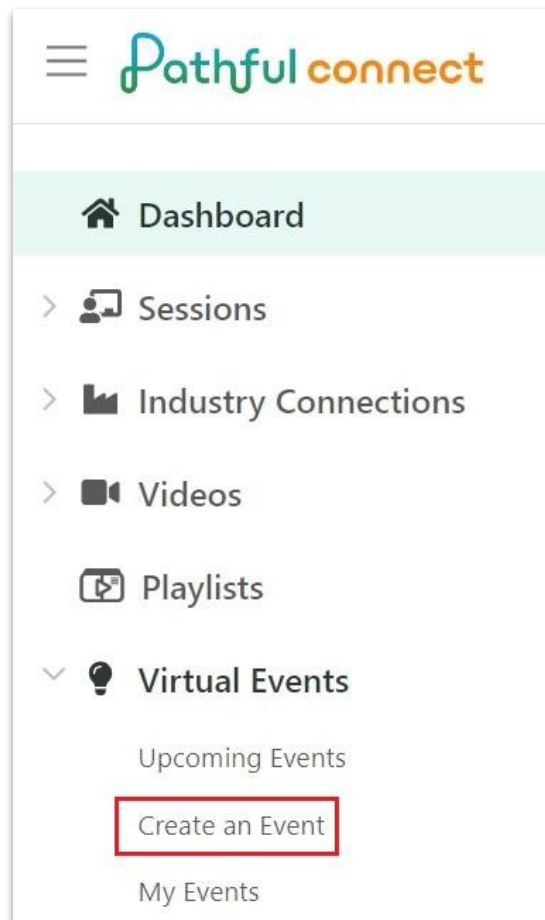


Create an Event

Once logged into [Pathful Connect](#), locate the navigation bar on the left, select “**Virtual Events**” then, click on “**Create an Event**”.



Complete Event Form

When creating your event you will need to add details such as Event Name & Description, Event Start & End Date, Deadline Date for registering participants and any additional notes for the support team.

The screenshot shows the 'Create an event' form in the Pathful Connect dashboard. The form is divided into several sections:

- Event Name:** A text field with the placeholder 'What is your event called?' and an example: 'Example: Black History Month, Future Leaders of America'.
- Event Description:** A text area with the placeholder 'What is your event about?' and a note: 'Summarize your event in one or two sentences'.
- Rich Text Editor:** A section for 'Describe your event' with a toolbar for bold, italic, underline, link, unlink, list, and image.
- Event Details:** Fields for 'Who can participate in the event?' (radio buttons for public or private), 'How many people can participate in this event?', 'When will your event start?' (date and time), 'When will your event end?' (date and time), and 'Set a registration deadline?' (date).
- Event Tags:** A text field for 'Add some tags that apply to this event'.
- Additional Notes:** A text area for 'Any additional notes?'.

A red box highlights the 'Create Event' button at the bottom of the form. Below the form, a green checkmark icon is followed by the text: 'Event Created Successfully'. A red-bordered box contains the following text: 'A draft version of your event has been created. You can click Setup to proceed to setup your event further. Or click Continue to go back to the events listing page.'

Once all the fields have been completed, select the green **“Create Event”** button at the bottom of the form to submit your event. When you create your event you will immediately see a confirmation that your event draft has been created successfully.

Note: This is a draft version of your event, you will need to setup your event with further details to publish.