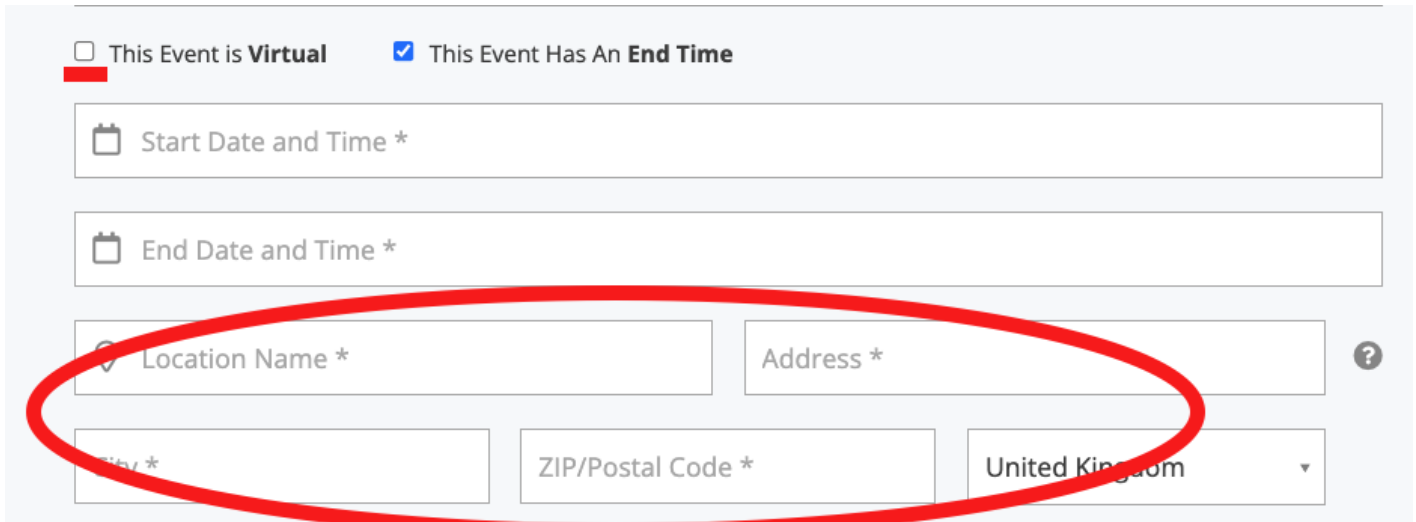


In-person events

The guidance for creating an in-person event is very similar to [creating an online event](#) - but in step 2 you just need to give the physical location of the event.



The screenshot shows a form for creating an event. At the top, there are two checkboxes: "This Event is Virtual" (unchecked) and "This Event Has An End Time" (checked). Below these are two date and time input fields: "Start Date and Time *" and "End Date and Time *". A red circle highlights the location information section, which includes a "Location Name *" field, an "Address *" field, a "City *" field, a "ZIP/Postal Code *" field, and a "Country" dropdown menu currently set to "United Kingdom". A help icon (?) is visible next to the address field.

If you need help on this, please book time on our [Training Request Form](#), or [contact the Action Network Data Team](#).
