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## Add a New Zip Code in Events

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To add a new zip (also called a postal code), access the **Zip Code List Maintenance** menu from the [Events System Maintenance menu](#).

Simply type the zip code into the box and assign it a weight.Â Weights help the system keep the zip codes in order. A weight of 10 makes the new zip code appear first on the list to the right. A higher weight moves it down the list.

Double click an existing zip code to edit it.

**Custom Fields Applicable To:** All Users**Attachments:** No**Summary:** How to add a new grade level to

Online URL: <https://kb.demcosoftware.com/article.php?id=40>