

Create a New Event

[Home](#) > [EMTrack](#) > [EMTrack Juvare Events](#) > Create a New Event



Juvare Events allows patients to pre-register for upcoming events such as vaccination clinics. After an event has been created and made available to the public, patients can go to the designated web address to register and pick a timeslot. After this, patients receive a ticket via email that they should bring with them to the event.

IMPORTANT: Do not click Create a new event as this will create a completely empty event that will be more complex to configure.

To create a new event

1. In Juvare Events, on the left, click **Events**. The *Events* page opens.
2. In the *Filter* section, in the first field, enter **template**.
3. On the right, click **Filter**. Your organization's event template appears in the results.
4. On the right, click the clone event icon.

The screenshot shows the Juvare Events interface. On the left is a sidebar with navigation links: Events (highlighted), Settings, Teams, Export, Devices, Gift cards, Webhooks, and Juvare notify. The main area has a 'Filter' section with a search bar containing 'template', a dropdown menu set to 'All events', and input fields for 'BillingID' and 'AgencyNumber'. A 'Filter' button is on the right. Below the filter is a table with columns: Event name, Start date / End date, and Status. The table contains two rows, both labeled 'TEMPLATE' with a 'Clone' icon. The first row has 'TEMPLATE - Oak Park' as the event name, 'Inet8 - AgencyNumber: 80120201081 - BillingID: 80000000' as the start/end date, and 'Event scheduled' as the status. The second row has 'TEMPLATE' as the event name, 'ympt8 - BillingID: 80000000' as the start/end date, and 'Event scheduled' as the status.

5. For **Event Type**, take one of these actions.
 - a. If you are not using timeslots, click **Singular event or non-event shop**.
 - b. If you are using timeslots, click **Event series or time slot booking**.

The screenshot shows the 'Event type' selection dialog. It has two radio button options. The first option is 'Singular event or non-event shop', which is selected. Below it is a description: 'An event with individual configuration. If you create more events later, you can copy the event to save yourself some work. Examples: Conferences, workshops, trade fairs, one-off concerts, sale of digital content, multi-day events with combination tickets.' The second option is 'Event series or time slot booking', which is not selected. Below it is a description: 'A series of events that share the same configuration. They can still be different in their dates, locations, prices, and capacities. Examples: Multiple presentations of the same show, same concert in multiple locations, museums, libraries, or swimming pools, events that need to be booked together in one cart.'

6. Click **Save**.
7. Take one of these actions.
 - a. Continue with the procedure [Create a Single Event](#).
 - b. Continue with the procedure [Create an Event Series](#).