

HOW TO CREATE AN EVENT ON FACEBOOK

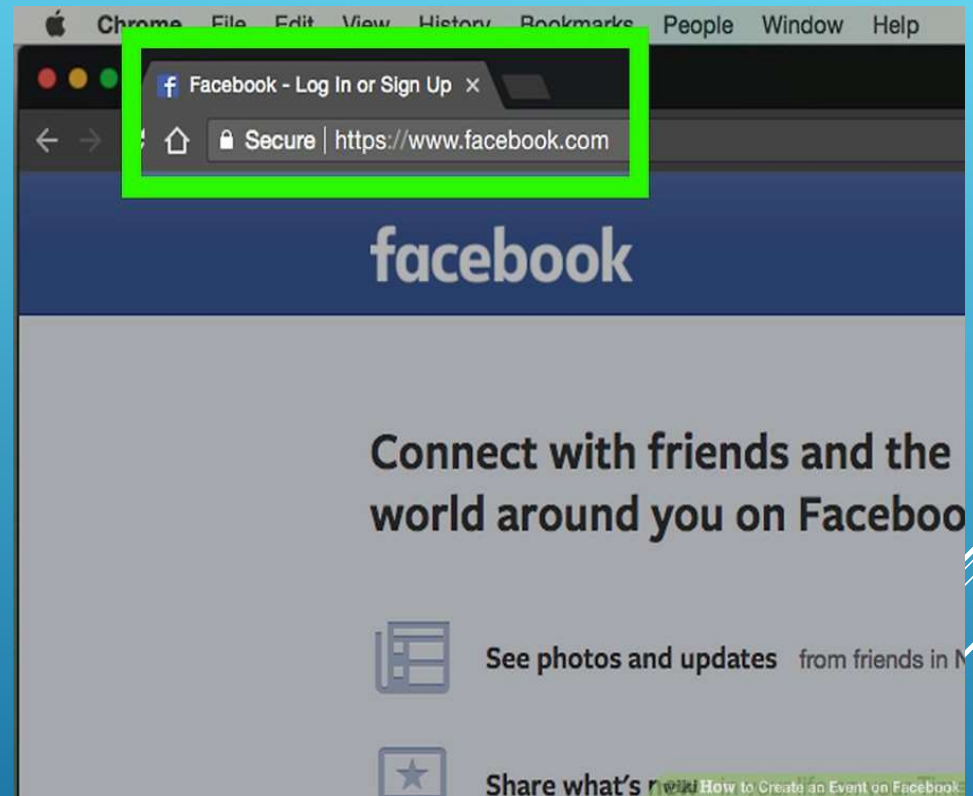


FROM DESKTOP COMPUTER

STEP 1

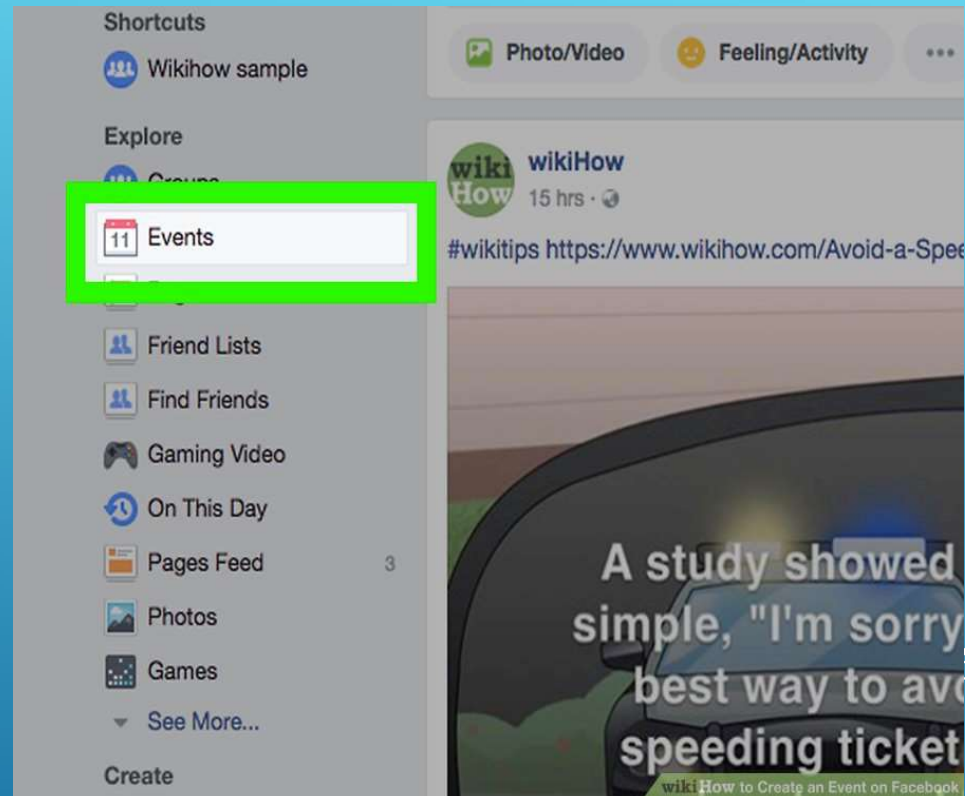
Open Facebook. Go to <https://www.facebook.com/>. This will open your Facebook News Feed if you're already logged into Facebook.

If you aren't logged in, enter your email address (or phone number) and password in the top-right side of the page, then click Log in.



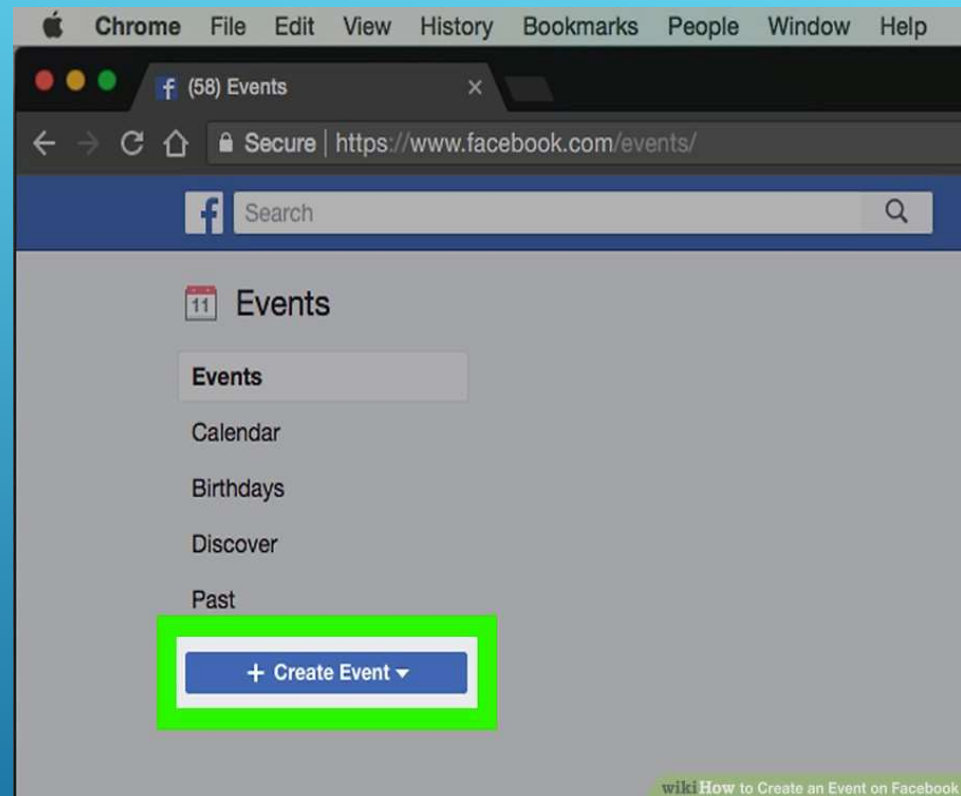
STEP 2

Click Events. It's next to a calendar icon on the left side of the News Feed page.



STEP 3

Click + Create Event. This blue button is on the left side of the screen. A drop-down menu will appear.

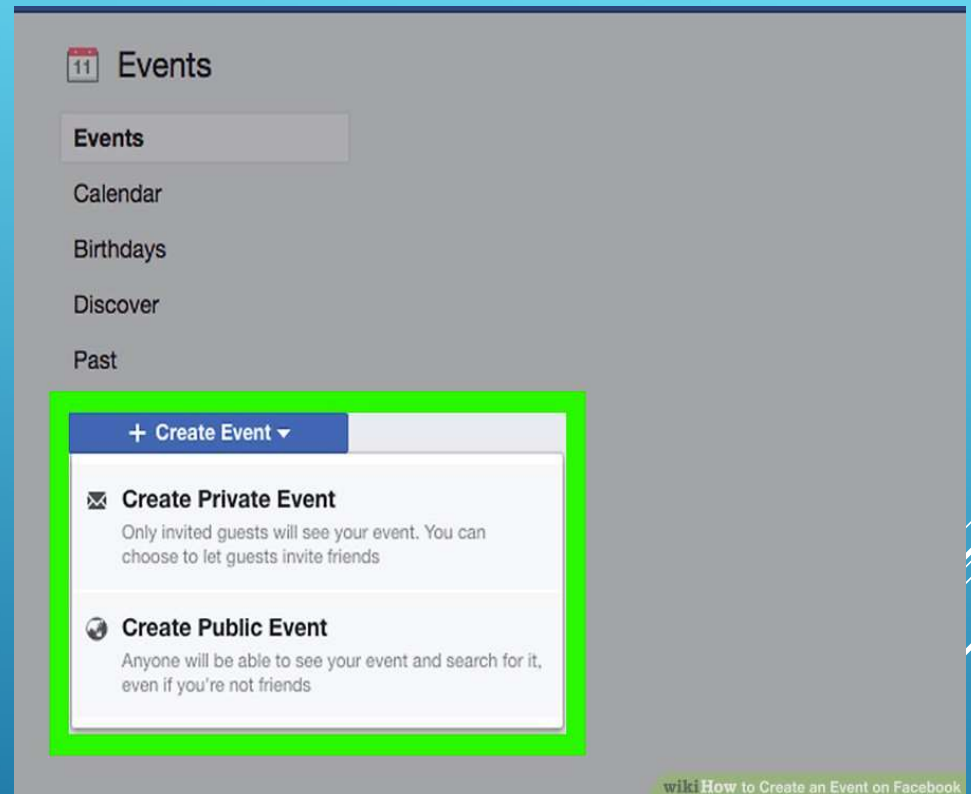


STEP 4

Select an event type. Click one of the following in the drop-down menu:

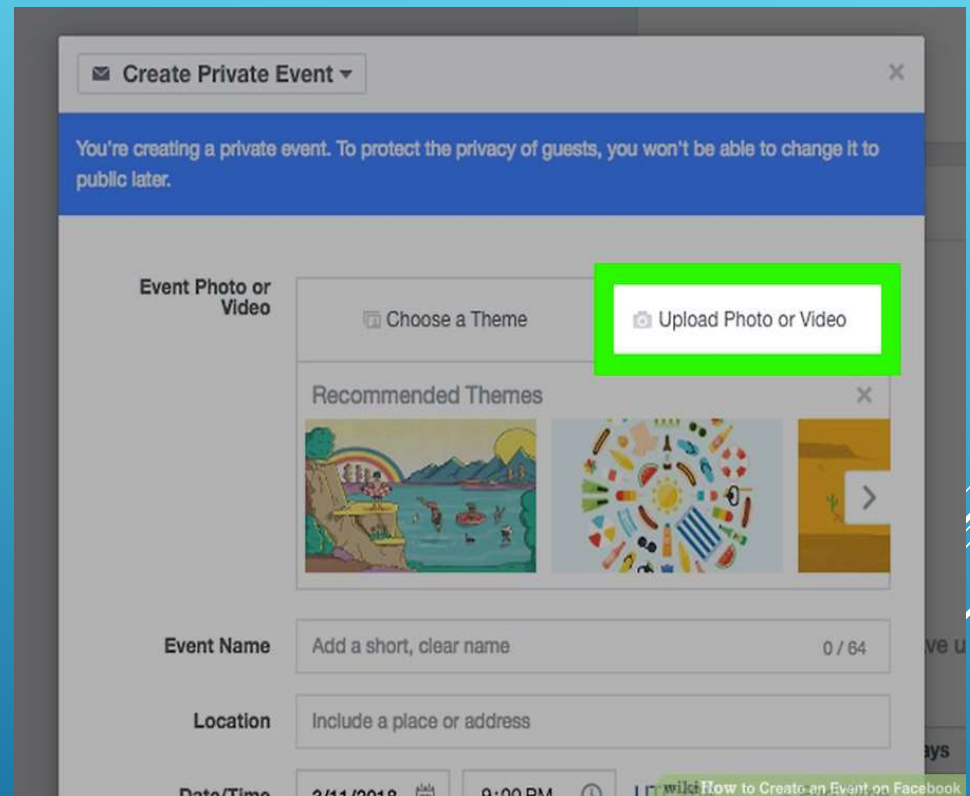
Create Private Event - Creates an event that only people who are invited can see.

Create Public Event - Creates an event open to all people, regardless of whether or not they have Facebook accounts.



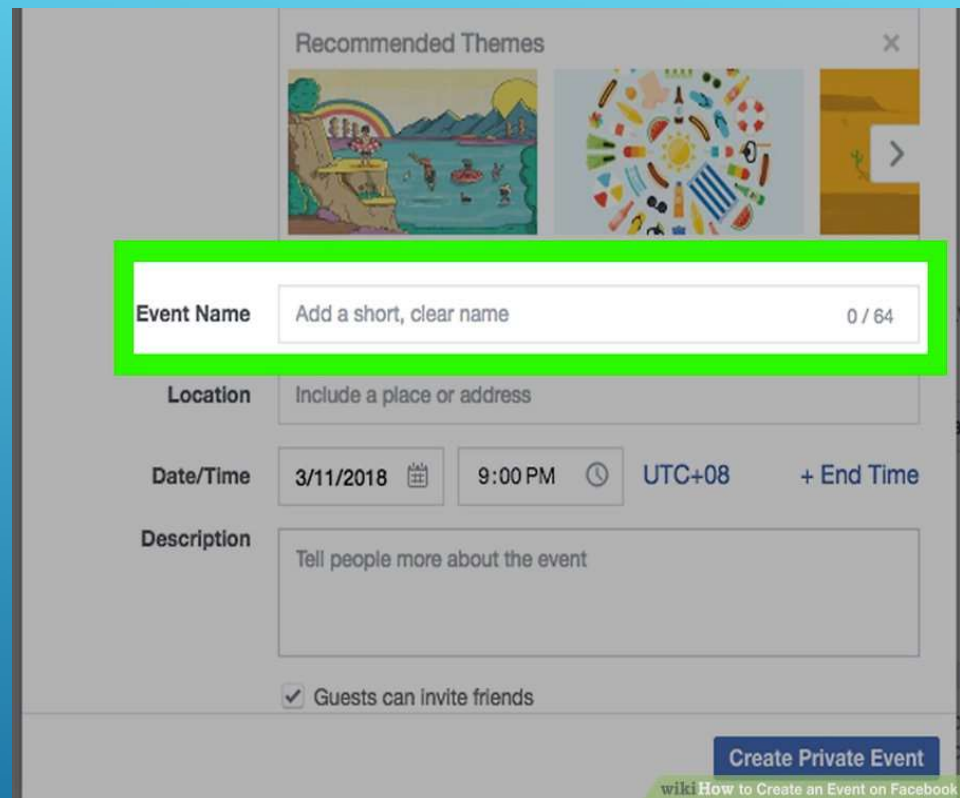
STEP 5

Upload a photo for your event. Click Upload Photo or Video to open a window with your computer's files in it, then select a photo or video and click Open at the bottom of the window.



STEP 6

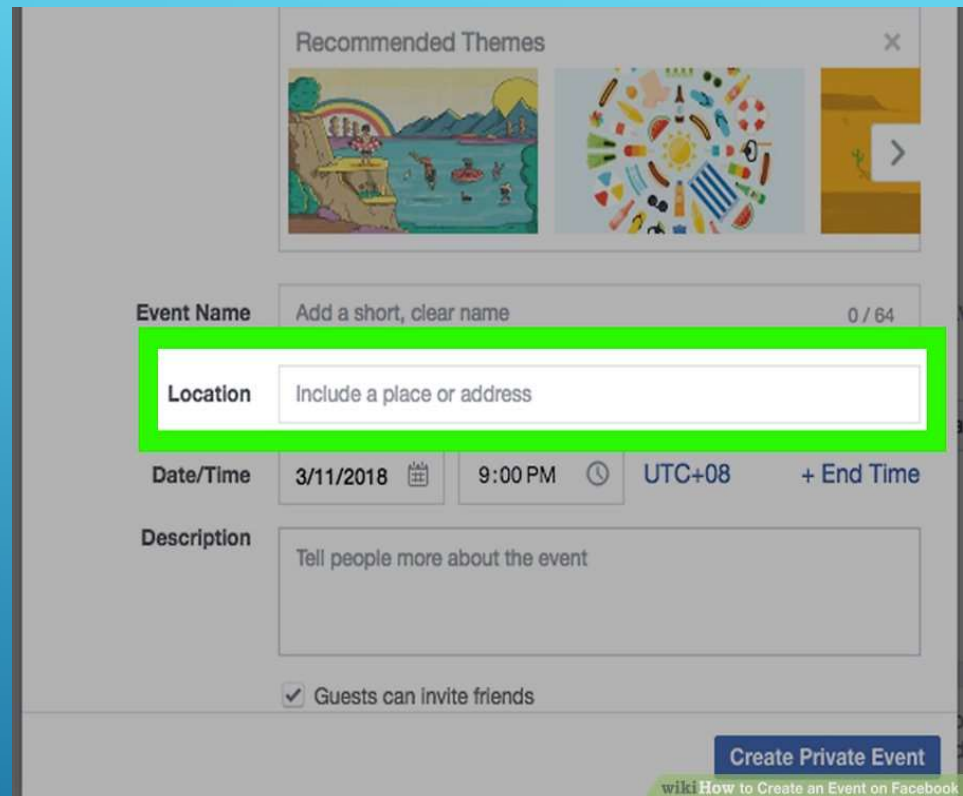
Add a name for the event. In the "Event Name" text field, type in the name that you want to use for your event. The name should be descriptive but concise (e.g., "Dad's 60th Birthday Party").



The screenshot shows the Facebook event creation interface. At the top, there is a 'Recommended Themes' section with three theme cards. Below this, the 'Event Name' text field is highlighted with a green border and contains the placeholder text 'Add a short, clear name' and a character count '0 / 64'. Below the name field are fields for 'Location' (placeholder: 'Include a place or address'), 'Date/Time' (3/11/2018, 9:00 PM, UTC+08, and a '+ End Time' button), and 'Description' (placeholder: 'Tell people more about the event'). At the bottom, there is a checked checkbox for 'Guests can invite friends' and a blue 'Create Private Event' button. A small watermark 'wikiHow to Create an Event on Facebook' is visible at the bottom right of the screenshot.

STEP 7

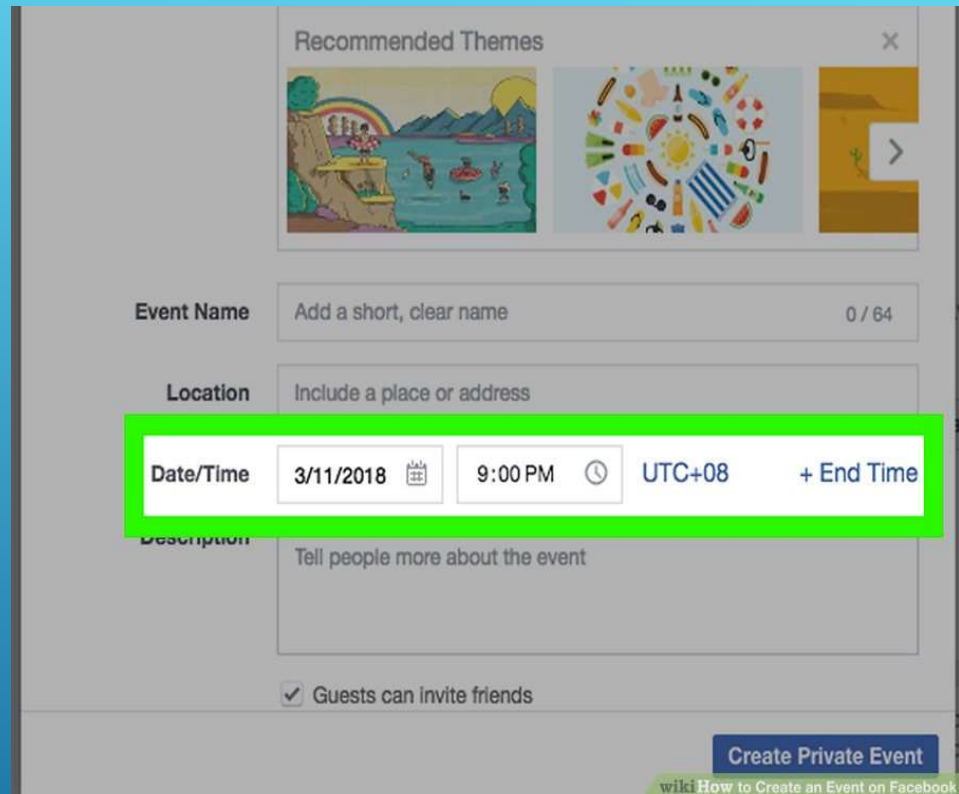
Enter a location. Type the address or general area in which the event will occur into the "Location" text field.



The screenshot shows the Facebook event creation interface. At the top, there is a "Recommended Themes" section with three theme cards. Below this is the "Event Name" field with the placeholder text "Add a short, clear name" and a character count of "0 / 64". The "Location" field is highlighted with a green border and contains the placeholder text "Include a place or address". Below the location field is the "Date/Time" section, which includes a date field set to "3/11/2018", a time field set to "9:00 PM", and a time zone field set to "UTC+08". There is also a "+ End Time" button. Below the date/time section is the "Description" field with the placeholder text "Tell people more about the event". At the bottom of the form, there is a checkbox labeled "Guests can invite friends" which is checked. A blue button labeled "Create Private Event" is located at the bottom right. A small watermark "wiki How to Create an Event on Facebook" is visible at the bottom right of the screenshot.

STEP 8

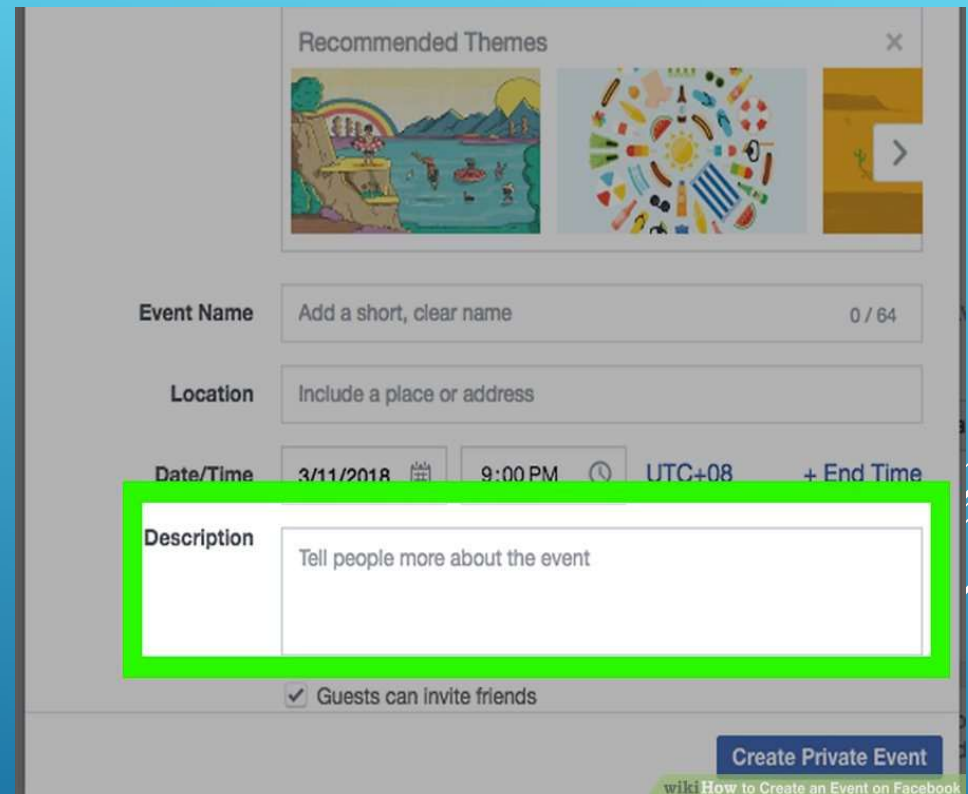
Add a start and end time. You'll do this in the "Start" and "End" sections, respectively. If you're creating a private event, you'll only have the "Start" section here, though you can click the + End Time link to add an end time.



The screenshot shows the Facebook event creation interface. At the top, there are "Recommended Themes" with three options: a landscape with a rainbow, a circular collage of various items, and a simple landscape. Below this, there are input fields for "Event Name" (with a character count of 0/64) and "Location" (with the placeholder "Include a place or address"). The "Date/Time" section is highlighted with a green border and contains three input fields: "3/11/2018" with a calendar icon, "9:00 PM" with a clock icon, and "UTC+08". To the right of these fields is a link that says "+ End Time". Below the date/time fields is a "Description" field with the placeholder "Tell people more about the event". At the bottom, there is a checkbox labeled "Guests can invite friends" which is checked. A blue button labeled "Create Private Event" is at the bottom right. A small watermark "wiki How to Create an Event on Facebook" is visible in the bottom right corner.

STEP 9

Type in a description. Enter a description of the event in the "Description" text box. This is a good place to add information about rules, goals, the event's itinerary, and so on.



Recommended Themes

Event Name Add a short, clear name 0 / 64

Location Include a place or address

Date/Time 3/11/2018 9:00 PM UTC+08 + End Time

Description Tell people more about the event

Guests can invite friends

Create Private Event

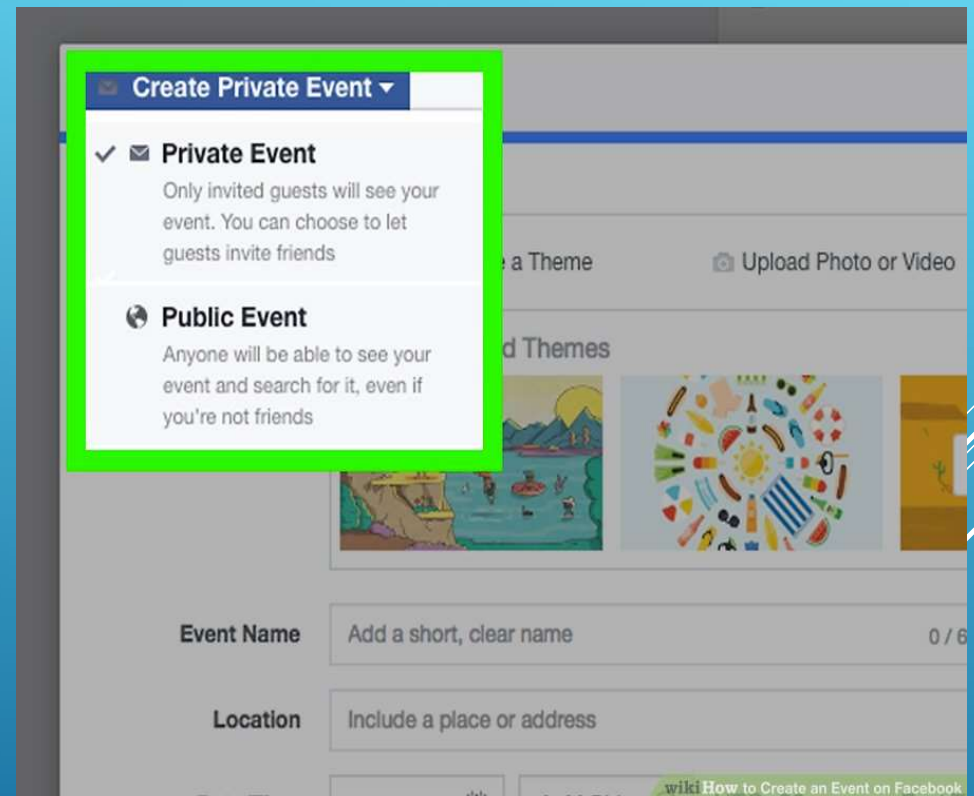
wiki How to Create an Event on Facebook

STEP 10

Edit any other settings that you want to change.

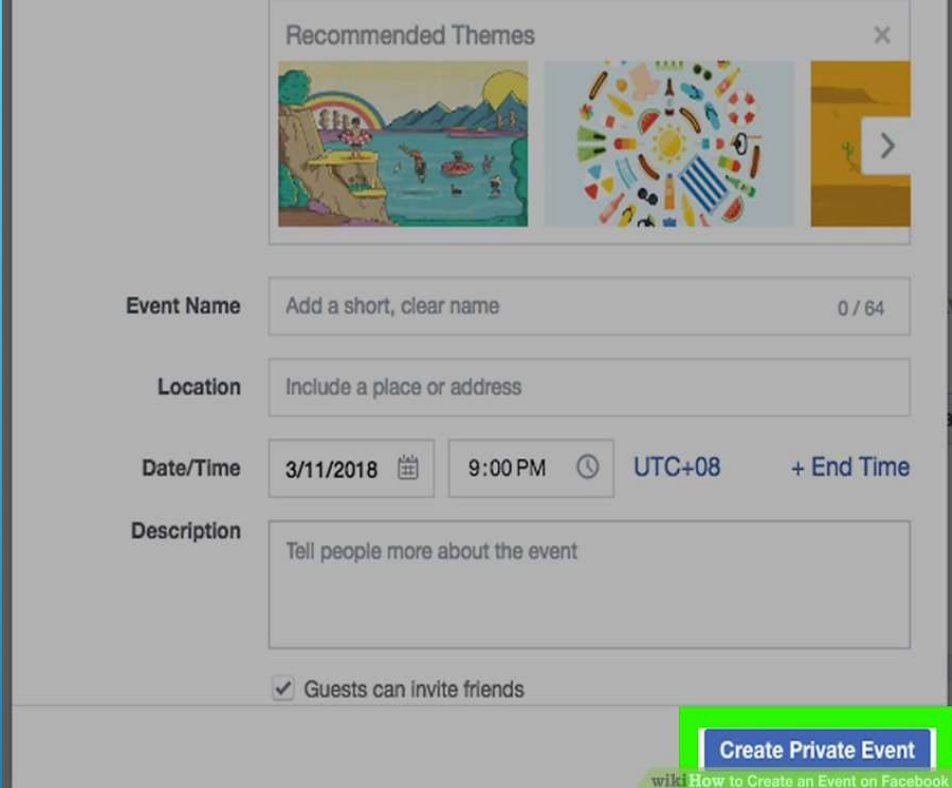
For example, public events allow you to add keywords to help people find your event, as well as an option to prevent people in the event from posting without permission.

Private events allow you to check or uncheck a "Guests can bring friends" option.



STEP 11

Click Create or Create Private Event. It's a blue button in the bottom-right corner of the window. Doing so will publish your event, after which point you can invite friends by clicking Invite, selecting Choose Friends, and selecting friends.



Recommended Themes

Event Name 0 / 64

Location

Date/Time UTC+08 + End Time

Description

Guests can invite friends

[Create Private Event](#)

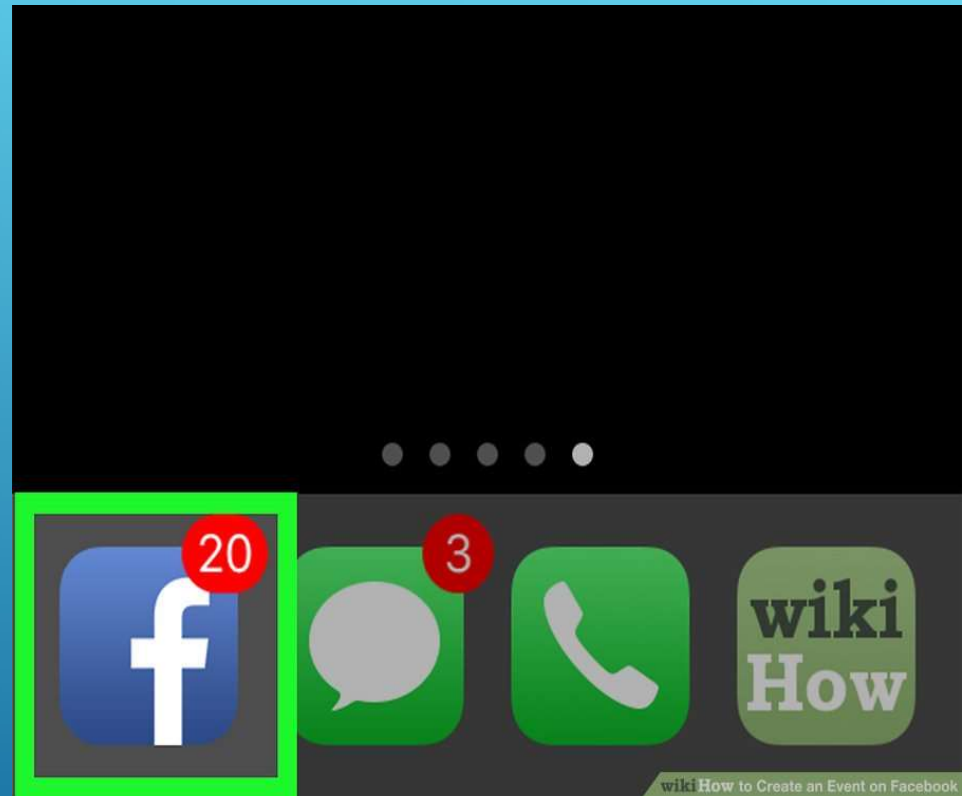
wikiHow to Create an Event on Facebook



FROM MOBILE PHONE

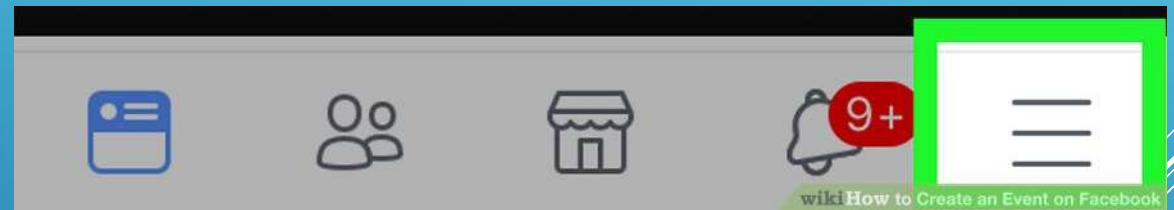
STEP 1

Open Facebook. Tap the Facebook app icon, which resembles a white "f" on a dark-blue background. This will open your News Feed page if you're logged in. If you aren't logged in, enter your email address (or phone number) and password before continuing.



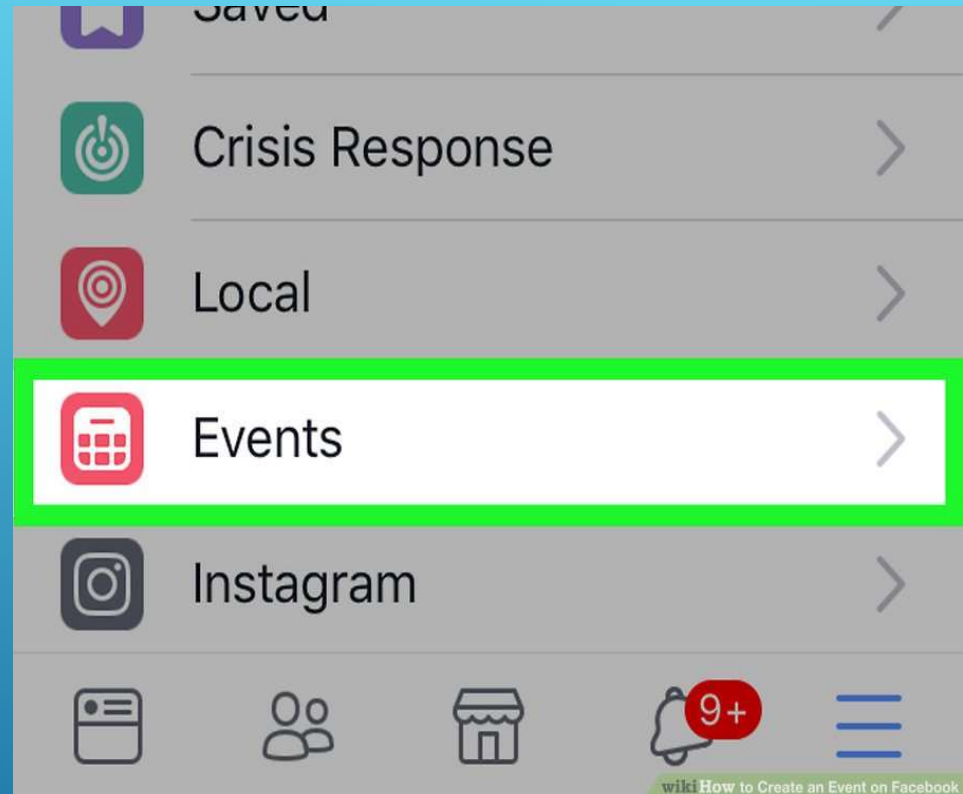
STEP 2

Tap ☰. It's in either the bottom-right corner of the screen (iPhone) or the top-right corner of the screen (Android). Doing so opens a menu. Some experimental versions of the Facebook app have a three-by-three grid of dots here instead.



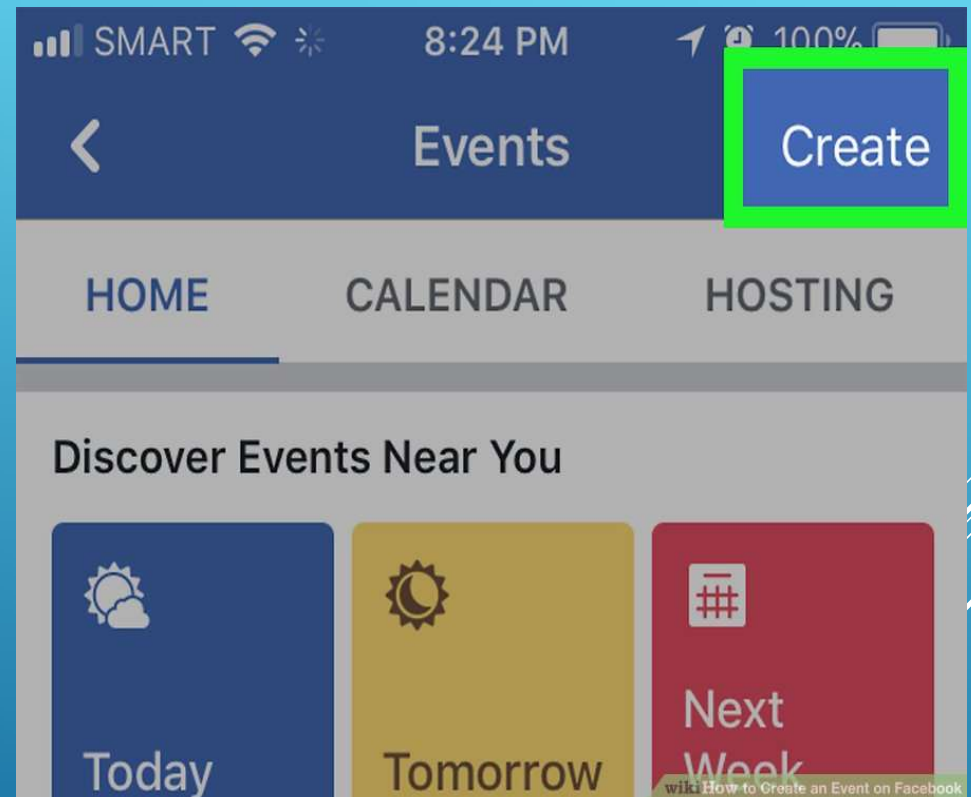
STEP 3

Tap Events. You'll find this calendar-shaped option near the top of the menu. If you're using the experimental version of Facebook, you may have to scroll down to find Events.



STEP 4

Tap Create (iPhone) or +. On iPhone, tap Create in the top-right corner of the screen and on Android, tap the blue plus sign in the bottom-right of the screen. This will bring up a menu at the bottom of the screen.

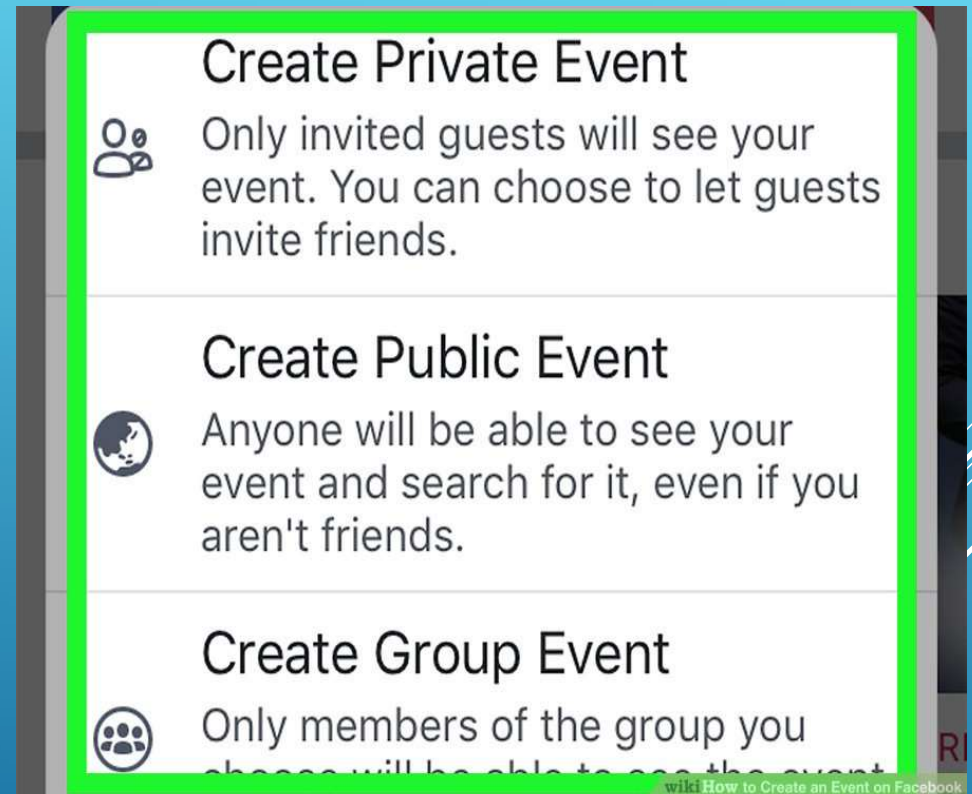


STEP 5

Select an event type. On iPhone, select an event type from the menu, and on Android, tap the event type at the top of the page and select one of the following options: Create Private Event - Makes a Facebook-only event that only invited people can access.

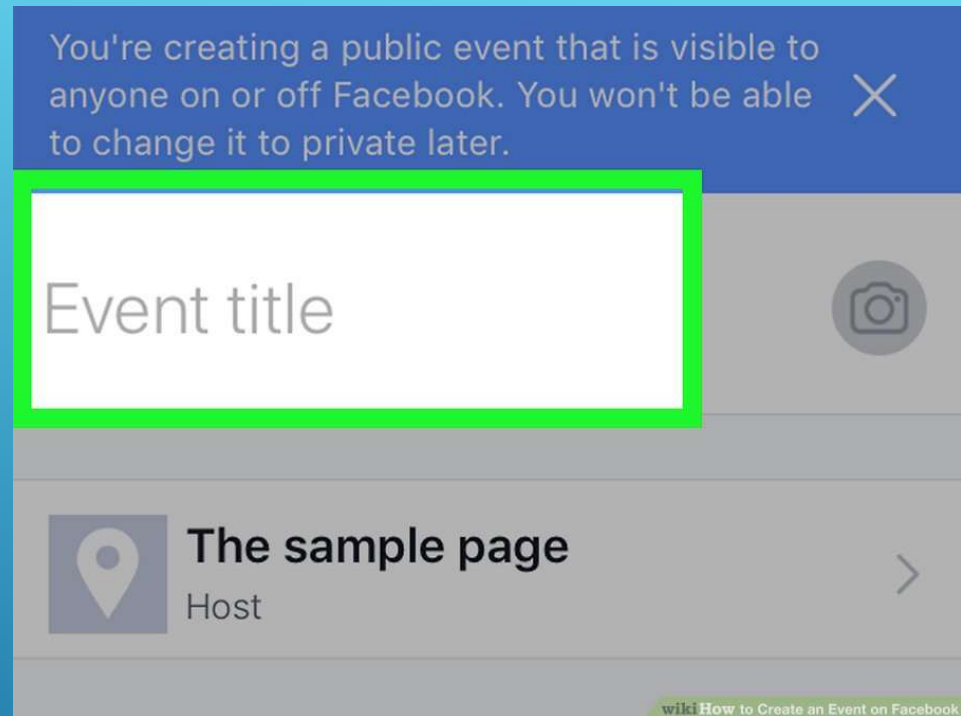
Create Public Event - Makes a public event that anyone can access, including people who don't have Facebook accounts.

Create Group Event - Allows you to select a group that you own as the invitee base. This will lock the event to anyone that is not in the group that you select.



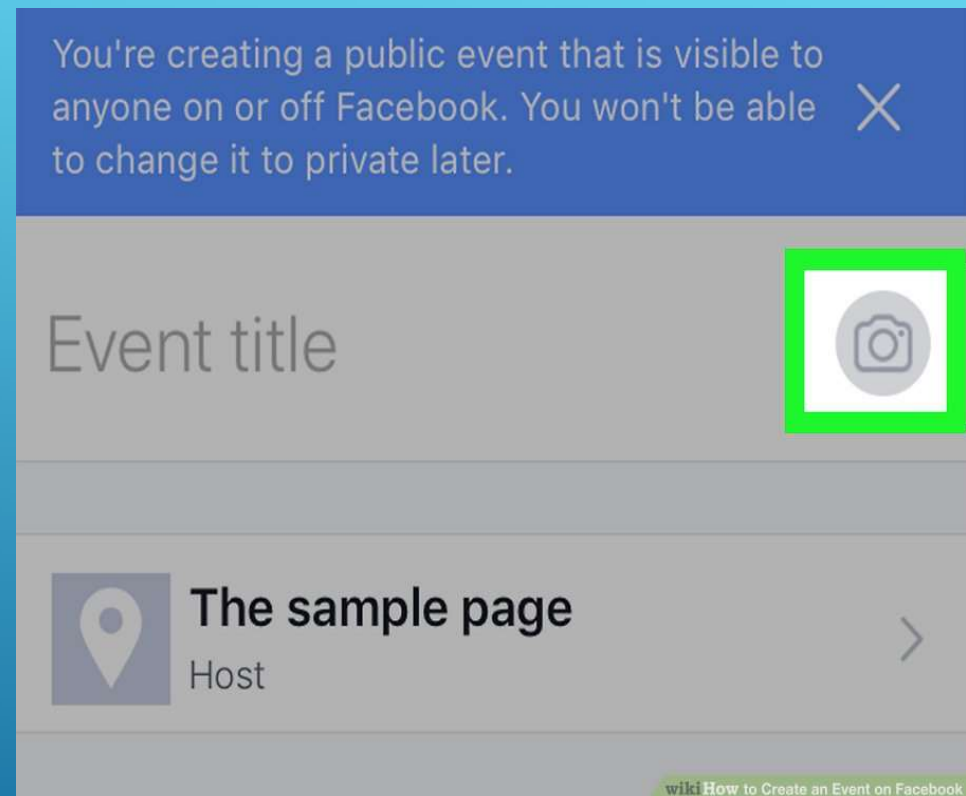
STEP 6

Enter a name for the event. Tap the "Event title" text field at the top of the screen, then type in the title that you want to use.



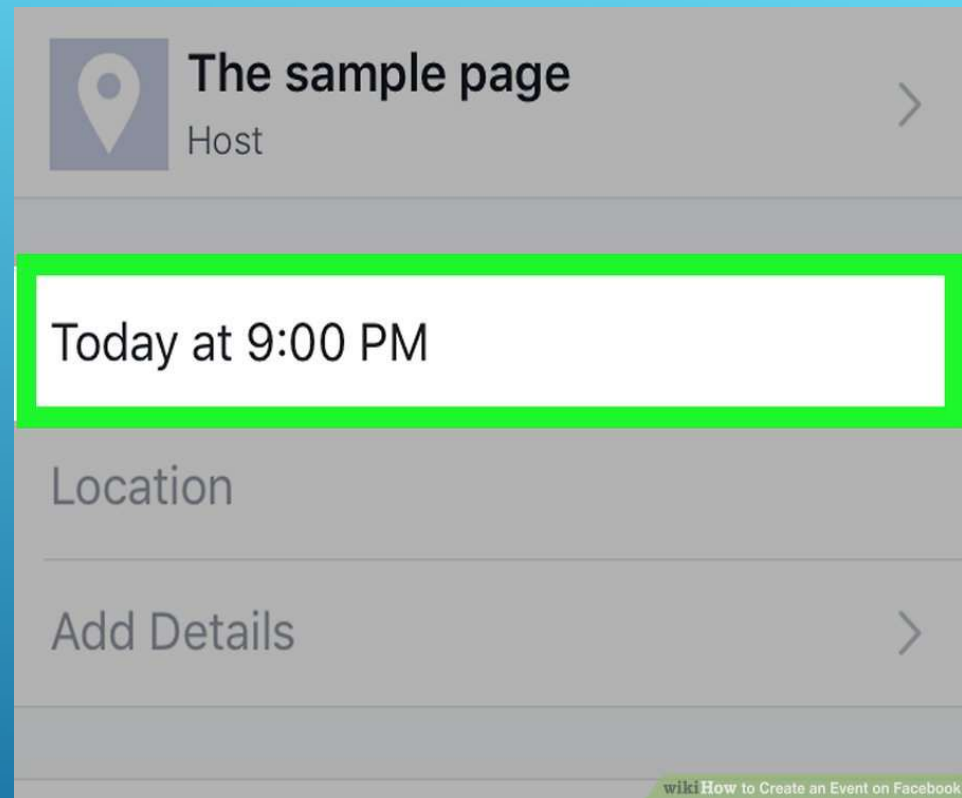
STEP 7

Upload photos for the event. Tap the camera or photos icon to the right of the event's name, then select photos from your phone.



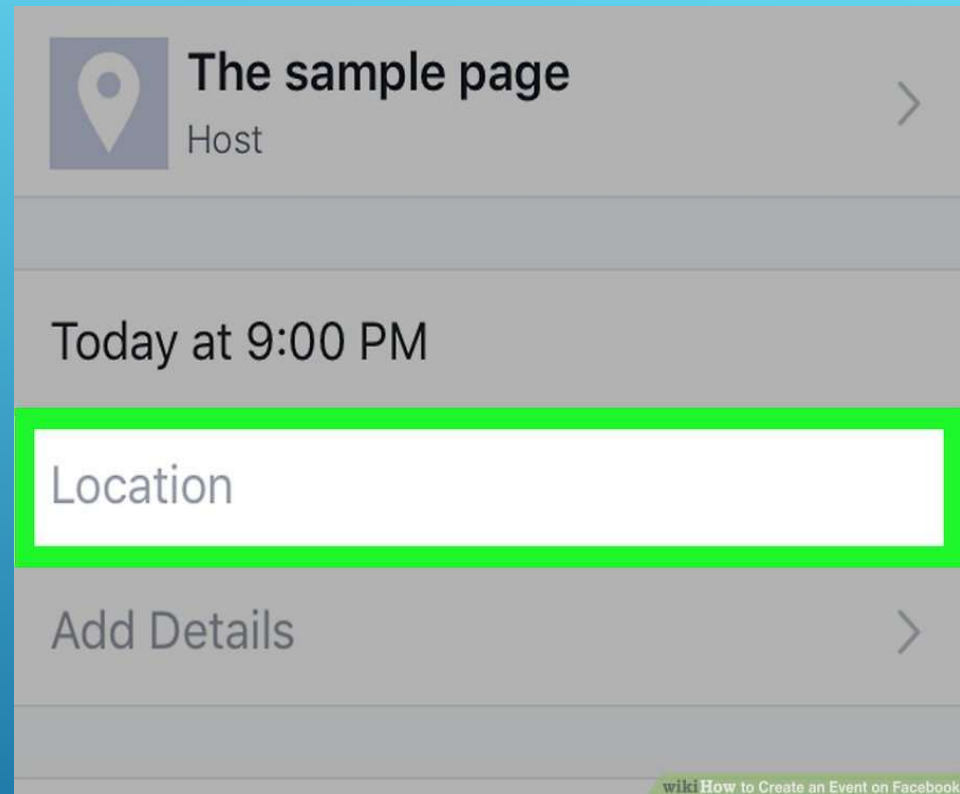
STEP 8

Add a time for the event. Tap the current time (it will say "Today at [time]"), then select a date and time and tap OK.



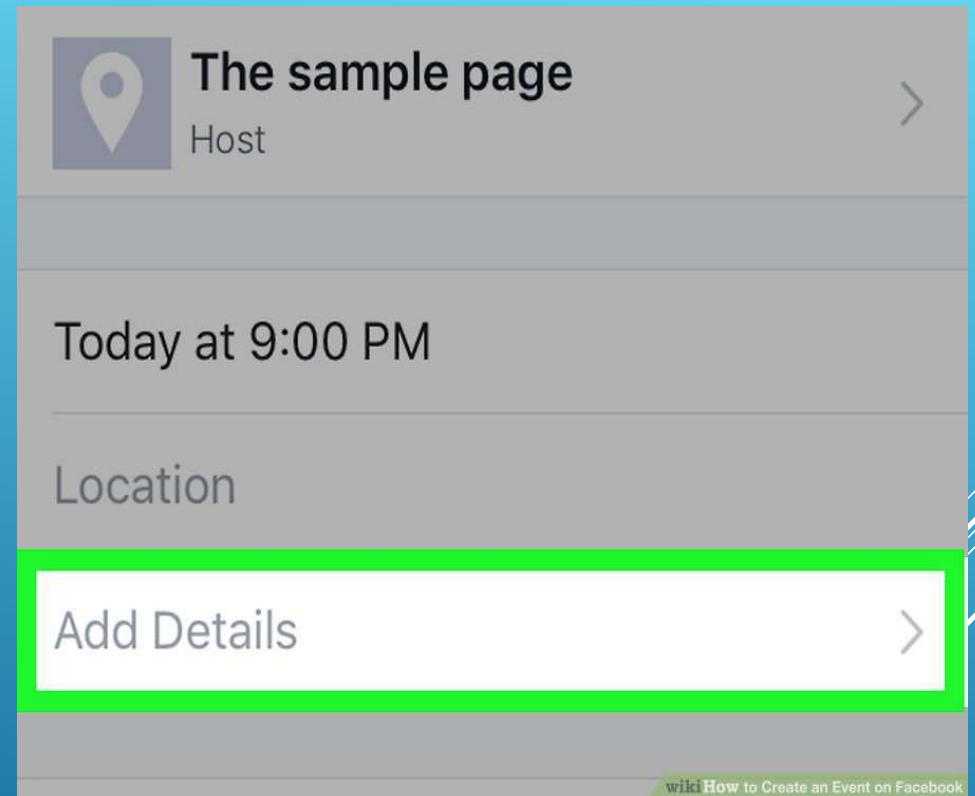
STEP 9

Add a location. Tap the "Location" field, type in a location's name, and then tap the location itself. This will assign an address to the event.



STEP 10

Add a description. Tap the "More info" field, then type in any information that will help inform people who are coming to your event. This is a good place to add things like house rules, expectations, and an itinerary.



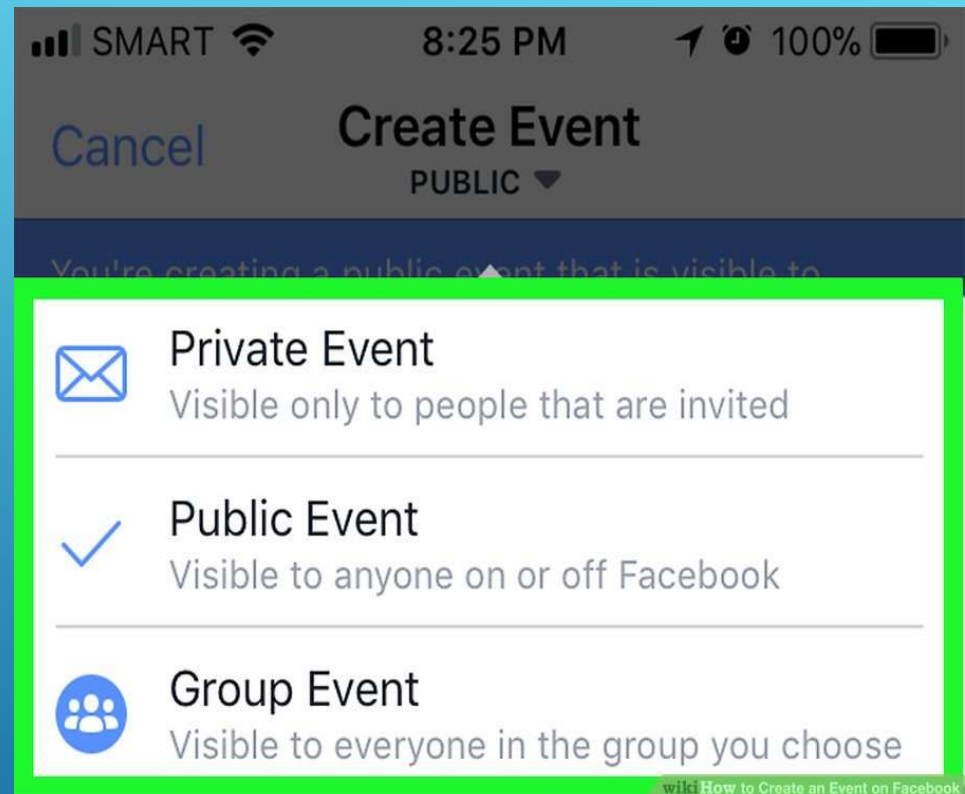
STEP 11

Edit other event options. Depending on the type of event you're hosting, you may have additional options:

Private - Tap the "Guests can invite friends" switch to prevent people that you invite from inviting other people.

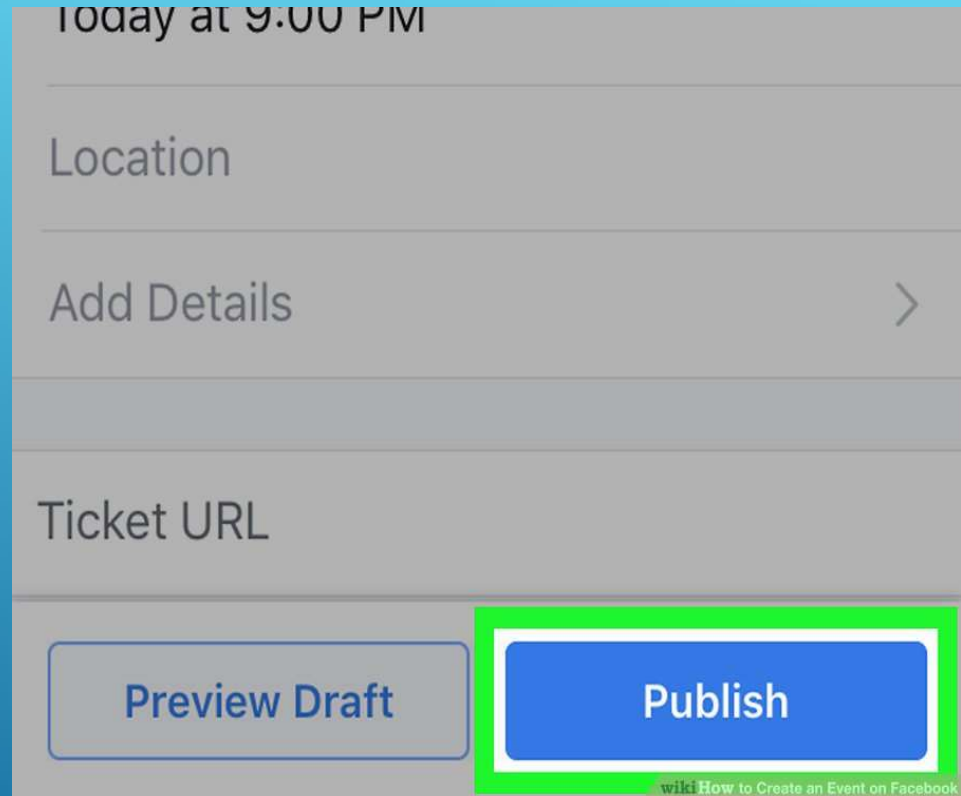
Public - Add a website address for tickets, co-host information, or a category.

Group - Select a group to use as the invitee base by tapping the white space below the event title and then selecting a group.



STEP 12

Tap Create. This is a blue button at the bottom of the screen. Doing so will publish your event.



Lee Bolyard

leebolyard@gmail.com

(614)746-6305

Debbie Bolyard

debkaybolyard@gmail.com

(614)202-8907

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the blue background.