

# STEP ONE: Create Event

## Steps to Create a New Event

1. Select **Events / Preview** from the sidebar.
2. Click the green **Add** button.
3. Enter a name for your event — e.g., `Health Screenings, Photo School 2026`.
4. Select the event type: **Normal**.
5. Select your event's **time zone**.
6. *(Optional)* Add a **Date** and **Location**.

Once saved, your event will appear as a new row in the Events list.

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## About the Date and Location Fields

These fields are optional and primarily used to **distinguish between multiple events** when more than one is listed.

- The **Date** field is just a label — if your event spans multiple dates, you can list them all here, or leave it blank.
  - You do **not** need to create a separate event for each date — a single event can include any number of dates.
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## Adding Event Details

Use the **Event Details** box to add event-specific information you'd like to display on the scheduler or include in emails.

Anything entered here becomes available as a macro: `$(E_DESCRIPTION)`

You can insert this macro into your **CUI Messages** or **Notification Setup** templates to automatically pull in this text.

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