

## Creating an Event type

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An [Event type](#) defines a type of meeting offered to Customers. Creating new Event types is easy, and you can create as many as you need. You can create a new Event type from scratch or [duplicate an existing Event type](#) to copy all your settings.

In this article, you'll learn how to create a new Event type.

### Requirements

To create Event types, you must be a [OnceHub Administrator](#).

### Creating an Event type

1. Go to **Setup** -> **ScheduleOnce setup** in the top navigation bar.
2. Click the Plus button  in the **Event types** pane. Another way to create a new Event type is by [duplicating an existing one](#) that is similar to the one you're creating.
3. The **New Event type** pop-up appears (Figure 1).

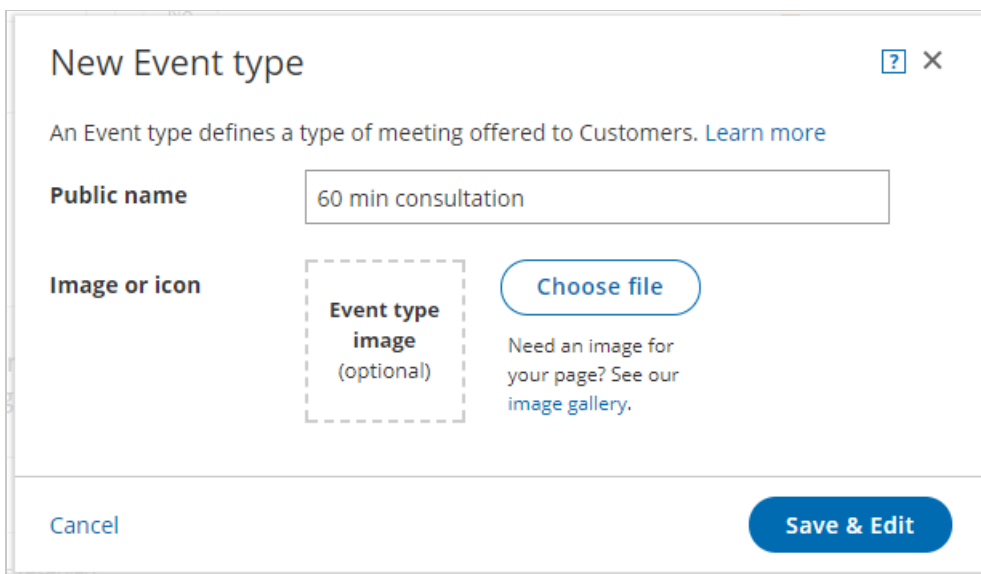


Figure 1: New Event type pop-up

4. Define the properties for your Event type:
  - **Public name:** The Public name is visible to Customers as the meeting type title. It can be changed in the [Public content section](#) later.
  - **Image or icon (optional):** You may add an icon or image that will be visible to Customers. It can be changed in the [Public content section](#) later.
  - Additional properties will be available after clicking **Save & Edit**.
5. Click **Save & Edit**. You will be redirected to the [Event type Overview section](#) to continue editing your settings.