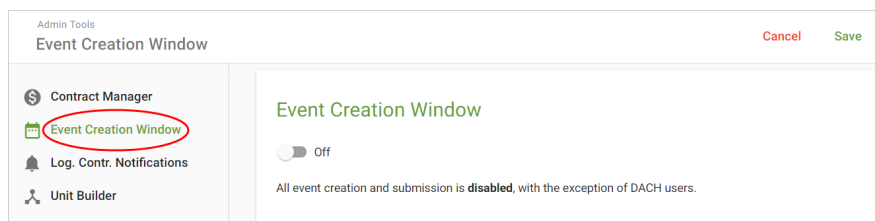# Managing Event Creation

1

ENABLING & DISABLING EVENT CREATION:

DACH can control the time frame during which other users can create events.
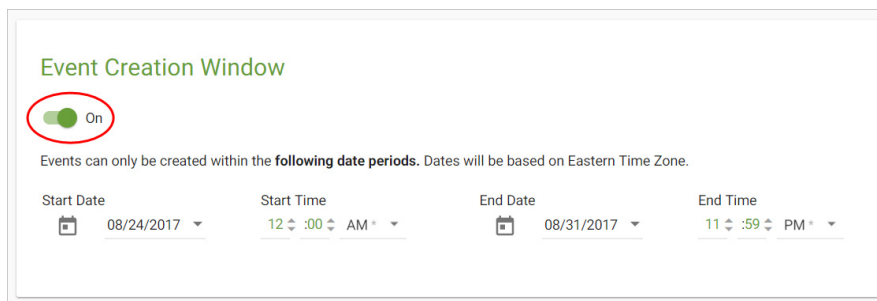
1. Click *Admin Tools* in the Strong Bonds menu bar.

2. On the *Admin Tools* page, click *Event Creation Window* in the sidebar.

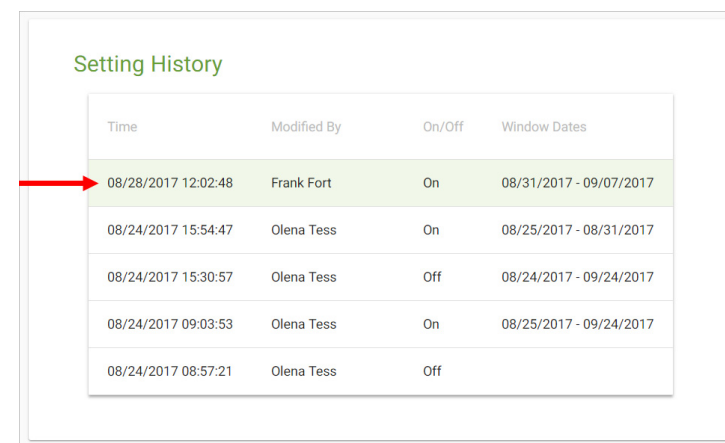3. To enable Event Creation, toggle the *Event Creation Window* button to green (active).

   The Start Time, Start Date, End Time and End Date fields will appear.
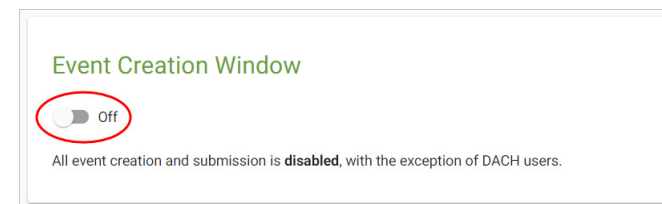

4. Use the drop-downs and the *Calendar* icon to complete the *Start Date* and *Start Time* fields.

5. Use the drop-downs and the *Calendar* icon to complete the *End Date* and *End Time* fields.

6. Once you are done, click *Save* in the top-right corner. Otherwise, click *Cancel*.

   The Setting History section will be updated with the latest entry on the time and date the Event Creation Window was updated, along with the name of the DACH user who carried out the update.

7. To disable Event Creation, simply toggle the *Event Creation Window* button back to gray.

NOTES:
- If users try to create an event outside of the End Date, clicking *Add Request* button will notify the user that the event deadline has passed.
- If users try to create an event outside of the End Date, clicking *Add Request* button will notify the user that Event Creation is disabled.
- Such users will then be redirected to the *Requests* page.

www.strongbonds.org