

Welcome to our comprehensive guide on adding an Event in Gridlex Zip.

Whether you're organizing meetings, webinars, or other gatherings, Gridlex Zip is designed to make your event management smoother and more systematic. By the end of this tutorial, you'll be well-equipped to create, manage, and record event data seamlessly.

This tutorial will walk you through adding an event in Gridlex Zip.

**Step 1:** Log in to the Gridlex App Suite and click 'Events' under the Zip section.

**Step 2:** Click 'Create New Event' on the top right.

**Step 3:** Select the Event template you want to use from the dropdown menu.

**Step 4:** Fill in the Event Information fields per your requirements.

**Note:** The fields on this page will be imported from the Event Template that you have selected. If you want to add additional information to your events, you can do so by [creating custom fields](#) accordingly and mapping them to the event template you are using.

**Step 5:** Add the Venue / Location Details. Click "Next" when done. You'll now be taken to the "Event Contacts" page.

**Note: This action will also put the Event on the Events Listing page. You can also use the “Save as Draft” option to add the Event to drafts.**

Congratulations! You have successfully created an Event in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email [apps@gridlex.com](mailto:apps@gridlex.com) and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.