

Creating an Event type

Last Modified on Nov 17, 2022


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 **Booking pages** in the bar on the left.
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).

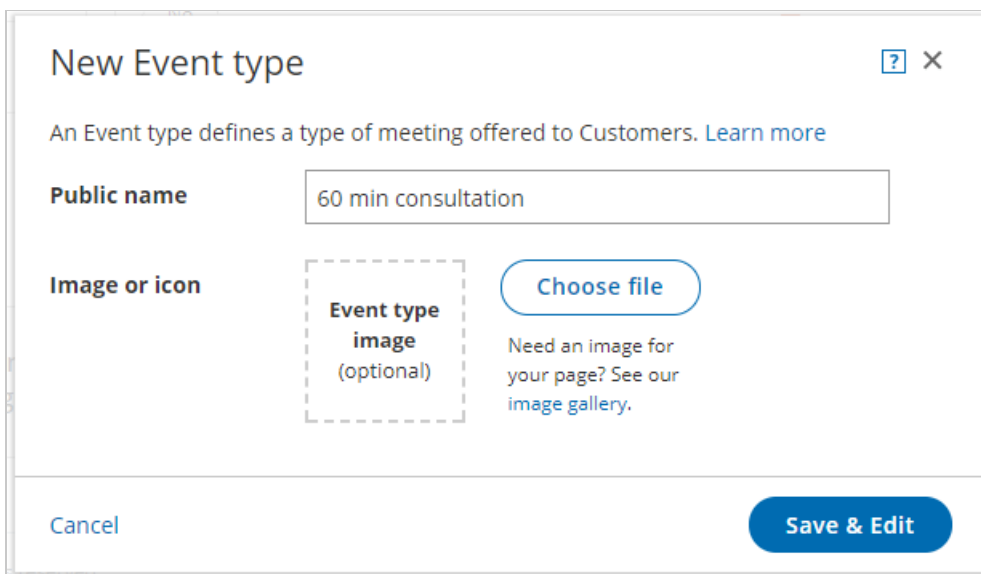


Figure 1: New Event type pop-up

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.