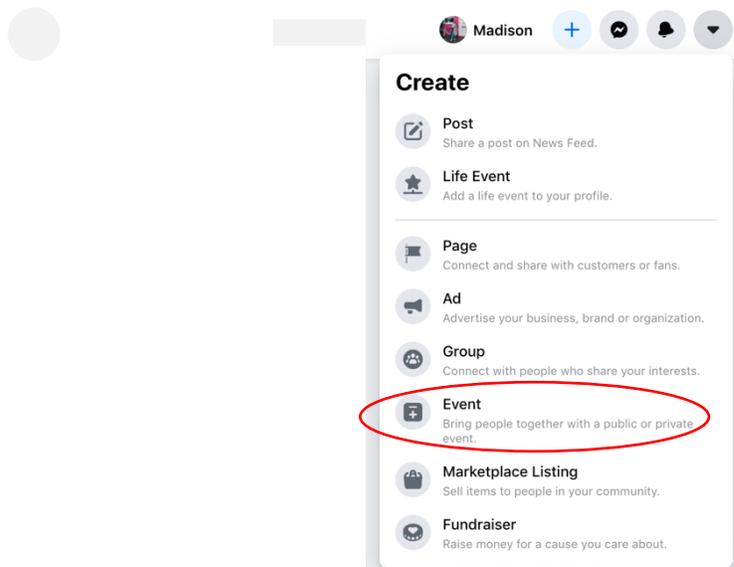
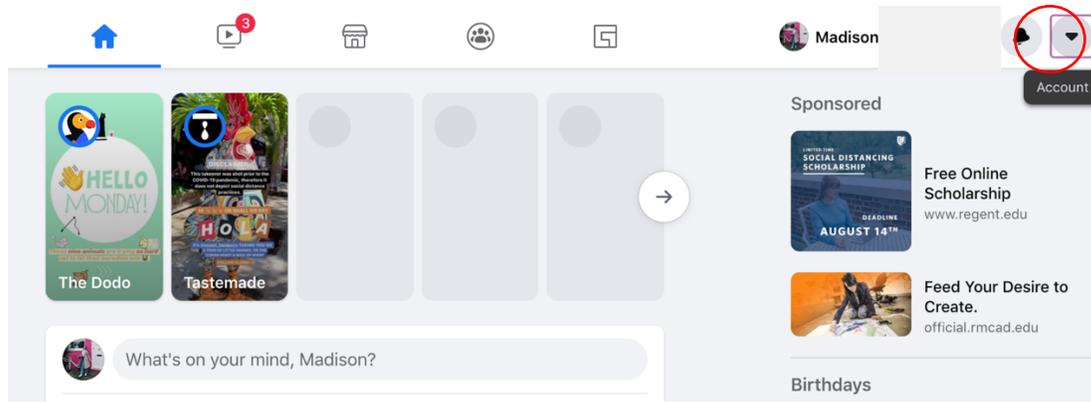
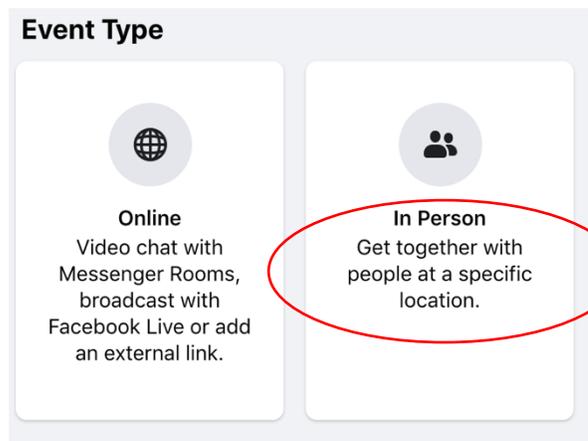




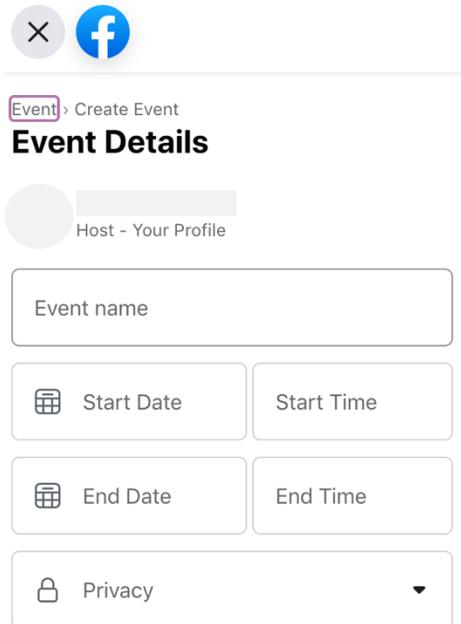
1. From your News Feed, click + in the upper left corner. From the drop-down menu click Event.



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



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.



Event > Create Event

### Event Details

Host - Your Profile

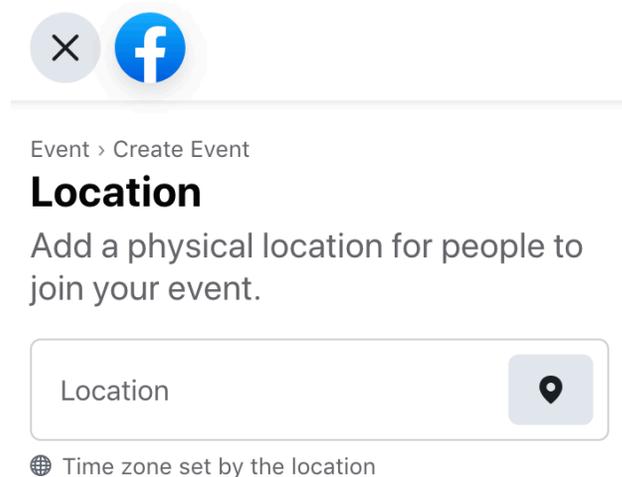
Event name

Start Date Start Time

End Date End Time

Privacy

4. Fill in the location and Time Zone. Click Next.



Event > Create Event

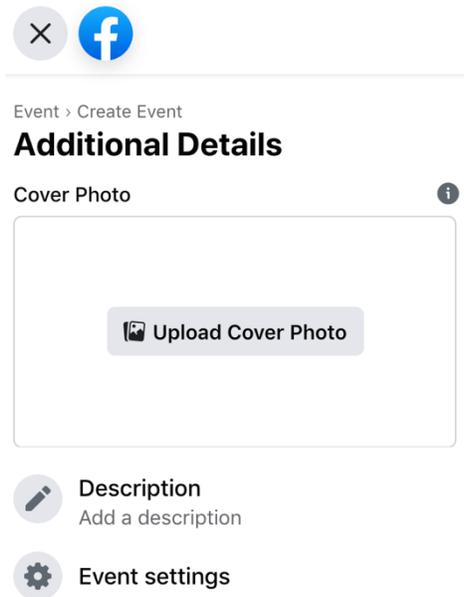
### Location

Add a physical location for people to join your event.

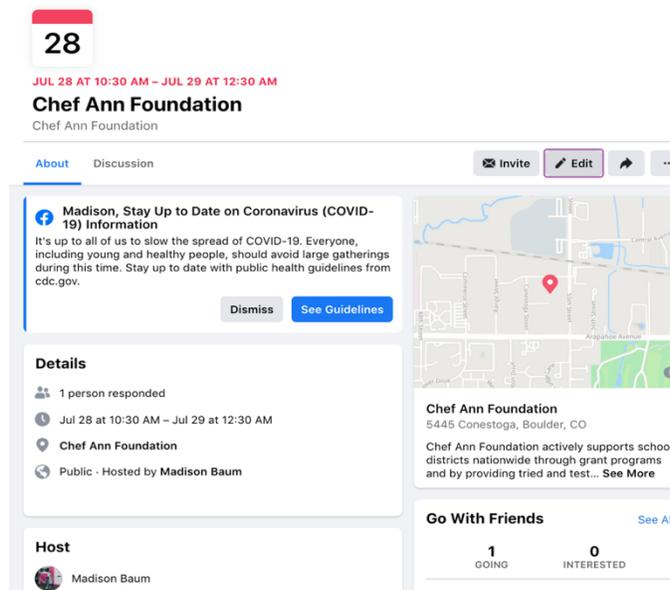
Location 

 Time zone set by the location

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

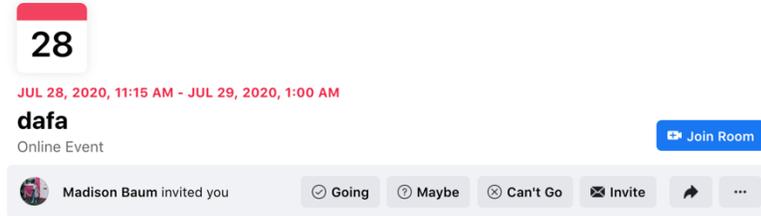


6. Click Create Event. Event Page will now be on the desktop.

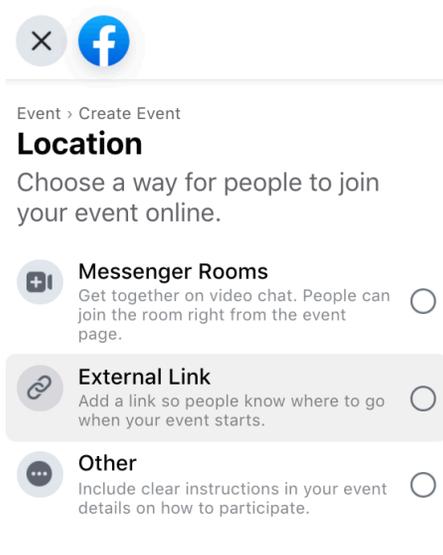


**7. If the Event is Online, steps 1-3 remain the same.**

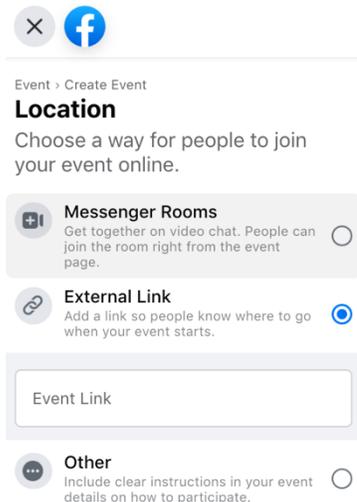
- a. Choose the virtual location of the event. You can choose between Messenger Room, External Link, or Other



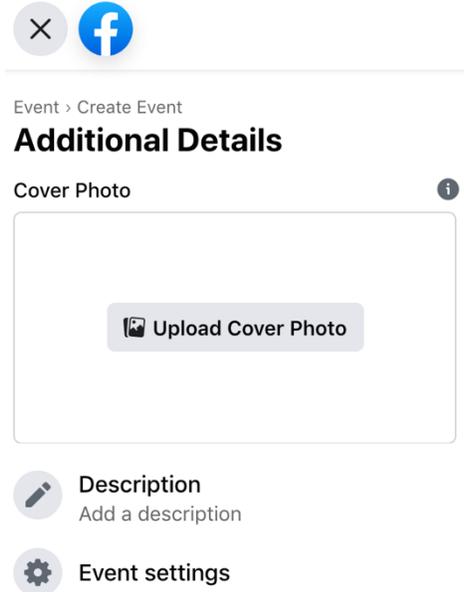
- b. If the event is Messenger Rooms, the event page will have “Join Room” button in the top right of event.



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



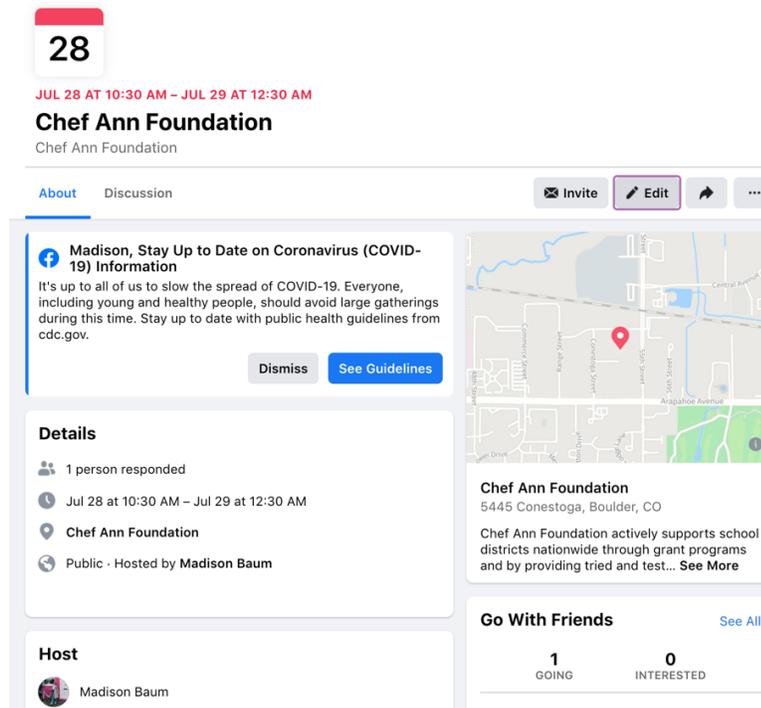
- Fill out Additional Details by adding a Cover Photo, Description, and Event Settings.



The screenshot shows the Facebook 'Additional Details' page for creating an event. At the top, there are 'X' and Facebook icons. Below that, it says 'Event > Create Event' and 'Additional Details'. The main section is 'Cover Photo', which contains a large box with an 'Upload Cover Photo' button. Below this are three options: 'Description' (Add a description), 'Event settings', and 'Event settings'.

- 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.

- Click Create Event.



The screenshot shows a Facebook event page for 'Chef Ann Foundation'. At the top, there is a calendar icon for '28' and the dates 'JUL 28 AT 10:30 AM - JUL 29 AT 12:30 AM'. The event title is 'Chef Ann Foundation' and the organizer is 'Chef Ann Foundation'. Below the title are 'About' and 'Discussion' tabs, and buttons for 'Invite', 'Edit', and a share icon. The main content area features a post from 'Madison Baum' titled 'Madison, Stay Up to Date on Coronavirus (COVID-19) Information'. The post text reads: 'It's up to all of us to slow the spread of COVID-19. Everyone, including young and healthy people, should avoid large gatherings during this time. Stay up to date with public health guidelines from cdc.gov.' Below the post are 'Dismiss' and 'See Guidelines' buttons. To the right of the post is a map showing the location of the event. Below the map is the 'Chef Ann Foundation' profile information, including the address '5445 Conestoga, Boulder, CO' and a description: 'Chef Ann Foundation actively supports school districts nationwide through grant programs and by providing tried and test... See More'. At the bottom, there is a 'Go With Friends' section showing '1 GOING' and '0 INTERESTED'.

[www.chefannfoundation.org](http://www.chefannfoundation.org)