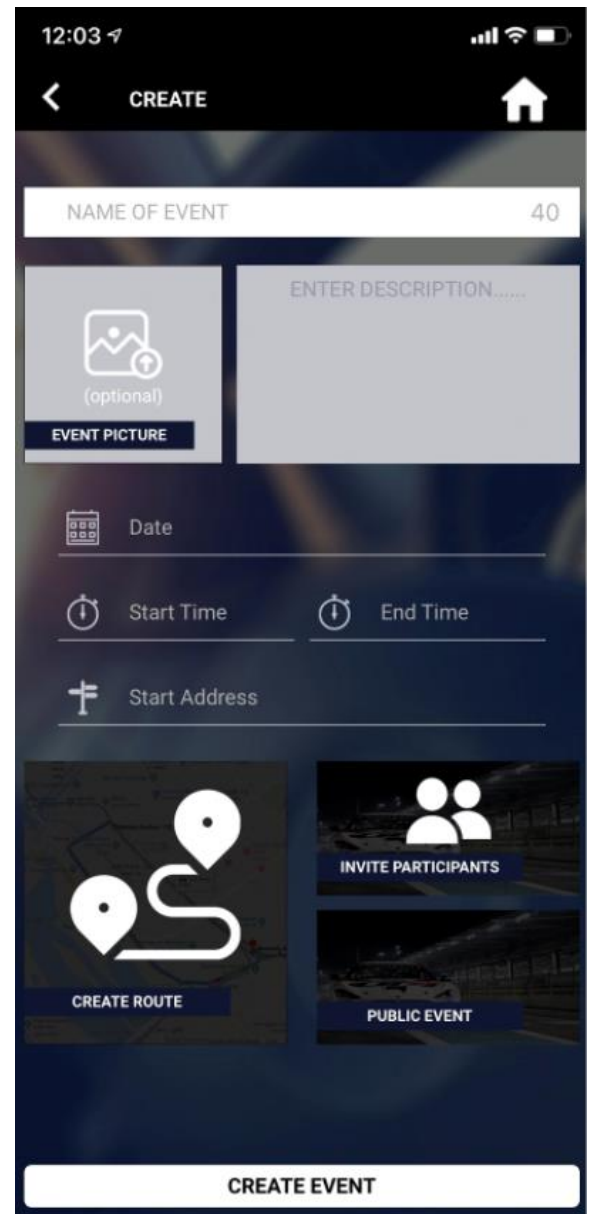# Creating Events

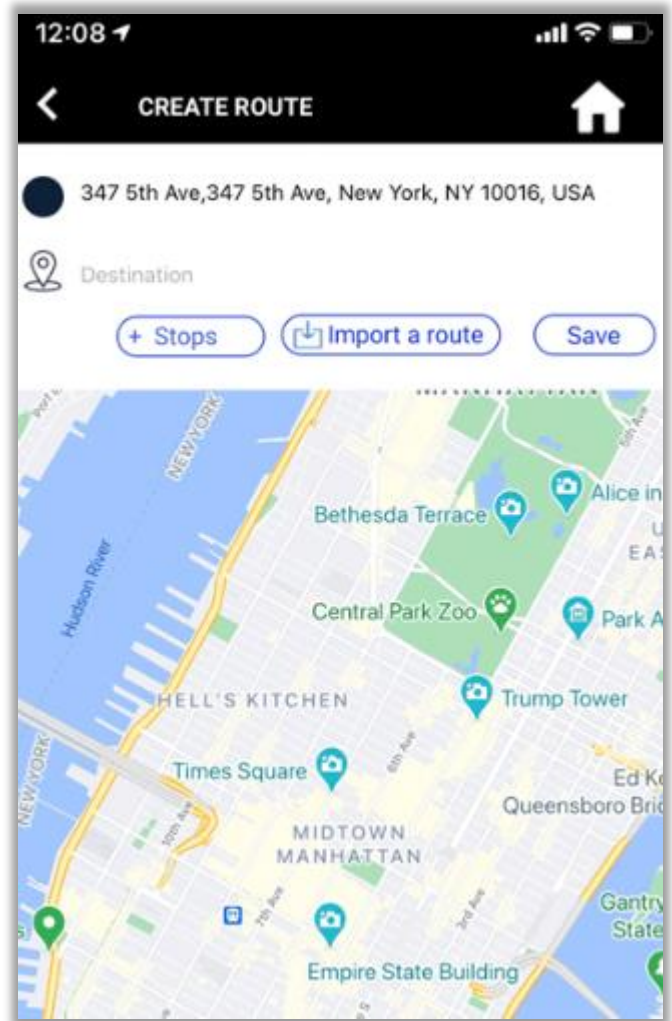1. On the Home Screen, tap, "Create Event"

2. Enter the name of your event, up to 40 characters (including spaces)
3. Add an Event Picture – all participants will see this, we recommend it!
4. Enter a description of your event so participants know what to expect
5. Set your event date
6. Set your event Start Time
   a. Setting an event start time will not automatically start the event
   b. Setting the start time is simply to let participants know when the group intends to leave from the starting address
7. Set your event End Time
   a. Setting an End Time is for approximation purposes only for participant planning
   b. Your event will not end automatically at the End Time

8. Set your Starting Address
   a. This does not yet affect your route – this is only to show participants where the event shall kick off

9. Create a Route: Using mapNdrive
   a. Tap "Create Route"
   b. Tap the top address bar to enter your address starting point. The address bar will default to your current address based on GPS coordinates
   c. Tap "Destination" to input your final destination address
      i. **Please note**: you must input a destination address before you may add stops to your route
   d. Tap "+ Stops" to add stops
   e. **Using Stops to create a back road route**
      i. If you're creating a back roads route for a fun drive, you may utilize "Stops" to act as waypoints
      ii. Enter address points along the start and end points of each road you wish to navigate
      iii. Multiple Stops linked will create a great, dynamic route
      iv. For complex routes, we recommend using the Google Maps import feature outlined below
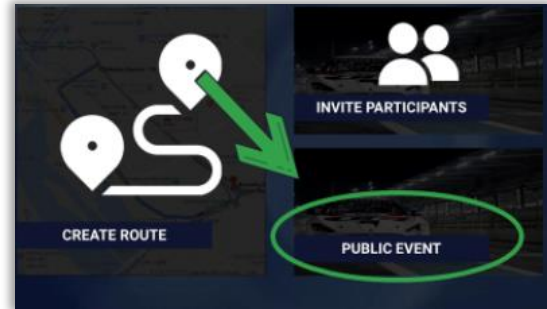   f. Once you've set your route, tap "Save"

10. Create a Route: Using Google Maps
    a. Tap "Create Route"
    b. Tap "Import a Route"
    c. Select "Google Maps"
    d. Paste the URL from your completed Google Maps route directly from your browser

11. Create a Route: Using KMZ map file
    a. Tap "Create a Route"
    b. Tap "Import a Route"
    c. Select "KMZ File"
    d. Browse and select your KMZ map file
    e. For info on how to create a KMZ file from a Google Map route, please click HERE

12. Set Event Privacy
    a. Tap "Public Event" in the bottom right
    b. This will toggle the event to Private, generating a Secret Code
    c. Make sure to Copy/Paste the Secret Code before clicking off the pop-up
    d. To switch the event to Public, tap "Private Event" again

13. Invite Participants
    a. Tap "Invite Participants"
    b. Search for participants by username, email, phone number, or first/last name
    c. Tap the checkbox next to each participant you wish to invite
    d. Tap "Invite Participants"

14. Invite Participants via Secret Code
    a. Once your event has been completed, you may send participants the Secret Code via text, email, or any other method of communication

15. Finalize Your Event
    a. Once you've finished the above steps, tap "Create Event" to save your event