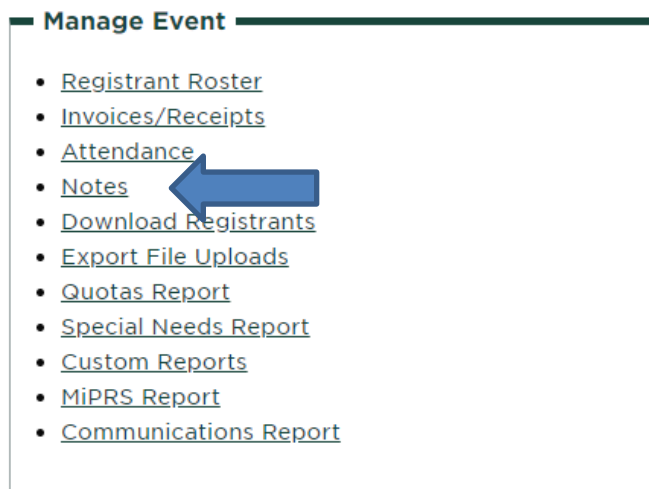


EMS – Event Notes

(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

If you have event information you would like saved in one location, the Events Management System can house that information.

1. On the event dashboard in the Manage Event box click Notes.



2. Click Add Event Note.
3. Enter a Title and a note, if longer than the title has space for.
4. Click Create Note.

You can create as many notes as you like in the event. Once created they can also be edited and deleted.