

## Events Template

You can use the events template to create a page to showcase an event. You can upload an image along with the date & time of your event, the location, contact info and even create a button for people to register for your event.

**NOTE:** SharePoint does not have a registration system built in, you will have to use an external system for registration.

### Title

Page Image

[Click here to insert a picture from SharePoint.](#)

Image Caption

Page Content

### Date & Time

Start Date

End Date

Description

URL

Type the Web address: (

Type the description:

### Location & Contact Info

Location Name


Street Address

City

State/Province

ZIP/Postal Code

Event Location Description



[View in Google Maps](#)