

Set up and Work with Events

Events Setup lets you create events that members can register for online. With an authorized merchant account, you can associate costs with your events and let members pay for events online.

With Events Setup, you can also set up [sub-events](#), and with an approved merchant account, you can set up costs for sub-events. When members and attendees register for an event, they can also sign up for sub-events. For example, you set up a weekend retreat. During the retreat, you plan to offer several sessions for registrants. You can set up each session as a sub-event.

To [add an event](#), click **Create New Event** in the appropriate section.

Related Topics

- [Set up Event Registration Preferences](#)
- [Set Up Campuses](#)
- [Set Up Departments](#)
- [View Event Registration URLs](#)
- [Create Events](#)
- [Manage Events](#)
- [Manage Event Registrants](#)
- [Registrations](#)