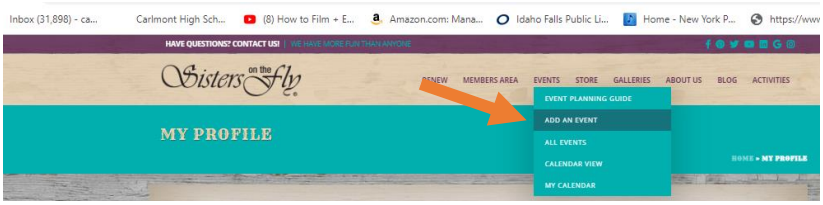
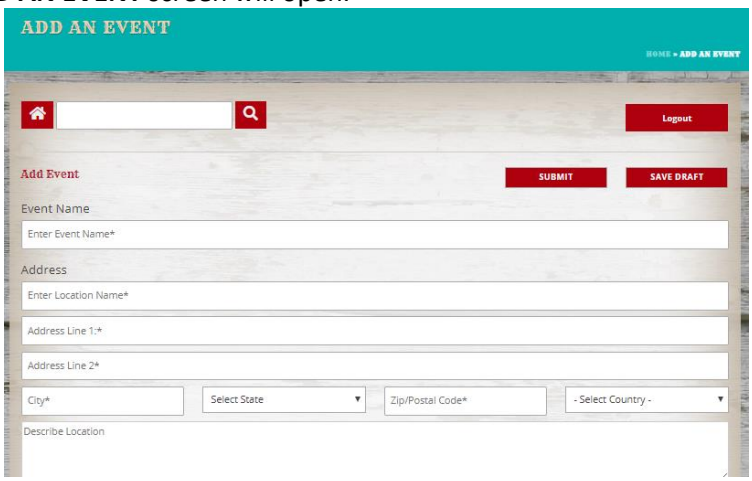
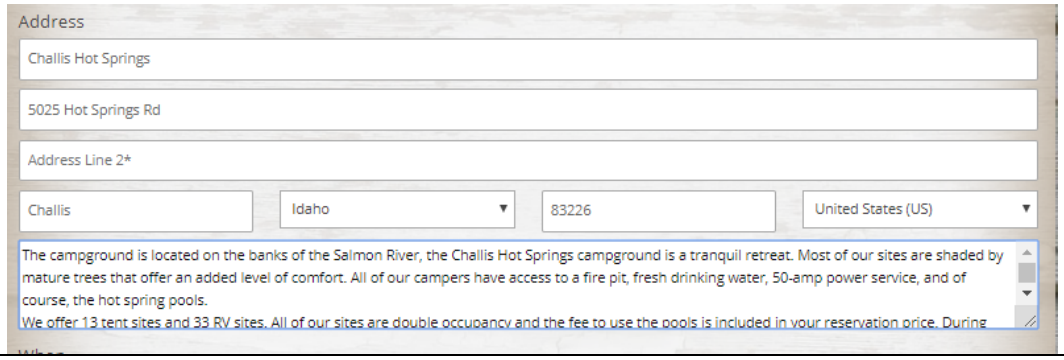
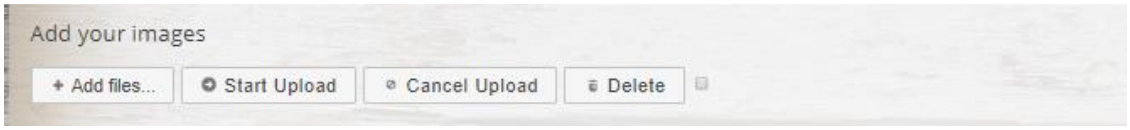
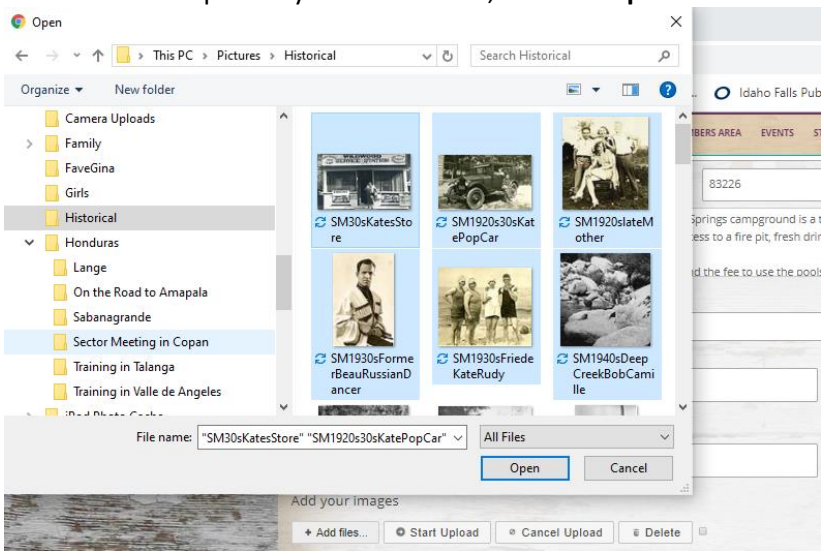
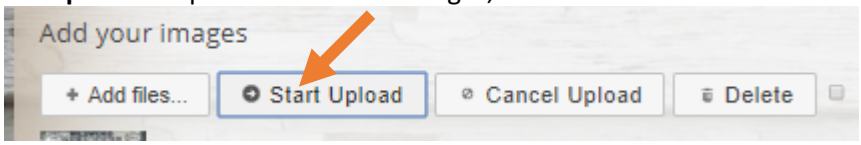
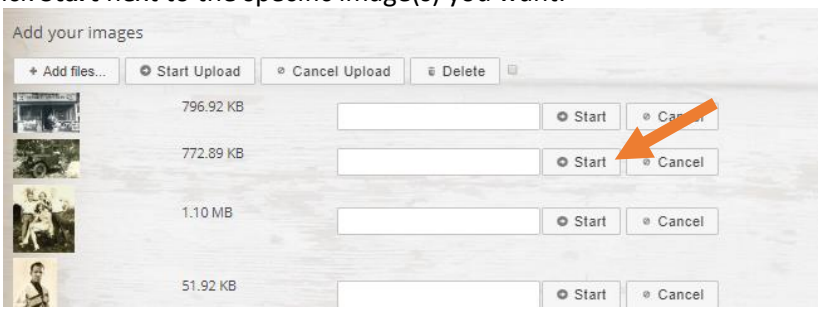
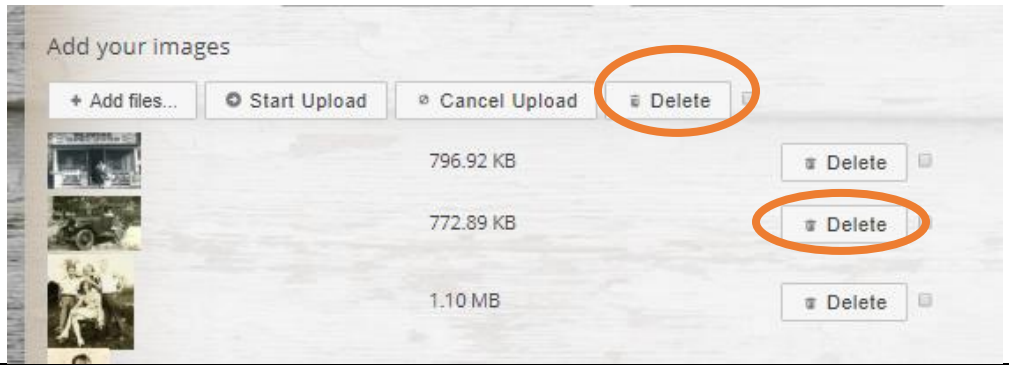
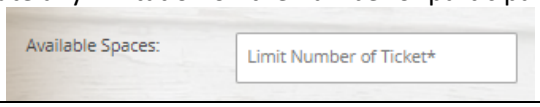
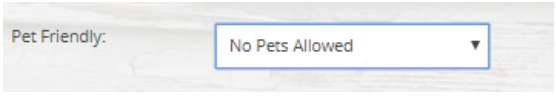
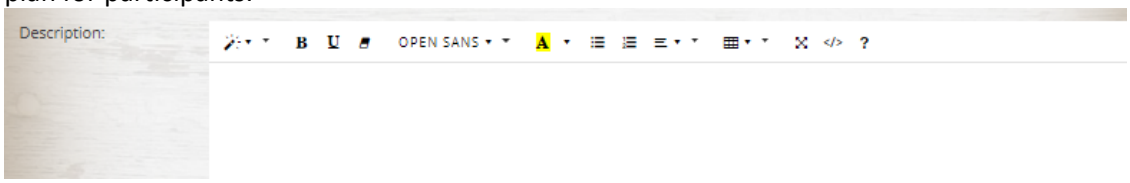
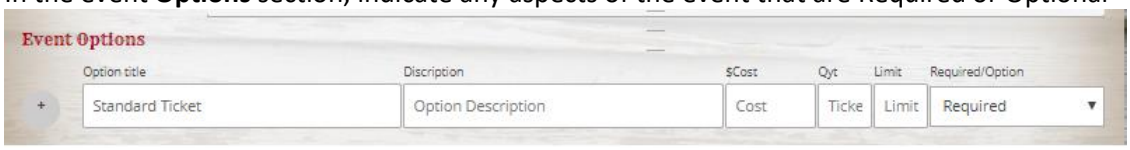
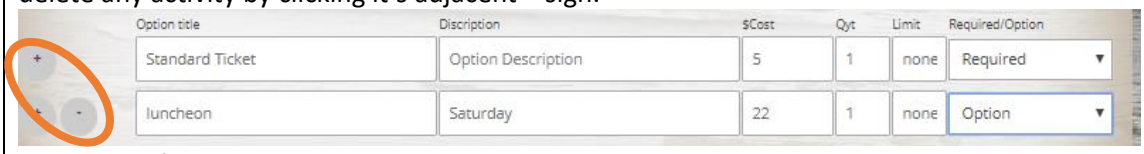
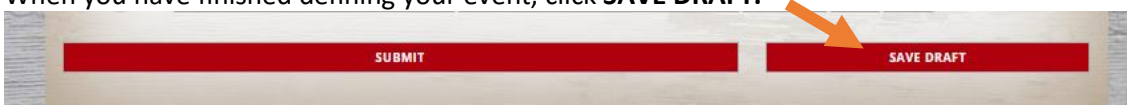
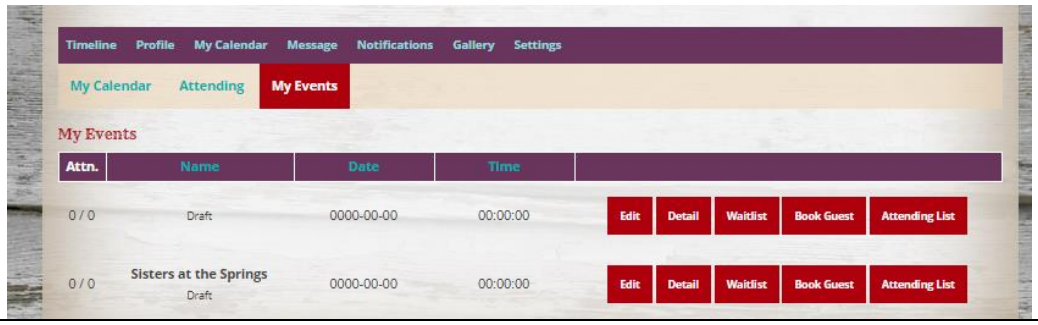
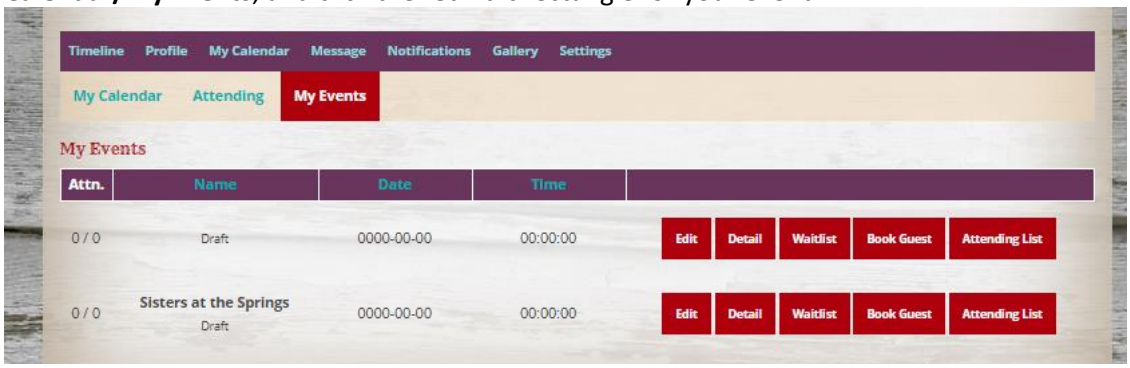
How to Create an Event

Step	Action
	IMPORTANT! If you create an event, you will, by definition, be its hostess; therefore, before creating an event, review the Hostess Guide (EVENTS/EVENT PLANNING GUIDE/Hostess Planning Guide/Hostess Guide) to ensure that you are qualified to be a hostess for your planned event.
1	Log in to *sistersonthfly.com*, hover over **EVENTS**, and click **ALL EVENTS**.  **Result**: The **ADD AN EVENT** screen will open. 
2	Enter **Event Name**, i.e., Sisters at the Springs
3	Enter the full **Address**, and enter a site description in the **Describe the Location t**ext box. 

4	Provide **When** details. - In the **Rucurring** pull-down box, choose *Occurs Once, Daily,* or *Weekly*. - In **Start**, enter a start date and time or click the All Day ON switch to indicate an all day event. - In **End**, enter an end date and time.
5	Add images if desired.  - Click **Add files** to open your directory. - Click on the photos you want to add; click the **Open** button.  **Result**: The photos you selected will be listed. - Click **Start Upload** to upload all selected images, 

	Or click **Start** next to the specific image(s) you want.  Note: You can **Cancel Upload** of the group of photos or **Cancel** an individual upload. - Once uploaded, you can delete the entire batch by clicking the main **Delete** rectange,or you can delete any individual photo by clicking its adjacent **Delete** rectangle. 
6	In th **Available Spaces**, indicate any limitation on the number of participants possible. 
7	Under **Pet Friendly**, select either *No Pets Allowed* or *Pets Allowe*d. 
8	In the **Details** section, check all revevant boxes for Category and Region. **Note:** All sisters in selected regions will be notified of the event. **IMPORTANT**! If this is a regional event, be sure to check ALL regions so everyone is notified.

9	In the event **Description** section, you can create a *formatted* paragraph describing what you plan for participants.  Be as specific as possible. Include details such as the following: 1) Hostess/Co-hostess names, numbers, contact information 2) General description/Specific Itinerary to include: a) accommodations, facilities/sanitation/infrastructure/type of camping; b) weather, area history, geology, activities, etc.; c) Fees/payment methods/refund policy/optional add-ons; d) food ;e) special activities (craft/costume/supplies/conditions/deadlines); f) Waitlist policy.
10	In the event **Options** section, indicate any aspects of the event that are Required or Optional  You can click the + sign to indicate additional optional or required activities, and you can delete any activity by clicking it's adjacent – sign.  **Note:** Even free events ***require*** 1 standard ticket.
11	When you have finished defining your event, click **SAVE DRAFT.**  **Note**: The draft will then be available for editing in your **Profile**. Select **My Calendar**, and click **My Events**. 

12	Send an email to your wrangler to notify her of your event. **Note**: Find your wrangler's name in **MEMBERS AREA/WRANGLER DIRECTORY.**
13	When you receive your wrangler's approval, you may submit your event. Return to your **My Calendar/My Events**, and click the red **Edit** rectangle for your event.  **Result**: Your event will open in the **ADD AN EVENT** screen, and you may click the red **SUBMIT** rectangle. Once approved, your event will then be visible to the sisters on the **EVENTS** screen. **IMPORTANT!** Once approved and submitted, any changes (edits) needed MUST be made by the Events Manager. **See Also:** *How Do I Download the List of Attendees for My Event* *How to Submit Attendance for My Event* *How to I Manage the Waitlist for My Event*