Create an Event

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From the PASS home screen:

1. Click **List of events**.
2. Click **Create New Event**.
3. Enter the **event** in the Event field.
4. Click the **Curriculum** field; then click the appropriate **curriculum**.
5. Enter a **description** in the Description field.
6. Click the **Estimated Length of Time in minutes** field.
7. Enter the **duration** of the event; then press [**Tab**].
8. Ensure that all information is accurate; then click **Save**.