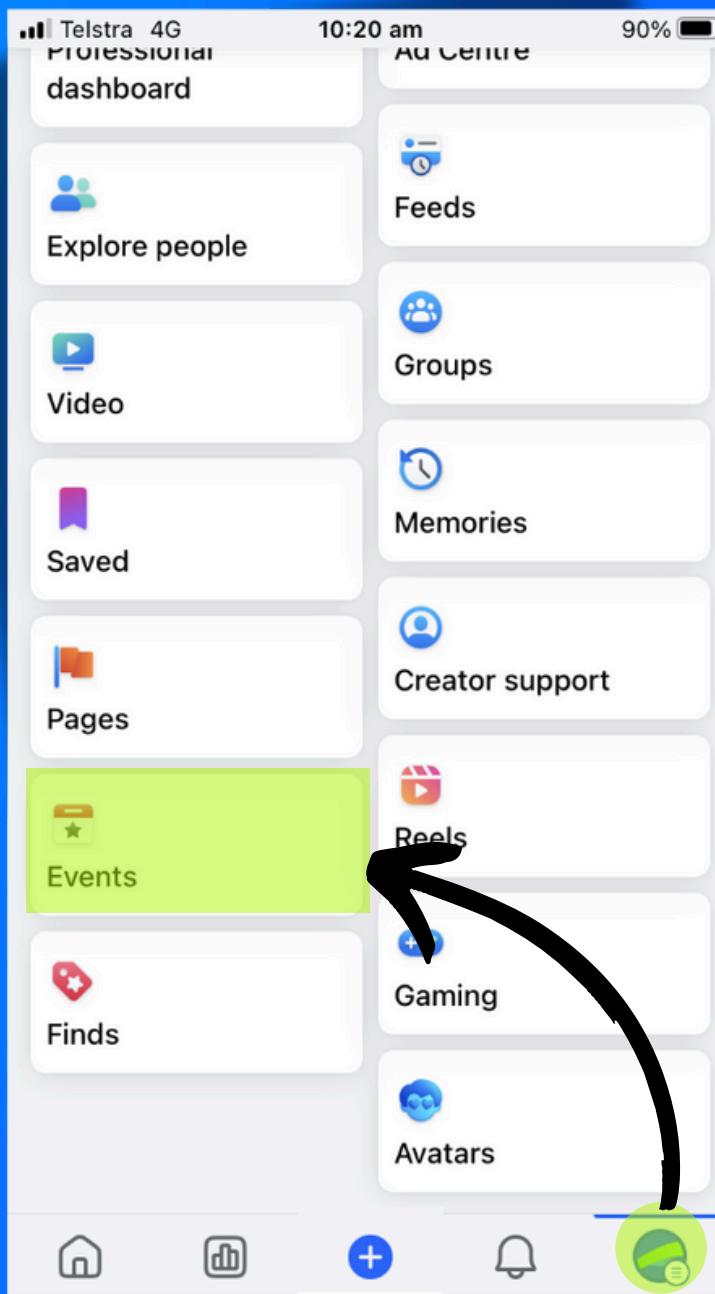


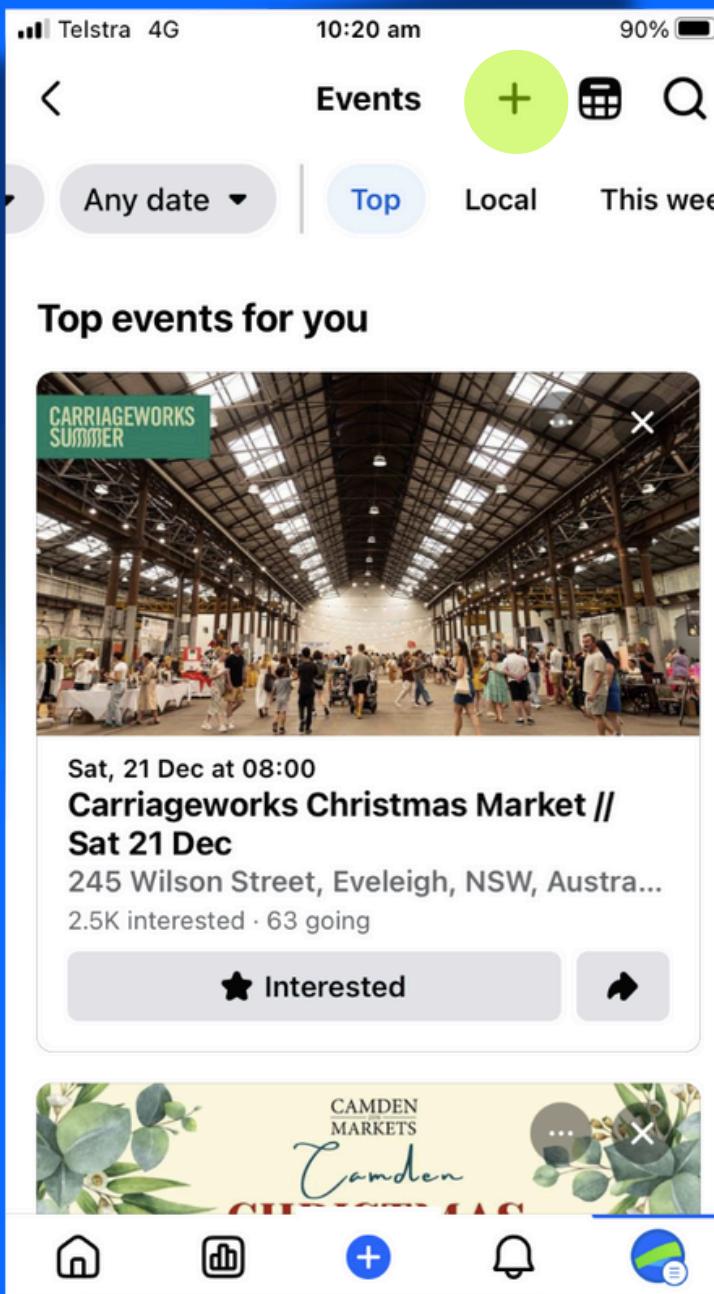
How to create an event on Meta (Facebook)

How to create an event on Meta using your mobile device

1



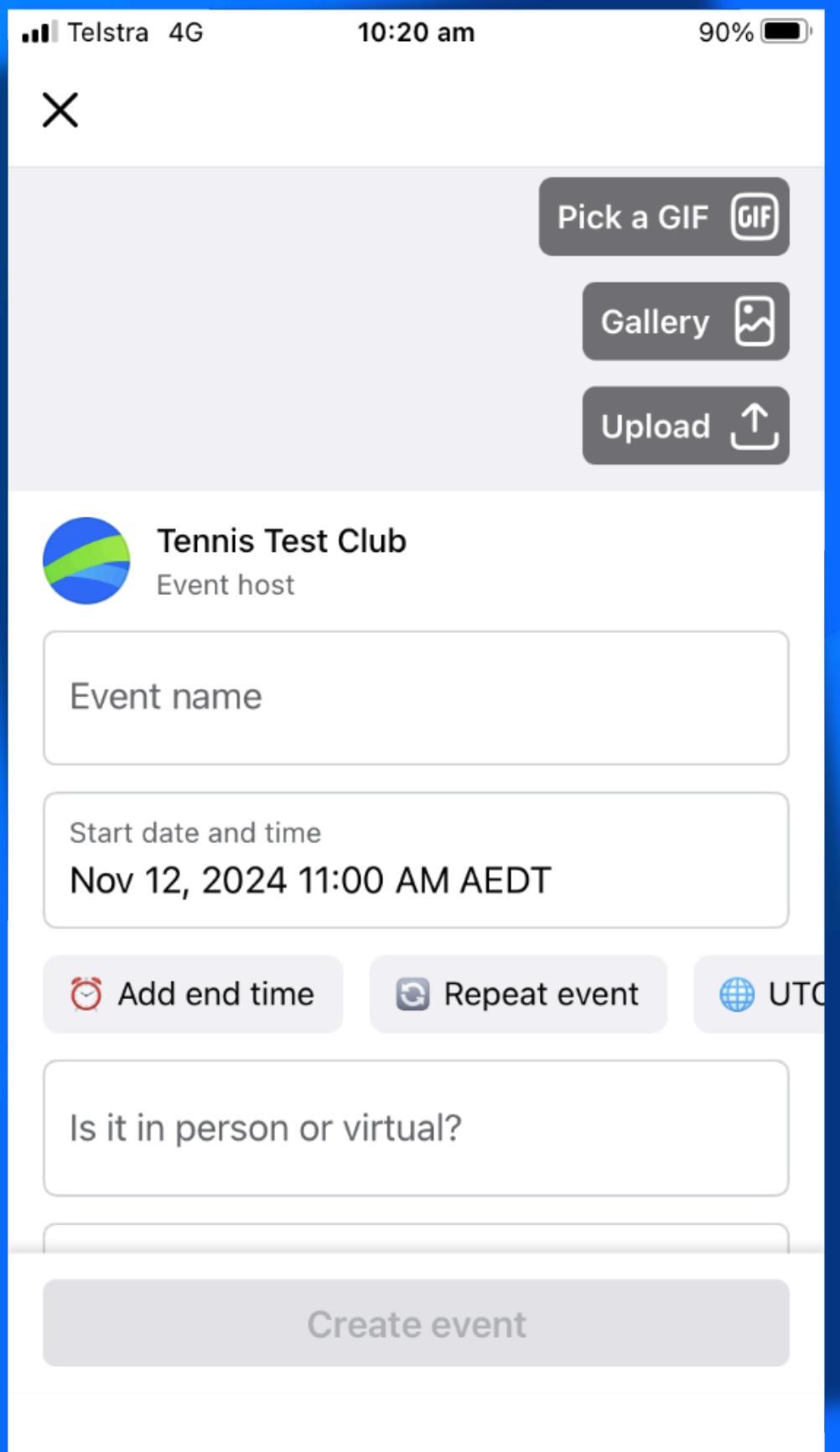
2



Step 1:
Open the Facebook app on your mobile device.
Select 'Menu' by clicking your profile picture, then select 'Event'.

Step 2:
Select the '+' symbol.

3

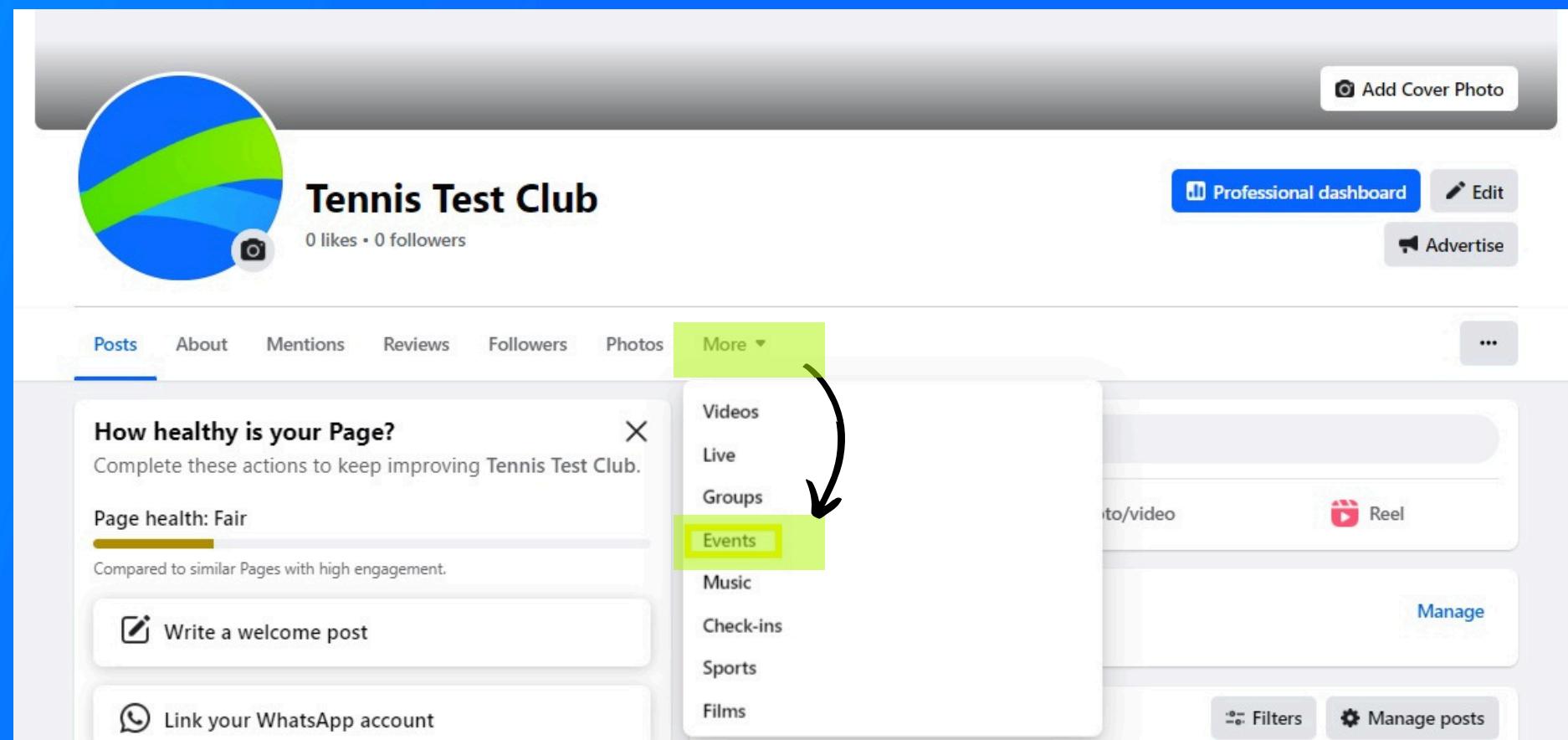


Step 3:
Start creating your
event with the
resources provided.

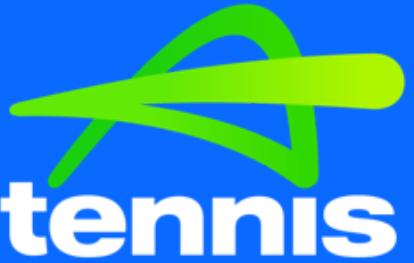


How to create an event on Meta using your computer desktop

1



Step 1:
Open Facebook in your web browser on your computer.
Select 'More' and then select 'Events'.



2

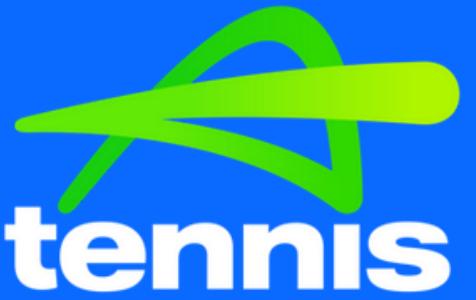
A screenshot of a Facebook page for "Tennis Test Club". The page has a blue and green circular profile picture, 0 likes, and 0 followers. At the top right, there are buttons for "Professional dashboard", "Edit", and "Advertise". Below the header, there are tabs for "Posts", "About", "Mentions", "Reviews", "Followers", "Photos", and "More". The "More" tab is currently selected. On the left, there is a sidebar with "Events" and "No events to show". On the right, there is a "Create Event" button with a yellow outline. The entire image is set against a blue and white background.

3

A screenshot of the "Create event" dialog box on Facebook. The box is titled "Create event" and shows the following fields: "Event name" (Tennis Test Club), "Start date" (12 Nov 2024), "Start time" (11:00), "Time zone" (AEDT), "End date and time" (not filled), "Is it in person or virtual?" (not filled), and "What are the details?" (not filled). Below these fields, a note says "This event is public. Anyone on or off Facebook will be able to see it once you've published it." At the bottom of the dialog box is a "Create event" button.

Step 2:
Select 'Create Event'.

Step 3:
**Start creating your
event with the
resources provided.**



Thank you!