

# Manage events

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Displays all events for a given academic year recorded in the system.

- 1) Select academic year
- 2) click the filter field and select either past, today or upcoming
- 3) Click the button "next"; it displays all events depending on what was selected in the filter field.

# New events

Allows for creation of events in the system.

- 1) Enter the title
- 2) Select the academic year for which events are to be created.
- 3) Select the start and end dates.
- 4) Input the location of the event if applicable or leave it blank.
- 5) Enter the description of the event
- 6) Click "Save."
- 7) Event created successfully; it appears below the "save" button. You can edit or delete an event.