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## Publishing an Event in SignUp

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Publishing is the process of making an event show on the public calendar. A new event can be saved, but until it is published, it won't be visible to the public. Not all security levels have the ability to publish events. Users with the authority to publish events can click the "Publish" button when creating or editing an event and they can publish previously saved events in bulk. Once an event is published, it will be visible on the calendar unless it has been given a private event type. Please note that all events are visible on the staff side calendar.

**Custom Fields Applicable To:** All Users**Attachments:** No**Summary:** How to publish an event.

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