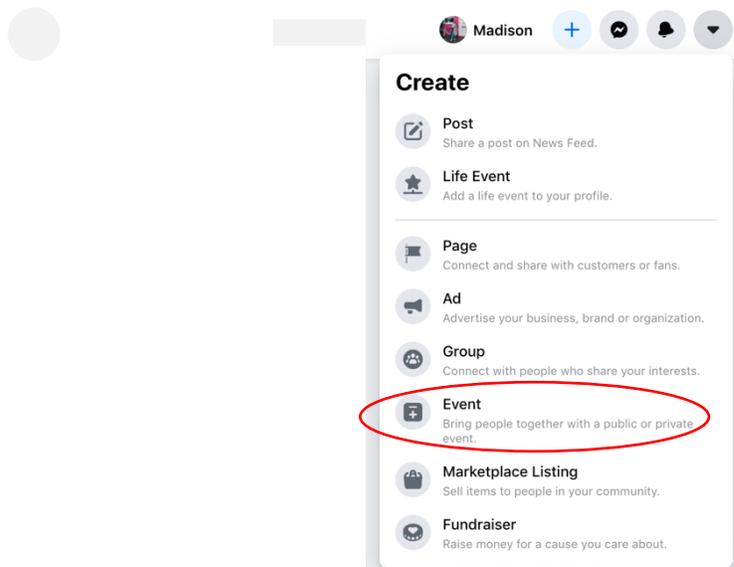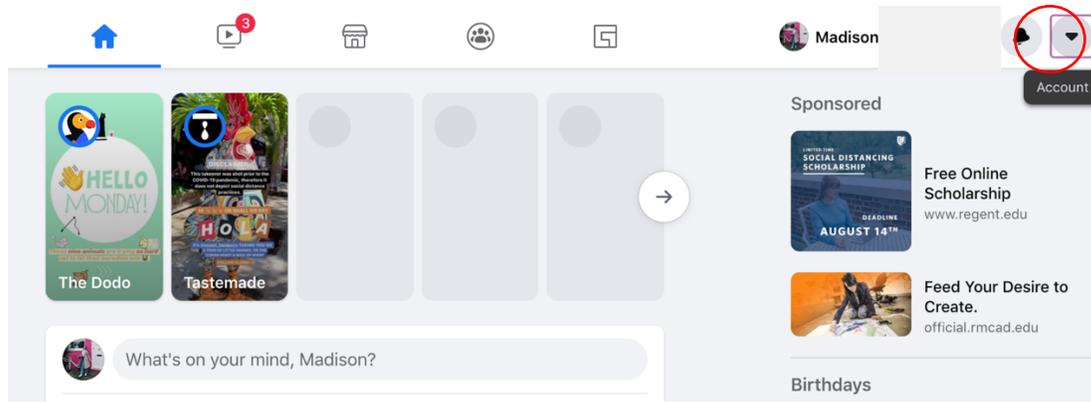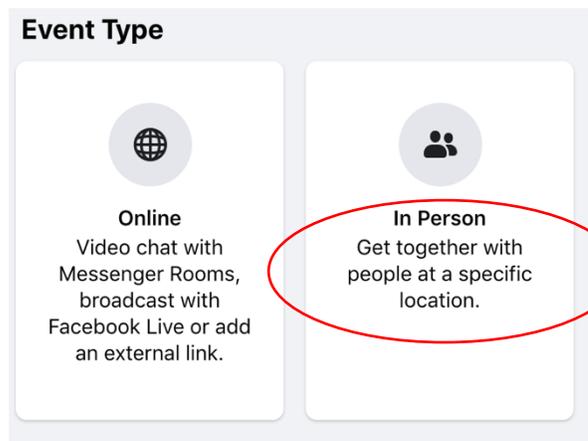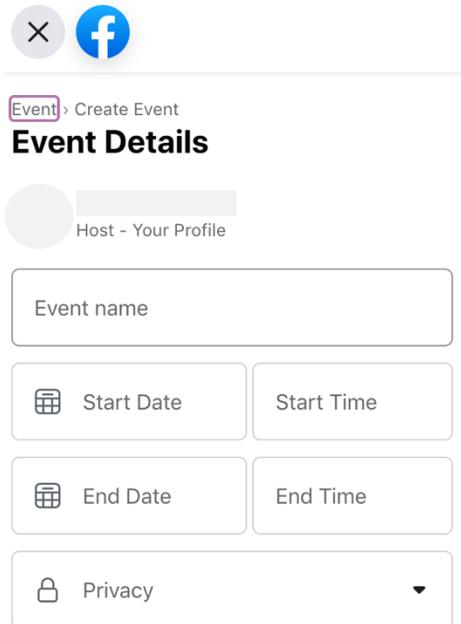1. From your News Feed, click + in the upper left corner. From the drop-down menu click Event.

2. Choose the event type: Online or In Person.

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3. **If it is an In-Person event**, Fill out the information on the left side of the page. Choose which Privacy is wanted: Private, Public, or Group. Click Next.

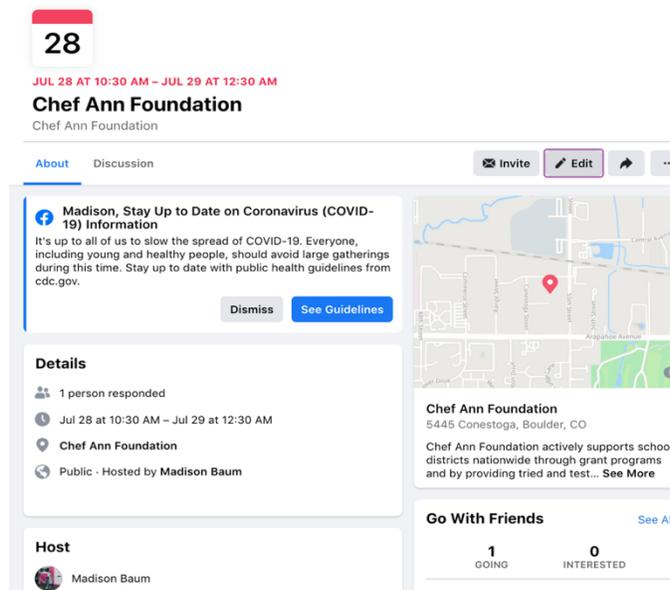4. Fill in the location and Time Zone. Click Next.
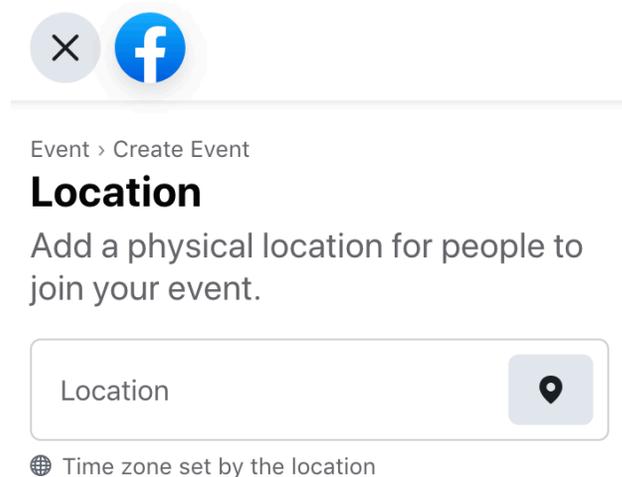
5. Fill out Additional Details by adding a Cover Photo, Description, and Event Settings.
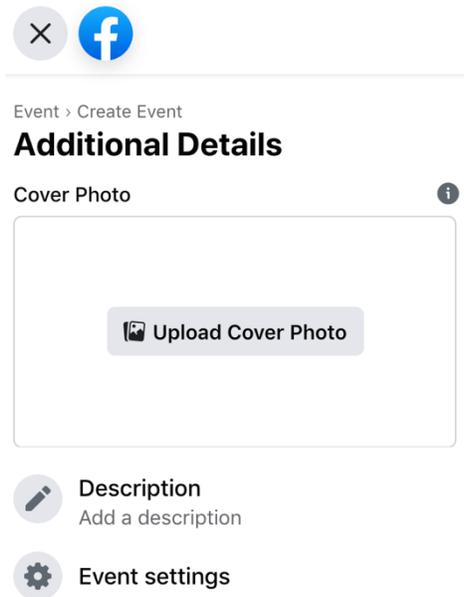
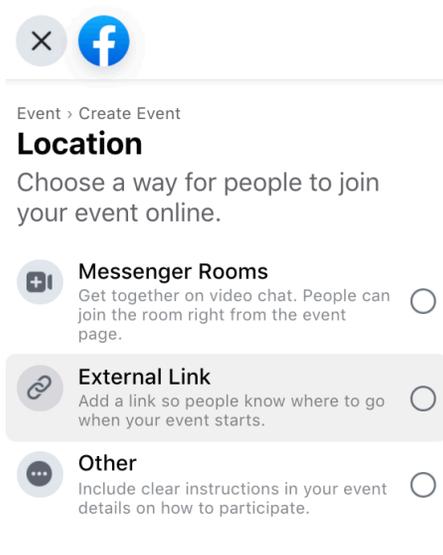6. Click Create Event. Event Page will now be on the desktop.

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7. If the Event is Online, steps 1-3 remain the same.
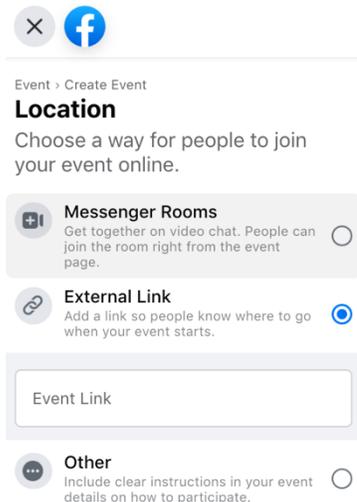
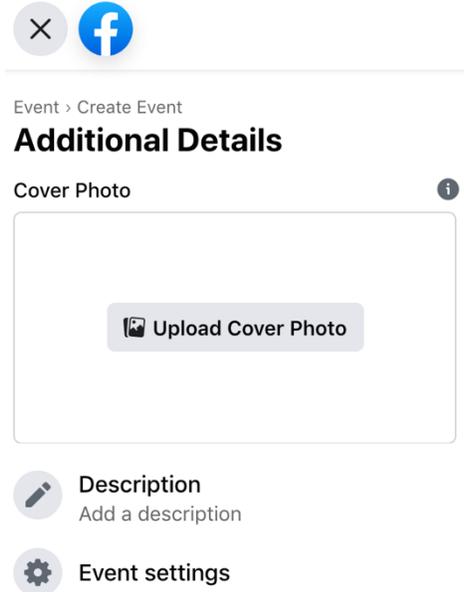   a. Choose the virtual location of the event. You can choose between Messenger Room, External Link, or Other
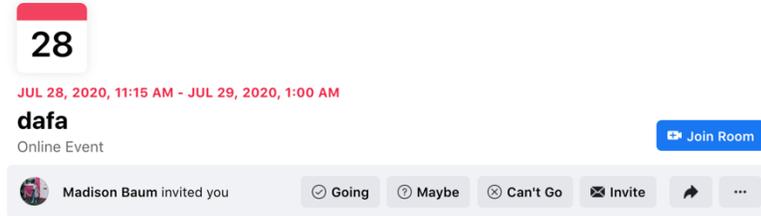
    b. If the event is Messenger Rooms, the event page will have "Join Room" button in the top right of event.

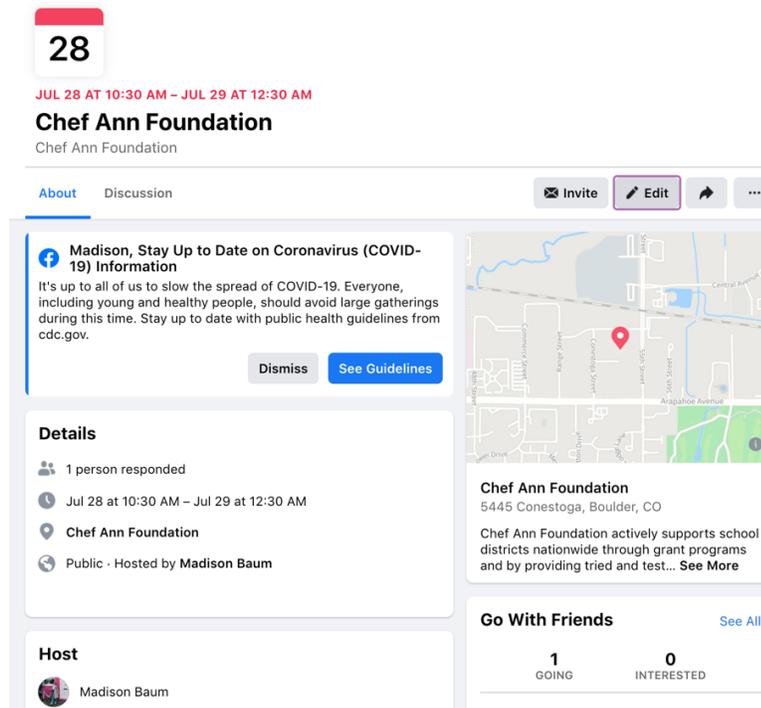   c. If there is an external link to the event, add that here.

8. Fill out Additional Details by adding a Cover Photo, Description, and Event Settings.

9. In in the Event Description mention the partnership with Chef Ann Foundation for the event. Next, invite the Chef Ann Foundation Facebook page to the event.

10. Click Create Event.

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