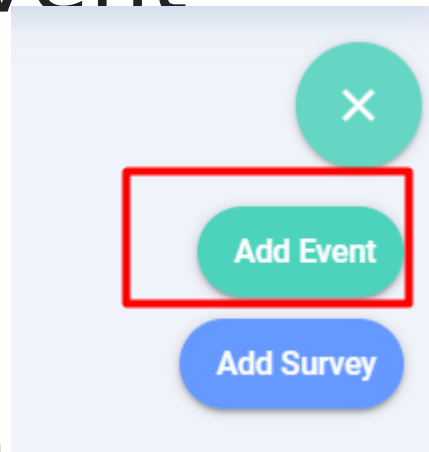


# Creating an event



To create an event, click the "Add event" button a creation card will open for the event.

The event creation card contains the following fields and elements:

Field for entering the event title

Start and end of the event

Type

View

Type (internal, external) and type of event. An exhaustive list of developmental events is provided; if something is missing from the directory, write to us, and we will add it.

Event Description

- Event description

Organizer

- Event organizer

+ Responsible

- Event coordinator


+ Participants


+ Department

Number of Participants. 0-...

0

-Participants. The list of participants is formed by the moderator. The list also includes employees who have independently submitted an application and have been approved by the moderator. The field "number of participants" allows you to set a participant limit. If the limit is exceeded, the employee submitting the application will receive a notification that the participant limit has been exceeded.

Event Color 

Text Color 

Event color settings

Send Invitations

Invitation Text

- Sending invitations and invitation text

Feedback Questionnaire

Default active. A feedback form configured for events is displayed.

On the right side, there is a section for approving submitted applications. All applications submitted by employees to participate in the event will be displayed in this section.

 Applications



I want to participate



Revision #1

Created 17 February 2025 14:31:20 by Maria

Updated 17 February 2025 14:33:06 by Maria