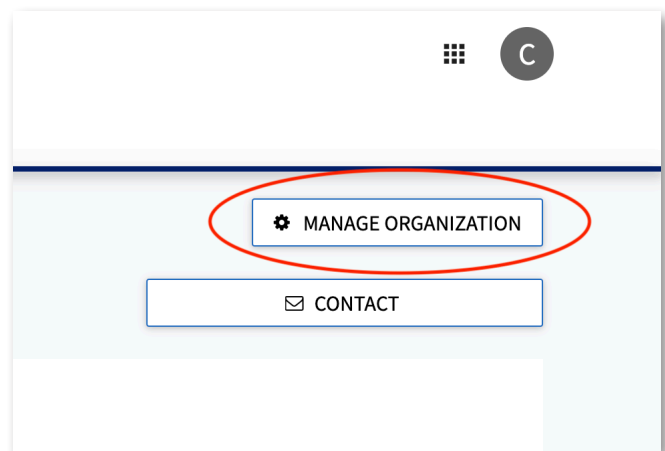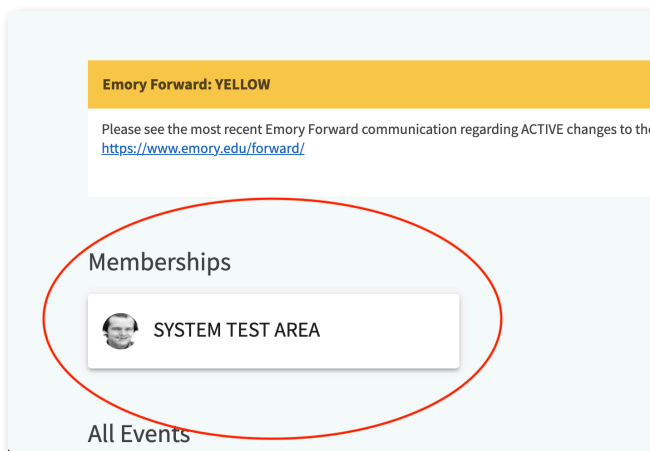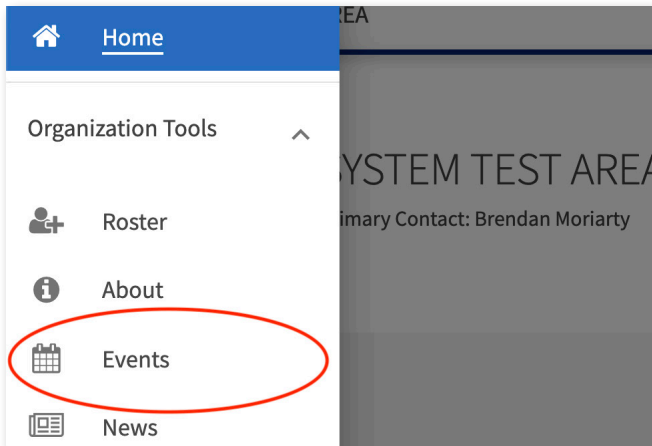# How to Create an Event

The Hub 'Events' tool allows you to manage your organization's events, including event postings, invitations and manage attendance all from one central location.

To get started:

1. Log in to the Hub at thehub.emory.edu, and click on the organization you wish to add an event for underneath 'Memberships'.

2. Once on the organization page, click 'Manage Organization' on the top right.

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3. Click the three vertical lines in the upper left-hand corner, and from the dropdown menu select 'Events'. This will take you to the 'Manage Events' page.
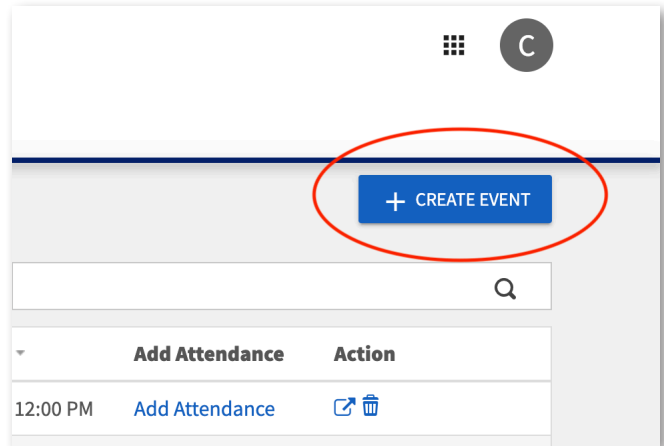
4. To create a new event, click the '+ Create Events' button in the upper right-hand corner. This will take you to the 'Create Event' page.
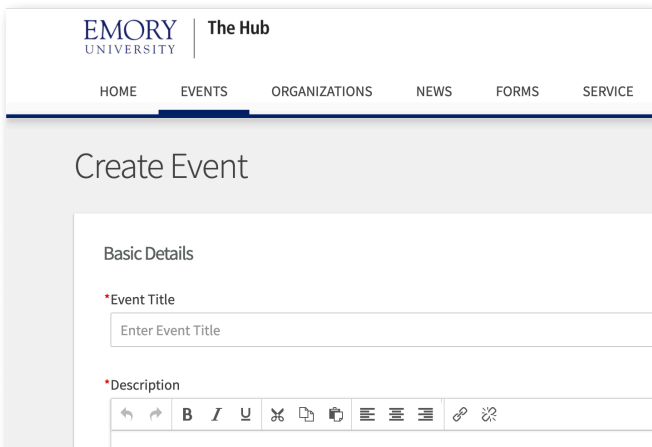
5. On the 'Create Event' page, enter the information for your event.

Once your event is posted, students can view your event through the Hub at thehub.emory.edu and through the Corq apps for iOS and Android.

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