



Enterprise Dashboard Training

16-Week Program

ENTERPRISE ACADEMY

*So Your Business Can...
Boldly Go Where
No Business Has
Gone Before!*

• Intro to Events

Exercise 10 of 16

- 1) Select "Events" from the menu
- 2) Select the "Create" button
- 3) Enter Event Name
- 4) Select or Create Location
- 5) Select or Create Organizer
- 6) Select or Create who is Responsible
- 7) Select or Create Category
- 8) Select Date and Time
- 9) Set Minimum or Maximum attendees
- 10) Add Ticket and set price
- 11) Select "Email Schedule" tab to set email notifications
- 12) Select "Questions" to set questions to be asked during R.S.V.P or ticket process
- 13) Click Save
- 14) Click Publish on Website
- 15) Click Publish on Event Page
- 16) Edit Event Page - add images & text

21
Dec 2016
5:00 PM

**IDSP Christmas B2B Social
United States**
🕒 To Dec 21, 2016 9:00 PM
39 Expected attendees
39 Confirmed attendees (stats)

- 17) Select "Events" and Click "Attendees" to see who is coming to your event

Events are an excellent way to educate a group all at once and build a warm leads list.

You can add a question or two to survey your attendees during their R.S.V.P.

Events can be free or have a ticket price and you can specify how many seats are available.

Consider finding partners or co-hosts for your events for branding, promotion and exposure.

Link back to your event from social media events, and share the event on your social media pages.

Keep track of who is coming to your event.