How to create an Event in a Group

Mentors and mentees are able to create their own events in Groups.

1. Log in to the Qooper Website.

2. Navigate to the "Groups" 🔗 Groups section on the top bar menu.

3. Select the Group where you want to post the Event and click on the "View" button.

4. Select the "Events" tab and click on the "Create" tab to create a new event for the group.
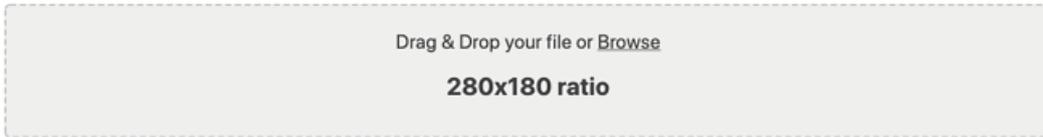

5. Fill out the required fields for your Event:

Title, Header image, Event Date & Time, Event Location, Location Notes, Event Description.

8. Select "Post" at the bottom to save your event and invite the other Group members.

Create Event

×

Title*

Title

Header Image*

Drag & Drop your file or Browse

280x180 ratio

Date & Time Availabilities

📅 Open Calendar

If a date and time is selected from the calendar, it is going to fill out the inputs below.

Start Date & Time*

📅 Fri, 02 Apr 2021

🕐 12:00PM

Location

Search Places

End Date & Time*

📅 Fri, 02 Apr 2021

🕐 12:00PM

Location Notes

Notes for the picked place

Description*

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