

# Events

**Events** refer to scheduled activities, meetings, or occasions that are posted on platforms to inform, engage, or coordinate participants. They serve as a central reference point for users to view upcoming activities and take necessary actions, such as registration, attendance, or participation. Properly structured event posts increase clarity, attendance, and overall effectiveness of communication.

**Here is the tutorial video on Events.**

**Please follow these steps to ensure your Event is accurately created and properly managed:**

- 1. Click "Communications"**
- 2. Click "Events"**
- 3. Enter relevant keywords and select the "Find" button to locate Event. (List, Mont or Day as needed), you can make new by Clicking "New Event".**
- 4. Go to "Event Name" and enter your desired event name.**
- 5. You may now proceed with creating or adding your intended content.**
- 6. Please ensure that the appropriate "Start Date and "Time" are entered.**
- 7. Please also provide the correct "End Date" and "Time"**
- 8. "Select Venue", choose you venue.**
- 9. You may also choose an appropriate venue from the available list.**
- 10. You May also choose an appropriate "Organizer" from the available list or just simply type it in.**
- 11. If applicable, please enter the "Event Cost", you may also include the "URL" if desired.**
- 12. Click "Submit Form".**

**Click this link to follow Step-By-Step Capture instructions for Events.**[Events.png](#)

## **□ Tips for Creating Effective Events**

### **1. Use Clear and Descriptive Titles**

Ensure the Event name clearly communicates the purpose and is easy to understand at a glance.

*Example:* Instead of "Meeting," use **"Quarterly Team Strategy Meeting - November 10."**

### **2. Specify Accurate Dates and Times**

Include both the start and end dates and times to prevent confusion and help participants plan their schedules.

### 3. **Provide a Clear Venue or Location**

Indicate whether the event is virtual or physical, and provide the relevant links or addresses

### 4. **Include Relevant Details**

Provide essential information such as agenda, objectives, or instructions for participation. Keep it concise and focused.

### 5. **Add Optional Information Thoughtfully**

Include Event Cost, registration links, or additional resources if necessary. Make optional fields easy to identify.

### 6. **Use Filters and Categories**

Categorize events by type, month, or department to make browsing easier.

### 7. **Keep Content Updated**

Remove outdated events and update any changes promptly to maintain accuracy and reliability.

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