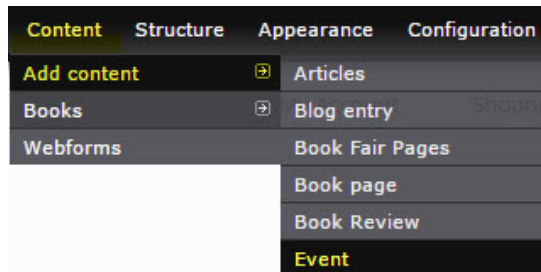


Creating 'Events' is a highly recommended step, as you want to keep visitors of your website informed on things going on in the store. The steps below give you all the options available when doing so. The only required options are those noted with a red asterisk \*

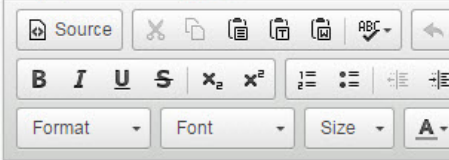
## CREATE AN EVENT



There are several available fields for you to utilize to create the content of your page:

Title \* **1**

Body (Edit summary) **2**



A rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript), alignment (left, center, right, justified), bulleted and numbered lists, link, unlink, and source. Below the toolbar are dropdown menus for Format, Font, and Size, and a font color button.

EVENT DATE \* **3**

The date of the event.

Show End Date

EVENT ADDRESS **4**

The address of the event.

...

BOOKS **5**

Product ISBN, SKU, or Model

+

Add another item

6

<b>Menu settings</b> Not in menu
<b>Book outline</b> Not in book
<b>Revision information</b> No revision
<b>URL path settings</b> Automatic alias
<b>Meta tags</b> Using defaults
<b>Authoring information</b> By RyanQuinn
<b>Publishing options</b> Published

Save

7

You have now created your event. If you did not place it in a menu during setup you may do so now by visiting **Structure > Menus > Menu of choice** and adding it appropriately. Otherwise, your 'Event' is created, the node is published and it is automatically added to the 'Event Calendar' which is located at [www.yoursitename.com/event](http://www.yoursitename.com/event)