
Add a New Location Events and Room Reserve

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If you want to add a new location (or room) to your Branch, make sure you are logged into a specific branch. Then from the [Event System Settings menu](#) you can access the **Location List**.

To add a location, simply type the location name in the box.

To edit the name of a location, click the name from the list on the right and make your changes.

Note: If you are trying to configure a room, [please see the Room Reserve program](#).

Custom Fields Applicable To: All Users**Attachments:** No**Summary:** Add a new location

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