How to create an event in Slate

1. Go to Events (icon in the header that looks like a calendar)
2. Click New Event
3. Enter a descriptive title

4. For your first time, create a Folder by selecting Other, then entering the new folder name. Once you have created a folder in production, you will be able to reuse it.

5. Set the event Status as Confirmed/Active.

6. Enter the Date and deadline if one exists. Set a limit on the number of registrants if necessary.

7. For now, you will choose ‘Grad Inquiry Form’ as your template. Designing templates will be the subject of a future training.

8. You can select whether you want to be informed of each new registration by entering your email as the Admin Notify Email.

9. You will be taken to your event’s page which displays the default URL. You can edit this to make it more user-friendly.

10. Registrations for the event will appear below.

Note: communications based on this event can be edited. This will be part of a future session.