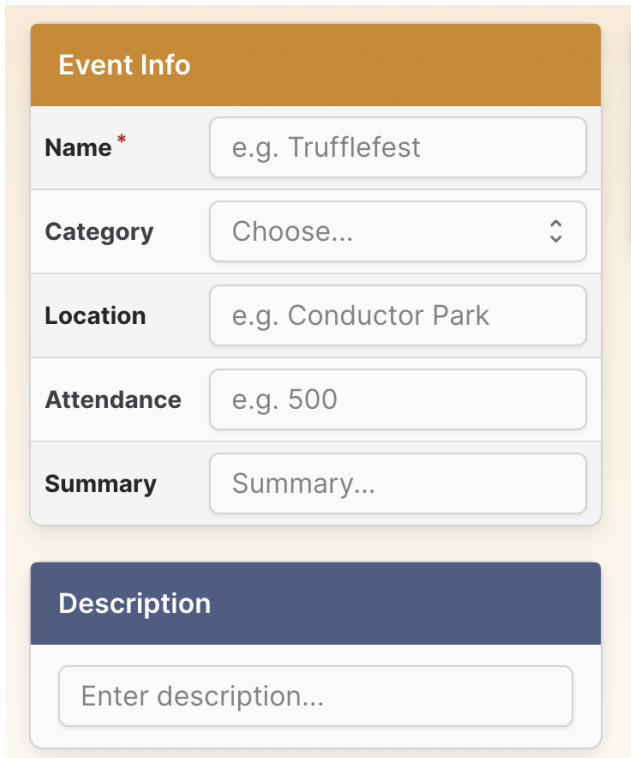


Adding & Editing Events



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 tan 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...

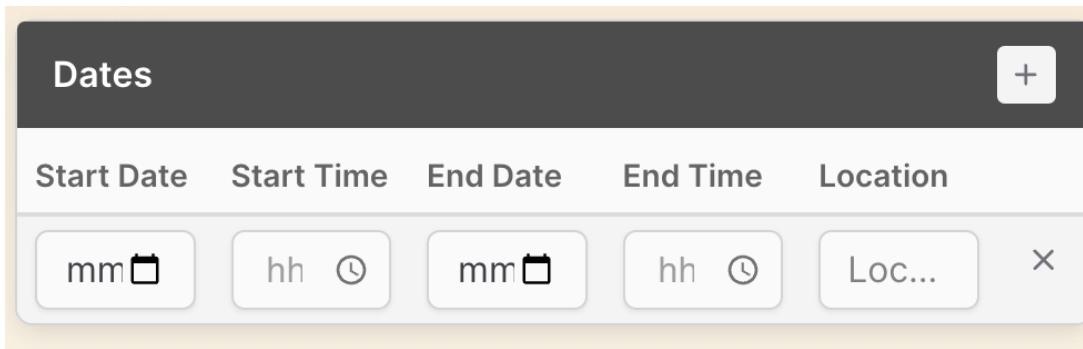
ts section (the calendar icon in the left hand
pper right hand corner.

Enter information for the event including Name,

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

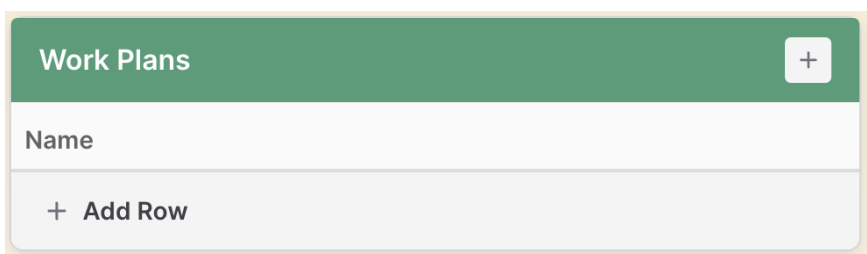
*Note: Event Name is a required field.

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



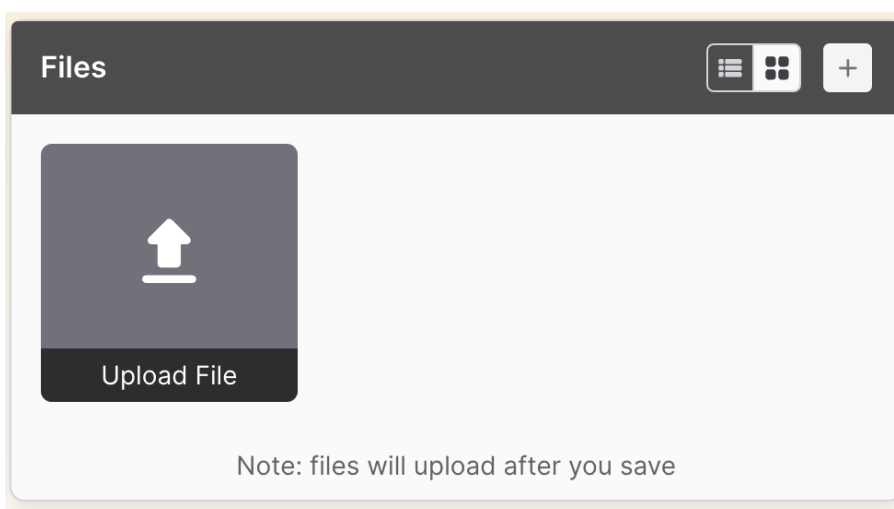
Start Date	Start Time	End Date	End Time	Location
mm	hh	mm	hh	Loc...

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.



Name
+ 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.



Files

Upload File

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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