

Create and publish an event

Enter the essential information, review registration and sharing options, then publish the event.

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Before you begin

- ✓ Open Events in the correct workspace.
- ✓ Prepare a title, dates, location and reviewed description.

1

STEP 1 OF 4 · 2 MIN

Open a new event

From Events choose New event.

The editor opens in the active workspace; check the community name before entering data.

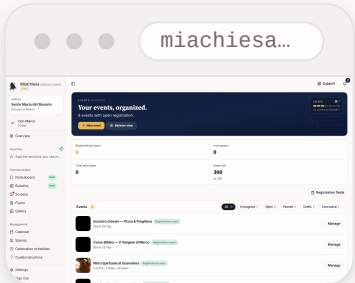


Fig. 1 From Events choose New event.

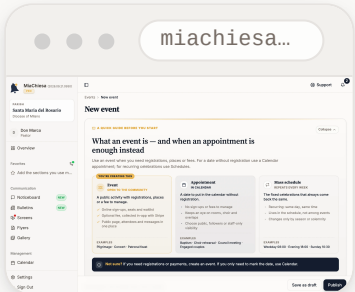


Fig. 2 The initial guide compares Event, Appointment and Mass schedule before the details are filled in.

2

STEP 2 OF 4 · 2 MIN

Enter the details

Add title, description, date and location; add programme stops when the event has several stages.

Keep start and end dates consistent; use the programme for any additional stops.

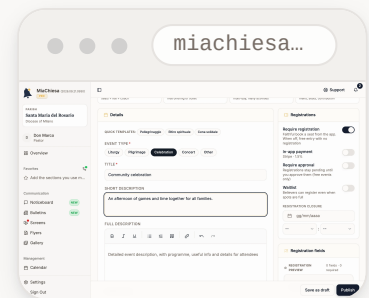


Fig. 3 The title and description are filled in; date, location, and the remaining options still need review before publishing.

3

STEP 3 OF 4 · 2 MIN

Configure registration and sharing

Enable only the options you need, review attendee fields and choose whether to propose the event on the noticeboard or calendar.

If registration is enabled, review the attendee fields and which ones are required.

4

STEP 4 OF 4 · 2 MIN

Publish and review

Use Publish, open the detail page and check the programme and information.

Publishing is complete when the event appears in the list and its detail opens without warnings.

What you have achieved

✓ The published event appears in the selected workspace list.

✓ Dates, location and registration settings can be checked from the detail page.

Troubleshooting

I cannot see New event



Check that you can manage event details in the active workspace.

The location or date is wrong



Open the event for editing, correct the data and save again.