

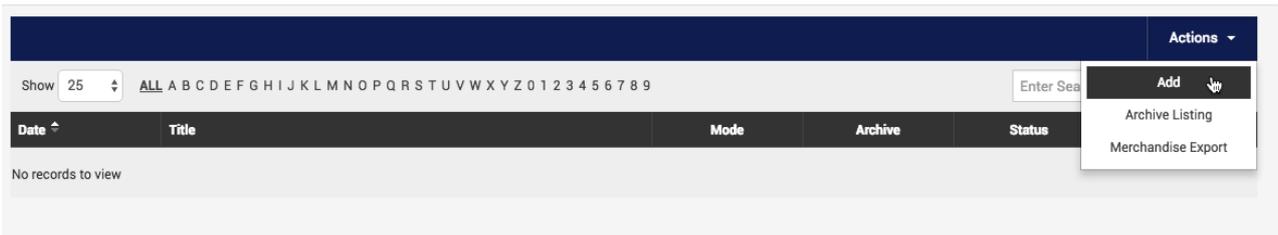
Step 1: Creating the Event

Last Modified on 01/06/2017 1:04 pm AEST

Quick Steps: Events > Actions > Add

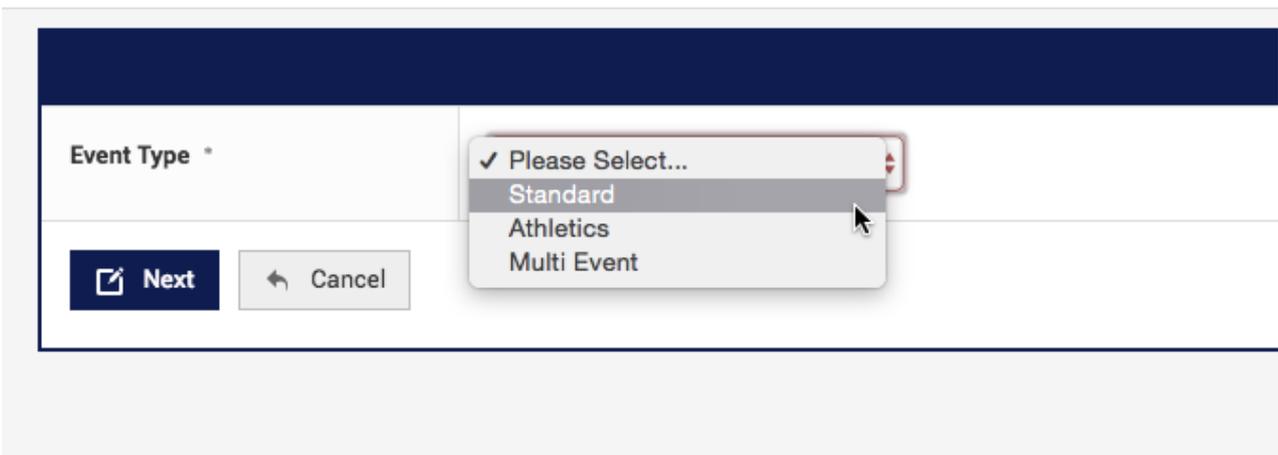
1. Within the OST Console, select **Events** from the top menu, click **Actions** on the right and select **Add**.

Event Listing



2. Select the **Athletics** event type by using the drop down menu. Click **Next**.

View Basic Information



3. Fill in the required information in the **General** tab

View Basic Information

General	Summary	Images	Other	Confirmation	Waiver	Confirmation Email	Attachment	Membership	Pending Email Follow-Up	Footer	Office Use	Master Questions	Merchandise	Actions
Title	Athletics Event													
Sub-Domain	<input type="text"/>													
Event Start	6 Sep 2016 													
Event Finish Date	6 Sep 2016 													
Event Finish Time	09:30 AM 													
Show Event Dates	<input type="radio"/> Yes <input checked="" type="radio"/> No													
Online Registration Cutoff Date	6 Sep 2016 													
Online Registration Cutoff Time	09:30 AM 													
Edit Option	<input type="radio"/> Yes <input checked="" type="radio"/> No													
Edit Option Date	6 Sep 2016 													
Location	<input type="text"/>													
Show Map	<input type="radio"/> Yes <input checked="" type="radio"/> No													

Title: The title of the Event

Sub-Domain: Your sub domain will be appended to *events.com* to form your customised event form URL/link. Once saved, this field cannot be changed.

For example - subdomain.events.com

Registration Email: The main email address for the event. This is the email address that the confirmation email will appear 'from'- and where any replies to these emails will be sent to

4. Click **Save**.

Don't worry if you don't have all the details at this stage, as you can edit this information at any time through the Event Console (excluding the sub domain).

Related Articles
