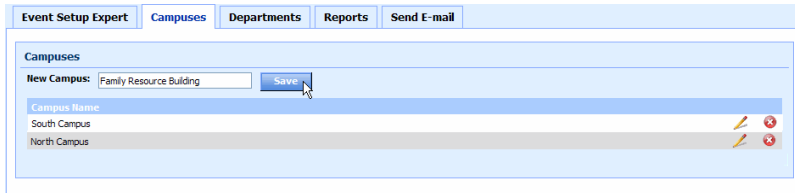


# Set Up Campuses





Campuses are user-defined locations associated with your organization. For example, you can set up a campus named Family Resource Building and associate it with events at that location.


When you add or edit events, you can associate them with campuses. You must set up your campuses before you can associate them with events.

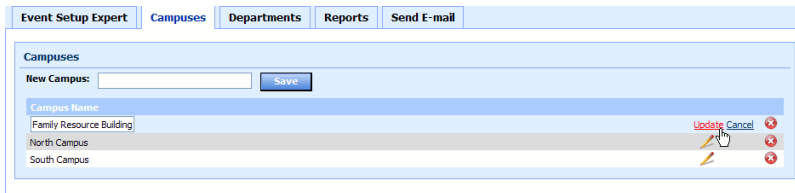
1. Point to **Events**, then click **Events Setup**.
2. Click the **Campuses** tab.
3. In the **New Campus** field, enter the name of the campus that you want to add, then click **Save**.









The screenshot shows the 'Campuses' tab in the 'Event Setup Expert' interface. At the top, there are navigation tabs: 'Event Setup Expert', 'Campuses', 'Departments', 'Reports', and 'Send E-mail'. Below the tabs, the 'Campuses' section has a 'New Campus:' label followed by a text input field containing 'Family Resource Building' and a 'Save' button. Below this, there is a table with the following content:


Campus Name	
South Campus	 
North Campus	 

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



The screenshot shows the 'Campuses' tab in the 'Event Setup Expert' interface. At the top, there are navigation tabs: 'Event Setup Expert', 'Campuses', 'Departments', 'Reports', and 'Send E-mail'. Below the tabs, the 'Campuses' section has a 'New Campus:' label followed by an empty text input field and a 'Save' button. Below this, there is a table with the following content:

Campus Name	
Family Resource Building	 
North Campus	 
South Campus	 

1. Point to **Events**, then click **Events Setup**.
2. Click the **Campuses** tab.
3. Beside the campus that you want to remove, click **Delete** .

## Related Topics

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