

## How To Create an Event on Facebook

We will walk you through the steps for creating an event on Facebook and the various activities to spread the word.



### Step 1: Go to [www.facebook.com](http://www.facebook.com)

Log into your account. If you do not have an account, we have a Byte-Size Learning on [How To Get Started on Facebook](#).



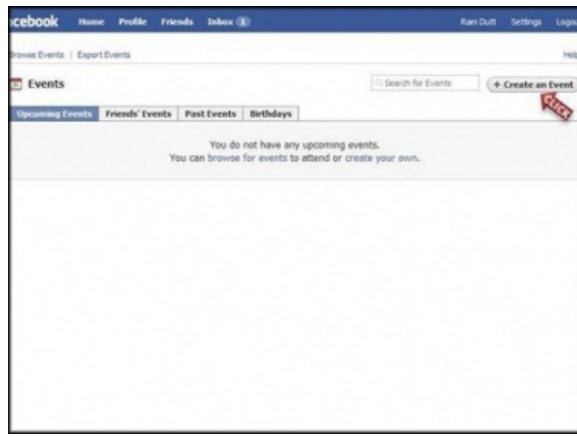
### Step 2: Navigating to the Events Calendar

Click on Settings on the top right corner of the page and choose "Application Settings".



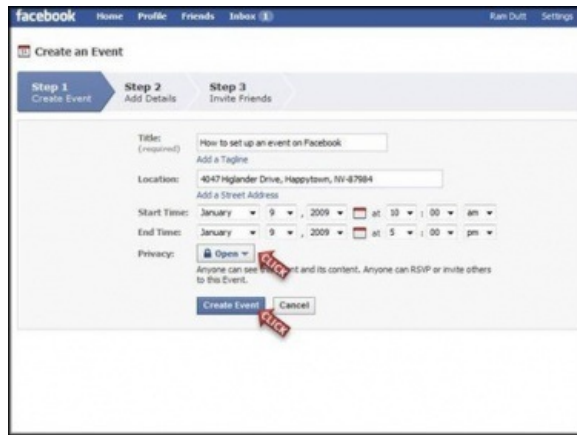
### Step 3: Where are your Events

Along with several other things that you can do such as join "Groups", upload "Photos" and "Video", there is a place where you can create an event and see a list of events that you've been invited to. Click on the "Event" icon.



## Step 4: Creating a New Event

Click on the “Create an Event” button to get started creating the new event you are planning.



## Step 5: Scheduling the Event

On this page, you will fill out the “Title”, “Location” and “Date & Time” of the event. You can also choose who can view this event. There are three choices: **Open**, **Close** or **Secret**. Anyone can see an “Open” event and join. A “Closed” event can be seen by everyone but only invitees can join. A “Secret” event does not show up on searches and if you stumble upon one you can view information only if you get invited. Click on “Create Event”.

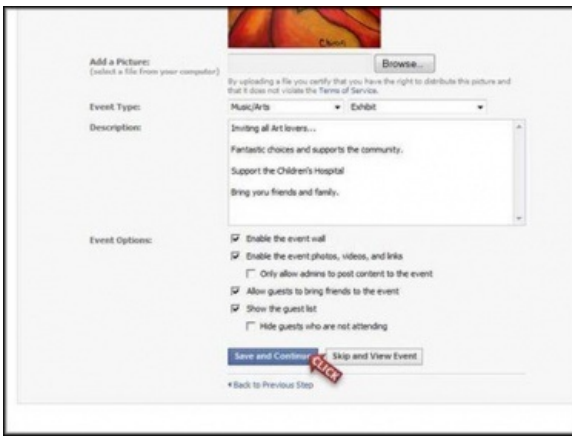


## Step 6: Add Details of your Event

On this page you can add an image to represent your event. This could be pictures of products, a flyer, etc. You can choose the type of the event and the event theme. If this is an open event then the event will be found in appropriate searches. Add a description of the event and think about what will attract attendees. Mention community building, charity and any other relevant details that will attract potential attendees to the event.

## Step 7: More Details of your Event

Select the options on how you would like the event to be seen to someone coming to the event page. Click “Save and Continue” after you make your selection.



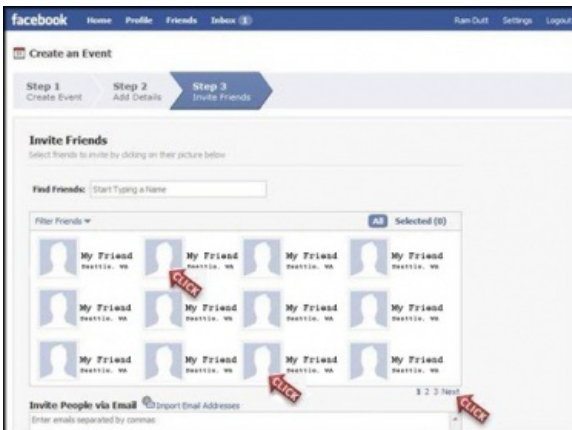
## Step 8: Confirmation

Click on “Skip” so that you can select your friends to invite to the Event.



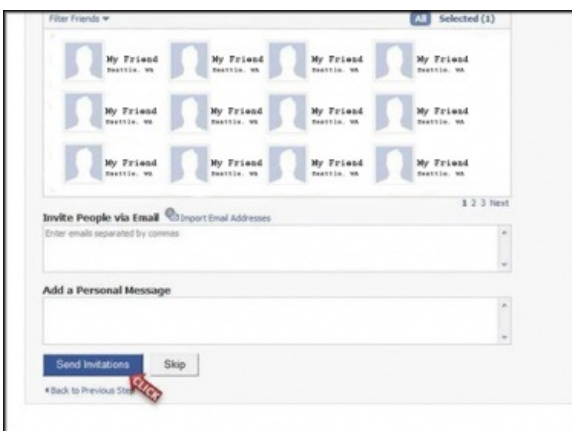
## Step 9: Invitee List

There are two ways you can invite people to your event. First, add them from your friends list. Go through the many pages of the friends list and keep adding them by clicking on each individual friend you would like to invite.



## Step 10: Personal Touch

The second way to add others is by listing their e-mail addresses in the box titled "Invite People via Email". Below this box you can add a personal note to all the guests you want to invite. Once you are done click on "Send Invitation" and magically the invitations are sent.





## Step 11: Your Event

This is your event page. You can add “Photos” to show more images which could be products of all the artists and crafters who will be showcasing at the event or any other photo you would like to share. Similarly you can add “Video” content or list any links as a reference. The links could be to the sites where the artists and crafters have hosted images of their products with information about them. You can also manage the event by inviting others, sending messages to invitees, and much more on the right hand pane of the screen.



## Step 12: Making changes to your Event

Congratulations! You have created the event and sent your invitations. If you need to make any changes, it can easily be done by clicking on “Settings” and choose “Application Settings”. Then click on the “Events” button as described in steps 2 & 3 above. Here you can make changes, edit information, send messages and just about anything else you want to do as the event coordinator.

Have fun creating your events and good luck!