

THE GUIDE

CREATING FACEBOOK EVENTS

1

From your Feed, navigate to the top menu bar and select the icon that looks like either **a grid of little squares** or **3 lines** or **3 dots** (depending on what device you're using), and then select **Events**.

2

In the left menu, click **Create new event**. A new event page will pop up.

3

Add your **event details** by following the prompts to enter information about your event such as location, description, cover photo and more.

4

Navigate down to the **Add Co-host** section. Click the down arrow and add **Live & Local** as a co-host. This will mean your event will also show to all of our followers.

5

Next, select **Add Tickets** and add your online ticket link. This will mean that anyone interested can click to buy tickets from the Facebook event.

6

Once you've added all the information, click **create event**.

7

Your event will now appear on your page's events and you can begin to **invite guests** and share your event across your pages.

8

To invite guests, open your event page and click the **invite** button, located just below the page image.

9

You can invite up to 500 guests from your friends and followers. Encourage your contacts to **share the event** and invite their friends along too.

10

Make sure you **share your event on local pages** and use your event to **reach new audiences**.