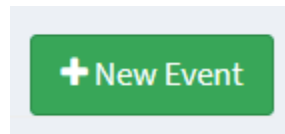


Event Partners should follow these steps in order to create a Girl Powered Workshop.

- Navigate to www.robotevents.com.
- Login with your RobotEvents account.
 - If you do not have Event Partner access, please contact your Event Engagement Manager.
- Select Admin from the main menu.

 en ▾ | [Admin](#) || [My Account](#) || [Logout](#)

- Select “New Event”



- Under “Program/Season” select “Workshops and Camps”
- Select “Workshop”
- Complete Event Information:
 - **Event Name:** Use the standardized portion of it “2022 GP October Workshop”, plus whatever name that best defines your event.
 - **Event Capacity:** this is the number of attendees you are planning to host.
 - **Max Registrations per Organization:** This is the maximum number of people your organization decides to host based on your goals and venue capacity (leave blank if no limit).
 - **Is this a Girl Powered Workshop?:** Select Yes
 - **Registration Link URL:** if you are using Google Form or any other tool to receive and process your registrations, please place a link here. Otherwise, leave it blank.
 - **Age/Grade Level:** Make the choice from the drop down menu. You can add several grade levels here.
 - **Event Format:** Choose “camp”, “in person’ or “remote”
 - **Dates:** Add event dates along with when the event should be visible to the public, open for registration, and close for registration. Note that the Release Date and Open for Registration date may be modified based on a region’s Event Release Schedule.
- Complete Venue Information
- **Complete Event Information:** For detailed instructions on completing these fields, visit the article [Posting an Event on RobotEvents.com](#).