Creating an Event

With dozens of meetings and details that are ever-changing, keeping up can be a big source of headache and hassle for you and your board members. Make life easier by posting these important details in one central, relevant place: the workroom.

1. First, navigate to the appropriate workroom.

2. Choose "Workroom Events" from the workroom navigation bar, then "+New Event" to add your event.

3. Input all the details, starting with the event title, date, time, location and description. The moment that you finish adding details in any field, scroll to the top of the page and hit "Save." When you're done, the event and its details will automatically post to the workroom, visible to all members.

4. Help attendees prepare in advance by attaching relevant materials. See the **"Attaching a Meeting Book to an Event"** guide for more information.

5. Stay on people's radars even more by assigning an "Event Category." This helps your event get noticed when workroom members organize or filter what's on their calendars. You can use a category that exists, or you can create a new one. For the latter, simply go to "Settings," then "Event Settings."