

## Creating a Facebook Event

To Create a Facebook Event for you Group:

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

The screenshot shows the Facebook profile page for the Baltimore Pitt Club. The page header includes the club's name, a navigation menu (Timeline, Now), and an Admin Panel. The main banner features the Pitt Alumni Association logo and the text "Baltimore Pitt Club". Below the banner, there are sections for "About", "Photos", "Likes" (72), and "Events". A "Post" box is visible on the left side. On the right side, there is a "Recent Posts by Others on Baltimore Pitt Club" section. In the bottom right corner, a red box highlights 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.

## Creating a Facebook Event

3. Make sure in the Privacy section you select “Public” from the drop down menu.

The screenshot shows the 'Create New Event by Baltimore Pitt Club' dialog box. The form fields are as follows:

- Name:** ex: Birthday Party
- Details:** Add more info
- Where:** Add a place?
- Tickets:** Add a link for guests to buy tickets?
- When:** 3/7/2013 (with a calendar icon) and Add a time? (with a clock icon)
- Only admins can post to the event wall

At the bottom right of the dialog box are two buttons: **Create** and **Cancel**.

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.

