Creating a Facebook Event

To Create a Facebook Event for your Group:

1. In the lower right hand corner of the page, click the “+ Create an Event” button.

2. A box will pop up in the middle of the screen with various information sections for you to fill in.
3. Make sure in the Privacy section you select “Public” from the drop down menu.

4. Click the “Create” button to continue to the next page.

5. To add a photo (perhaps your Pitt Alumni Club logo), simply click the large “Add Event Photo” near the search bar and select a photo from your computer’s memory or from your Facebook albums.