

1. Once your account is set up and you are logged in, click on “Create Event” on the sidebar at left.

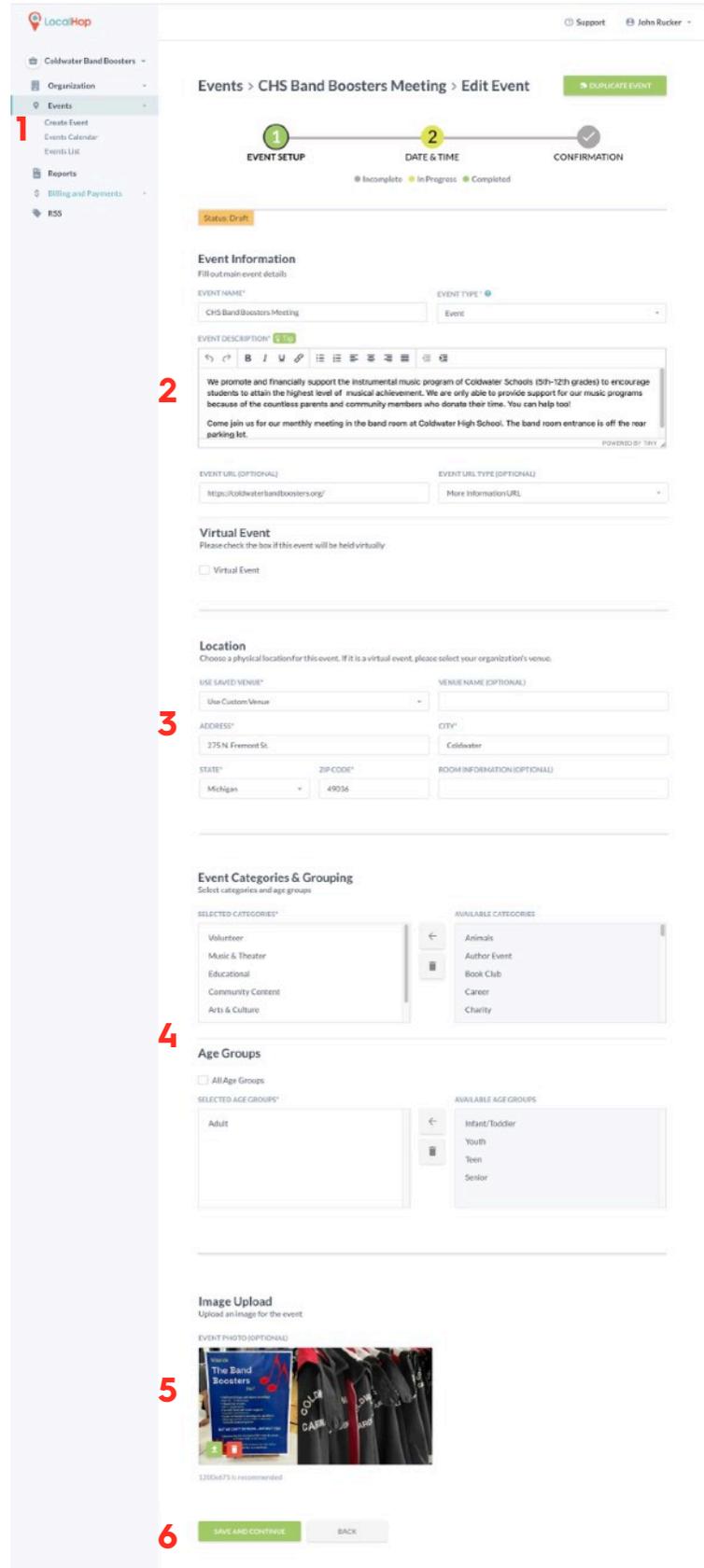
2. Enter the name and description of your event.

3. Enter your event’s location.

4. Add appropriate categories and age groups so that visitors to the community calendar can find just the events they are looking for.

5. Add an optional picture to make your post more visually appealing.

6. Press “Save and Continue” to go to the next step.



The screenshot shows the 'Edit Event' page in the LocalHop system. The left sidebar has a red '1' next to the 'Events' menu, specifically the 'Create Event' option. The main content area has a progress bar at the top with three steps: 'EVENT SETUP' (marked with a green '1'), 'DATE & TIME' (marked with a yellow '2'), and 'CONFIRMATION' (marked with a grey checkmark). Below the progress bar, the form is titled 'Event Information' and includes fields for 'EVENT NAME*' (filled with 'CHS Band Boosters Meeting'), 'EVENT TYPE*' (set to 'Event'), and a rich text editor for 'EVENT DESCRIPTION*' containing promotional text for the band boosters meeting. Below this is the 'Location' section with fields for 'USE SAVED VENUE*', 'VENUE NAME (OPTIONAL)', 'ADDRESS*' (filled with '375 N. Fremont St.'), 'CITY*' (filled with 'Coldwater'), 'STATE*' (filled with 'Michigan'), and 'ZIP CODE*' (filled with '49034'). The 'Event Categories & Grouping' section shows 'SELECTED CATEGORIES*' (filled with 'Volunteer', 'Music & Theater', 'Educational', 'Community Content', 'Arts & Culture') and 'AVAILABLE CATEGORIES' (listing 'Animals', 'Author Event', 'Book Club', 'Career', 'Charity'). The 'Age Groups' section shows 'SELECTED AGE GROUPS*' (filled with 'Adult') and 'AVAILABLE AGE GROUPS' (listing 'Infant/Toddler', 'Youth', 'Teen', 'Senior'). The 'Image Upload' section shows a preview of an event photo with a red '5' next to it. At the bottom, there is a green 'SAVE AND CONTINUE' button with a red '6' next to it, and a grey 'BACK' button.

7. Click on “Add Date and Time” to add your event’s date and time.

You can add multiple dates for a multi-date event, or add an automatically repeating schedule.

8. If you want to require registration for your event, you can do that, too.

See <https://getlocalhop.com/registration-and-ticketing-administrators/> for details.

9. Choose if you want to publish now or wait, then click the “Save” button.

10. Once your event is published, it will show up on the Community Calendar!

www.BranchDistrictLibrary.org/cc

