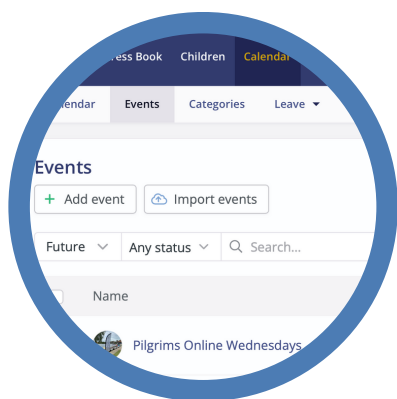# Making a Churchsuite event
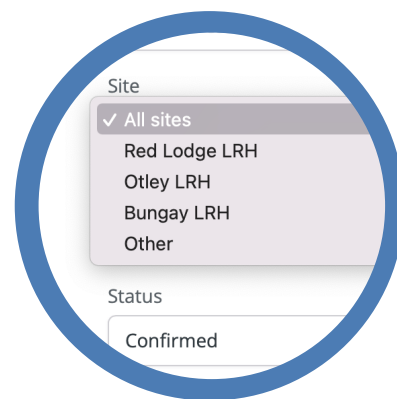
① Getting Started

Firstly, go to Churchsuite.com and log in with the details already given to you. Once in you will see the 'dashboard' screen. From here, you can click Calendar, which you will see at the top of the screen. Then click 'Events' which will be just underneath the first 'calendar' button.

② Events

Secondly, click 'Add event' next to the green plus. This will bring up a box where you can enter all of your event details. Name your event and add the location address, timings and a short description of the event. You will also need a thumbnail image, this is quite important as the image displays on our website- something simple can be made on canva and I am happy to help with this if needed. (This is added once the event is saved- just click the pencil next to the circular thumbnail)

③ Site

Now it's time to choose your site (This is the area you are based). Make sure you pick the option relevant to your group. This is VITAL as it tells *your* section of the website which is already embedded with code, to update with *your* events.

④ Category

Chose the catergory your group fits into, this also helps to make sure it goes to the right place on the website. Then make sure that you click all of the boxes under 'Visibility'. Tick 'Sign up through event page', if you wish for people to sign up on churchsuite to say they are coming (e.g for larger events that may need a form of catering). With this sign up option you can also add tickets (paid and unpaid) and specific questions to obtain certain information

Then click 'Save' and you should be all done! You can then head over to our website www.lightwave.community and click 'Events' to check your event appears in the relevant grid.

Drop Becky, Andrew or Nina a question if you have any questions.