

Add an Event Record

You can add or edit event records by navigating to **Personnel > Events & Classes**.

1. On the Personnel tab, click **Events**.
2. At the top, click **Add Event**. The Details window displays.
3. Enter the event name and any additional information about the event.
4. Click **Save**.

After you add an event, you can [add participants](#) who are attending the event.

Related Topics

[Add Participants to an Event](#)
[Manage Events](#)