

# Add Sub-Events

After you create and confirm your event, you can add sub-events.

For example, you set up a youth camping retreat event. During the retreat, you plan to offer multiple sessions for participants to attend. You can set each session up as a sub-event. When members register for the youth retreat, they can also sign up for different sessions.

You can also set up prices for sub-event registration periods, or offer free sub-events. If you have an authorized merchant account, members can pay registration fees online.

## To add a sub-event

1. [Create and confirm your event.](#)
2. Navigate to **Events > Event Setup**.
3. Under **Event Setup Expert**, click on the name of your event.
4. Under **Sub-Events**, click **Add Sub-Event**.
5. In the **Event Name** field, enter your sub-event's name.
6. Select the **Start Date** and **End Date**.
7. Enter the sub-event's **Description** and click **Next**.
8. Add any applicable registration periods for the sub-event, then click **Next**.
9. Enter the sub-event's capacity and openings.
10. To create custom questions, select **Collect additional custom information from the registrant**.
11. To set up additional supplies for the sub-event, select **Allow registrants to order additional supplies for this event**.
12. Upload any sub-event waivers, permission slips or other forms. Click **Next**.
13. To confirm the sub-event and allow individuals to register for it, click **Finish**.

## Related Topics

- [Create Events](#)
- [Request Event Locations](#)
- [Request Event Resources](#)