Creating a New Event

Market: House, Senate

Description: These instructions teach users how to create events in IQ5.

Creating a New Event

1. From the left side of screen select the **Add Event** Icon

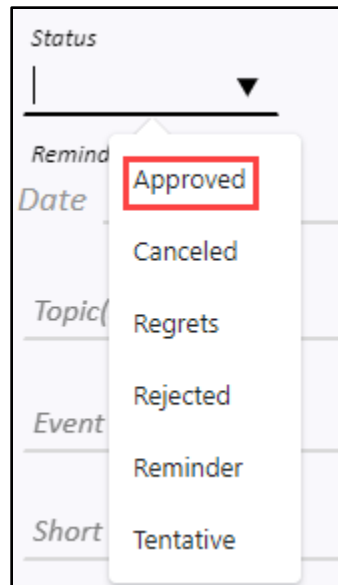2. Under **General** provide an **Event Subject**

3. Select the **Event Start Date** from the calendar menu.
4. Select the **Time** from the drop-down menu.
5. Select the **Event End Date** from the calendar.
6. Select the **Time** from the drop-down menu.

7. In the **Calendar** field, default calendars will be pre-populated. Click the triangle to select additional calendars to add.

8. Select a **Status** by using the drop-down menu.
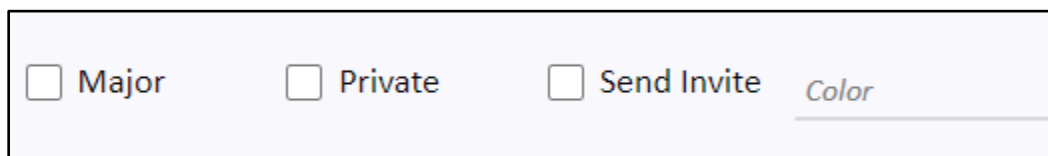
9. Check Major to bold text in the Event List results and reports.

10. Check Private to hide the Event from users that do not have permission to view Private Events.

11. Check Send Invite to send an Outlook invitation.

12. Select **Topic** and/or **Event Type** codes related to this Event.

13. The **Short Description** field is limited to 50 characters and is used for the Monthly calendar report.

14. Enter a **Location** either by clicking in the field and selecting a **location code**, which will then populate the address fields, or you can manually populate the address fields.

15. Click **Save & Close**.

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