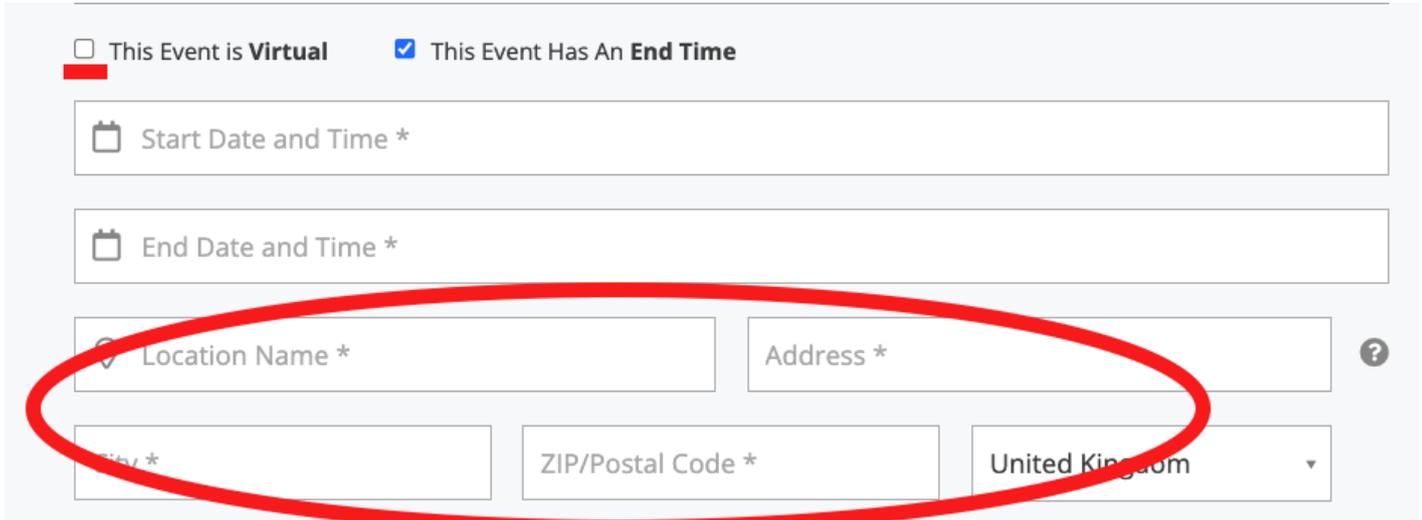


# In-person events

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 selection fields: "Start Date and Time \*" and "End Date and Time \*". The bottom section of the form, which is circled in red, contains location information: "Location Name \*" and "Address \*" (with a help icon), "City \*" (partially visible), "ZIP/Postal Code \*", and a country dropdown menu currently set to "United Kingdom".

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

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