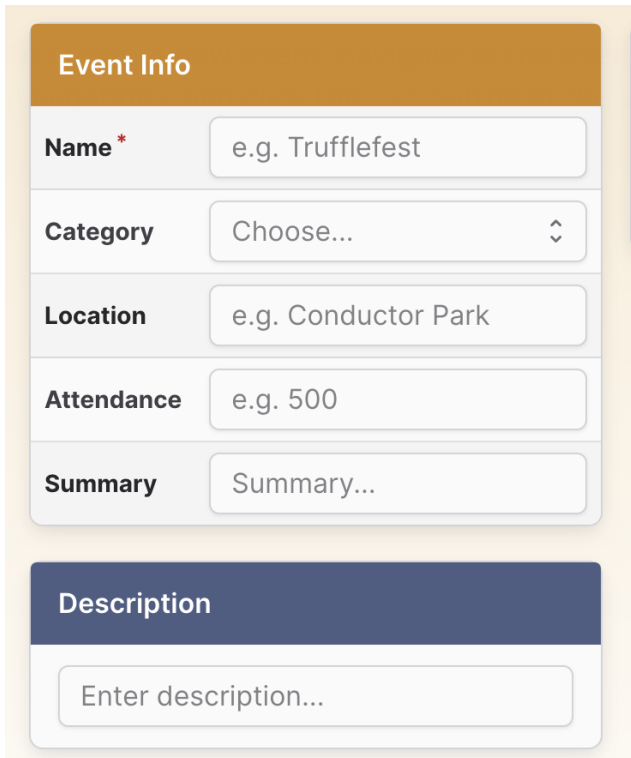


# Adding & Editing Events



The screenshot shows a form titled 'Event Info' with a blue header. Below the header are five input fields: 'Name\*' with the placeholder 'e.g. Trufflefest', 'Category' with a dropdown menu showing 'Choose...' and a double arrow icon, 'Location' with the placeholder 'e.g. Conductor Park', 'Attendance' with the placeholder 'e.g. 500', and 'Summary' with the placeholder 'Summary...'. Below these fields is a section titled 'Description' with a dark blue header and a text input field with the placeholder 'Enter description...'.

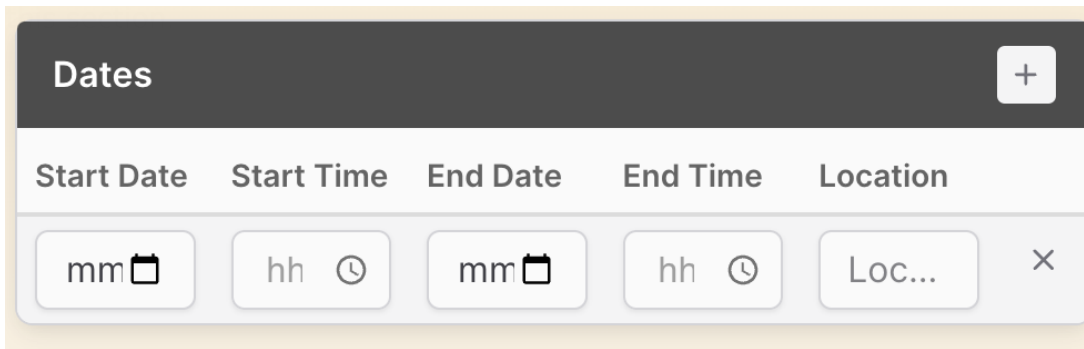
ts section (the calendar icon in the left hand  
pper right hand corner.

Enter information for the event including Name,

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

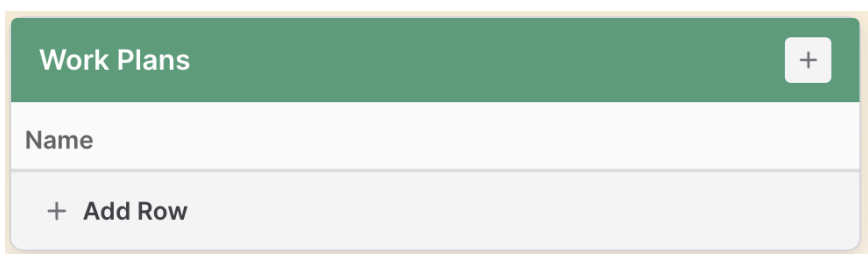
\*Note: Event Name is a required field.

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



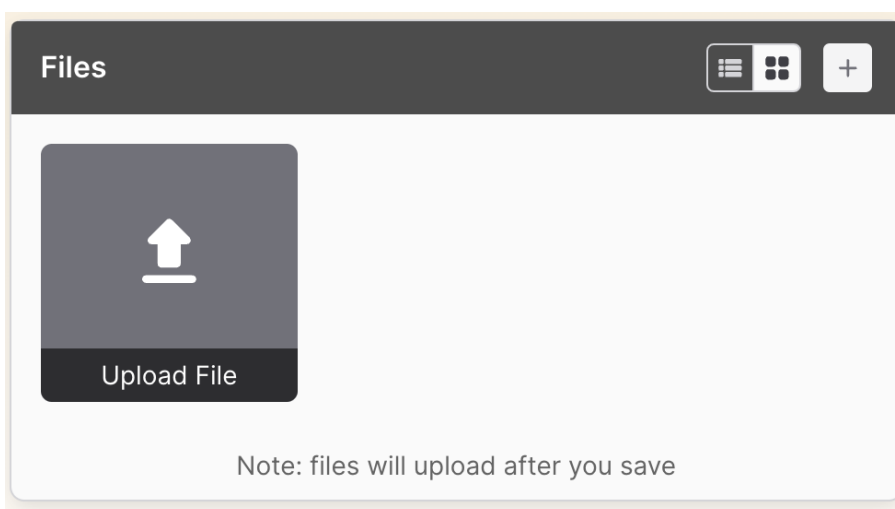
The 'Dates' section features a dark header with the title 'Dates' and a '+' button. Below the header is a table with five columns: 'Start Date', 'Start Time', 'End Date', 'End Time', and 'Location'. Each column has a corresponding input field below it: 'mm' with a calendar icon for dates, 'hh' with a clock icon for times, and 'Loc...' for the location. A close button 'X' is located at the bottom right of the input fields.

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 has a green header with the title 'Work Plans' and a '+' button. Below the header is a table with one column labeled 'Name'. At the bottom of 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 has a dark header with the title 'Files', view icons (list and grid), and a '+' button. Below the header is a large grey area with a white upload icon (an arrow pointing up) and the text 'Upload File'. At the bottom of the section 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.

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Revision #2

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