



Create an Event

9 Steps

Created by
Espresa Academy

Creation Date
January 3, 2022

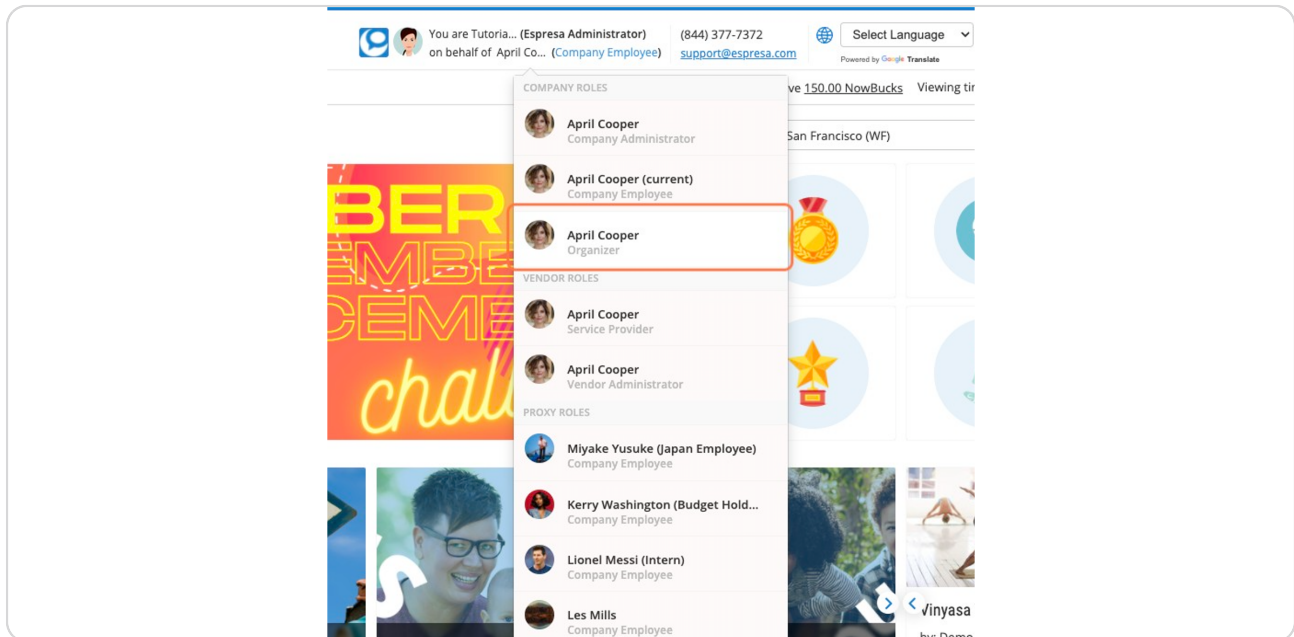
Last Updated
January 3, 2022



STEP 1

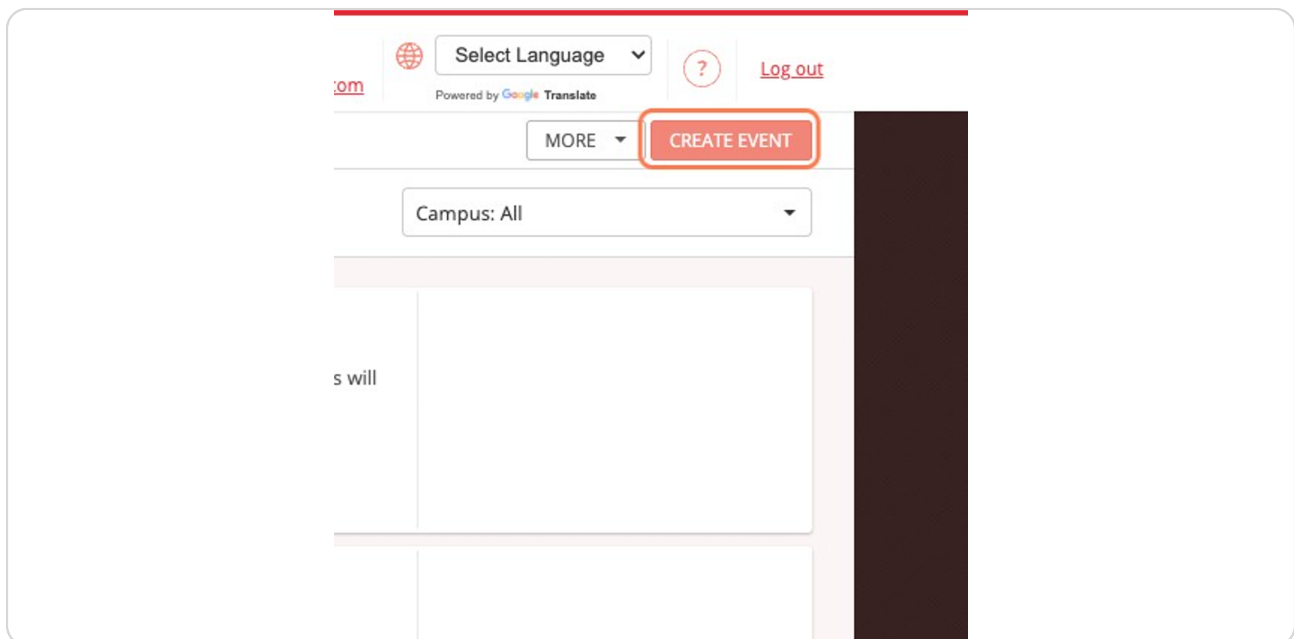
Login to Espresa and switch to your Organizer role

Click on 'Company Employee' to bring up the role switcher



STEP 2

Click on CREATE EVENT



STEP 3

Provide an Event Image

COMPANY

Menu My events » New event

New event

UPLOAD EVENT IMAGE

Please make sure you upload an image below:

- Format: JPG, JPEG, PNG
- Recommended resolution: 800x600
- Maximum size: 5 mb

Do not have an appropriate image? We

GENERAL INFORMATION

Event name *

Event category/subcategory *

STEP 4

Provide the Event Name

New event QR code check-in:

UPLOAD EVENT IMAGE

Please make sure you upload an image that satisfies all the requirements below:

- Format: JPG, JPEG, PNG
- Recommended resolution: 800x600 px
- Maximum size: 5 mb

Do not have an appropriate image? We can help you: [Apply default image](#)

GENERAL INFORMATION

Event name *

Financial Wellness Webinar

Event category/subcategory *

Select

Event type

☒ Event

☐ Event for check-ins

☐ External event

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

☐ No

☒ Yes

Description *

Attachments

DROP files to attach or

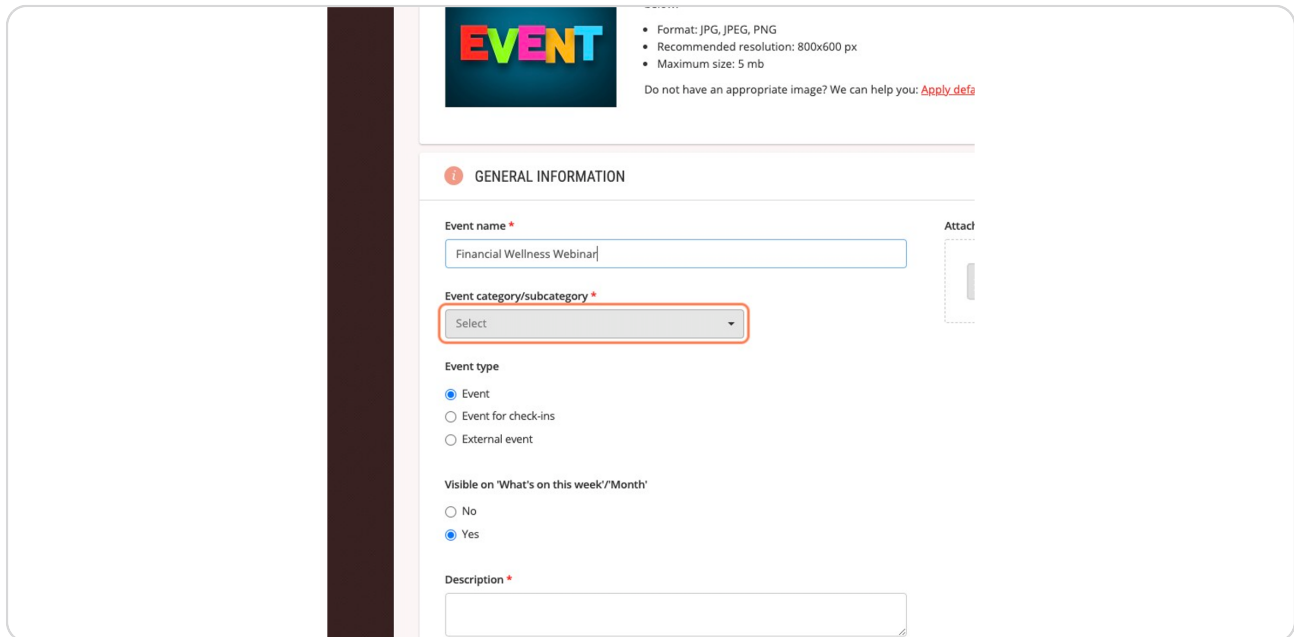
Allowed formats: png, jpg, doc, docx, xls, xlsx.



STEP 5

Chose the Sub-Category for the Event

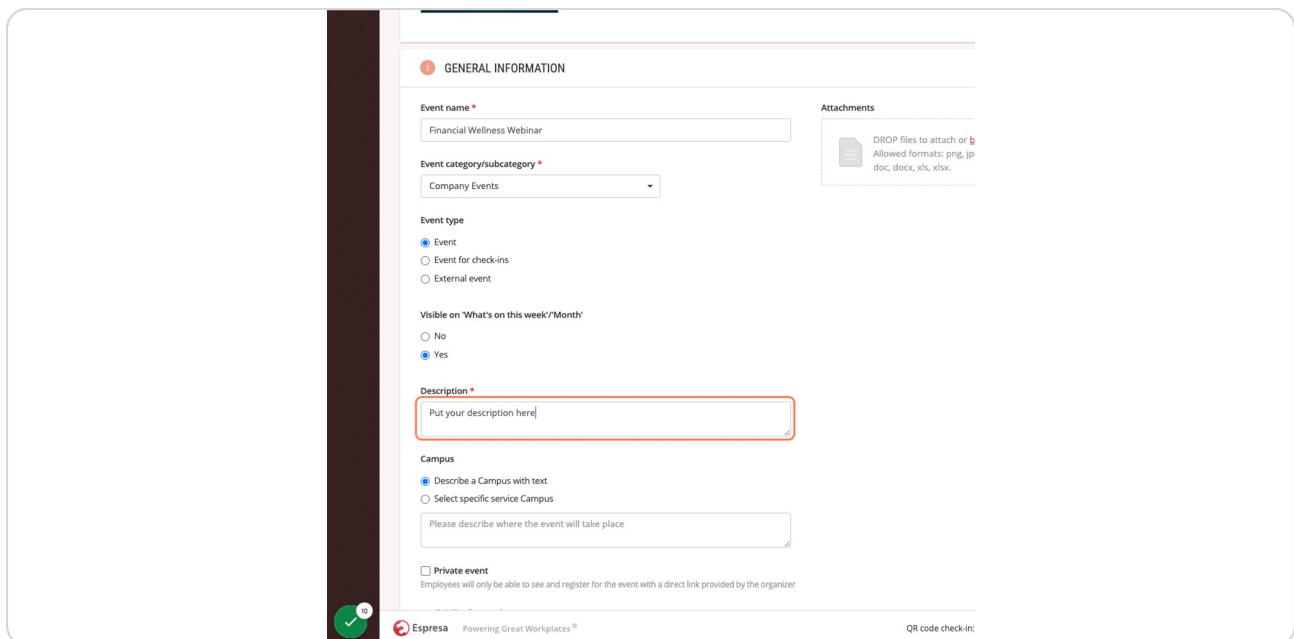
Available Categories and Sub-Categories are set by the Company Administrator



The screenshot shows the 'GENERAL INFORMATION' section of the event creation form. At the top, there is a header with the word 'EVENT' in large, colorful letters. To the right of the header, there are instructions for the event image: 'Format: JPG, JPEG, PNG', 'Recommended resolution: 800x600 px', and 'Maximum size: 5 mb'. Below these instructions, there is a link that says 'Do not have an appropriate image? We can help you: [Apply defa](#)'. The form fields include: 'Event name *' with the value 'Financial Wellness Webinar'; 'Event category/subcategory *' with a dropdown menu showing 'Select'; 'Event type' with radio buttons for 'Event' (selected), 'Event for check-ins', and 'External event'; 'Visible on 'What's on this week'/Month'' with radio buttons for 'No' and 'Yes' (selected); and 'Description *' with a text area. There is also an 'Attach' button on the right side of the form.

STEP 6

Provide an Event Description



The screenshot shows the 'GENERAL INFORMATION' section of the event creation form, continuing from Step 5. The form fields include: 'Event name *' with the value 'Financial Wellness Webinar'; 'Event category/subcategory *' with a dropdown menu showing 'Company Events'; 'Event type' with radio buttons for 'Event' (selected), 'Event for check-ins', and 'External event'; 'Visible on 'What's on this week'/Month'' with radio buttons for 'No' and 'Yes' (selected); 'Description *' with a text area containing the placeholder 'Put your description here'; 'Campus' with radio buttons for 'Describe a Campus with text' (selected) and 'Select specific service Campus'; and a text area for 'Please describe where the event will take place:'. There is also a checkbox for 'Private event' with the text 'Employees will only be able to see and register for the event with a direct link provided by the organizer'. On the right side, there is an 'Attachments' section with a file upload icon and the text 'DROP files to attach or b' and 'Allowed formats: png, jp doc, docx, xls, xlsx.'. At the bottom of the form, there is a green checkmark icon, the 'Espresa' logo, the text 'Powering Great Workplaces®', and a link for 'QR code check-in:'.



Enter the event duration

Scheduling required by day and time Event is available at specified days and times

Scheduling required by day Event is available on specific days

Scheduling NOT required Event is always available regardless of date or time

60

minutes (should be multiple of 5)

The same as event duration

Specify time

00

:

00

Unlimited

Limited to people

No

STEP 8

Click on the Event Availability schedule to set the event date/time

ent availability by Campus *

Current and Newly Added)

☐ All current

☐ Austin (R) UTC-08:00 (US/Pacific)

☐ Central Campus (CB) UTC-08:00 (US/Pacific)

☐ Chicago (ERG) UTC-08:00 (US/Pacific)

☐ Gateway Campus UTC-08:00 (US/Pacific)

☐ India UTC+05:30 (Asia/Calcutta)

☐ Israel UTC+02:00 (Asia/Tel_Aviv)

☐ Les Mills UTC-08:00 (US/Pacific)

☐ MS Japan UTC+09:00 (Asia/Tokyo)

☐ MS USA UTC-08:00 (US/Pacific)

☐ New Campus UTC-08:00 (US/Pacific)

☐ New Campus UTC-08:00 (US/Pacific)

☐ New York (CA) UTC-08:00 (US/Pacific)

☒ San Francisco (WF) UTC-08:00 (US/Pacific)

☐ Seattle (RR) UTC-08:00 (US/Pacific)

☐ South Campus UTC-08:00 (US/Pacific)

ent availability schedule UTC-08:00

Click on calendar to add a schedule

Jan 3 – 9, 2022

Day Week

January 2022

all-day

7 28 29 30 31 1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

1 1 2 3 4 5 6

Legend

Available for booking

	Mon, 1/3	Tue, 1/4	Wed, 1/5	Thu, 1/6	Fri, 1/7	Sat, 1/8	Sun, 1/9
all-day							
12pm							
1pm							
2pm							
3pm							
4pm							

Powering Great Workplaces®

QR code check-in: Available

CANCEL

CREATE



STEP 9

Click on CREATE

[illegible]

