

HOW TO CREATE AN EVENT

Step			Action					
	IMPORTANT! If you	create an event, you w	vill, by definition, be it	s hostess; therefore, before				
	creating an event, re	view the Hostess Guide	e (EVENTS/EVENT PLAN	INING GUIDE/Hostess				
	Planning Guide/Host	ess Guide) to ensure th	at you are qualified to	be a hostess for your				
	planned event.							
1	Log in to sistersonthf	<i>y.com</i> , hover over EVE	NTS, and click ALL EVE	NTS.				
	Inbox (31,898) - ca	Carlmont High Sch 😰 (8) How to Film + E	a. Amazon.com: Mana 🔿 Idaho Falls Public Li 🧧	Home - New York P 🔇 https://www				
		HAVE QUESTIONS? CONTACT USI WE HAVE MORE PLANTS	ANYANYONE	f 🛛 🕊 📾 🖻 G 🕲				
	Bisters on the by Members Area Events store Galeries About us blog activities							
		MY PROFILE	ADD AN EVENT ALL EVENTS					
			CALENDAR VIEW	ROME - MT PROFILE				
				22				
	Result: The ADD AN EVENT screen will open.							
	ADD	AN EVENT						
				HOME - ADD AN EVENT				
	*	Q		Logout				
	Add Eve	nt	SUBMIT	SAVE DRAFT				
	Event N	ame ent Name*						
	Address							
		cation Name*						
	Address	Line 1:*						
	Address	Line 2*						
	City*	Select State	Zip/Postal Code* Sele	t Country -				
	Describe	Location						
2	Enter Event Name,	i.e., Sisters at the Spr	ings					
3				ribe the Location text box.				
			-					
	Address							
	Challis Hot Springs							
	5025 Hot Springs Rd							
	Address Line 2*							
	Challis	Idaho 🔻	83226	United States (US)				
	The campground is located on the b	anks of the Salmon River, the Challis Hot	Springs campground is a tranquil retreat					
	mature trees that offer an added lev course, the hot spring pools.	mature trees that offer an added level of comfort. All of our campers have access to a fire pit, fresh drinking water, 50-amp power service, and of						
		s. All of our sites are double occupancy a	nd the fee to use the pools is included in	vour reservation orice. During				



4	Provide Wh	en details.							
	When								
	Recurring:	Occurs Once							
	Start:	mm/dd/yyyy							
		ON OF							
	1 A	All Day							
	End:	mm/dd/yyyy							
	200								
	- In th	- In the Rucurring pull-down box, choose <i>Occurs Once, Daily,</i> or <i>Weekly</i> .							
		art, enter a start date and time or click the All Day ON switch to indicate an all							
		event.							
		d , enter an end date and time.							
5	Add images i								
5	nuu muges								
	Add your im	ages							
	+ Add files	Start Upload Cancel Upload Delete							
		 Click Add files to open your directory. 							
		- Click on the photos you want to add; click the Open button.							
		© Open X							
		← → × ↑ 📴 > This PC > Pictures > Historical V 🕖 Search Historical ρ							
		Organize 🔻 New folder 🔲 👻 🛄 😮 🔿 Idaho Falls Pub							
		Camera Uploads							
		FaveGina							
		Girls Sints Sints							
		Historical C SM30sKatesSto SM1920s30sKat SM1920slateM iprings campground is a t V Honduras re ePopCar other tess to a fire pit, fresh drin							
		Lange dthe fee to use the pool:							
		On the Road to Amapala							
		Sabanagrande							
		Training in Talanga C SM1930sForme S SM1930sFriede S SM1940sDeep rBeauRussianD KateRudy CreekBobCami							
		Training in Valle de Angeles ancer lle							
		File name: "SM30sKatesStore" "SM1920s30sKatePopCar" V All Files							
		Open Cancel							
		Add your images							
		+ Add flies O Start Upload O Cancel Upload O Delete							
	Resu	lt: The photos you selected will be listed.							
	- Click	Start Upload to upload all selected images,							
		Add your images							
		+ Add files O Start Upload O Cancel Upload Delete							



	Or click Start ne	xt to the specific	image(s) you want			
	Add your image	s				
	* Add files	• Start Upload • Cancel	Upload 🛛 🕫 Delete 🔍			
		796.92 KB		o Start O Can		
		772.89 KB				
	100	772.05 KD		• Start • Cancel		
	29.3	1.10 MB				
	R			Start @ Cancel		
	9					
	4	51.92 KB		Start @ Cancel		
	Note: You can	Cancel Upload of	the group of phot	os or Cancel a	n individual	upload.
			ne entire batch by ndividual photo by			e
	Add your im	ages		-		
	+ Add files	O Start Upload	© Cancel Upload	i Delete		
	Fille House	· otart oproud	- Cuntor opioud	a Delete		
			796.92 KB		# Delete	10
	ALC: 10-222					
	200		772.89 KB	(# Delete	
	- Ro					
	1A		1.10 MB		# Delete	
6						
6	In th Available Spaces , i	ndicate any limita	ation on the number	er of participal	nts possible.	
		Available Space	S: Linck Month on a	6 Tislant		
			Limit Number o	of licket*		
7	Under Pet Friendly , sele	ct either No Pets	Allowed or Pets Al	llowed		
,	onder recriteriory, sele	et ettilet worrets	Anowed of Tets A	iowea.		
		Pet Friendly:	No Pets Allowed	•		
8	In the Details section, cl	neck all revevant	boxes for Category	/ and Region.		
	Details					
	Category:	Save the Date fly-fishing	Pet Friendly Sister Corps	Monthly Dinner Cruise		
		Dinner	Sister/Mister	Go Sister Trips		
		A NON-REFUNDABLE Even	t			
		International	Pacific Northwest Region	Western Region		
		Southwest Region Heartland Region	Texas Region Midwest Region	Rocky Mountain Region Northeast Region		
		Mid Atlanctic & Appalaichi	an Region 🛛 Southea	ist & Gulf Coast Region		
		Canada	British Columbia	Alberta Ontario		
		 Saskatchewan Quebec 		Li Untario		
	Note: All sisters in selec	ted regions will b	e notified of the ev	vent.		
	IMPORTANT ! If this is a	-			ervone is no	otified
					ci yone is ne	zancu.

In the event Description section, you can create a <i>formatted</i> paragraph describing what plan for participants.						
Description:	Ж•т В Ц <i>в</i> (OPEN SANS • • A • ≔ ≔	≞∙∙ ⊞∙∙ :	X <> ?		
Be as specific as possible. Include details such as the following:						
1) Hostess/Co-hostess names, numbers, contact information						
Waitlis	st policy.	al activities (craft/co cate any aspects of t				
Event Options			_			
Option title Standard Ticket		Discription Option Description	\$Cost	Qyt Ticke	Limit	Required/Option
YOU CAN CIICK THE +	-	e additional optional adiacent – sign	or required a	activit	es, ai	-
		Discription Option Description	\$Cost	Qyt 1	Limit none	Required/Option
delete any activity		Discription			1	1.55 52 2.5
telete any activity Option title Standard Tick Iuncheon	et	Discription Option Description Saturday	5	1	none	Required
delete any activity Prior tile Standard Tick Juncheon Note: Even free even	ents <i>require</i> 1	Discription Option Description Saturday	5	1	none	Required
delete any activity Option title Standard Tick Juncheon Note: Even free even	ents <i>require</i> 1	Discription Option Description Saturday standard ticket. your event, click SAN	5	1	none	Required
delete any activity Option title Standard Tick Iuncheon Note: Even free even	ents <i>require</i> 1 ished defining	Discription Option Description Saturday standard ticket. your event, click SAN	5	1	none	Required
delete any activity Option title Standard Tick Iuncheon Note: Even free eve When you have fin	ents <i>require</i> 1 ished defining sug	Discription Option Description Saturday standard ticket. your event, click SAN	5 22 /E DRAFT.	1	none none SAVE D	Required Option RAFT
delete any activity Option title Standard Tick Iuncheon Note: Even free eve When you have fin	ents <i>require</i> 1 ished defining sug	Discription Option Description Saturday standard ticket. your event, click SAN	5 22 /E DRAFT.	1	none none SAVE D	Required Option RAFT
delete any activity Option title Standard Tick Tuncheon Note: Even free even When you have fin When you have fin Note: The draft will My Events.	ents <i>require</i> 1 ished defining sug	Discription Option Description Saturday standard ticket. your event, click SAN	5 22 /E DRAFT.	1	none none SAVE D	Required Option RAFT

visters

