



Create a simple page of Content

2 Steps

Created by
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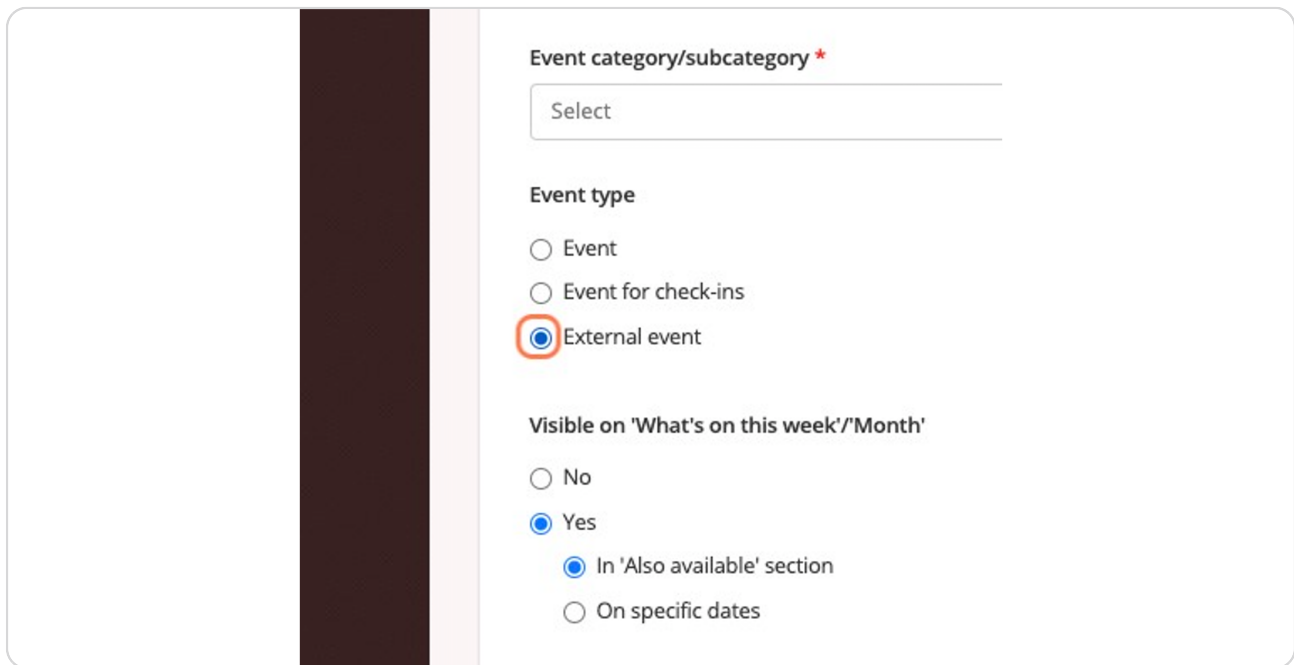
Creation Date
January 3, 2022

Last Updated
January 3, 2022



STEP 1

When creating the Event, select 'External event' as the Event type



Event category/subcategory *

Select

Event type

☐ Event

☐ Event for check-ins

☒ External event

Visible on 'What's on this week'/'Month'

☐ No

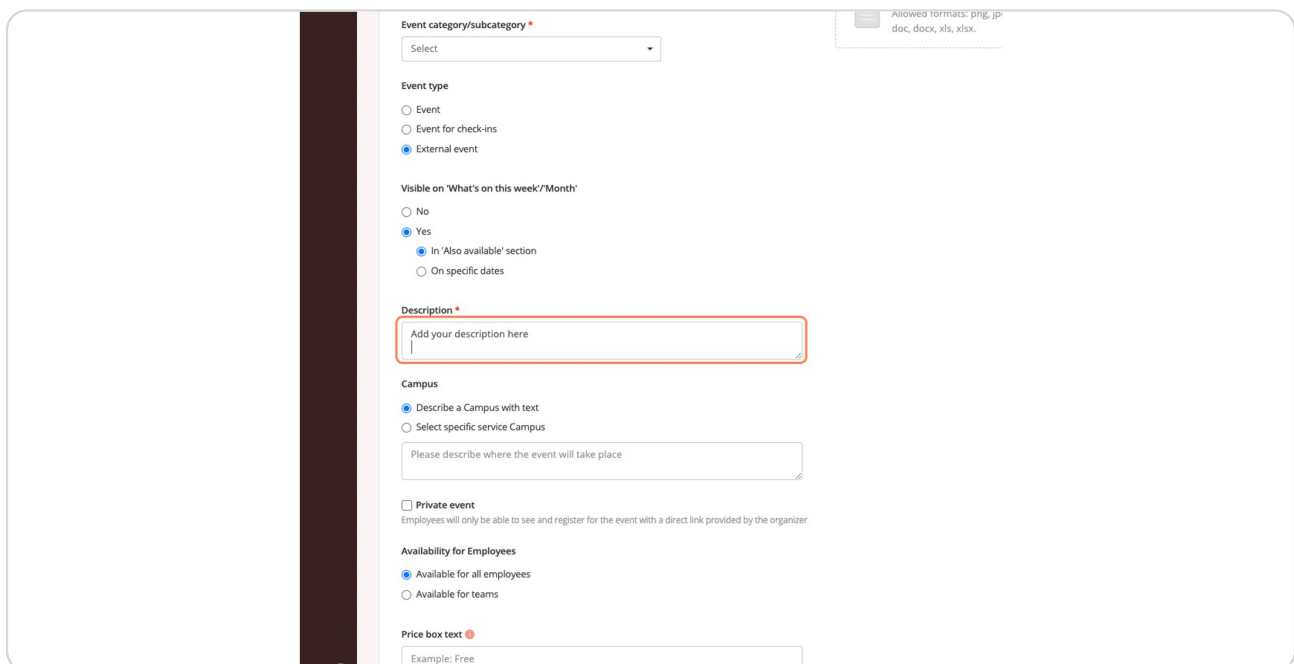
☒ Yes

☒ In 'Also available' section

☐ On specific dates

STEP 2

Add your Content into the Description



Event category/subcategory *

Select

Event type

☐ Event

☐ Event for check-ins

☒ External event

Visible on 'What's on this week'/'Month'

☐ No

☒ Yes

☒ In 'Also available' section

☐ On specific dates

Description *

Add your description here

Campus

☒ Describe a Campus with text

☐ Select specific service Campus

Please describe where the event will take place

☐ Private event

Employees will only be able to see and register for the event with a direct link provided by the organizer

Availability for Employees

☒ Available for all employees

☐ Available for teams

Price box text

Example: Free



