



RANGGO SOCIAL

**GUIDE FOR
CREATING EVENTS IN
THE RANGGO APP**

www.myranggo.com



Guide for Creating **Events** in the **RANGGO App**

Business Partners can create and share Events using the RANGGO App.

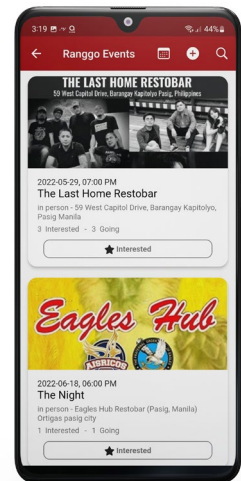
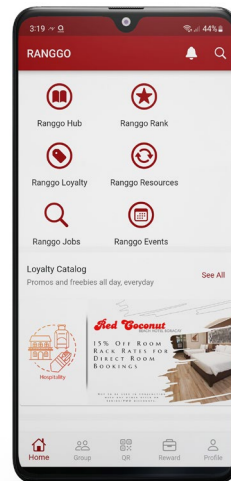
Whether you want to share details of, or create, an internal team event or meeting for your employees. Or set up networking, Job Fair, training, or seminar events, it's really simple and quick to do on RANGGO.

There are two event types to choose from; In-Person Events and Online Events.

Creating an Event

Go to the Home Page and select the Event Icon, you will see other open events have already been listed or shared.

To create an event, click the + button on the top red bar



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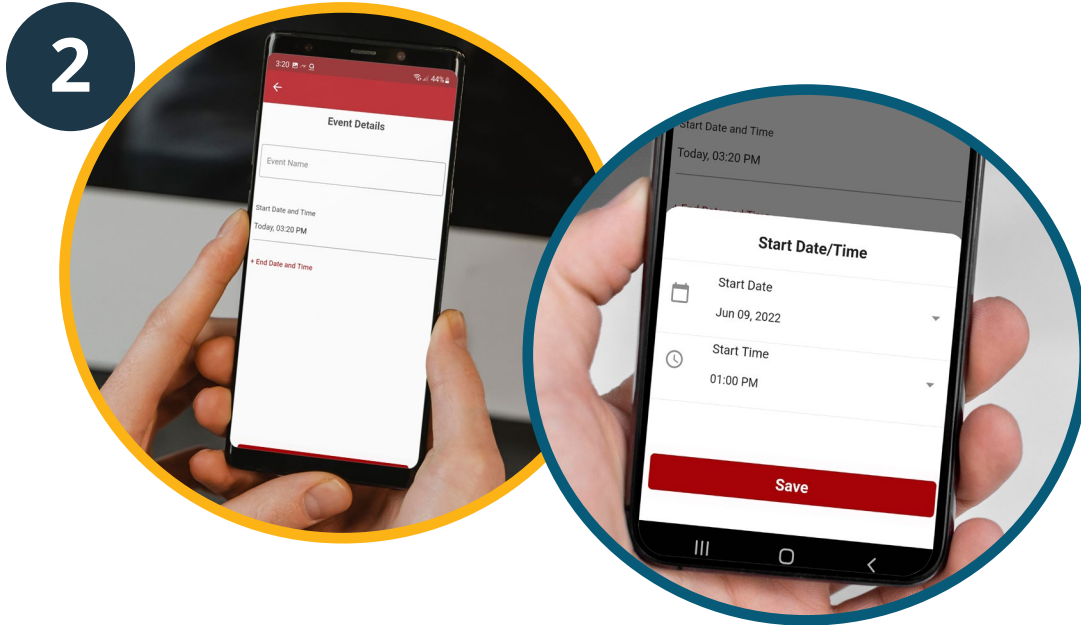


If you are creating or sharing an event which requires physical attendance, select In-Person.

If you are creating or sharing an event which is online, select Online

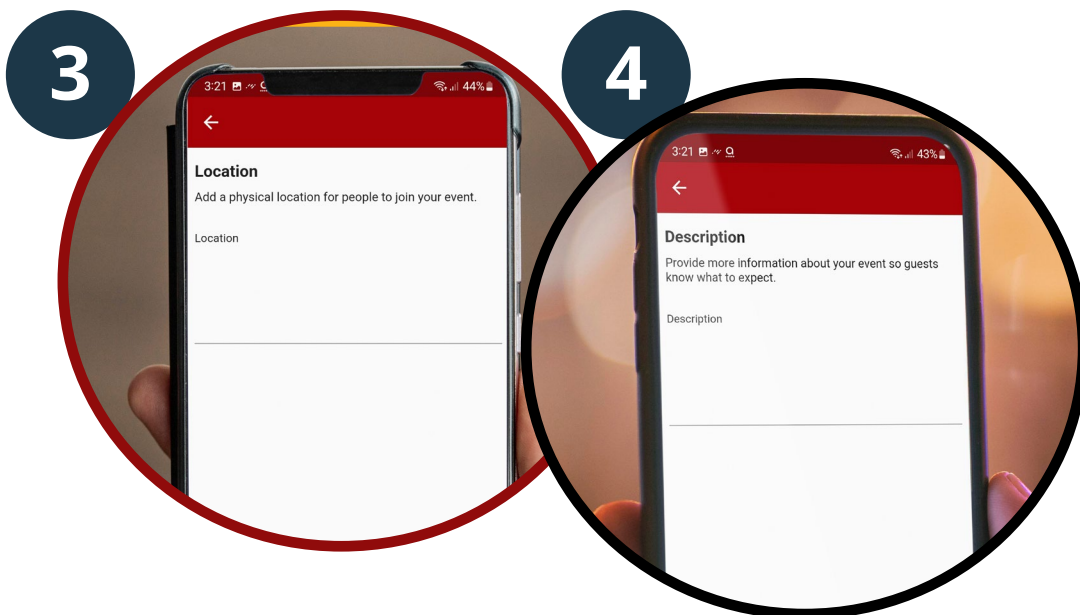
Creating an In Person Event

First Name your event, and then set the date and time

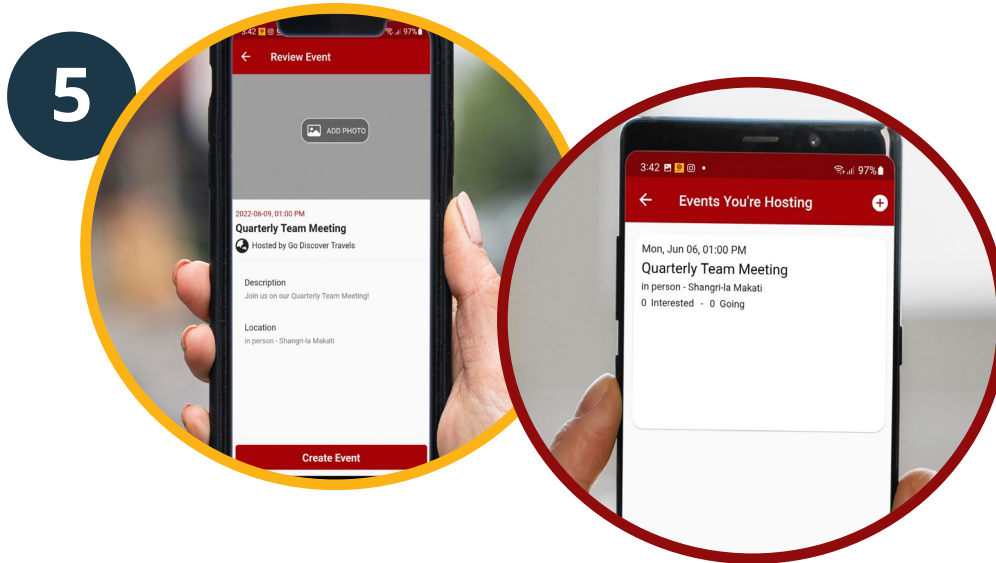


Next add the Location for your Event.

Add the name of the venue, the address and phone number or email address. Click Next then add a description about the event and click next.



You can now add a photo and then launch your event on RANGGO

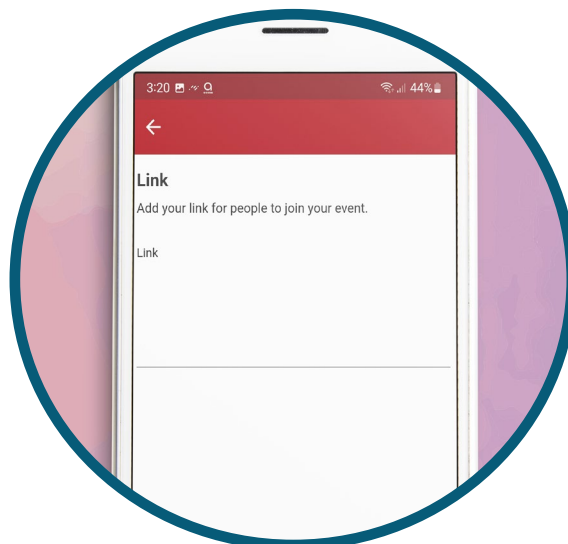


Creating an Online Event

Follow steps 1 and 2 for creating an In-Person event

After you have added the Event Title, Date and Start time the next bit to complete is the link to the meeting.

This is where you add the Zoom, Google Meets or other online meeting URL people will need to join the event. Click next



Now follow steps 3-5 given under the In-Person Event Set up.

It really is very simple to create and share events on the **RANGGO App!**



Thank
You

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