Setting up your event

Here are steps on how you can create the first steps of your event page and get those most out of our core features.

**Step 1: Register for an account on the Canapii website**

First you need to register for an account via [www.canapii.com](http://www.canapii.com) for more information.

**Step 2: Create an account**

When you first sign up to Canapii, you will be shown your ‘master console’. It’s here you can create the foundations of your event. Click on ‘create an event’ to get started.

You will then be asked to fill in some basic event details such as name of the event, date, organisation/company name, time zones and URL.

**Note:** All the details you enter here can be changed later *apart from the event URL.*

**Step 3: Event console**

The event Console homepage gives you an overview of your event statistics and a visual step-by-step infographic on how to best build your event. You will see the steps are linked to the sidebar on the left-hand side.

**Step 4 - Core features**

On the left-hand side of your event console, you will see all the options to personalize your event. Here is where you see and manage all key aspects of your event experience, including meetings, tickets, registration, and attendee information.