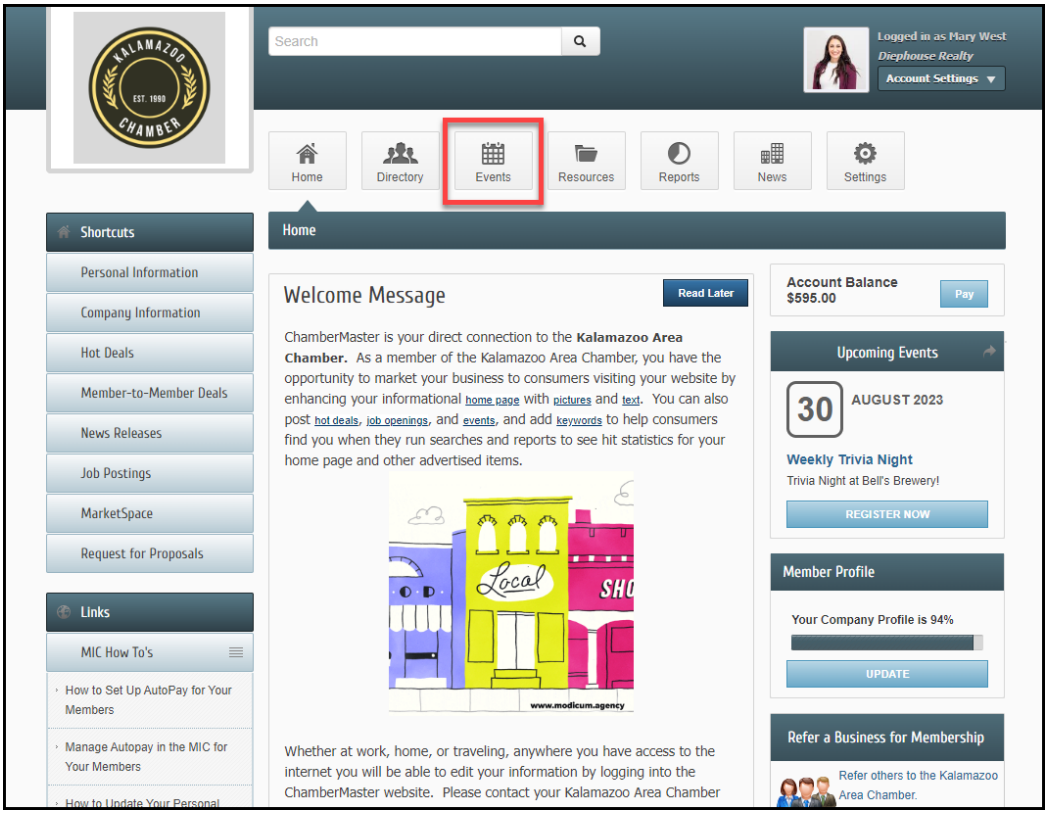
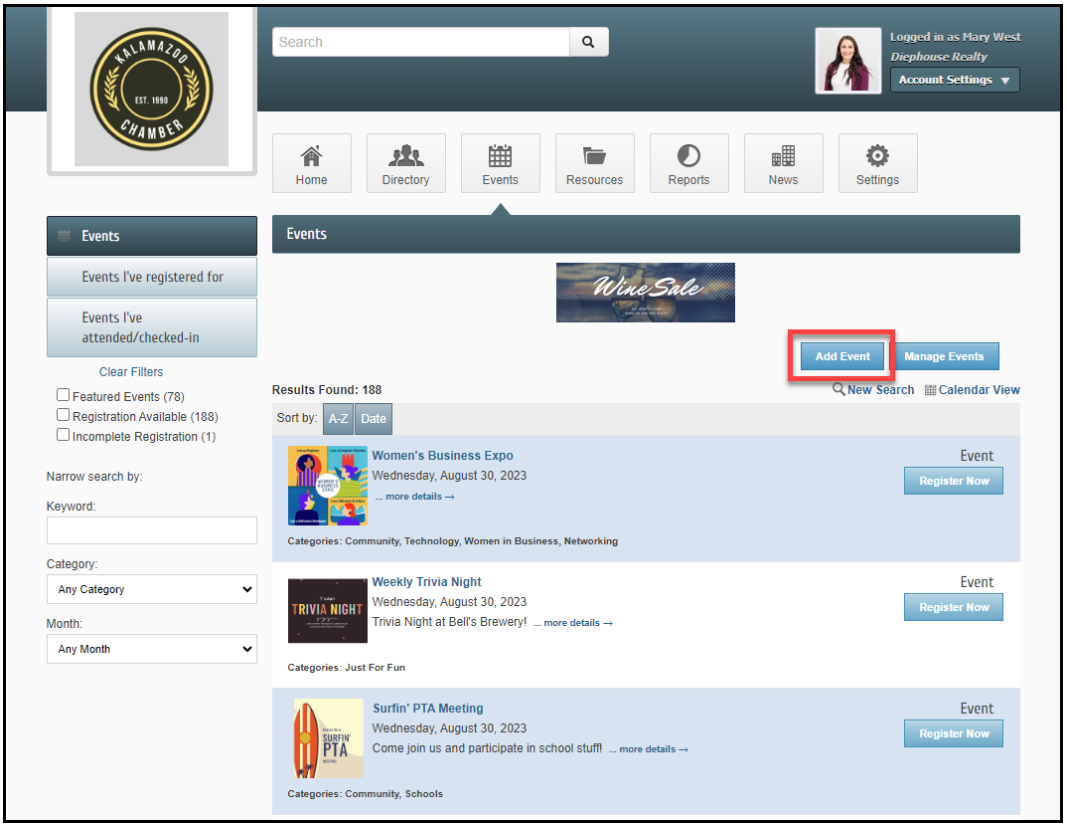
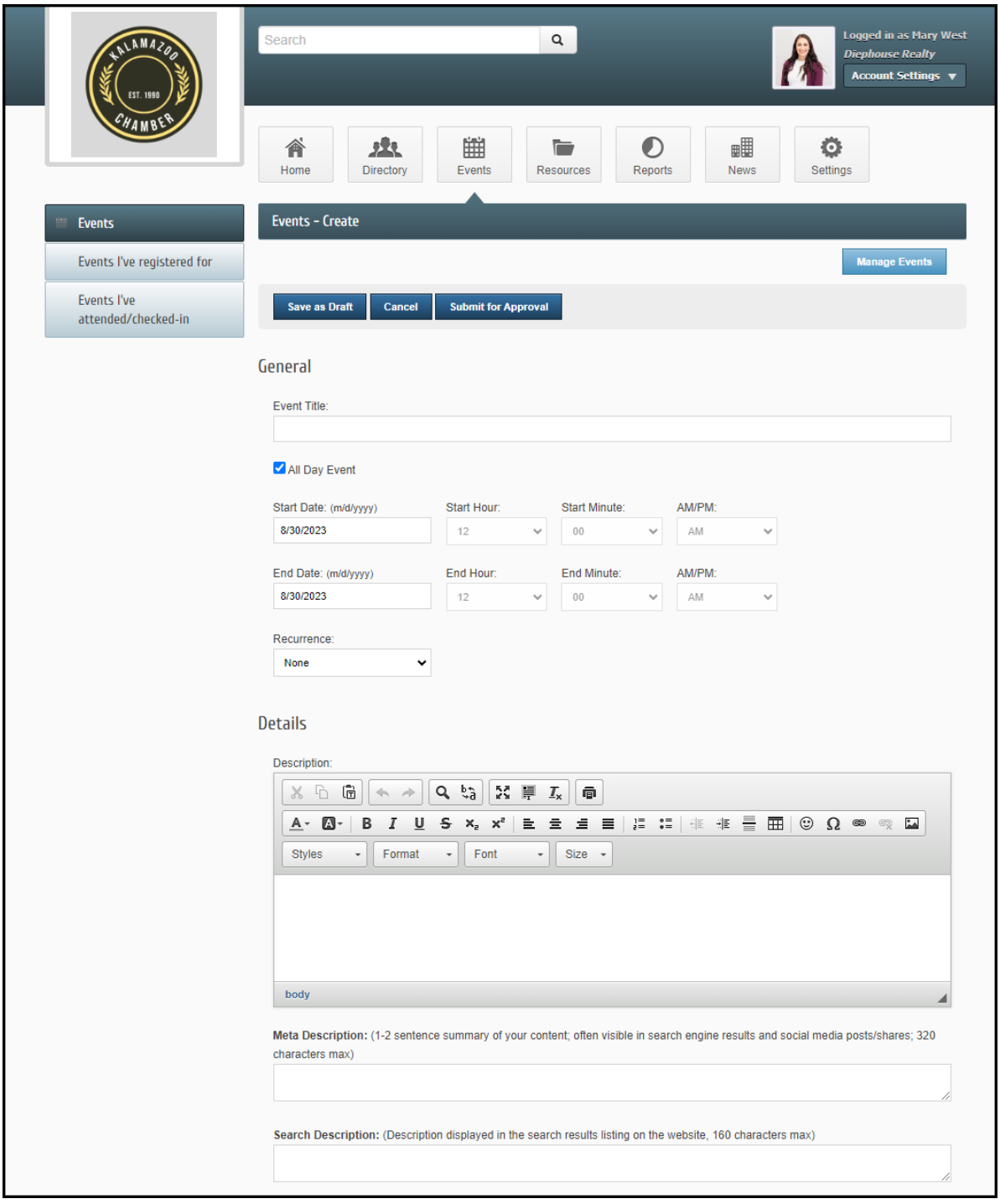
1. In the **Member Information Center (MIC)**, select **Events** in the top menu.



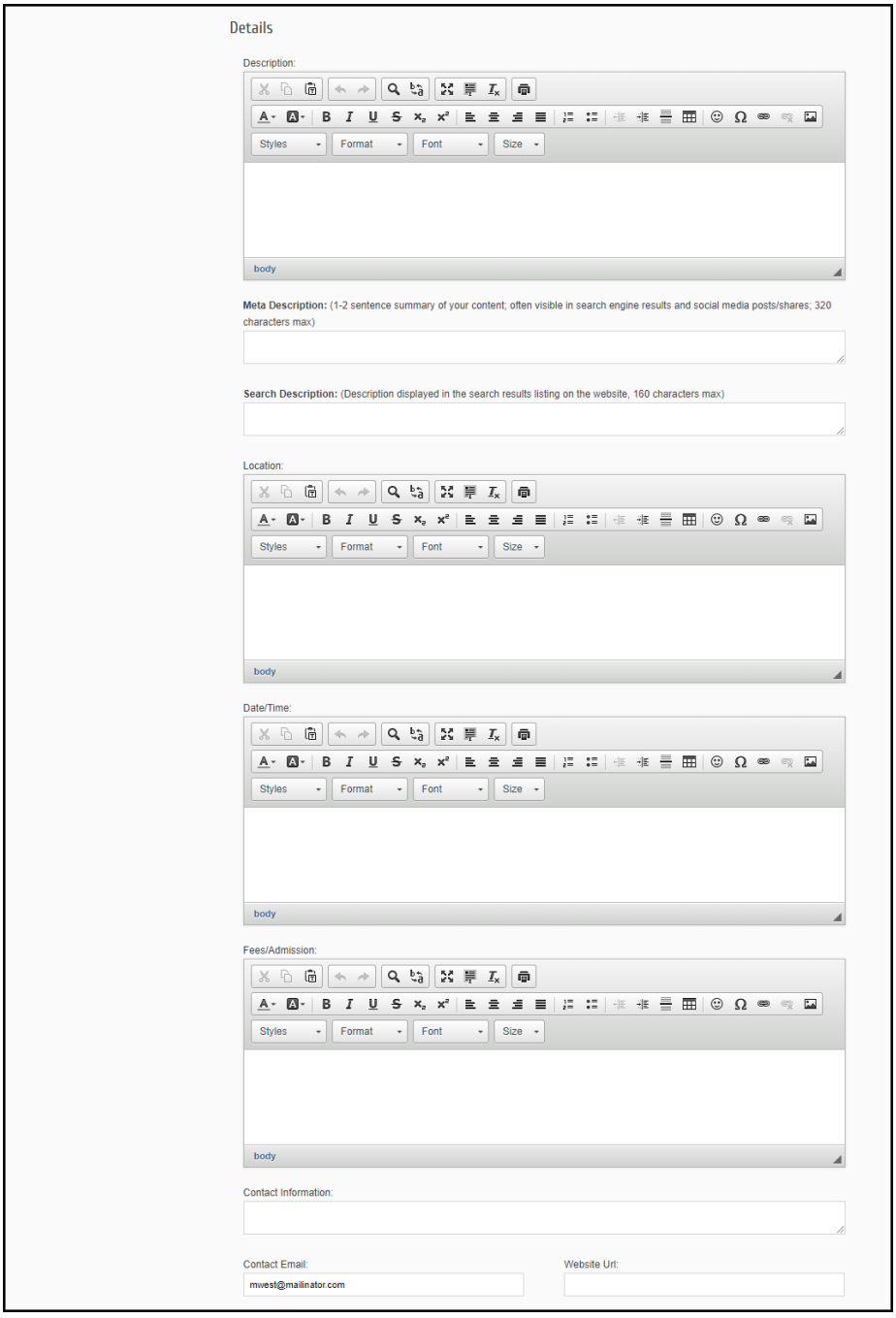
2. Select **Add Event**.



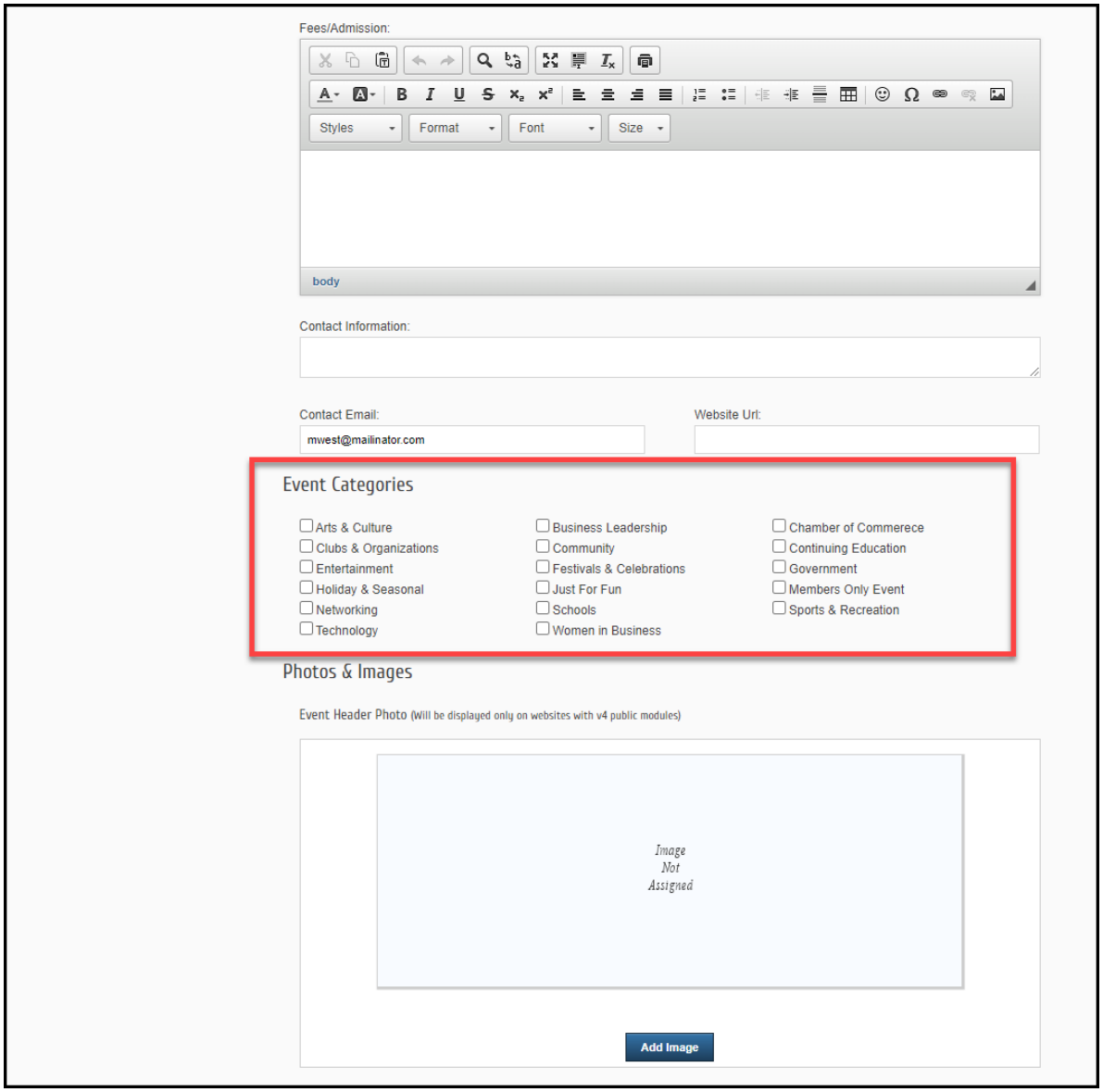
3. Complete the following information in the **General** section:
    - **Event Title**: This title will display on the Events drop-down list and also on the Event page,
    - **Start/End Date/Time**: Enter the correct dates for the event. A different end date is only needed when a single event runs multiple days – like over the weekend. **NOTE**: **All Day Event** is selected by default, deselect this checkbox if you wish to enter exact times.
    - **Recurrence**: An event occurring multiple times on your calendar may be duplicated by setting a recurrence.



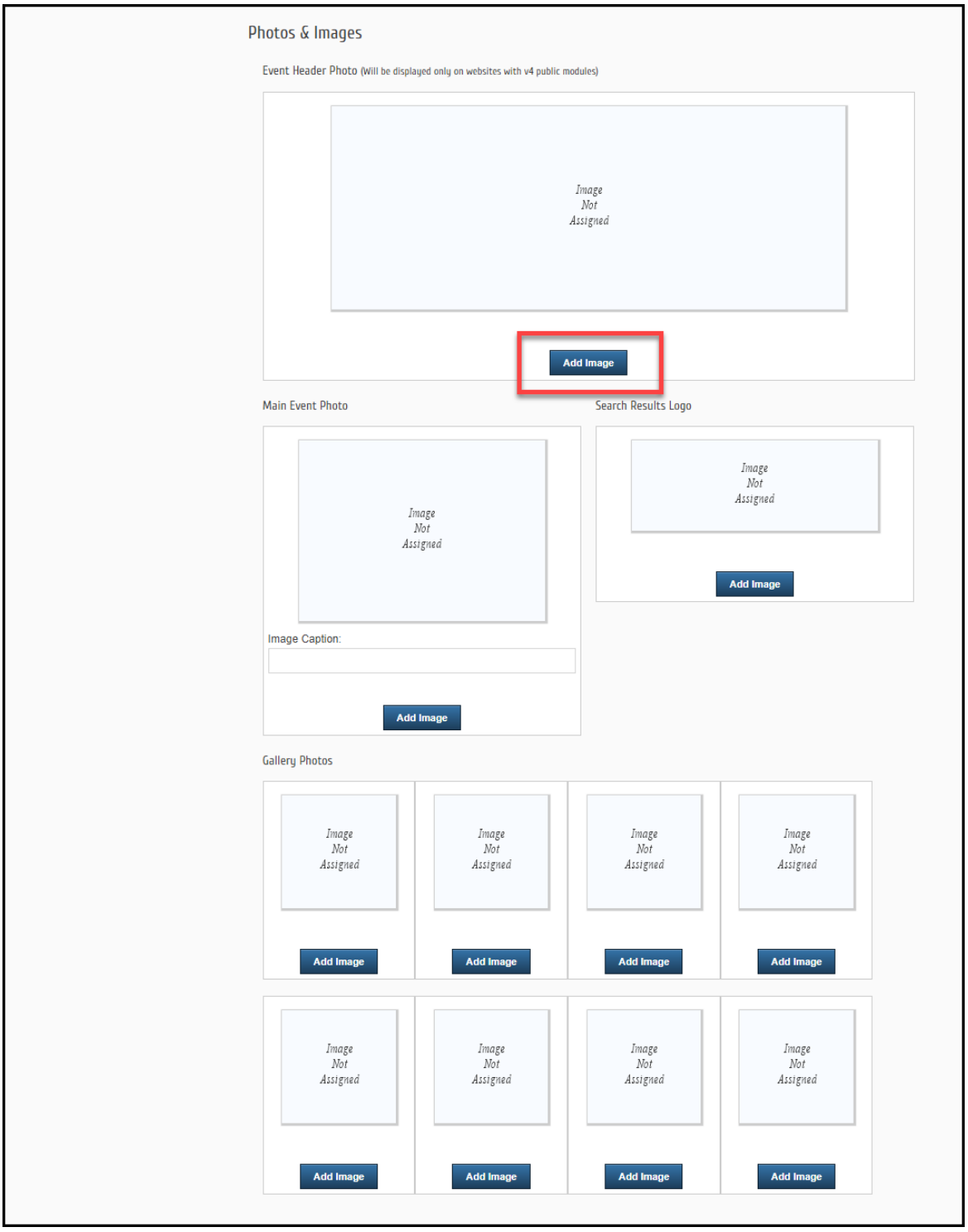
4. Complete the following information for the **Details** section:
    - **Description**: Enter a description of the event.
    - **Meta/Search Description**: Enter the description to be displayed when events are searched.
    - **Location**: Enter additional location details, if applicable.
    - **Date/Time**: Enter additional date/time details to be included along with the **Start/End Date/Time** information.
    - **Fees/Admission**: Enter the fee description to be displayed on the website.
    - **Contact Information**: Enter the name of the contact for this event.
    - **Contact Email**: Enter the email for the contact.
    - **Website URL**: If applicable, enter the URL to a website that provides further information about the event.



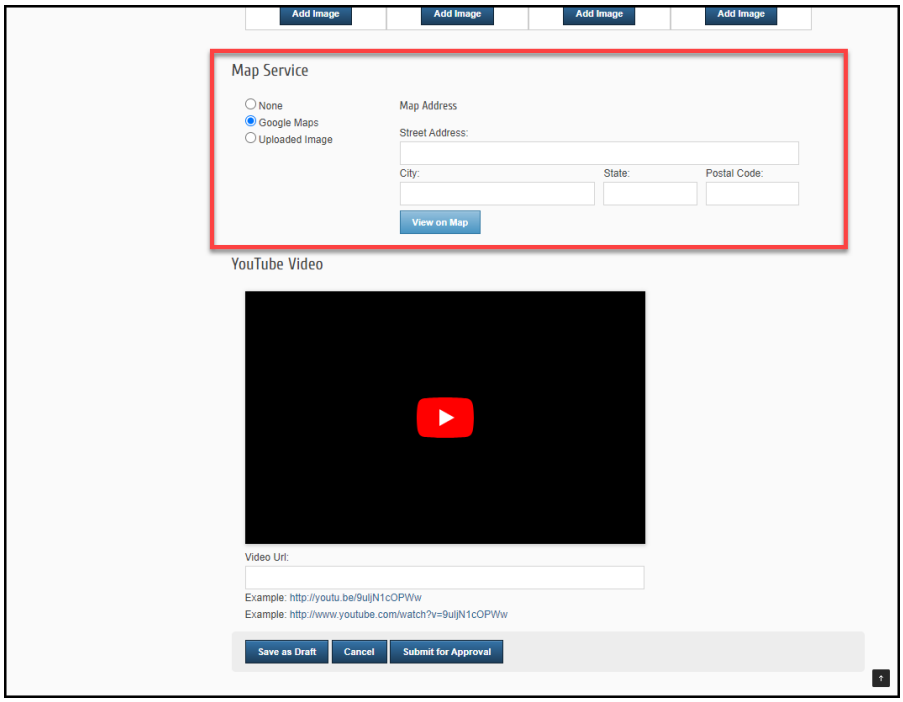
5. Select the **Event Category**. Multiple categories can be selected.



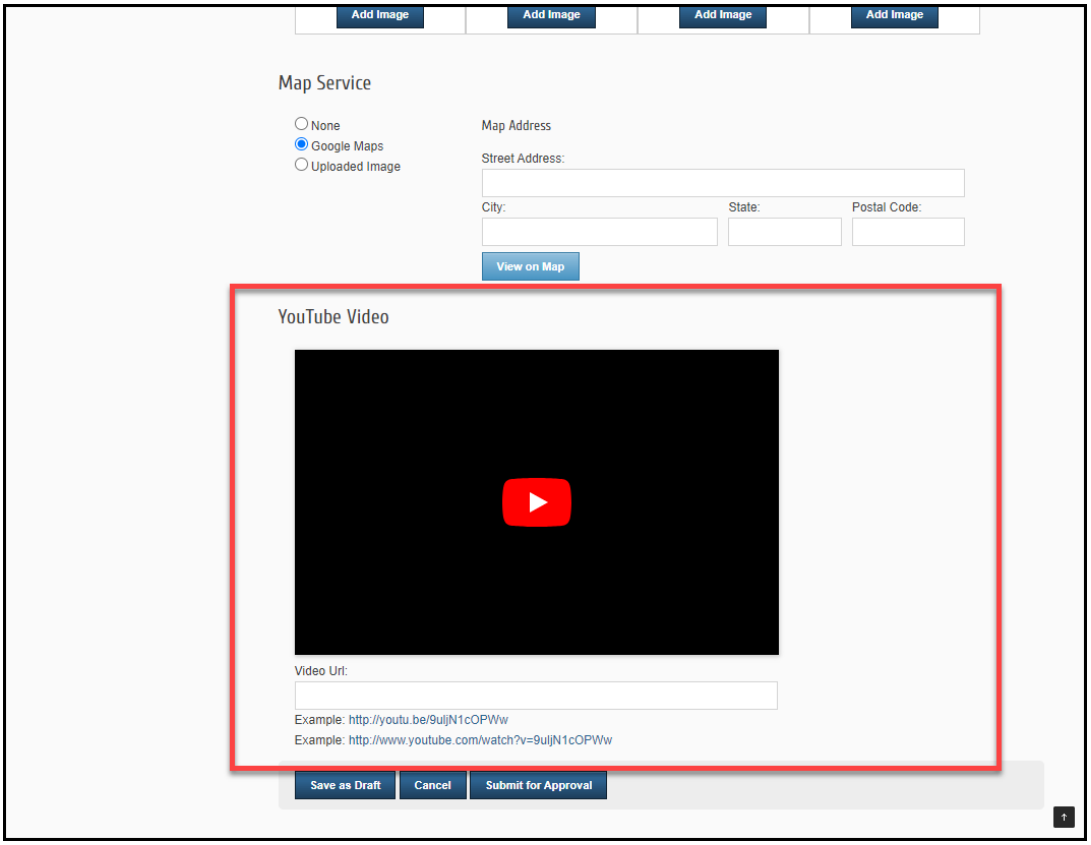
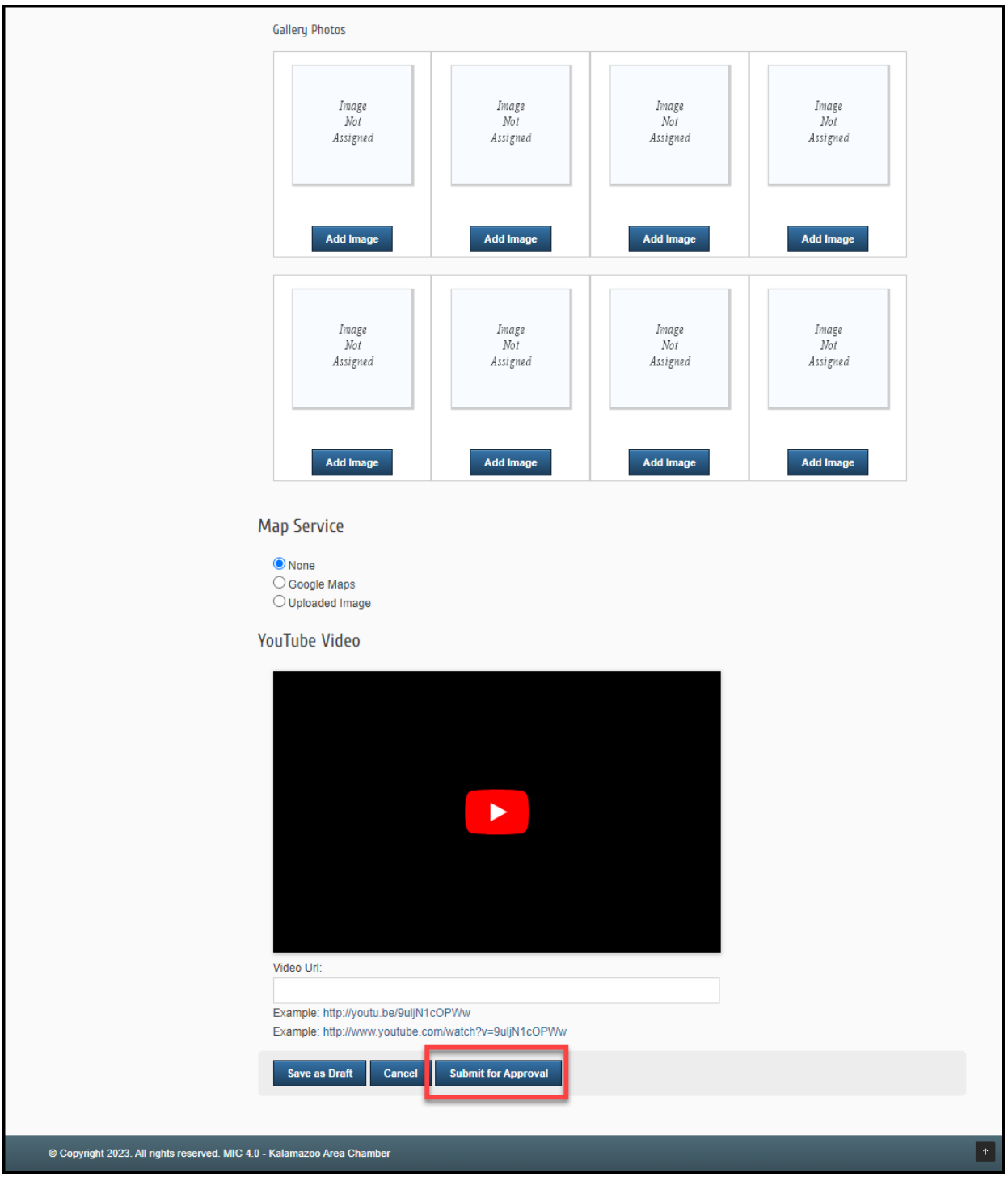
6. In the **Photos & Images** section, select **Add Image** in each area to upload.
    - **Event Header Photo**: This image will be displayed at the top of the event page.
    - **Main Event Photo**: This image will be displayed above the Register button on the event page.
    - **Search Results Logo**: This image is displayed when searching for the event on your organization's website or within the **MIC**.
    - **Gallery Photos**: Add images to create a photo gallery on the event page.



7. In the **Map Service** section, select if you would like to upload a map image or if you would like to display the location of the event using Google Maps.



8. In the **YouTube Video** section, you can add the URL to a YouTube video to be displayed on the event page.



9. Once you've added all of the information for your event, click **Submit for Approval.** The event will be submitted to your organization and will not be displayed on an event calendar until it has been approved.