

HOW TO CREATE AN ONLINE FACEBOOK EVENT

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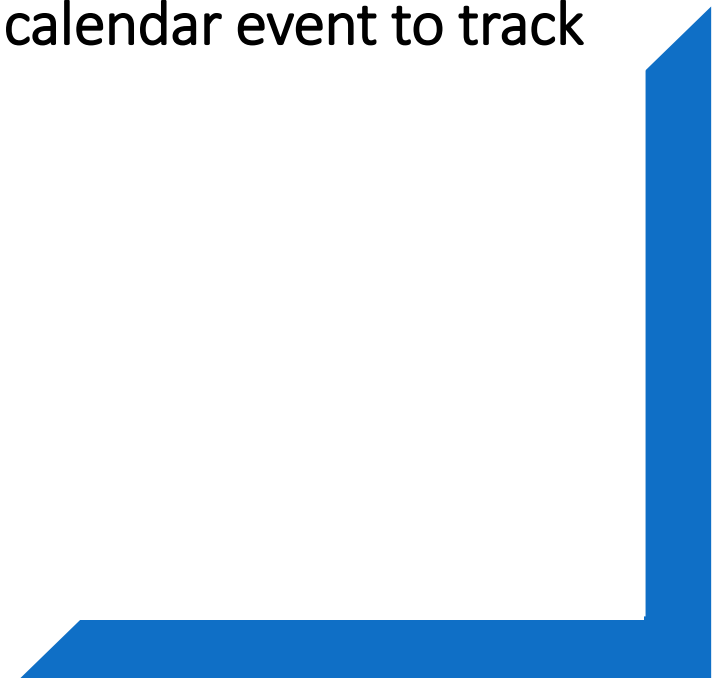
The Facebook Events application in the past has mainly been recognized as a social event planning tool; however, with the onset of the Covid – 19 Pandemic, many Facebook Users like me have utilized the application as an organizational tool. Unlike Microsoft Outlook or Google Calendar, I can get 24/7 notifications regarding my Facebook Event on both my computer and mobile device.

As a busy mom of two teenage boys, the ability to multitask and check my event status while connecting with others on a social media platform, to me is clever time management. I find myself planning online events for not only upcoming social occasions but also everyday events such as the boy's homework due dates, school schedules, and basketball practices.

My family even uses the tool to create online event grocery orders and delivery pick-ups; adding my husband and kids to the guest list enables everyone to post items they want before I place our online order at the local supermarket.

Simple and free, the Facebook Events application has kept our lives in order while quarantining. From live streaming to Facebook Messenger Rooms, opting to have an online event not only allows family members and guests who are miles apart to come together in one location to share in an event, but also complies with the CDC Guidelines for Social Distancing.

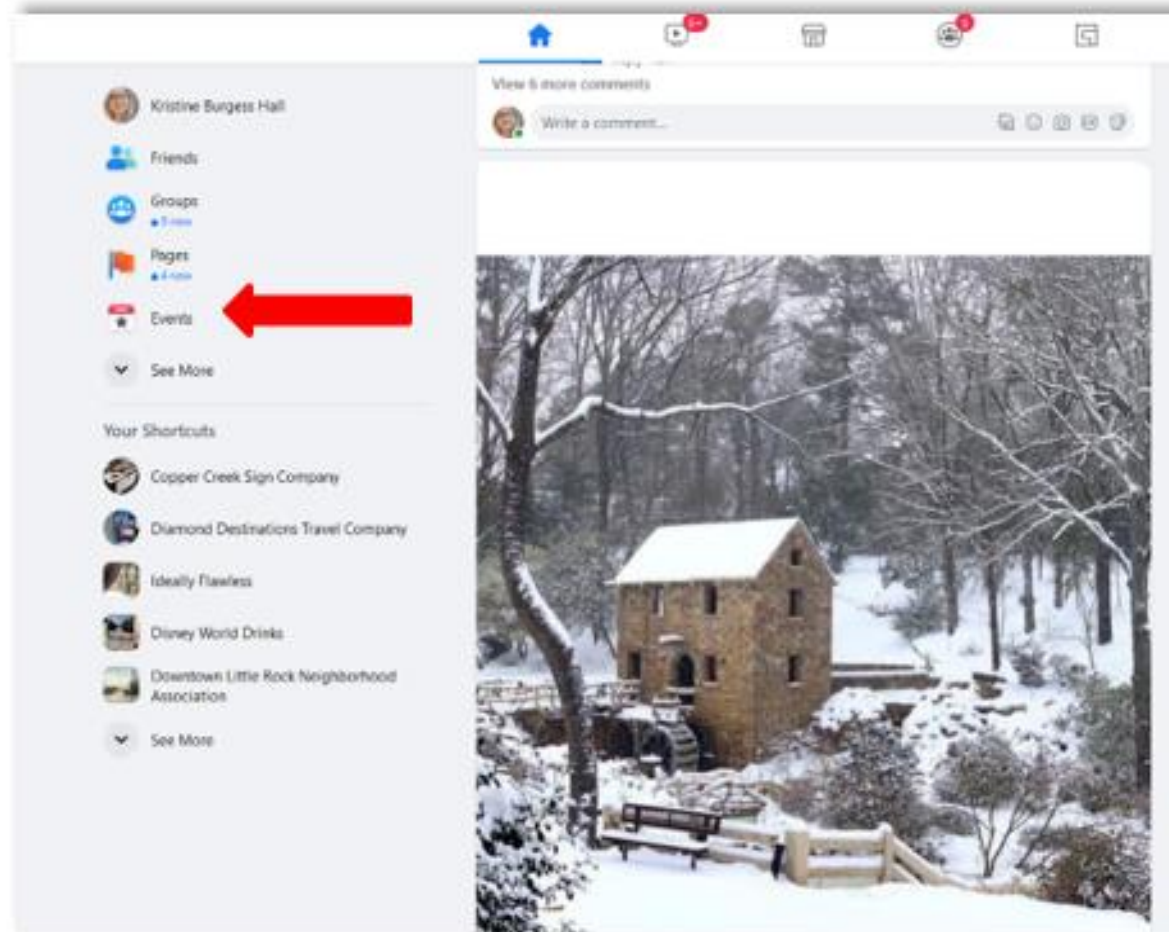
For today's exercise I have created a step-by-step tutorial for novice to seasoned Facebook Users demonstrating how easy it is to create an online calendar event to track a project due date.



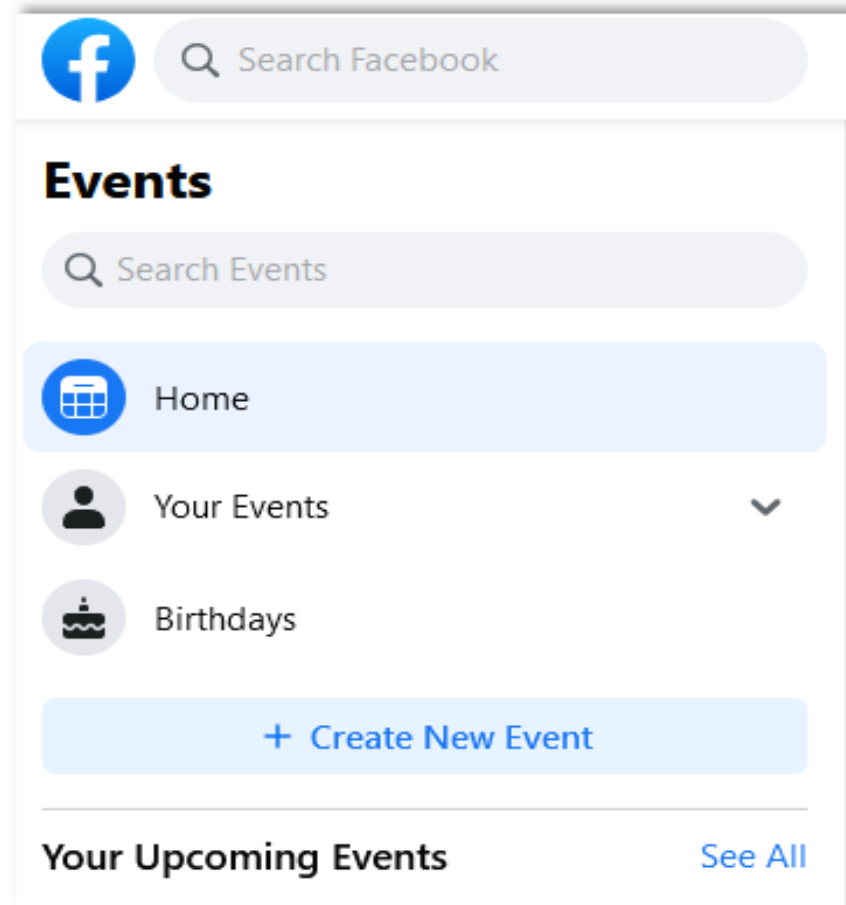
LET'S GET STARTED !



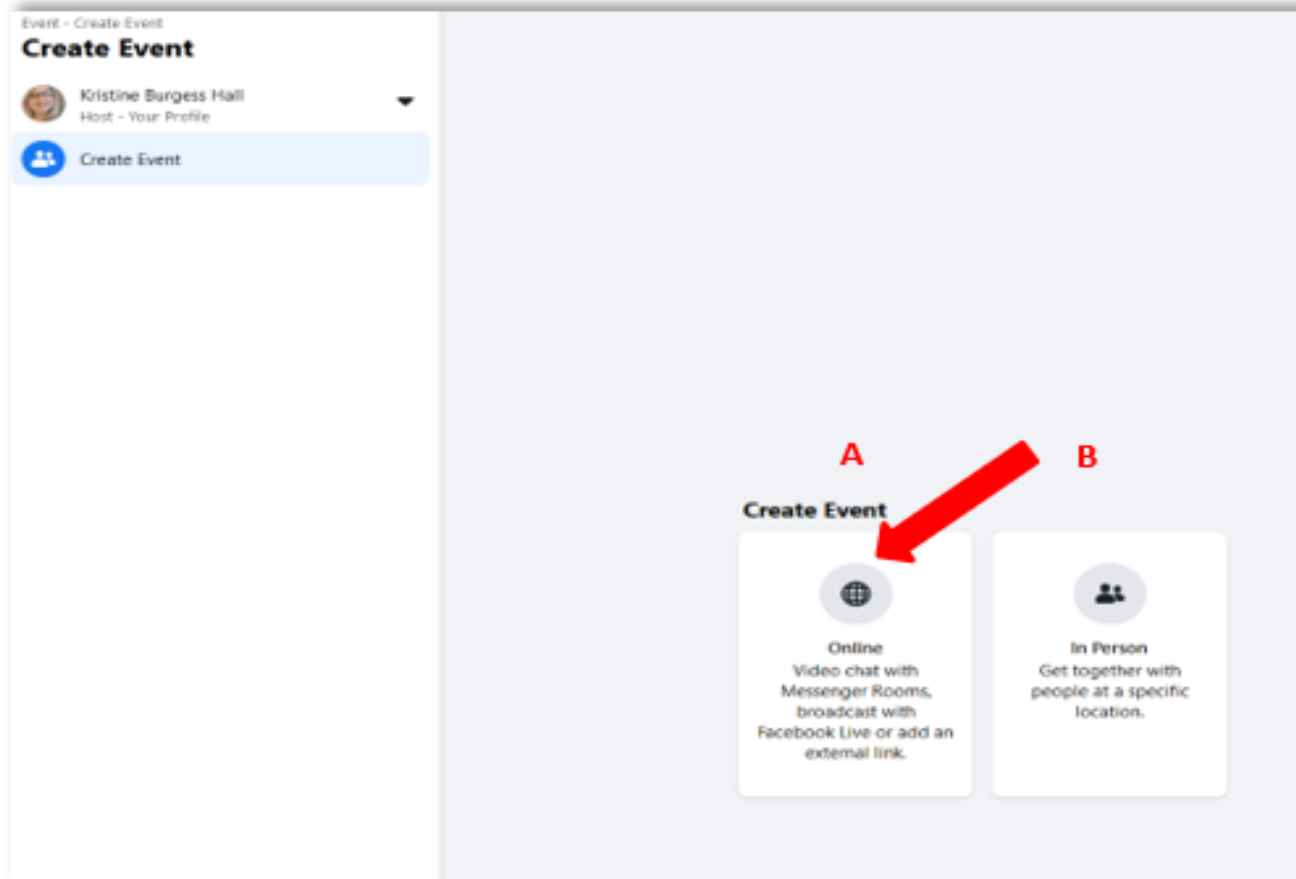
1. From your News Feed, click the **Events** tab  in the left menu.



2. Click **+Create New Event** button on the left menu.

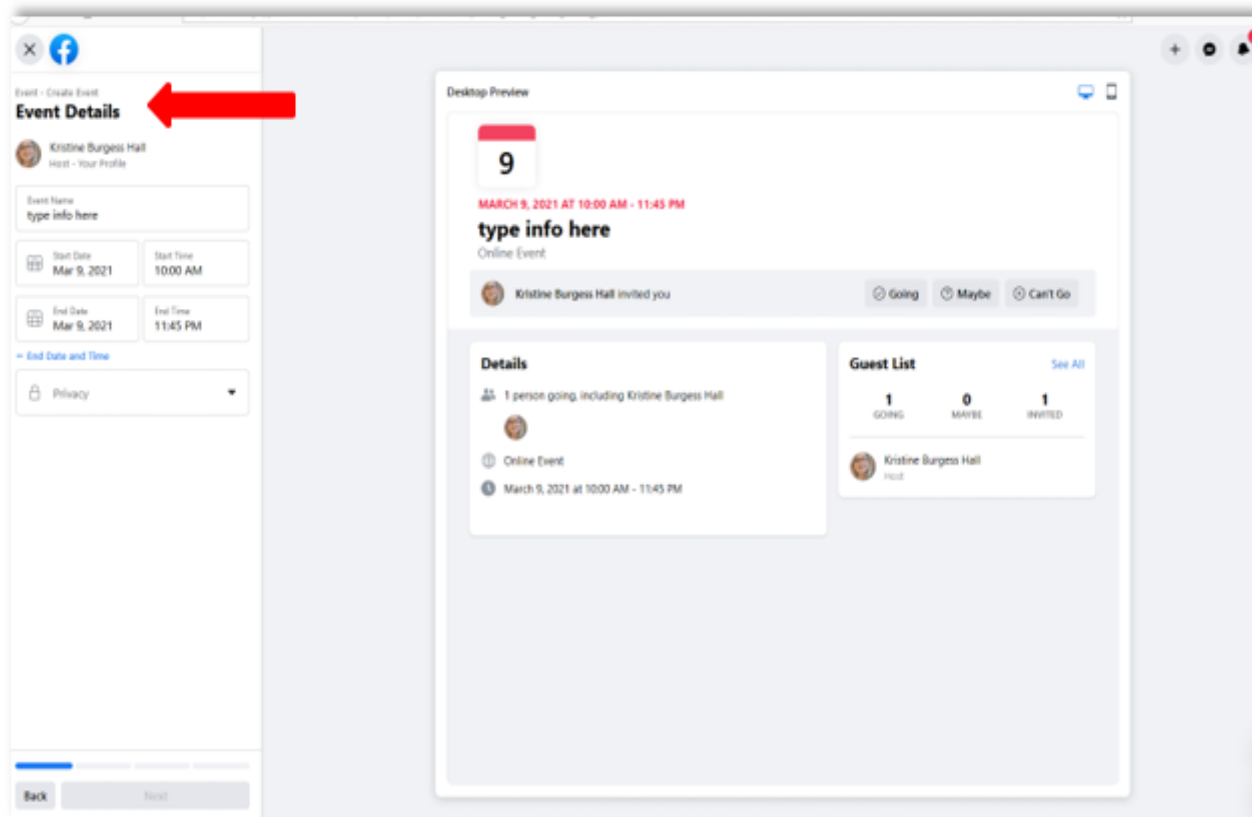


3. In the center of the screen two location options will appear. **Option A** creates an **Online** event utilizing video chat with Facebook Live or Messenger. **Option B** creates an **In Person** gathering. Click **Option A**.



4. Next enter Event Details:


- A. Event Name
- B. Start Date - Start Time
- C. End Date - End Time




A. Event Name

Event > Create Event

Event Details


 Kristine Burgess Hall
Host - Your Profile

Event Name 14/100
type info here

 Start Date
Mar 9, 2021

Start Time
10:00 AM


[+ End Date and Time](#)




B. Start Date - Start Time

Event > Create Event

Event Details

 Kristine Burgess Hall
Host - Your Profile

Event Name 19/100
Final Draft Due !!!

 Start Date
Mar 9, 2021

Start Time
12:00 AM


[+ End Date and Time](#)





C. End Date - End Time

Event > Create Event


Event Details

 Kristine Burgess Hall
Host - Your Profile

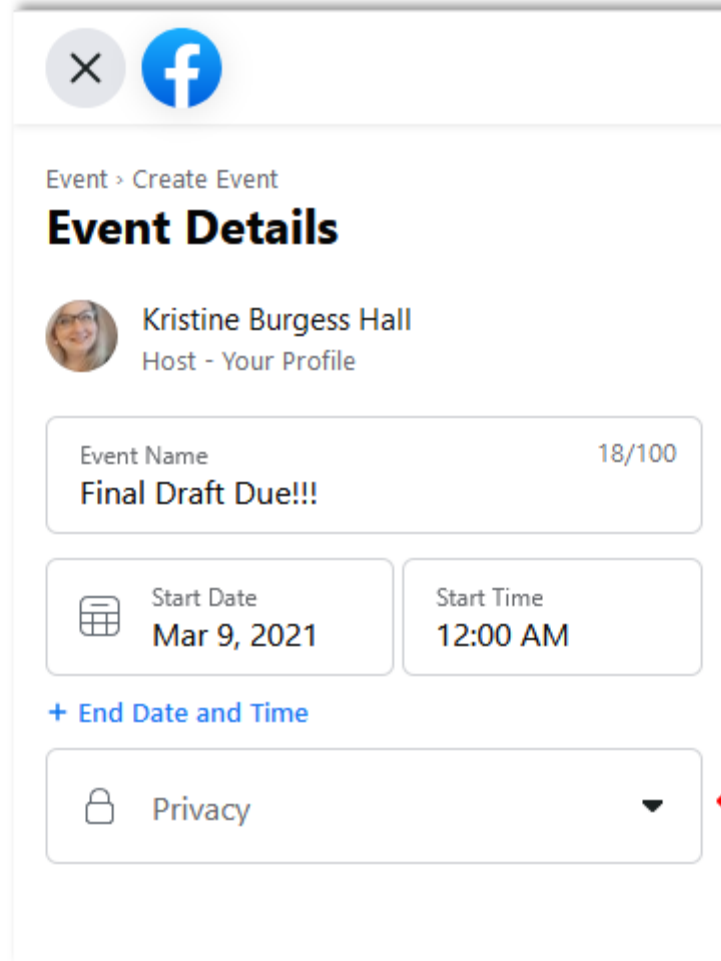
Event Name 19/100
Final Draft Due !!!

 Start Date Mar 9, 2021	Start Time 12:00 AM
 End Date Mar 9, 2021	End Time 11:59 PM

[- End Date and Time](#)




5. Click the **Privacy** button to view the drop-down menu.




The screenshot shows the Facebook 'Event Details' page for an event titled 'Final Draft Due!!!'. The host is Kristine Burgess Hall. The event name is 'Final Draft Due!!!' with a character count of 18/100. The start date is 'Mar 9, 2021' and the start time is '12:00 AM'. There is a link to '+ End Date and Time'. At the bottom, there is a 'Privacy' button with a lock icon and a downward arrow, which is highlighted by a red arrow pointing to it from the right.

Event > Create Event

Event Details


 Kristine Burgess Hall
Host - Your Profile

Event Name 18/100
Final Draft Due!!!

 Start Date
Mar 9, 2021

Start Time
12:00 AM

[+ End Date and Time](#)

 Privacy ▼

6. Choose one of the following viewer location options for an **Online** event then click the **Next** button on the bottom left menu.

TIP: Location Definitions

Messenger Rooms: Allows for up to 50 guests to join a private online room to celebrate, discuss, and plan events. Learn more here: <https://www.messenger.com/rooms>

Facebook Live: A live video streaming feature on Facebook that allows you to broadcast a live video out to your audience through your company page or personal profile. Learn more here: <https://www.facebook.com/formedia/blog/tips-for-using-live>

External Link: Hyperlinks connecting an outside website to the event. Learn more here: <https://www.klipfolio.com/resources/kpi-examples/digital-marketing/external-links>

Other: Instructions given in the description portion of the event.

Event > Create Event

Location

Choose a way for people to join your event online.

- Messenger Rooms**
Get together on video chat. People can join the room right from the event page.
- Facebook Live**
Schedule a Facebook Live for your event so people can watch.
- External Link**
Add a link so people know where to go when your event starts.
- Other**
Include clear instructions in your event details on how to participate.

7. Provide a description for the event then click the **Next** button on the bottom left menu.

Event > Create Event


Description

Provide more information about your event so guests know what to expect.

Description

Hi All!!!

I have created a Facebook Event for my Set of Written Procedures project. I honestly use FB Events as a calendar tool for all types of things from assignments, family events, to even reminding myself that I need to order groceries every 2 weeks. It's easy to use and the best part is it's a free perk in the Facebook app. I hope this serves as a useful timeline tool and good luck on the Final Draft !!

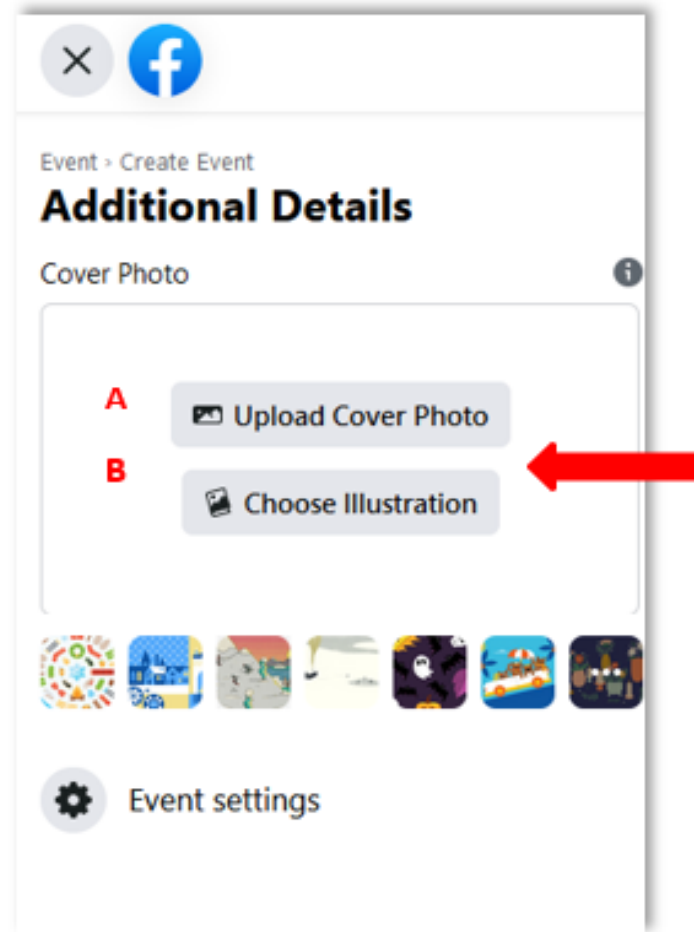


8. A cover photo may be added. Users have two options:

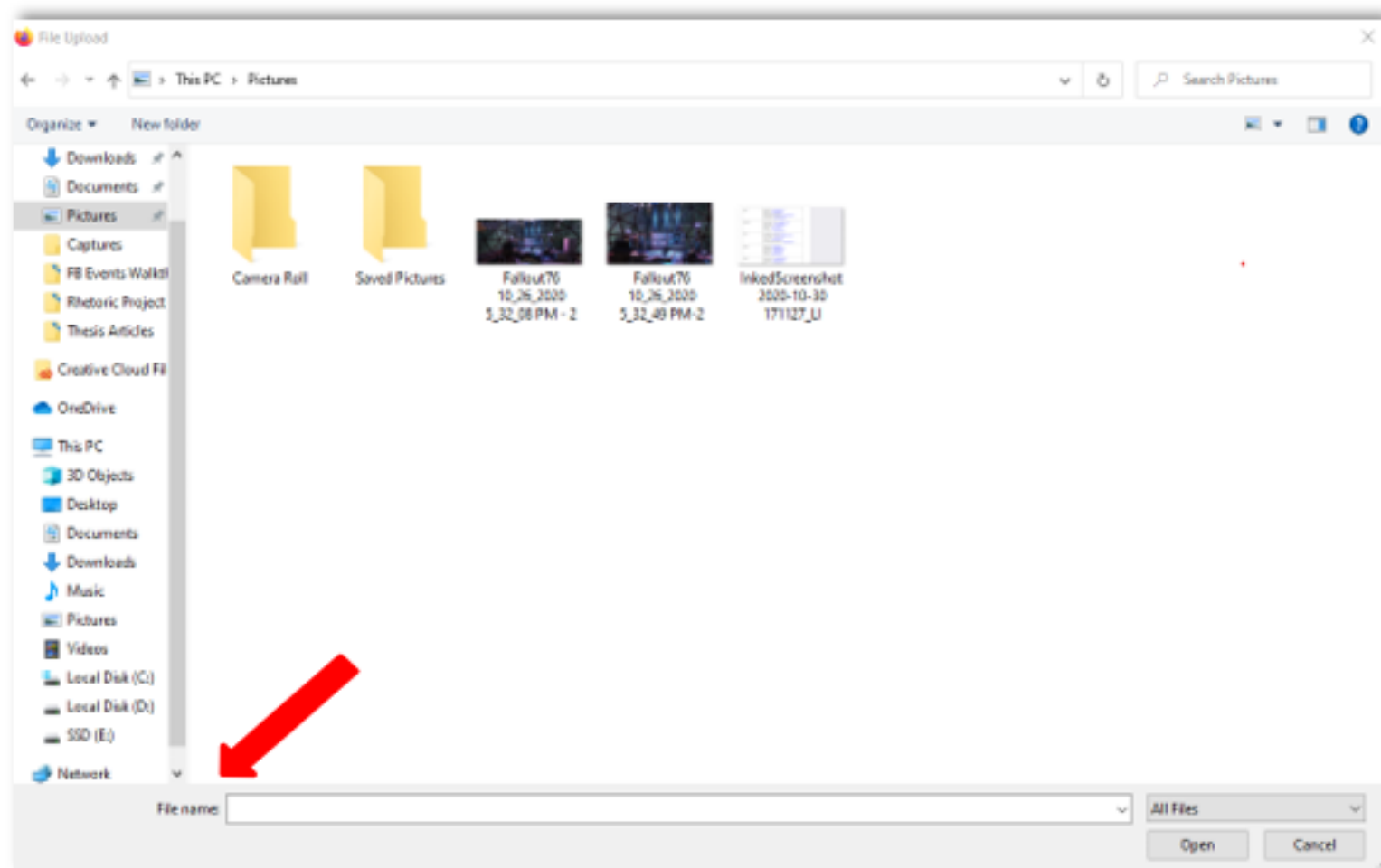
TIP: It is a good idea to have a photo already saved to upload or pick a themed illustration.

TIP: Learn how to Upload a Photo to Facebook here:

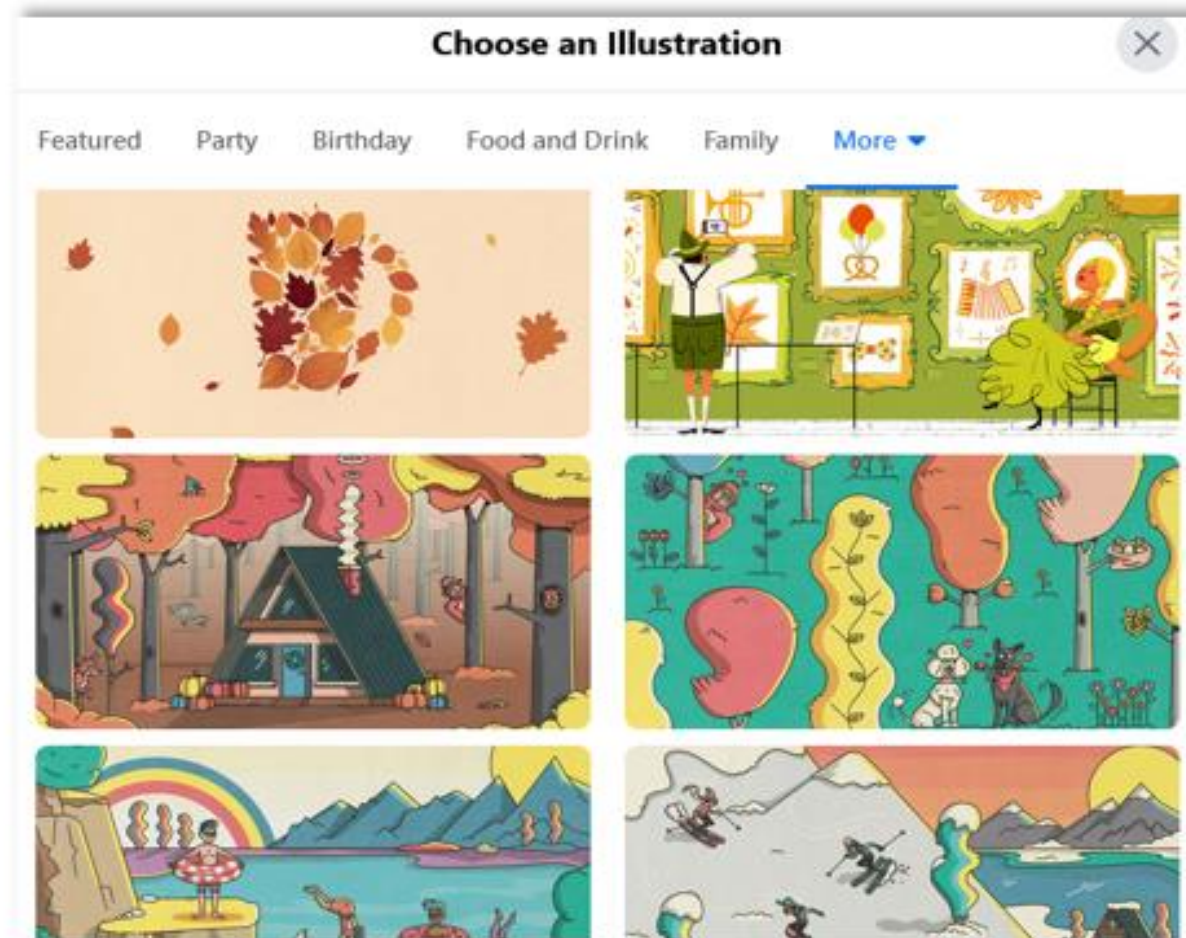
<https://youtu.be/WhO4FTXHueo>



Option A: Computer file upload or via mobile device:



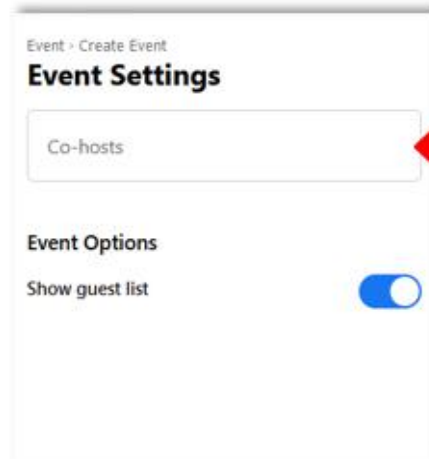
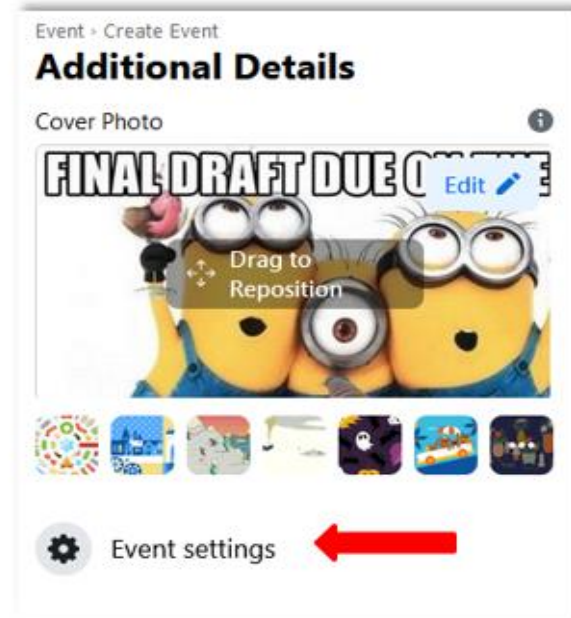
Option B: Chose a premade Facebook Illustration (graphic).



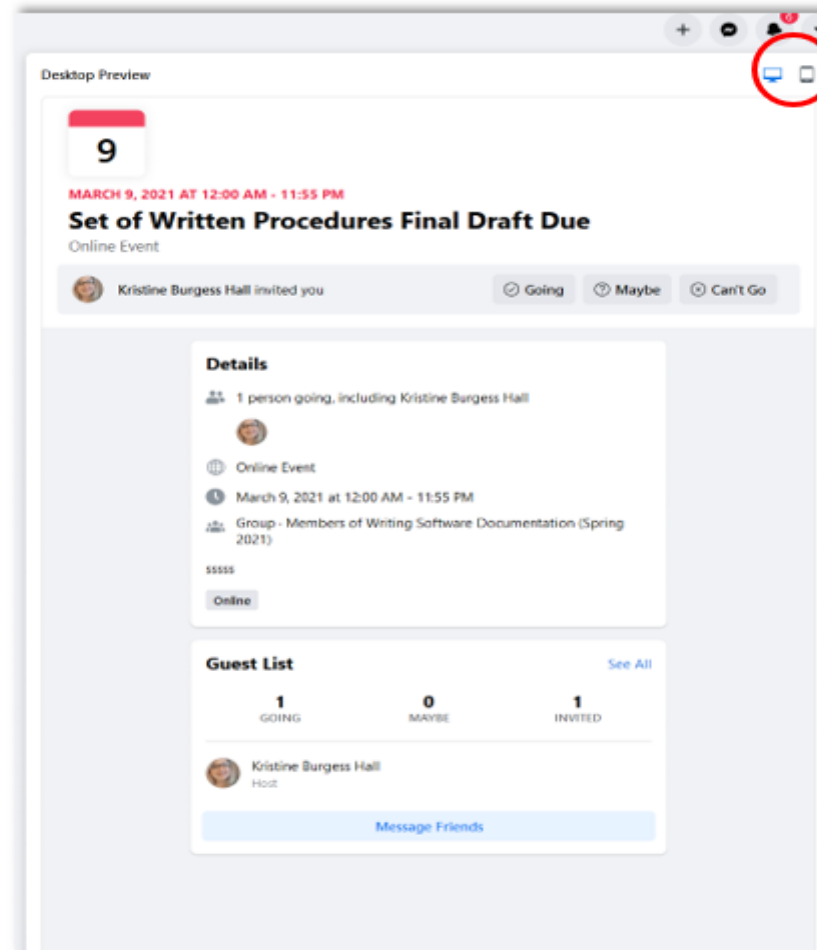
9. Click on the **Event Settings** tab.

TIP: In this section adding additional co-hosts allows multiple people to make changes to the event.

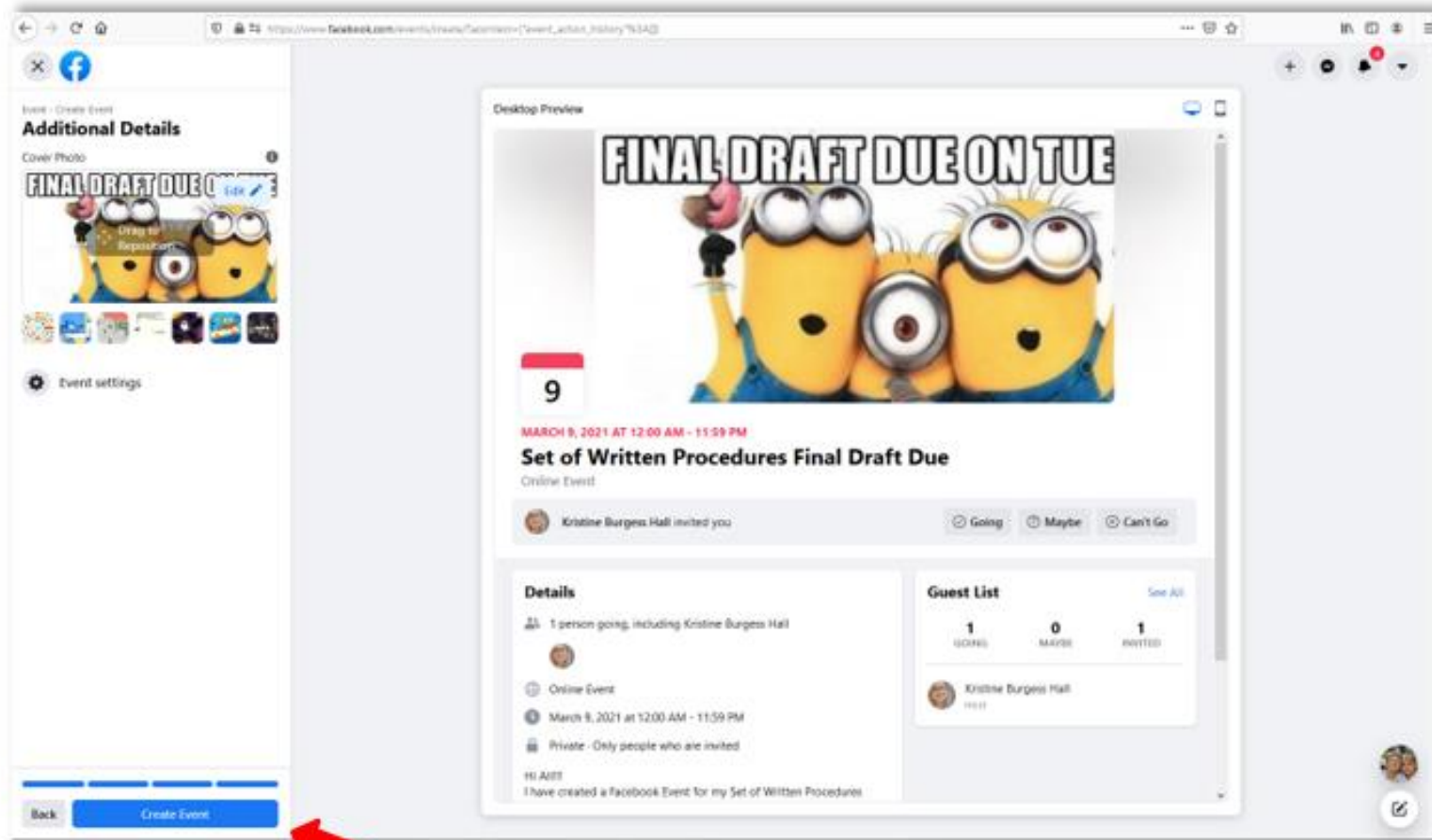
Make sure to click **SAVE** at the bottom of the left menu to save all information before moving on.



10. Next, the window displays two icons on the top right corner: a computer screen and a mobile device. Click on a device to change the formatting preview style.



11. If all event details look correct click the **Create Event** button located at the bottom of the left menu to complete the procedure.



The screenshot shows the Facebook event creation interface. On the left is a sidebar with 'Additional Details', a cover photo of Minions with the text 'FINAL DRAFT DUE COME', and an 'Event settings' option. At the bottom of the sidebar are 'Back' and 'Create Event' buttons. A red arrow points to the 'Create Event' button. The main area displays a 'Desktop Preview' of the event. The preview features a Minion-themed cover image with the text 'FINAL DRAFT DUE ON TUE'. Below the image is a calendar icon with the number '9', the date and time 'MARCH 9, 2021 AT 12:00 AM - 11:59 PM', and the event title 'Set of Written Procedures Final Draft Due'. It also shows 'Online Event', the organizer 'Kristine Burgess Hall', and response buttons for 'Going', 'Maybe', and 'Can't Go'. A 'Details' section lists '1 person going, including Kristine Burgess Hall' and event specifics. A 'Guest List' section shows '1 GOING', '0 MAYBE', and '1 INVITED'.

12. The event is now visible to online guests, any **Editing** or **Final Details** may be added at this time.

The screenshot shows a Facebook event page for "Set of Written Procedures Final Draft Due" on Tuesday, March 9, 2021, from 12 AM CST to 11:59 PM CST. The event is an online event with 1 person going. The page includes a "Details" section, an "Add a Few Final Details" section with 1 of 2 steps completed, and a "Guest List" section showing 1 going, 0 maybe, and 17 invited. Two red arrows point to the "Edit" button and the "Add a Few Final Details" section.

TUESDAY, MARCH 9, 2021 AT 12 AM CST – 11:59 PM CST
Set of Written Procedures Final Draft Due
Online Event

Invite Edit ...

Details

1 person going, including Kristine Burgess Hall

Event by Kristine Burgess Hall and Writing Software Documentation (Spring 2021)

Online Event

Tuesday, March 9, 2021 at 12 AM CST – 11:59 PM CST

Price: Free - Duration: 23 hr 59 min

Group - Members of Writing Software Documentation (Spring 2021)

Hi All!!!!
I have created a Facebook Event for my Set of Written Procedures project. I honestly use FB Events as a calendar tool for all types of things from assignments, family eve... See More

Online

Add a Post

Add a Few Final Details X

1 of 2 steps completed

Completing this list could help your event attract more guests.

Invite Members ✓

Start Discussion

Guest List See All

1 GOING 0 MAYBE 17 INVITED

Cicely Orr invited Message

Karen M. Kuralt invited Message

Message Friends

Privacy · Terms · Advertising · Ad Choices · Cookies · More
Facebook © 2021

Thank
you



Congrats you have created a
Facebook Online Event!