
Add a New Event Type in Events

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Event types are an important way to group similar kinds of events. To create a new Event Type classification, access the Event Type List on the [Event System Maintenance](#) page.

The left menu allows you input a name for the Type.

Then you can customize the text color and background color. These choices are important ways to make the event type stand out on the Event Calendar. A well chosen color scheme can make the event easy to read. It can also allow patrons to quickly take stock of events that are relevant to them.

You can also chose to make an event type private or internal if you need to classify certain kinds of staff events.

On the right side of the page, you can check a box to edit a type, or click the event type to edit it.

Custom Fields Applicable To: All Users**Attachments:** No**Summary:** How to create new event types.

Online URL: <http://kb.demcosoftware.com/article.php?id=42>