

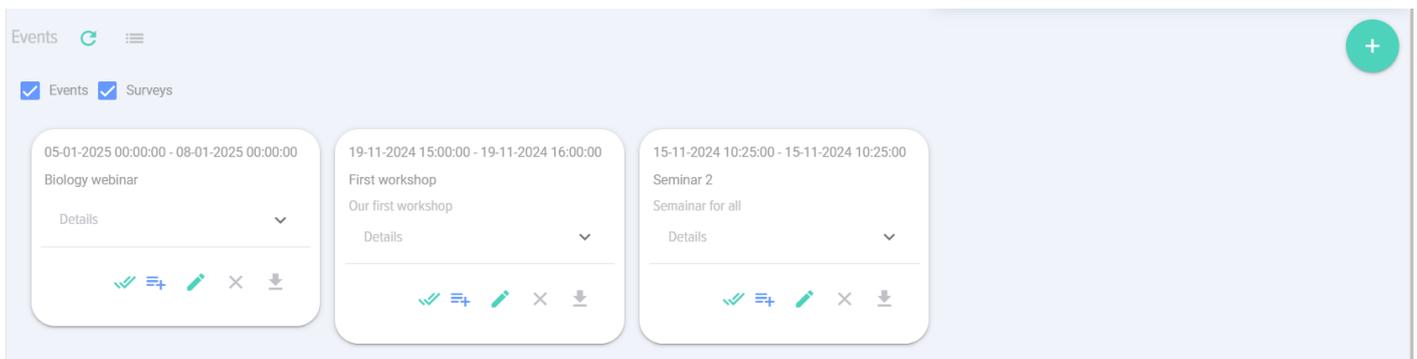
# External/In-Person Events

- [Events Catalog](#)
- [Creating an event](#)
- [Event in the employee's personal account](#)
- [Events](#)

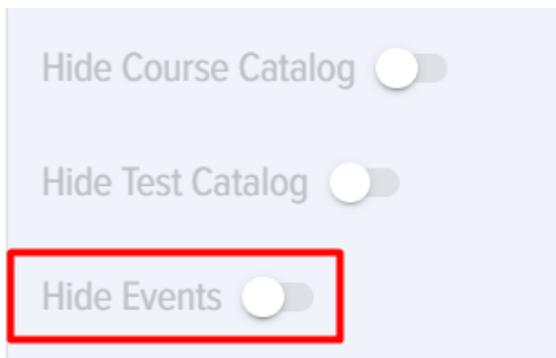
# Events Catalog

The module "External/In-Person Events" is designed for planning, organizing, and accounting for external and in-person educational events.

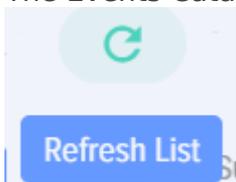
The Events Catalog is presented in the main menu, accessible to all employees by default.



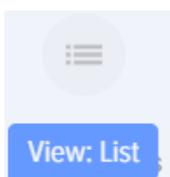
In the application settings (Settings - Other), you can hide the catalog. However, it will still be accessible to the application moderators.



The Events Catalog contains the following elements:



- Element for list update

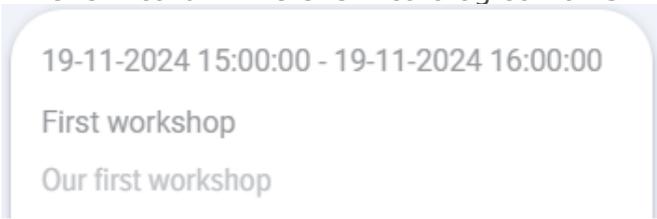


- Type: list, cards.

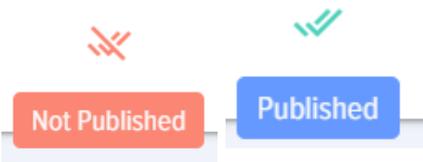


- Element for adding an event.

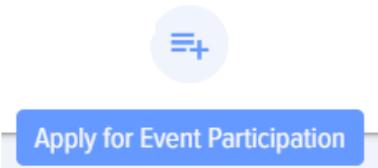
An event card in the event catalog contains the following elements:



- Dates, title, and description of the event.



- event statuses.



- Apply to participate in the event.



- Edit the event. An event editing card opens.



- Deleting an event.

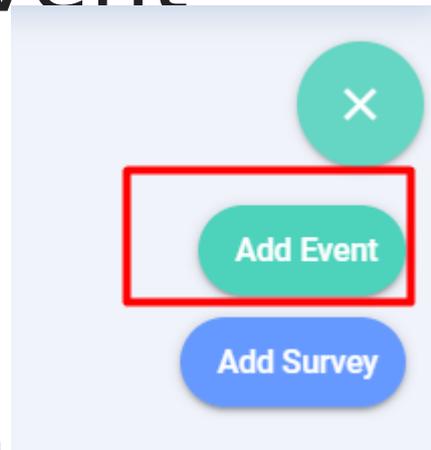


-Export. When clicked, the event is automatically downloaded to the local machine in

Excel format.



# Creating an event



To create an event, click the "Add event" button

a creation card will

open for the event.