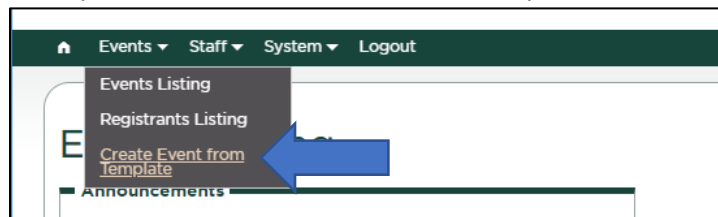


Creating an Event from a Template

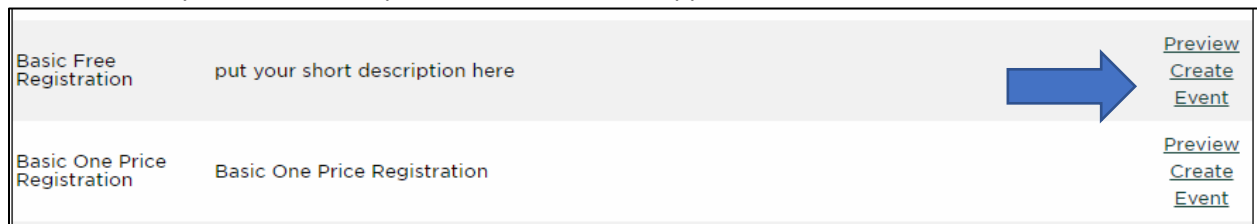
(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

Event templates can be created by ANR Event Services staff members for events that are used by many event organizers across the state. An event template allows you to create an event from a pre-designed event structure.

1. Log into EMS and hover over the Events dropdown in the upper right corner. A dropdown will appear with three options; select "create event from template".



2. Select your desired template from the list that appears. Make sure to select "Create Event"



3. You will then be guided through the event building process, but your template include general information that you will need to update and customize for your specific event. For information on how to build the event refer to the Creating an Event procedure.

Notes:

- It is important to go through each tab carefully to update old information.
- If you abandon your event (leave the webpage) during the building process, the system will track your progress and put a caution sign next to your event notifying you of an issue that will need to be resolved before you can move forward with the event.