ADDING A BLUTENDER EVENT ON FACEBOOK

As Your Personal Account:

1) Once you are logged in and on your News Feed, select "Events" from the sidebar navigation. It may be listed under "Explore" as seen here, or "Favorites."

	Photo/Video
News Feed ••••	11
	What's on your mind?
	2
	Blu Milwaukee shared Milwaukee Journal Ser November 15 at 12:36pm · 🚱
	IS Milwaukee Journal Sentinel
EXPLORE	November 15 at 12:00pm · 🚱
Pages	See singer-songwriter Blaine Long, a contestant on
🤐 Groups	The Voice, in a live show at Blu Milwaukee this Thur
📶 Ads Manager	
Live Video	Blaine Long - Have a
1 Events	Me - Studio Version
() R ² Insights	Blaine Long's studio cover of "
	Me" by John Hiatt.
CREATE	YOUTUBE.COM
Fundraiser	
	Like Comment A Share
	01

2) Click the "Create" button towards the top of the page. This will lead you to a pop-up dialog box to create your event.

All Invites Hosting	+ Create



3) Fill out all the information needed for guests to be informed on your event. We recommend you make this a public event for exposure to people you may not be friends with.

Create Public Ev	vent 🔻	×	Al Create Public Ev	vent -
vent Host elect the page or profil	e who will host this event	Blu Milwaukee 🕈 Sai Nig		
asic Info		Re	Event Name 🛈	Celebrity BLUtender Event! 26 / 64
is info will also appea	r in News Feed and any ads created for	this event Sur	Location 0	11/1/2 Blu Milwaukee
Event Photo			Start	12/14/2016 🖮 5:00PM 🕔 CST
		Su Th	End	12/14/2016 🖮 6:00PM 🕓 CST
	21 Drag to Re	Ho Sur Fur Int	Details Let people know what ty	ype of event you're hosting and what to expect
Event Name 💿	Celebrity BLUtender Event!	you 26 / 64	Description 0	Save the date! Enjoy some crafty drinks (made by yours truley) at the Blu Bar & Lounge on (date)! 10% of all drink proceeds and 100% of tips will go to (charity of choice)! Come say hi, hang out
Location 0	//// Blu Milwaukee	ey'li vent		and support a great cause!
Start	12/14/2016 🗎 5:00PM 🕓	CST · Es	Keywords ()	Milwaukee, Wisconsin X The Pfister Hotel X Drinks X
End	12/14/2016 🗎 6:00PM 🕓	CST	S	
etails It people know what ty	vpe of event you're hosting and what to	expect	Options Choose who can edit an	d post in your event
Description 0	Save the date! Enjoy some crafty dri the Blu Bar & Lounge on (date)! 10% 100% of tips will go to (charity of cho and support a great cause!	iks (made by yours truley) at of all drink proceeds and ice)! Come say hi, hang out	Posting Re Va SL	Anyone can post Anyone can post, but a host must approve the post
	and cappent a great caucet			

- 4) Enter your keywords. Use ones that describe your event so that it can be recommended to people who would be interested in attending. Use location, topic, or add your charity choice.
- 5) When finished, click the "Create" button. Your event is now live!



As Your Business Page:

The setup is essentially the same, but you have a few new options. Be sure to select your business page as the event host. You also have the option of adding your event to a category and adding admission information. Save your event by clicking the "Create" button and you're all set!

		Find Fr
Create Public	Event -	
Event Host Select the page or pro	ofile who will host this event Blu Milwaukee	\$
Basic Info This info will also app	ear in News Feed and any ads created for this event	
Create Public E	vent •	PEN
Details Let people know what t	ype of event you're hosting and what to expect	Pro Sat Niç
Category	Fundraiser 🔻	Int
Description 0	Save the date! Enjoy some crafty drinks (made by yours truley) at the Blu Bar & Lounge on (date)! 10% of all drink proceeds and 100% of tips will go to (charity of choice)! Come say hi, hang out and support a great cause!	Re Su Th Int
Keywords 0	Pfister Hotel × Milwaukee, Wisconsin × United Way Worldwide ×	Su Th Int
	Eree Admission	Ho Su
		Fu
Tickets Let people know where	they can get tickets for your event	Fui Interview you ndai ey'll

