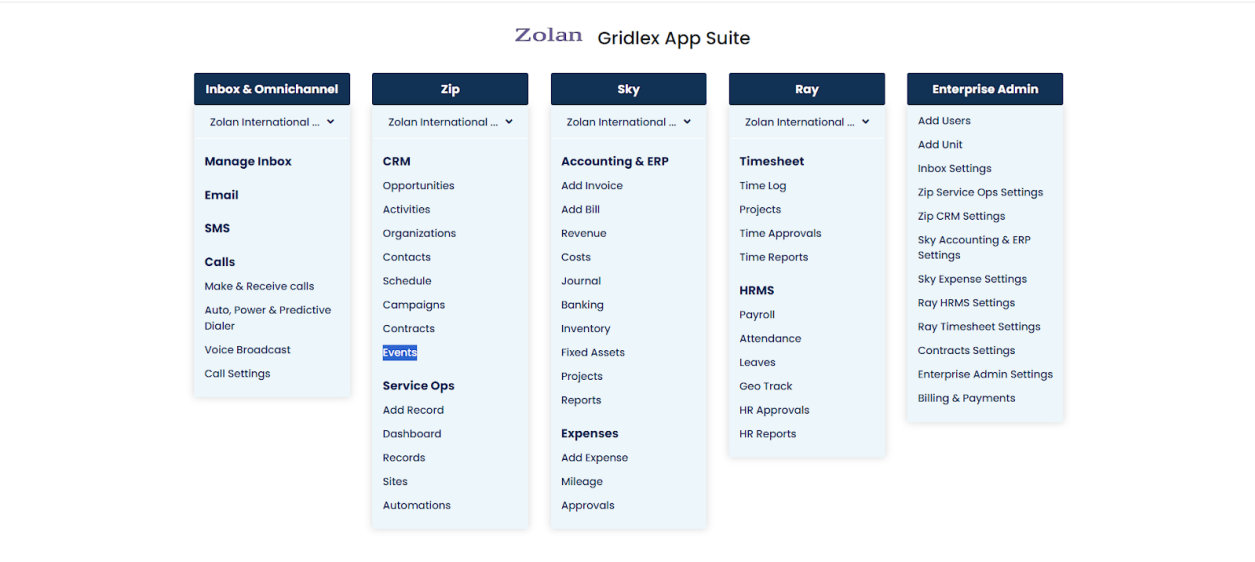


Welcome to our comprehensive guide on adding an Event in Gridlex Zip.

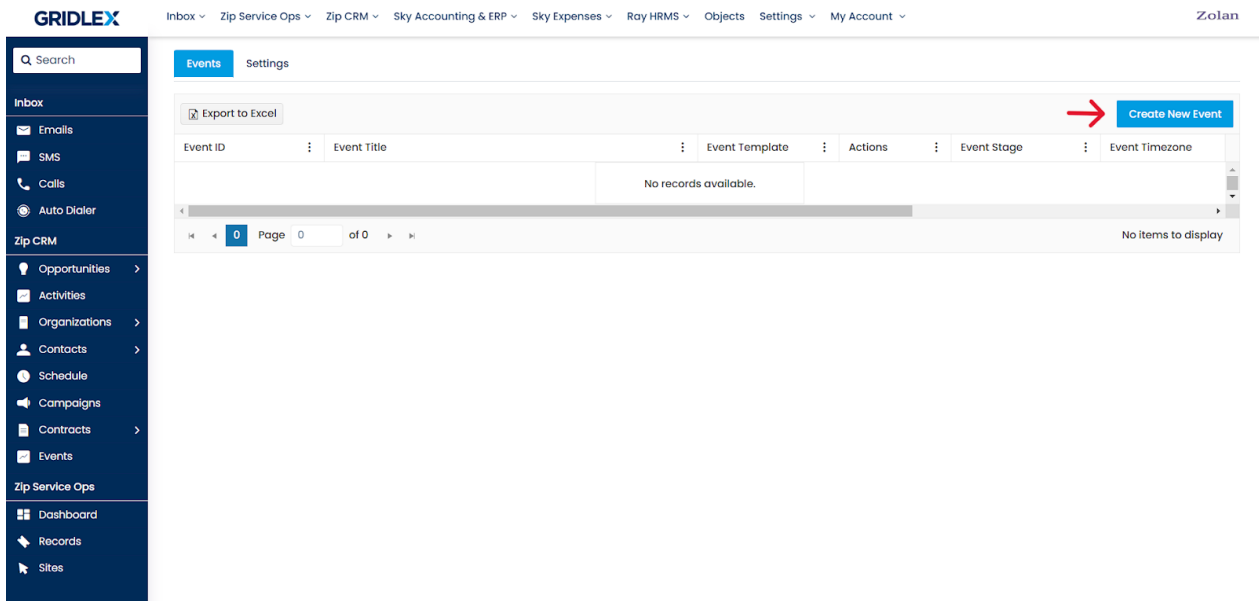
Whether you're organizing meetings, webinars, or other gatherings, Gridlex Zip is designed to make your event management smoother and more systematic. By the end of this tutorial, you'll be well-equipped to create, manage, and record event data seamlessly.

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.

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Zip Service Ops

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Event information

Event Title * Event Format

Event Description *

Health First is a premier gathering that brings together leading professionals, researchers, and thought leaders from the BioPharma industry. This event aims to foster discussions, share insights, and pave the way for innovative solutions that prioritize health. Attendees will have the opportunity to engage in interactive sessions, panel discussions, and networking opportunities, all while exploring the latest advancements and breakthroughs in

Event Timezone * Event Starts At * Event Ends At *

Event Registration Status Event Registration Capacity *

Event Registration Starts At Event Registration Ends At

Venue / Location

Address Line 1 * Address Line 2

[Save as Draft](#) [Next](#)

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.

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No Registration Required

Event Registration Starts At Event Registration Ends At

Venue / Location

Address Line 1 * Address Line 2

Street * Area/City *

State/Province * Zip Code * Country *

Links

Event Meeting Link

[Save as Draft](#) [Next](#)

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 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.