

1

1 What

* Event Name

* Description ⓘ

✓ Detailed description (HTML design)

* Event Type

Event Tags

Fill out your event form as you would a regular event.
Provide the overall description of the parent event.

2

Upcoming Events (2) All Events & Attendees Create Event

Search Events - Event Type - From Date To Date - Event Tags - Event Date

<input type="checkbox"/>	1 Child Event (Example: Workshop 1) TOMORROW 0 Registered - Sales Edit Settings More
<input type="checkbox"/>	Wed, 21 Aug 2019 7:00 AM – 8:00 PM
<input type="checkbox"/>	TBD
<input type="checkbox"/>	Training/Workshop Graduate
<input type="checkbox"/>	Edit Event Tags
<input type="checkbox"/>	2 Parent Event (Example: Gradstravaganza) TOMORROW 0 Registered - Sales Edit Settings More
<input type="checkbox"/>	Wed, 21 Aug 2019 7:00 AM – 8:00 PM
<input type="checkbox"/>	TBD
<input type="checkbox"/>	Party/Picnic/BBQ Graduate
<input type="checkbox"/>	Edit Event Tags

Create another Event after you've created the Parent Event

3 Advanced Options

- Attendance tracking options
- Add more questions / timeslots
- Speakers
- Sponsors
- Redirect URL after registration
- Parent event**

Select a parent event for your event.

No Parent Event

Parent Event (Example: Gradstravaganza) (Wed, Aug 21 7:00am)

Select the **“Parent Event”** Option and select the Parent Event you would like to attach the child event to.

The screenshot shows the event preview page for 'Parent Event (Example: Gradstravaganza)'. It includes details such as the date (Wed, 21 Aug 2019, 7:00 AM - 8:00 PM), location (TBD), and a registration table. The registration table has one row for 'RSVP' with a quantity of 1. Below the registration table, there are social sharing options and a 'Registered Attendees' section showing 0 attendees. At the bottom, an 'Agenda' section lists a 'Child Event (Example: Workshop 1)' with a 'Register' button. A red box highlights the 'Parent event' selection area in the left sidebar and the 'Agenda' section at the bottom.

Preview your Parent Event to make sure your child event is attached. Child Events will show up as an Agenda events for the Parent event.