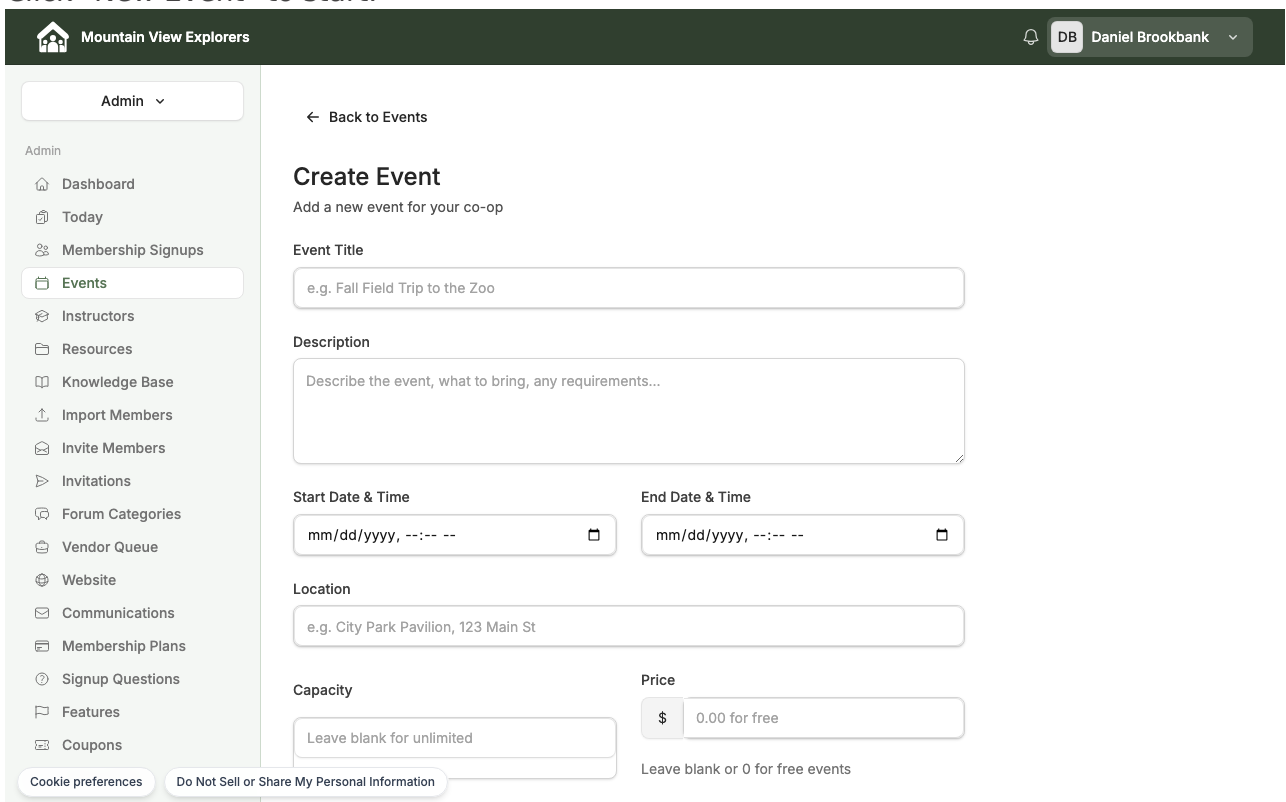


Creating an Event

Events are how you schedule co-op meetings, classes, and gatherings. Here's how to create one.

Steps

1. From your dashboard, click the "Create Event" button or navigate to the Events section.
2. Click "New Event" to start.



The screenshot shows the 'Create Event' form in the Mountain View Explorers dashboard. The form is titled 'Create Event' with the subtitle 'Add a new event for your co-op'. It includes a 'Back to Events' link. The form fields are: 'Event Title' (text input with placeholder 'e.g. Fall Field Trip to the Zoo'), 'Description' (text area with placeholder 'Describe the event, what to bring, any requirements...'), 'Start Date & Time' (datetime picker with placeholder 'mm/dd/yyyy, --:-- --'), 'End Date & Time' (datetime picker with placeholder 'mm/dd/yyyy, --:-- --'), 'Location' (text input with placeholder 'e.g. City Park Pavilion, 123 Main St'), 'Capacity' (text input with placeholder 'Leave blank for unlimited'), and 'Price' (text input with a '\$' icon and placeholder '0.00 for free'). Below the form are links for 'Cookie preferences' and 'Do Not Sell or Share My Personal Information'.

3. Fill in the event details:
 - **Event Title:** Give your event a clear name (e.g., "Science Class," "Monthly Meetup")
 - **Date and Time:** Select when the event takes place
 - **Location:** Add the address or link where the event will happen
 - **Description:** Add details about what to bring, what to prepare, or any instructions for families
4. Set recurring options if this event happens regularly (weekly, monthly, etc.).
5. Add families or members who should be invited to this event.
6. Click "Create Event" to save.

Your co-op members will now see this event in their calendars and can RSVP.

What's next

Start inviting your co-op families and creating a shared schedule. For help managing members or invitations, check the [Account Basics](#) article.

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