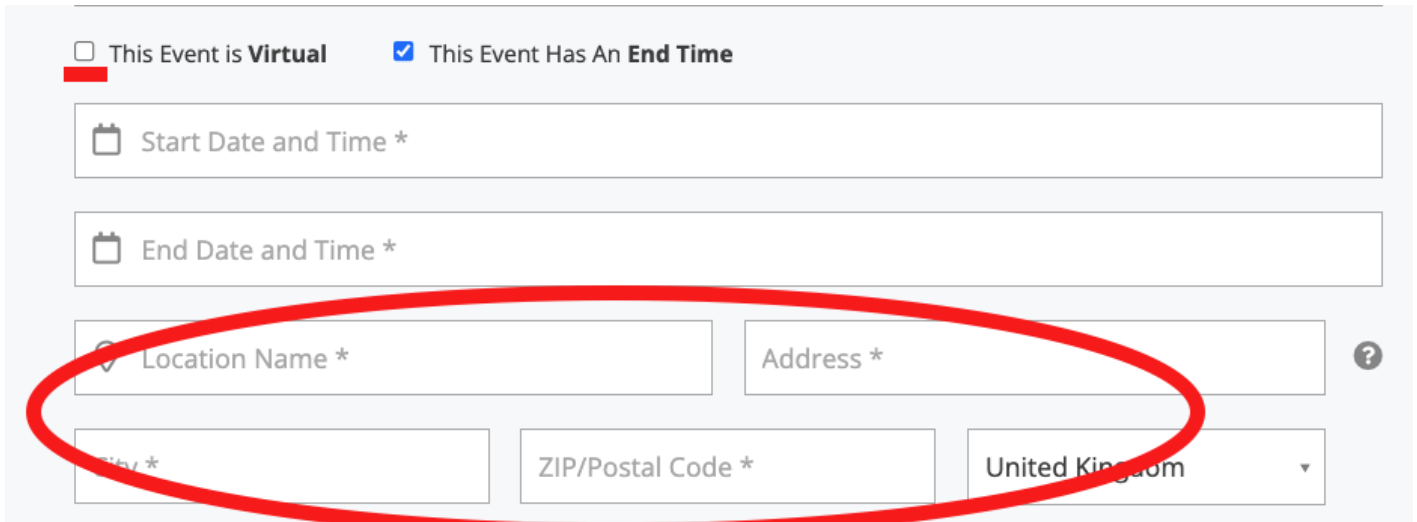


# In-person events

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 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.

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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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