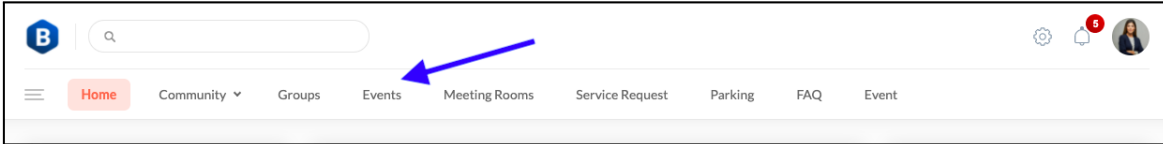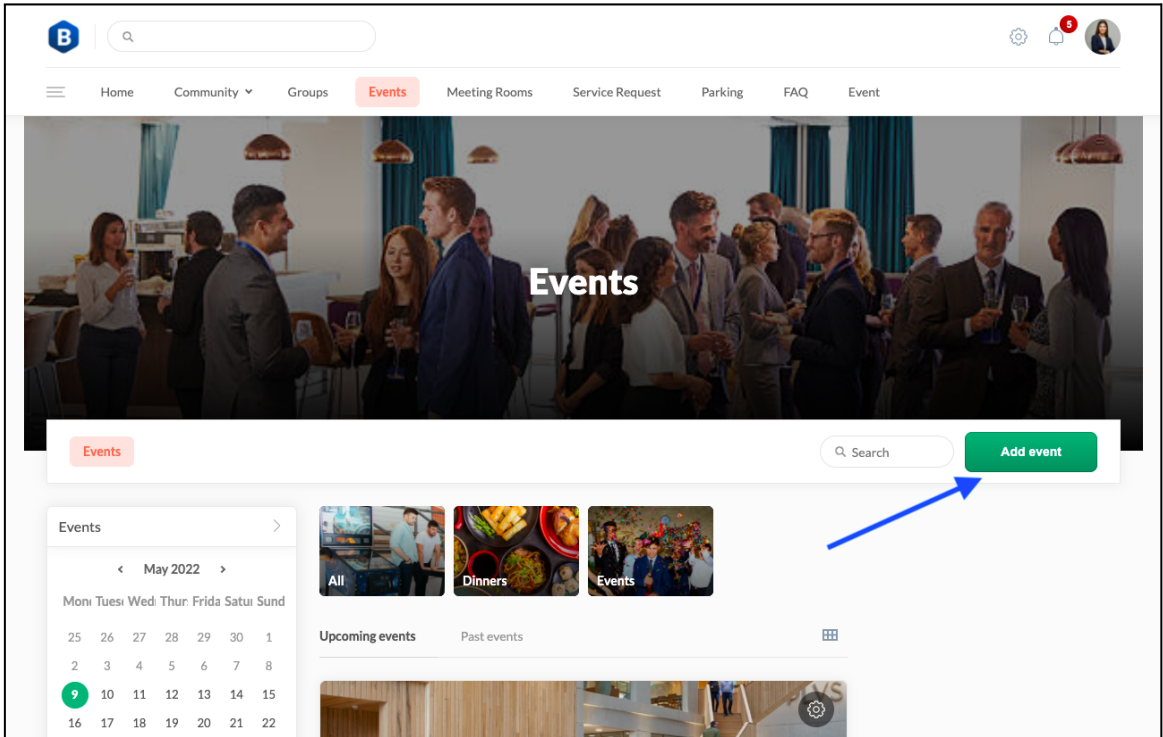# COMMUNITY EVENTS

1. Create your event

Go to the **Events** tab in the navigation bar on top of the page.

Click on **Add event** to create a new event on your community platform.

1. Select the **category** of the event. *(If applicable)*
2. Enable the **capacity** of the event, if a maximum number of attendees applies.
3. If you are not ready to share this on the Community Events page, save the event as a **draft**. Drafts will only be visible for **admins**.
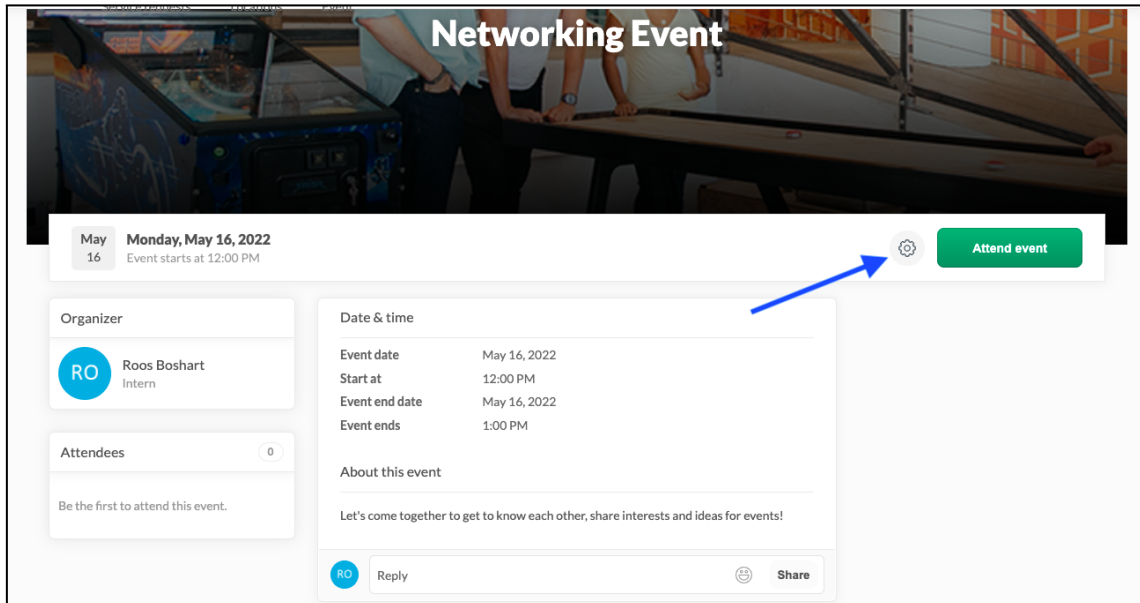
Don't forget to click on the **create button** to add the event.

Note: When creating an event, there will be no email notifications sent to the community members yet.
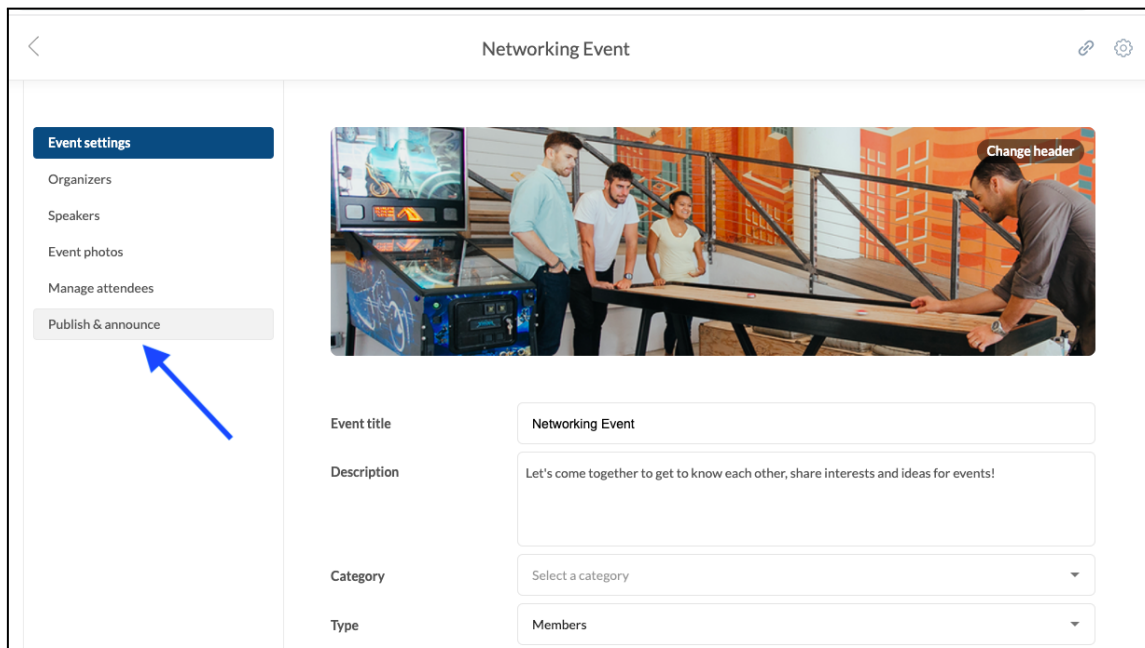
2. Announce your event in the community

Click on the event and select ⚙ to **manage information and announcement options**.

Click on **Publish & announce** to view the announcement settings.
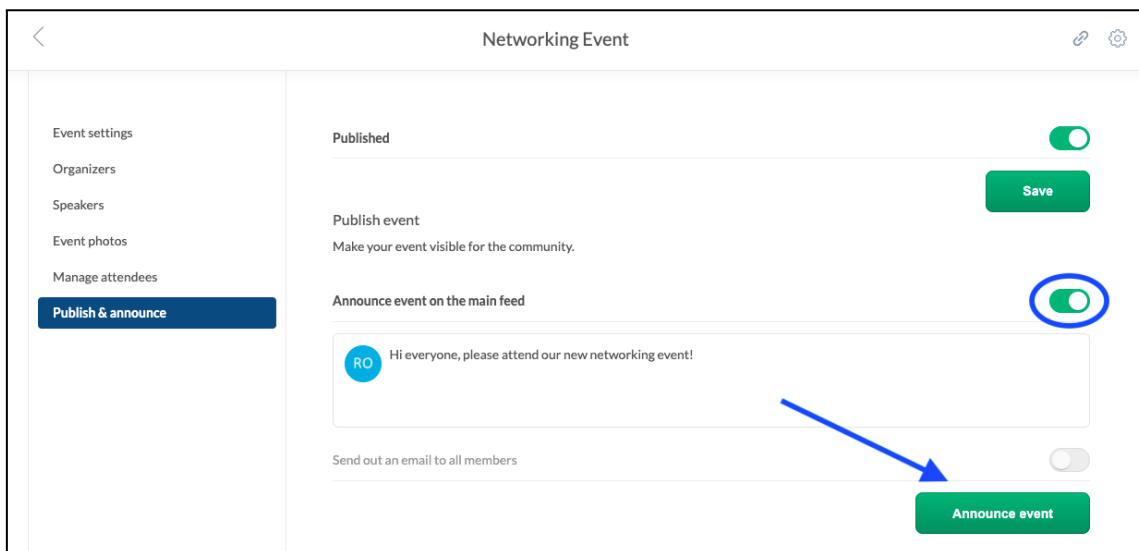
2.1 Announce your event on the main feed

If you want to announce the event on the **main feed,** make sure only the button ''Announce event to the main feed'' **is selected**. Write a message for the newsfeed post and click on the green **Announce event button**.

Note that when the event is set in a specific location, when you announce the event on the feed, it will be posted on the feed of that location and only members in that location will receive a notification of that event post. This doesn't mean they cannot see the event in the events list or in the news feed.

2.2 Announce your event via email to specific members

You can also send an **invitation to the event via email to members.** Make sure the button for "Send out an email to all members" **is selected** and "Announce event on the main feed" is **not selected**.

After clicking on the **green announce button**, you can **select** which community **members** you want **to invite.**

The content of the announce email contains the following default information:

- Title of the event

- Description of the event

- Date and time of the event

In addition you can add a custom introduction text to this email in the text editor (see screenshot below).

Note that the introduction is always prefilled with the description of the event, and will require you always to update it or remove it to prevent the description to appear double in the email.

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