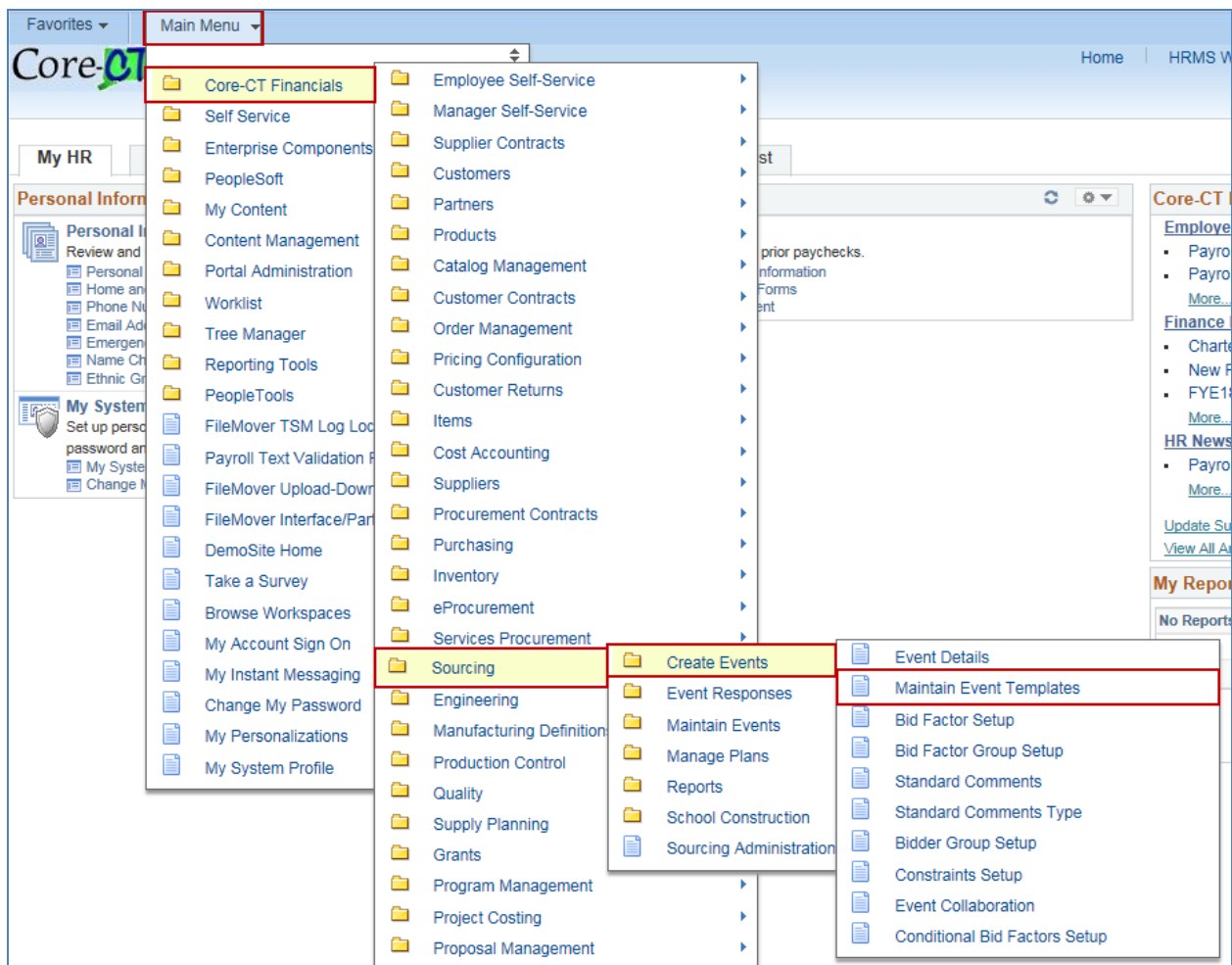


Create an Event Template

A template is pre-made set of guidelines for an event. The template includes parameters such as bid factors and invited bidders. For better organization and efficiency when creating and posting events, different templates can be made for various event types and then consistently re-used when posting repeat occurrences.

Bid Factors and Bid Factor Groups should be created prior to creating an event or an event template.

Navigation: *Main Menu > Core-CT Financials> Sourcing > Create Events > Maintain Event Templates*



1. Go to the “**Add a New Value**” tab, and enter the following information:
 - Enter the **Business Unit** “DASM1”.
 - Enter **Event ID** “Next”.
 - Choose the **Event Format** “Buy”.
 - The event is considered a Buy event since money will be going from the state to a supplier.
 - For informational events, the “RFI” type may be used.
 - Choose the **Event Type** “RFx”.
 - Choose the **Template Type** “Business Unit”.
 - Create a unique **Template ID** (i.e. Priority).
2. Click **Add**.

Favorites ▾ Main Menu ▾ > Core-CT Financials ▾ > Sourcing ▾ > Create Events ▾ > Maintain Event Templates

Core-CT

My HR Finance Manage CRM My CRM Core-CT Help Guest

Maintain Templates

Find an Existing Value **Add a New Value**

Business Unit 🔍

Event ID 🔍

Event Round 1

Event Version 1

Event Format ▾

Event Type ▾

Template Type ▾

Template ID

Add

Find an Existing Value | Add a New Value

The **Event Summary** page where the event template creation process will be completed by following steps: Define Event Basics, Configure Line Items, Select Bidders to Invite, and Posting the Template. The page mirrors many of the same options as the one used for posting an event except for the button to post an event.

3. Under **Event Summary** enter in the following information:
 - **Event Name** (i.e. Priority Template).
 - **Description** of the Template.
 - **Enter Preview Date** 1/1/1900. This date is for template purposes only and will be updated when the template is used to create an event.
 - The preview date cannot be later than the Start Date. During the preview period, suppliers are allowed to click into the bid, but no changes made will be submitted. If no preview period is needed, simply put the Preview Date Time as 1 minute before the Start Time.
 - Enter **Start Date** 1/1/1900
 - Enter **End Date** 1/30/1900

4. A previous event template may be copied by choosing a template from the **Copy From** dropdown and clicking **Go**.

Create an Event
Event Summary
 Business Unit DASM1 Event ID NEXT Round 1 Version 1 Event Format Buy
 Event Type RFx [Change to Auction](#)
 Event Status Open
 *Event Name Priority Template
 Description Priority Template
 Time Zone EDT
 Preview Date 01/01/1900 Time 1:59AM
 Start Date 01/01/1900 Time 2:00AM
 End Date 01/30/1900 Time 2:00AM
 Copy From [Dropdown] **Go**

The Preview Time should be 1 minute before the Start Time.

5. To choose Pre-qualification bid factor groups, navigate to **Step 1: Define Event Basics** on the Event Summary page, and click on Event Header Bid Factors.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

[* Event Settings and Options](#) [Payment Terms and Contact Info](#)
[Event Comments and Attachments](#) [Event Constraints](#)
[Event Header Bid Factors](#)

Step 2: Configure Line Items
Create line listings for this event.

[* Line Items](#) [Item Line Defaults](#)

The **Event Bid Factors** page is where the necessary header pre-qualification questions can be assigned to the template.

- 6. Add the prequalification questions to the list of bid factors by group:
 - o Click the **Add Bid Factors by Group** link at the bottom of the page.
 - o Do not use the “Select Bid Factors” link or type in a Bid Factor into the page. All bid factors should be pre-set and managed within a group.

Modify an Event

Event Bid Factors

Event ID 1000000001 Bid Factor Weighting Total 0.00000
Event Name System Test 1 Remaining Bid Factor Weight 100.00000

Bid Factors ?

Seq Nbr 1

*Bid Factor *Type Weighting

Question

Display Bid Factor?
 Bid Factor Response Required
 Ideal Response Required
 Include on Contract

Best Worst UOM

Select for deletion

[Add Bid Factors by Group](#) [Select Bid Factors](#) [Delete Selected Records](#)

Bid Factor Weighting Total 0.00000
Remaining Bid Factor Weight 100.00000

[Save Event Changes](#) GoTo [Go](#)

[Return to Event Overview](#)

[Return to Search](#) [Refresh](#) [Add](#) [Update/Display](#)

- Search by the specific Bid Factor Group Code, if known, or the Business Unit DASM1.
- Select either the “OSCG&R Pre-Qual Priority” OR the “OSCGR Pre-Qual Non-Priority” bid factor group using the right-most select column.
- Click **OK**.

Search Bid Factor Groups
✕

[Help](#)

Search Criteria

Bid Factor Group Code

Business Unit

Department

Reset
Search

Search Results Personalize | Find | |

First ⏪ 1-15 of 15 ⏩ Last

	Bid Factor Group Code	Description	Select
1	CTSYSMD	test	<input type="checkbox"/>
2	CTSYSTEST1MD	system test bid	<input type="checkbox"/>
3	CT_OSCGR_PREQUAL	OSCG&R Pre-Qual Priority	<input checked="" type="checkbox"/>
4	CT_OSCGR_PREQUAL_N	OSCGR Pre-Qual Non-Priority	<input type="checkbox"/>
5	CT_OSCGR_SCHDL_1	General Project Data	<input type="checkbox"/>
6	CT_OSCGR_SCHDL_2	Project Costs Excel Document	<input type="checkbox"/>
7	CT_OSCGR_SCHDL_3	Site and Facility Purchase Qs	<input type="checkbox"/>
8	CT_OSCGR_SCHDL_4	Educational Tech Infrastructur	<input type="checkbox"/>
9	CT_OSCGR_SCHDL_5	Bonus	<input type="checkbox"/>
10	CT_OSCGR_SCHDL_6	Space Standards Data	<input type="checkbox"/>
11	CT_OSCGR_SCHDL_7	Roof Replacement	<input type="checkbox"/>
12	CT_OSCGR_SCHDL_8	Extension & Alteration Detail	<input type="checkbox"/>
13	CT_OSCGR_SCHDL_9	Cost Estimating Worksheet	<input type="checkbox"/>
14	CT_SYS_TEST1	System test bid factor group 1	<input type="checkbox"/>
15	CT_SYS_TEST2	System Test Bid Factor Group 2	<input type="checkbox"/>

OK
Cancel
Refresh

- To delete a Bid Factor:
 - Click the minus icon to delete a specific bid factor row OR
 - Click the **Select for deletion** box in the bottom left-hand corner of the bid factor. Multiple bid factors can be selected at one time.
 - Scroll to the bottom and click **Delete Selected Rows**.

Modify an Event

Event Bid Factors

Event ID 1000000001 Bid Factor Weighting Total 0.00000
Event Name System Test 1 Remaining Bid Factor Weight 100.00000

Bid Factors

Seq Nbr 1

*Bid Factor *Type Weighting

Question

Best Worst

Select for deletion

UOM

Display Bid Factor?
 Bid Factor Response Required
 Ideal Response Required
 Include on Contract

Add Bid Factors by Group

Bid Factor Weighting Total 0.00000
Remaining Bid Factor Weight 100.00000

GoTo

< Return to Event Overview

Click the minus icon to delete a bid factor

Select All

Deselect All

7. Verify the added list of bid factors to confirm their accuracy and that the box for Display Bid Factor is checked.
 - There are additional options to check/uncheck for requiring a response, requiring an ideal response, or including on contract. These are created when the Bid Factor is set up, and should not need to be updated.
 - The Weighting functionality is not used by OSCG&R, but is a required field. In the first question ONLY, type 100 into the **Weighting** field.

Modify an Event

Event Bid Factors

Event ID SCP0060 Bid Factor Weighting Total 100.00000
 Event Name System Test 1 Remaining Bid Factor Weight 0.00000

Bid Factors ?

Seq Nbr 1
 *Bid Factor CT_PQ_5B Type List Weighting 100.00000

Question 1. Please select your Program Type, and attach the required SDE approvals for Speciality Programs (Magnet, Special Ed., Vo-Ag, etc.)

Display Bid Factor?
 Bid Factor Response Required
 Ideal Response Required
 Include on Contract

Ideal

▶ Bid Factor List Items
 ▶ Cost Contribution

Add Clauses To Bid Factor

Select for deletion

8. Click **Save Event Changes** and **Return to Event Overview**.

Create an Event

Event Bid Factors

Event ID NEXT Bid Factor Weighting Total 0.00000
 Event Name October Priority Remaining Bid Factor Weight 100.00000

Bid Factors ?

Seq Nbr 1
 *Bid Factor CT_PQ_PRIORITY *Type List Weighting 0.00000

Question 2. Please select your project types and/or bonuses.

Display Bid Factor?
 Bid Factor Response Required
 Ideal Response Required
 Include on Contract

Ideal

▶ Bid Factor List Items
 ▶ Cost Contribution

Add Clauses To Bid Factor

Select for deletion

Add Bid Factors by Group [Select Bid Factors](#) [Delete Selected Records](#)

Bid Factor Weighting Total 0.00000
 Remaining Bid Factor Weight 100.00000

Save Event Changes GoTo Go

< Return to Event Overview

[Refresh](#) [Add](#) [Update/Display](#)



9. Click **Line Items** under **Step 2: Configure Line Items** on the **Event Summary** page.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors

Payment Terms and Contact Info
Event Constraints

Step 2: Configure Line Items
Create line listings for this event.

* Line Items
Item Line Defaults

The **Line Items** page is for configuring listings at the line level and defines the bid factors for the types of projects. There are two categories: **Basic Definition** and **Advanced Definition**. **Basic Definition** sets up the number of line items that schools will need to respond to. Most of the information on the tab will not affect the event or bids, but needs to be filled-in as required by the delivered software. The project specific line items can be found under **Advanced Definition**.

10. Under **Basic Definition** of Line 1:
- **Item ID** is intentionally left blank.
 - Enter the **Description** “OSCGR”.
 - Select **Category** “72000000” for Building and Construction.
 - The following fields are required fields not used by OSCG&R, but must be entered as follows:
 - Enter **UOM** (Unit of Measure) “EA” (Eaches).
 - Enter **QTY** (Quantity) “1”.
 - Enter **Start Price** “1”.

Modify an Event

Line Items

Business Unit DASM1 Event ID 1000000002 Round 1 Version 1 Event Format Buy Event Type RFX

Template ID PRIORITY Template Type Business Unit

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From [] Go Filtered View [All Lines and Groups]

Line Items [?] Personalize | Find | View All | [] First 1 of 1 Last

Basic Definition Advanced Definition

Line	Item ID	Description	Category	*UOM	*Qty	Start Price	Ext. Amount	Weighting
<input type="checkbox"/> 1		OSCGR	72000000	EA	1.0000	1.0000	\$1.00	0.00000

Event Total: 1.0000 USD Line Weighting Total: 0 % Remaining Weight: 100%

Group Selected Lines [] OK

< Return to Event Overview GoTo [] Go

Save Event Changes

11. Under **Advance Definition** of Line 1.

- Click the **Details** link.

Create an Event

Line Items

Business Unit DASM1 Event ID NEXT Round 1 Version 1 Event Format Buy Event Type RFX
 Template ID PRIORITY2 Template Type Business Unit

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From Filtered View

Line Items 1 of 1

Line	Item ID	Description	Bidder Display Seq #	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints
<input type="checkbox"/> 1	<input type="text"/>	OSCGR	1	STATE		Details	Bid Factors	No

Event Total: 10000000.0000 USD Line Weighting Total: 0 % Remaining Weight: 100%

Group Selected Lines

- In the **Physical Nature** dropdown, select **Services**.
- In the **Bid Quantity Rule** field, select **Quantity Not Applicable**.
- Click the **Return to Event Lines Page** link.

Create an Event

Line Details

GoTo Line

Event ID NEXT Requested Quantity 1.0000
 Line 1 Start Price 10000000.0000
 Item ID OSCGR **Physical Nature**
 Description OSCGR Where Performed
 Item Biddable Only if Grouped

Shipping Information 1 of 1

Schedule 1
 Quantity Due Date Freight Terms
 Ship Via Ship To Ship From

Bid Parameters

Bid Required
 Reserve Price Min Quantity Max Quantity
Bid Quantity Rule
 Alternate UOM
 User Defined Price Breaks Bidder Defined Price Breaks

Item Specification
Line Image

[Return to Event Lines Page](#)



12. Click the **Advance Definition** tab.

- Click the **Bid Factors** link.

Create an Event

Line Items

Business Unit: DASM1 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy Event Type: RFX
Template ID: PRIORITY2 Template Type: Business Unit

Your event may consist of items from your item catalog and, optionally, ad-hoc items. You can create the event lines manually, or by copying lines from an existing event or template, or other allowed transaction types.

Copy From: Filtered View: All Lines and Groups

Line Items [?](#) Personalize | Find | View All | [?](#) | [?](#) First 1 of 1 Last

Line	Item ID	Description	Bidder Display Seq #	Item SetID	Belongs to or Contains	Details	Bid Factors	Constraints
<input type="checkbox"/> 1		OSCGR	1	STATE		Details	Bid Factors	No

Event Total: 10000000.0000 USD Line Weighting Total: 0 % Remaining Weight: 100%

Group Selected Lines:

- To add the schedules/project-specific line bid factors by their group, click **Add Bid Factors by Group** at the bottom of the page.

Create an Event

Line Bid Factors

GoTo Line: 1 - OSCGR

Line: 1 Bid Factor Weighting Total: 100.00000
Item ID: Remaining Bid Factor Weight: 100.00000
Description: OSCGR

Bid Factors [?](#)

Seq Nbr: 1

Bid Factor: BID_PRICE Type: Monetary Weighting: 0.00000

Question: What is your Bid Price

Best: 0.000000 Worst: 10000000.000000

Display Bid Factor
 Bid Factor Response Required
 Ideal Response Required
 Include on Contract

Select for deletion

[Add Bid Factors by Group](#) Select Bid Factors

Bid Factor Weighting Total: 100.00000
Remaining Bid Factor Weight: 100.00000

< Return to Event Lines Page

- Search by the specific **Bid Factor Group Code**, if known, or the Business Unit DASM1.
- Select the bid factor group(s) using the right-most Select column.
 - Choose from OSCGR_SCHDL 1-8.
- Click **OK**.

Search Bid Factor Groups
✕

[Help](#)

Search Criteria

Bid Factor Group Code

Business Unit

Department

Reset
Search

Search Results Personalize | Find | | First 1-15 of 15 Last

Bid Factor Group Code	Description	Select
1 CTSYSMD	test	<input type="checkbox"/>
2 CTSYSTEST1MD	system test bid	<input type="checkbox"/>
3 CT_OSCGR_PREQUAL	OSCG&R Pre-Qual Priority	<input type="checkbox"/>
4 CT_OSCGR_PREQUAL_N	OSCGR Pre-Qual Non-Priority	<input type="checkbox"/>
5 CT_OSCGR_SCHDL_1	General Project Data	<input checked="" type="checkbox"/>
6 CT_OSCGR_SCHDL_2	Project Costs Excel Document	<input type="checkbox"/>
7 CT_OSCGR_SCHDL_3	Site and Facility Purchase Qs	<input type="checkbox"/>
8 CT_OSCGR_SCHDL_4	Educational Tech Infrastructur	<input type="checkbox"/>
9 CT_OSCGR_SCHDL_5	Bonus	<input type="checkbox"/>
10 CT_OSCGR_SCHDL_6	Space Standards Data	<input type="checkbox"/>
11 CT_OSCGR_SCHDL_7	Roof Replacement	<input type="checkbox"/>
12 CT_OSCGR_SCHDL_8	Extension & Alteration Detail	<input type="checkbox"/>
13 CT_OSCGR_SCHDL_9	Cost Estimating Worksheet	<input type="checkbox"/>
14 CT_SYS_TEST1	System test bid factor group 1	<input type="checkbox"/>
15 CT_SYS_TEST2	System Test Bid Factor Group 2	<input type="checkbox"/>

OK
Cancel
Refresh

13. Click Return to Event Lines.

14. Click **Save Event Changes** and **Return to Event Overview**.

15. Go to **Bidder Invitations** under **Step 3: Select Bidders to Invite** on the **Event Summary** page.

Step 1: Define Event Basics
Enter basic information, general settings and optional rules for this event.

- * Event Settings and Options
- Event Comments and Attachments
- Event Header Bid Factors
- Payment Terms and Contact Info
- Event Constraints

Step 2: Configure Line Items
Create line listings for this event.

- * Line Items
- Item Line Defaults

Step 3: Select Bidders to Invite
Send out targeted invitations to this event, designate it as a public event, or both.

- * Bidder Invitations

Step 4: Invite Collaborators
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

- Event Collaborators

Step 5: Post Event
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event Template Info
Preview PDF



The **Invite Bidders** page is useful for managing the invitation list of eligible bidders on an event. The list of bidders in the template will pre-populate when the event is created. However, it is still possible to manually remove or add bidders within each event.

16. Add all districts/towns/schools as invited bidders under Search for Bidders.

- If the full list of bidders has been previously saved under a **Group ID**:
 - Go to **Show More** under **Search Criteria**.

- Enter the Group ID CT_OSCGR and click **Search**.
- Click the Select All link.
- Click **Return to Invite Bidders**.

Bidder Search Help

Search Criteria ?

Use Saved Search

Bidder Type

Name/Company

SIC Type

SIC Code

Contact

Group ID 1

Group Name

ID

State

City

Country

Postal

TIN

Supplier Specific

Type

Item ID

Include Not Open For Ordering

Show Less

▶ Profile Question Criteria ?

▶ Optional Organization Criteria ?

Results Option Type

Maximum Rows retrieved

2

4

3

Search Results Personalize | Find | View All | | | First 1-50 of 50 Last

Bidder ID	Bidder Type	Location	Bidder Company	Open for Ordering	Invite
1 0000000001	Supplier	MAIN	TOWN OF ANDOVER	Yes	<input checked="" type="checkbox"/>
2 0000000002	Supplier	MAIN	CITY OF ANSONIA	Yes	<input checked="" type="checkbox"/>
3 0000000003	Supplier	MAIN	TOWN OF ASHFORD	Yes	<input checked="" type="checkbox"/>
4 0000000004	Supplier	MAIN	TOWN OF AVON	Yes	<input checked="" type="checkbox"/>
5 0000000005	Supplier	MAIN	TOWN OF BARKHAMSTED	Yes	<input checked="" type="checkbox"/>
6 0000000006	Supplier	MAIN	TOWN OF BEACON FALLS	Yes	<input checked="" type="checkbox"/>
7 0000000007	Supplier	MAIN-ACH	TOWN OF BERLIN	Yes	<input checked="" type="checkbox"/>
8 0000000008	Supplier	MAIN	TOWN OF BETHANY	Yes	<input checked="" type="checkbox"/>

- If an additional bidder needs to be added:
 - Enter the Bidder ID of each individual district/town/school under **ID** and **Search** or click **Search** without any criteria to see a list of eligible bidders.
 - Check the Invite column for all relevant bidders.
 - Click **Return to Invite Bidders**.

17. Verify the final list of invited bidders for accuracy.

Modify an Event

Invite Bidders

Business Unit DASM1 Event ID SCP0038 Round 1 Version 1 Event Format Buy Event Type RFx

Template ID TEST0808 Template Type Business Unit

Public Event

Bidder Invitation List Personalize | Find | View All | First 1-20 of 50 Last

Select	Bidder ID	Bidder Type	Location	Name	*Dispatch Method		
<input type="checkbox"/>	000000001	Supplier	MAIN	TOWN OF ANDOVER	Email		
<input type="checkbox"/>	000000002	Supplier	MAIN	CITY OF ANSONIA	Email		
<input type="checkbox"/>	000000003	Supplier	MAIN	TOWN OF ASHFORD	Email		
<input type="checkbox"/>	000000004	Supplier	MAIN	TOWN OF AVON	Email		
<input type="checkbox"/>	000000005	Supplier	MAIN	TOWN OF BARKHAMSTED	Email		
<input type="checkbox"/>	000000006	Supplier	MAIN	TOWN OF BEACON FALLS	Email		
<input type="checkbox"/>	000000007	Supplier	MAIN-ACH	TOWN OF BERLIN	Email		
<input type="checkbox"/>	000000008	Supplier	MAIN	TOWN OF BETHANY	Email		
<input type="checkbox"/>	000000009	Supplier	MAIN	TOWN OF BETHEL	Email		
<input type="checkbox"/>	000000010	Supplier	MAIN	TOWN OF BETHLEHEM	Email		
<input type="checkbox"/>	000000011	Supplier	MAIN	TOWN OF BLOOMFIELD	Email		
<input type="checkbox"/>	000000012	Supplier	MAIN	TOWN OF BOLTON	Email		
<input type="checkbox"/>	000000013	Supplier	MAIN	TOWN OF BOZRAH	Email		
<input type="checkbox"/>	000000014	Supplier	MAIN	TOWN OF BRANFORD	Email		
<input type="checkbox"/>	000000015	Supplier	MAIN	CITY OF BRIDGEPORT	Email		

Search for Bidders Dispatch Lines Save Bidders as Group

 GoTo

18. Save Event Changes and Return to Event Overview.

Modify an Event

Invite Bidders

Business Unit DASM1 Event ID 100000002 Round 1 Version 1 Event Type

Template ID PRIORITYMD Template Type Business Unit

Public Event

Bidder Invitation List Personalize | Find | View 100 | [Print] [Excel] First 1-20 of 169 Last

Bidder ID	Bidder Type	Location	Name	*Dispatch Method		
000000001	Supplier	MAIN	TOWN OF ANDOVER	Email	[Download]	[Arrow]
000000002	Supplier	MAIN	CITY OF ANSONIA	Email	[Download]	[Arrow]
000000003	Supplier	MAIN	TOWN OF ASHFORD	Email	[Download]	[Arrow]
000000004	Supplier	MAIN	TOWN OF AVON	Email	[Download]	[Arrow]
000000005	Supplier	MAIN	TOWN OF BARKHAMSTED	Email	[Download]	[Arrow]
000000006	Supplier	MAIN	TOWN OF BEACON FALLS	Email	[Download]	[Arrow]
000000007	Supplier	MAIN-ACH	TOWN OF BERLIN	Email	[Download]	[Arrow]
000000008	Supplier	MAIN	TOWN OF BETHANY	Email	[Download]	[Arrow]
000000009	Supplier	MAIN	TOWN OF BETHEL	Email	[Download]	[Arrow]
000000010	Supplier	MAIN	TOWN OF BETHLEHEM	Email	[Download]	[Arrow]
000000011	Supplier	MAIN	TOWN OF BLOOMFIELD	Email	[Download]	[Arrow]
000000012	Supplier	MAIN	TOWN OF BOLTON	Email	[Download]	[Arrow]
000000013	Supplier	MAIN	TOWN OF BOZRAH	Email	[Download]	[Arrow]
000000014	Supplier	MAIN	TOWN OF BRANFORD	Email	[Download]	[Arrow]
000000015	Supplier	MAIN	CITY OF BRIDGEPORT	Email	[Download]	[Arrow]

Search for Bidders Save Bidders as Group

Save Event Changes GoTo [] [Go]

Click the download icon to export the list of bidders to Excel

Click the arrows to scroll through the rows of bidders

Click the minus icon to delete a bidder

Click the icon to view bidder details

19. Click **Save Event** under **Step 5: Post Event** on the **Event Summary** page to successfully save the template.

Step 1: Define Event Basics

Enter basic information, general settings and optional rules for this event.

* Event Settings and Options
Event Comments and Attachments
Event Header Bid Factors

Payment Terms and Contact Info
Event Constraints

Step 2: Configure Line Items

Create line listings for this event.

* Line Items

Item Line Defaults

Step 3: Select Bidders to Invite

Send out targeted invitations to this event, designate it as a public event, or both.

* Bidder Invitations

Step 4: Invite Collaborators

Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

Event Collaborators

Step 5: Post Event

When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Save Event

Template Info

Preview PDF