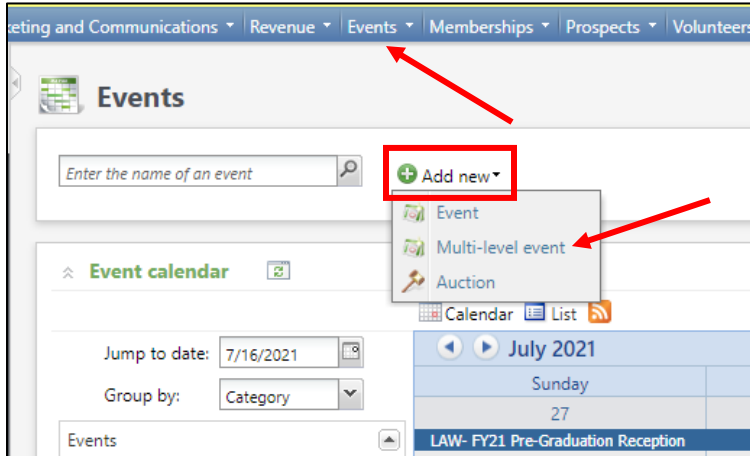
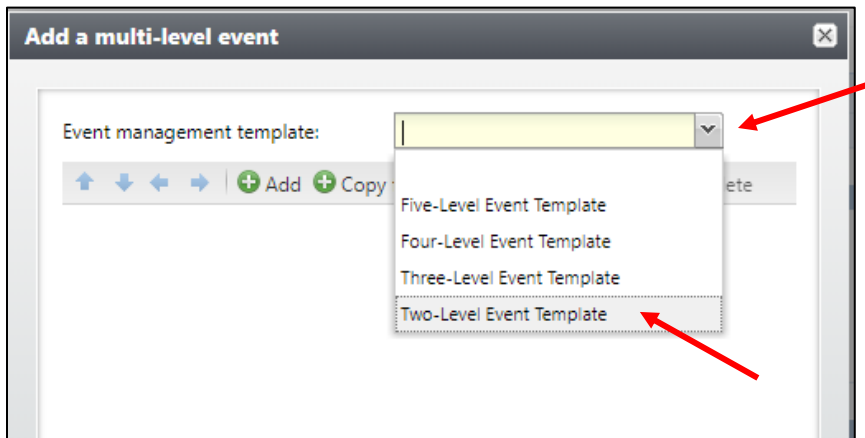


How to Create a Multi-Level Event

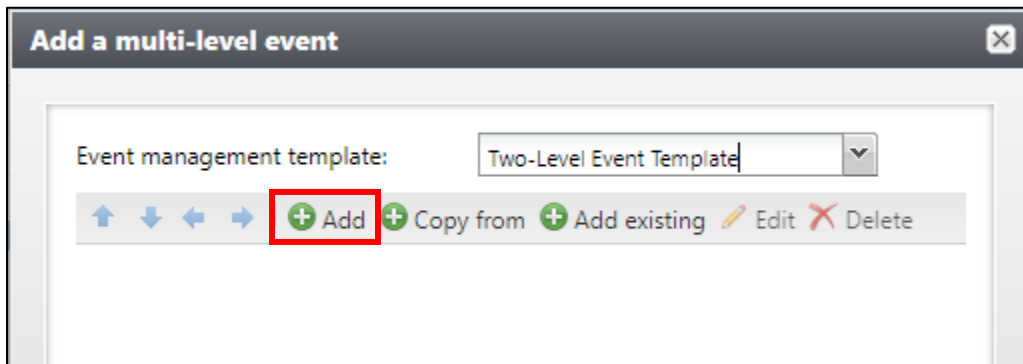
Step 1. On the Events functional area, click Add New. From the dropdown menu, click Multi-Level Event.



Step 2. Choose a two-level event template.



Step 3. Click add.



Step 4. Now you will create your Level 1 event. Complete this screen just like you would any other event and be sure to use your naming convention. If this is a paid event don't forget to check "event allows designations on fees." Click OK.

Add an event

General

Name: AA - Training Event

Description: Test event for training purposes

Category: Educational

Sites: Alumni Association

Do not show on event calendar

Event allows designations on fees

Details

Start date: 7/23/2021 Start time: hh:mm AM

End date: mm/dd/yyyy End time: hh:mm AM

Location information

Location: Room/Unit: Capacity: 0 Contact:

Help OK Cancel

Step 5. With the name of your Level 1 event highlighted, click add again. This will create your Level 2 event. Fill out all the details.

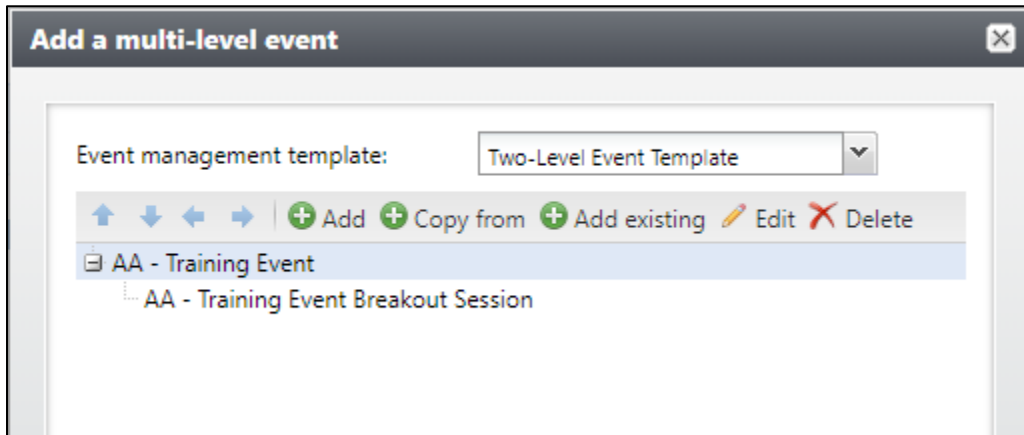
Add a multi-level event

Event management template: Two-Level Event Template

↑ ↓ ← → + Add + Copy from + Add existing Edit Delete

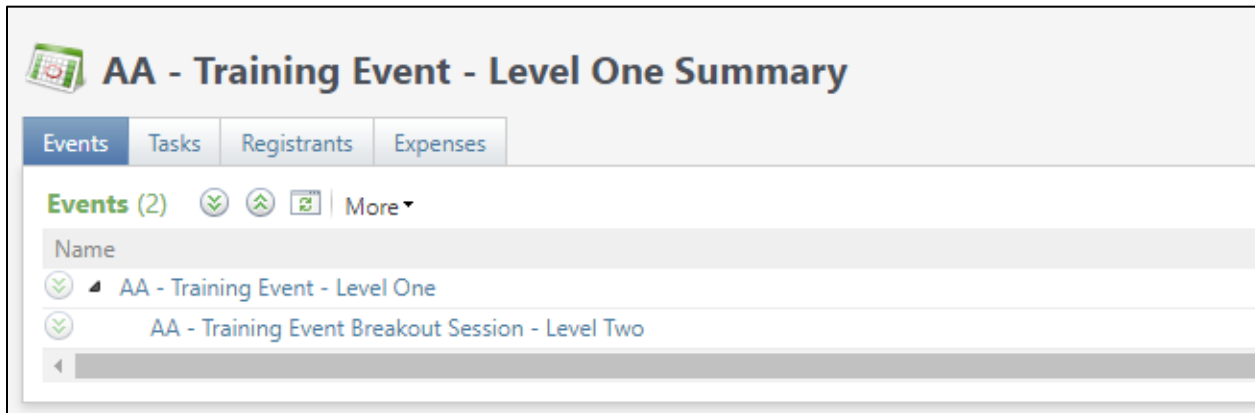
AA - Training Event

Step 6. Repeat Step 5 as many times as needed until you have created all of your sub level events then click Save. Remember that each new event will be nested under the one you have highlighted on this screen.



Note: If you accidentally create an event out of order you can use the blue arrows to rearrange the multi-level event structure.

Step 7. Click Save. You will be directed to a summary page where you can view and access all of the levels of your event.



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