



# Set Up Departments

Departments are user-defined areas of your organization. For example, you can set up a department named Youth and associate it with events for the youth groups.

When you add or edit events, you can associate them with departments.

1. Point to **Events**, then click **Events Setup**.
2. Click the **Departments** tab.
3. In the **New Department** field, enter the name of the department that you want to add.
4. Click **Save**.

1. Point to **Events**, then click **Events Setup**.
2. Click the **Departments** tab.
3. Beside the department that you want to change, click **Edit** . Enter your changes.
4. To save your changes, click **Update**.

1. Point to **Events**, then click **Events Setup**.
2. Click the **Departments** tab.
3. Beside the department that you want to remove, click **Delete** .
4. Click **OK**.

## Related Topics

- [Set up and Work with Events](#)
- [Set Up Campuses](#)
- [View Event Registration URLs](#)
- [Sign Up for Events from your Web Site](#)