Share Events with Juvare Exchange

As a user with Event Management rights, you can choose to share information about new or existing events with specific networks belonging to Juvare Exchange.

To create and share information about a new event

1. On the main menu, point to **Event** and in the list, click **Event Management**. The *Event Management* page opens.
2. Take one of these actions.

If you want to...	Then...
Create a new event,	a. Click **Create New Event**. b. Locate the event template and, on that row, click **Create**. The *Create Event* page opens. c. Enter the necessary info (for example, Title, Information, Event Start, and Event End). d. For **Resources to Participate in This Event**, select the check boxes for involved resources. e. For **Network Sharing**, select the check boxes for JX networks with which you want to share this event.
Create an ad hoc event,	a. Click **Create Ad Hoc Event**. The *Create Ad Hoc Event* page opens. b. Enter the necessary info (for example, Title, Information, Event Start, and Event End). c. For **Share with JX Networks**, select the check boxes for JX networks with which you want to share this event.
Create a multi-region event,	a. Click **Create Ad Hoc Event**. The *Create Ad Hoc Event* page opens. b. Enter the necessary info (for example, Title, Information, Event Start, and Event End). c. For **Share with JX Networks**, select the check boxes for JX networks with which you want to share this event.

3. Click **Save**.

To share information about an existing event

1. On the main menu, point to **Event** and in the list, click **Event Management**. The *Event Management* page opens.
2. Locate the event and, on that row, click **Edit**. The *Edit Event* page opens.
3. Select or clear check boxes for the networks with which you want to share event information.