

Creating an event in eTwinning Live.

1. Log onto etwinning account on <http://etwinning.net/> and go to **ETWINNING LIVE** tab
2. Go to the **EVENTS TAB**

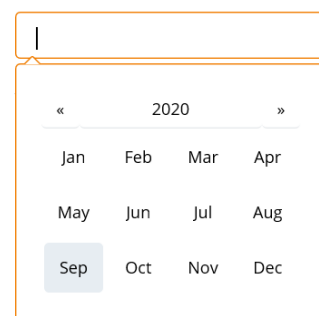


3. Click on **CREATE AN EVENT**

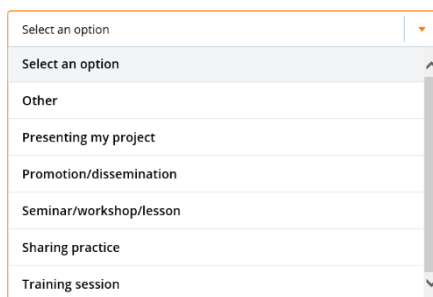


4. **Section 1:** Basic Information. Choose whether your event is an **ON-SITE EVENT** or an **ONLINE EVENT**
5. Give a **Title** and fill in a **Short Description** of the event.
6. **Section 2:** Event Details. Indicate the **date** when the event will be taking place.
7. If the event is on the same day, the **start** and end **date** will be the same.

When does it start?



8. Select what **kind of event** is taking place



9. Once again, **briefly describe the activity** during the event.
10. **How to attend.** For example, by email or announced on school bulletin.
11. **Section 3:** Select your school as a **LOCATION**
12. **Section 4:** Invite contacts. Select the educators involved in this event and click on **INVITE**
13. **Section 5:** Select tools. You can include a forum or a file archive in your event page. This is optional
14. **Section 6:** **Preview** your **EVENT** application
15. Click **SUBMIT**