



CREATE EVENT



GETTING STARTED GUIDE

Begin by selecting "Create Event" in the "Events" drop down in the left side navigation. Fill out the information as prompted.

EVENT NAME

This is the name for the event that users will see in the mobile app, on your calendar, and on the LocalHop website.

EVENT TYPE

Specify whether your event is a class, camp, or event. LocalHop calendar users have the option to create calendars based on these terms.

EVENT DESCRIPTION

This is where you can describe the event in detail to potential attendees. The description can be as long as you would like. The more detailed the event description, the more likely it will show up in search results for LocalHop users and in search engine result pages (SERPs). Event descriptions only support plain text, so while you can include a URL, it will not work as a hyperlink in this field.

EVENT URL

You are only able to include one hyperlink per event.

EVENT URL TYPE

Select the type of URL to let users know if the link you provided is to your website or to a link with additional information, such as a registration page or another site with additional information.

CALENDAR CONFIGURATION

Selecting the 'Only Show on "My Calendar"' option will remove your event from the LocalHop mobile app, website, and community calendars. Patrons will only be able to view your event via your LocalHop calendar and when given the direct URL link to the event detail page.

EVENT CATEGORIES

You can add one or many tags to your event, but you must select at least one category. While all categories can be selected, we recommend only selecting the most relevant categories for the best user experience. The user will filter events based on categories they select in the LocalHop mobile app.

MEDIA AND IMAGES

Event photos are optional, but recommended. You can have one photo per event.

Acceptable formats: .jpg .png .pdf

Limit: 10MB file limit

Size: 1200 x 675

LOCATION

This is the address for the event that users will see on the mobile app, LocalHop website, and calendar event details. Use the drop down to select your "Organization's Venue" as the event location or select "Use Custom Venue" if the event location is somewhere else.

Once the information requested above has been completed, be sure to hit the green "SAVE" button.

The "Date and Time" section will now become available. Select the orange "+Add Date and Time" button to add these details

DATE AND TIME

This is the duration that users will see in the LocalHop app, on the website, and on LocalHop calendars. You must choose a start date for the event, but have the flexibility to choose a range of dates for the event, start and end times, or designate the event as an all day event.

SINGLE EVENT

For an event that takes place once in a single day over a small period of time. Create a single date and time instance.

SINGLE EVENT THAT RUNS MULTIPLE DAYS (NON-STOP)

For an event that runs 24 hours across multiple days (such as a music festival or camping trip). Create a single instance that spans multiple days.

SINGLE EVENT THAT RUNS MULTIPLE DAYS (DIFFERENT TIMES - DIFFERENT DAYS - SAME GUEST LIST)

For an event that has several instances on many days. When guests sign up for this event they plan on attending all instances, so guest list will be the same for all days. Keep adding all dates and time for this event in the date and time section.

SAME EVENT THAT TAKES PLACE DIFFERENT DAYS (DIFFERENT GUEST LISTS)

This is the same event that happens every week, month, or certain days. The event information is the same, but each event is independant of the other and the guest list for each instance would be different. Create a single event time and date. Once the event has been created and saved, you can then use the "Duplicate" button that appears on the event page to duplicate all of the information for that event, except the date and time. Use the duplicate button to copy event information for recurring events with different guest lists or a past event that will take place again in the future.

TICKETING SETUP

NO TICKETING

If your event does not have ticketing, select "No Ticketing" in the drop down and save your event. You are done.

EXTERNAL TICKETING (URL)

If your event does have ticketing and you are using another vendor to sell your tickets, select "External Ticketing (url)" in the dropdown and add the destination link to tickets. Hit the save button and you are done.

LOCALHOP TICKETING

If your event does have ticketing and you are using LocalHop ticketing, follow the prompts to set up your tickets. Be sure to create event forms before creating your event to save time. If you need help, check out the REGISTRATION & TICKETING - GETTING STARTED guide on the LocalHop support page.

SHARE THIS EVENT

Once your event has been saved, a new section will appear on your completed event admin page titled "Share This Event." You can now copy the event URL link from here or share to social media via the social share links (Facebook, Twitter, LinkedIn, and Pinterest).

Share This Event

Event URL: <https://getlocalhop.com/open-knitting-with-kate-fouchey/event/NFemDvTbDb/>
(Note: The event information will be available 1-2 minutes after creating the event.)



Note: Google+ will be retired in 2019