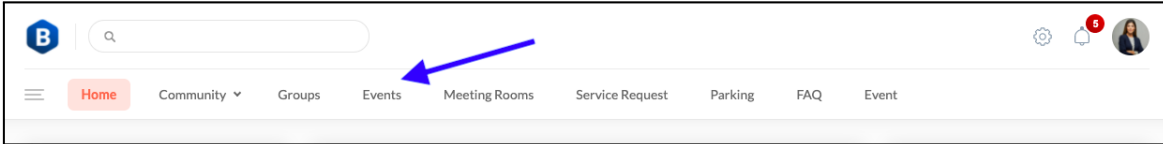


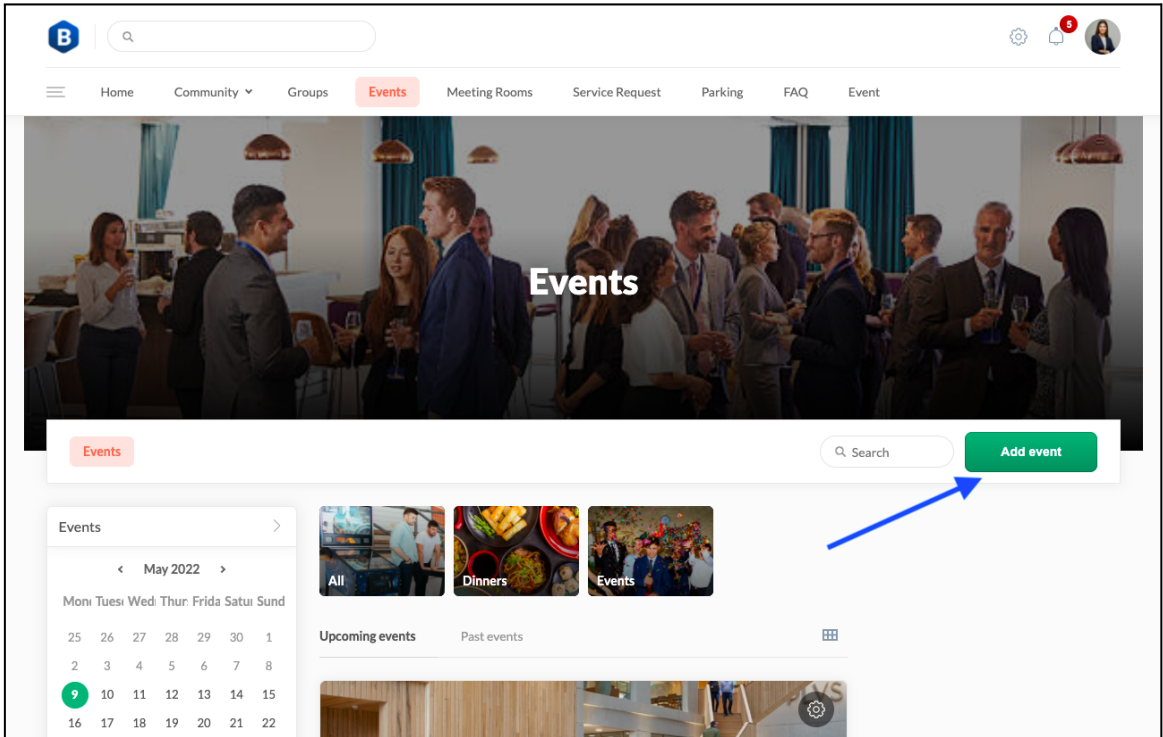
COMMUNITY EVENTS

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.





Create event

Title

Description

1 Category

Start date

End date

Timezone

Make recurring Recurring

2 Save this event as a draft

3 Enable capacity

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**.

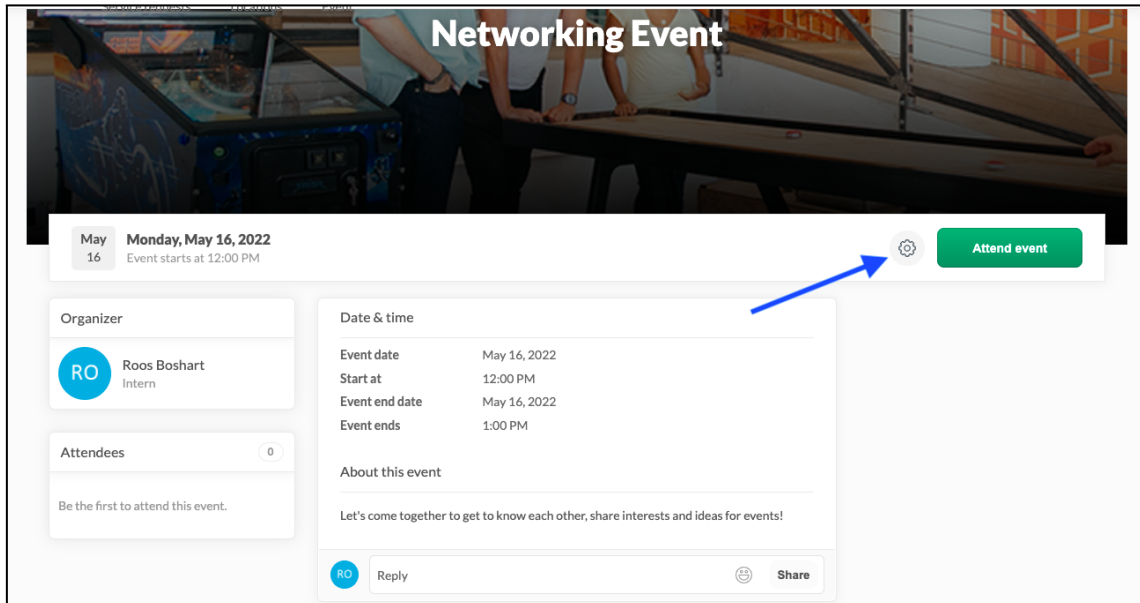
Don't forget to click on the **create button** to add the event.

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

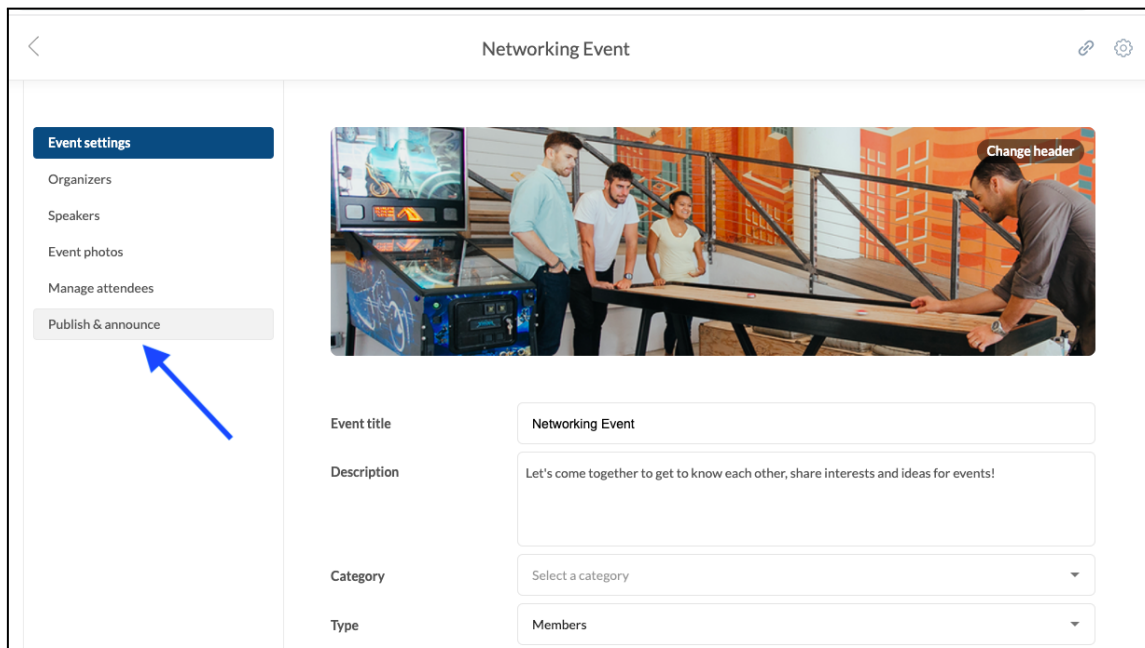


2. Announce your event in the community

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



Click on **Publish & announce** to view the announcement settings.

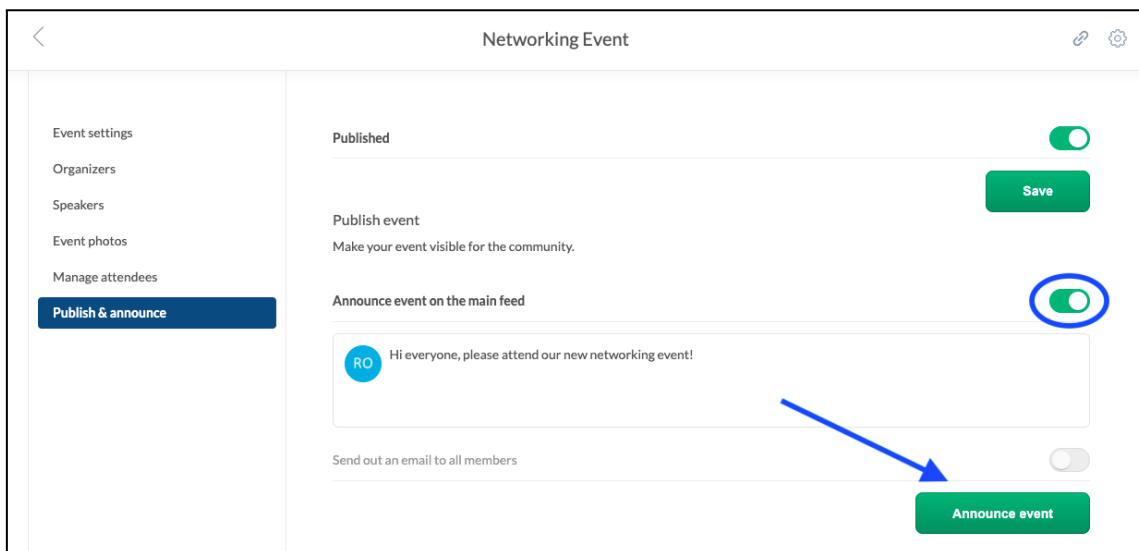




2.1 Announce your event on the main feed

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**.

Networking Event

Event settings
Organizers
Speakers
Event photos
Manage attendees
Publish & announce

Published

Save

Publish event
Make your event visible for the community.

Announce event on the main feed

Hi everyone, please attend our new networking event!

Send out an email to all members

Manage email text

Networking Event

Let's come together to get to know each other, share interests and ideas for events!

Announce event



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.

Behind the scenes tour: High Tech Systems & Materials

Event settings
Organizers
Speakers
Event photos
Event files
Manage attendees
Publish & announce

Published

Save

Publish event
Make your event visible for the community.

Announce event on the main feed

Type a message for the feed

Send out an email to all members

Behind the scenes tour: High Tech Systems & Materials

Paragraph **B I** [List icons]

This event is a unique opportunity to peek behind the scenes at internationally renowned research institutes and innovative businesses. During the tour, you will learn more about one of the most trending research topics of the moment at the park: High Tech systems & materials.

PROGRAMME

1. Science & Business Organisation - Leo le Duc: introduction Amsterdam Science Park
2. AMOLF - Bas Overvelde: presentation Soft Robotica including a tour in their lab
3. ARCNL: introduction of institute including a tour in their labs
4. Drinks & bites

Announce event