

Events

Overview

Do you have an upcoming event that you would like to share with other Hub users? The Events component allows you to share planned social occasions through a community calendar. Events can include conferences, meetings, seminars and specific categories specific to your community.

Note: Users must first log in to the hub in order to create or delete an event.

Creating an Event

1. Navigate to **<https://yourhubname.org/events>**
2. Select **Add an Event** located on the right-hand side
3. Select the category of the Event:
 1. **General:** an event that is the broadest category for events.
 2. **Workshop:** an event that is a clinic for users.
 3. **Seminar:** an event that hosts a speaker or presentation.
 4. **Meeting:** an event similar to conferences.
4. Fill in the title of the event along with a description about the event and whom the event pertains to
5. Fill in the location of the event, the website/url that pertains to the event or where event information is stored, and add tags to connect the event to tag topics
6. Set the date and time of the event using the drop down calendar from the boxes. An event can last multiple dates as an expanded time frame. The time span of the event is calculated in military time
7. Select the time zone that the event is held in for this helps set up the time frame of the event for users in different time zones
8. Click **Save** to add the event to the Hub calendar

Deleting an Event

Note: A user can only delete events they submitted.

1. Navigate to **<https://yourhubname.org/events>**
2. Select the event that is to be deleted
3. On the overview page of the event, select **Delete**
4. The event will be deleted automatically from the calendar on the Hub