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How to add and manage Event Types

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Events created within MemberNova can be assigned a specific “Event Type”. These are used to help organize and visually differentiate events on the calendar, and can also be used to filter events by.

Managing Event Types

1. Click on Settings in the left-hand side main menu, and from Membership & Data -> Data Administration section, select **Event Type**.

Adding Event Types

1. From the Event Types page, click the **Add** button to add a new Event Type.
2. In the dialog that follows you'll input the new event type details and settings, such as Name of the type, Description, Type of the event from the drop-down option, and the Color.
3. Click **Save** to add it the Event Types.

Editing Event Types

1. From the Event Types page you'll see a list of all Event Types currently set in your account.
2. To edit an Event Type, click the drop-down arrow under the "ACTIONS" column, then select **Edit** from the menu. You'll notice this is how you **Delete** event types as well.