STEP TWO: Add a Resource

Defining Your Resources

Every event requires at least one **Resource** — the "container" that holds your time slots.

Step 1: Name the Resource

Click directly into the **Title Area** of a new resource to edit its name.

Step 2: Choose a Descriptive Name

Use a name specific to your event type:

Event Type	Example Resource Name
Health Clinics	"Flu Shots" (service name)
Counseling/Advising	"Sarah Jenkins" (staff member's name)
Facility Rentals	"Main Gymnasium" (room or equipment name)

Step 3: Add Additional Resources

If your event involves multiple staff members, rooms, or service types, continue adding resources as needed. **Each resource manages its own independent set of appointments.**

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