How to Add an Event to the Website

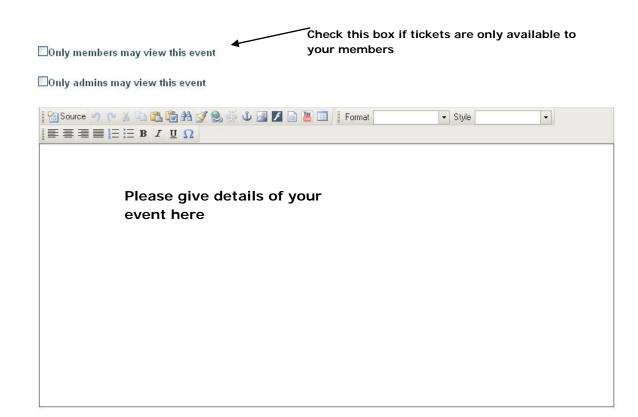
- Events must be added to your page before ticket request is accepted.
- You must have admin rights to your club/society page.
- Go to <u>www.su.nottingham.ac.uk</u>
- Log on
- Go to your club/society admin page and select 'Events'



Add new event

Add Event

Back to event list Event Name * Date and time * 12 Tagline / Short Description Location Event types ent types that correspond to this event. □pgnightsout □postgraduate □socs Only tick the 'socs' box. □summerparty □summerpartyap □cc □myc □dayevent □nightevent □draft □pgalternative □freshers □pgdaysout theden weekone welfare Select Image save the event before adding an image.



Save