# Views

How to Create an Event

An Event is a session where attendance is recorded as a numerical total, without the need to create contact records for the people who have attended. To create an Event:

- Hover over **Work** and select **Session Groups**

- Select the relevant **Session Group**

- Click on **Sessions** from the **Attendances** Tab on the left-hand side

- Click on **Actions** and select **Add Event**[*]
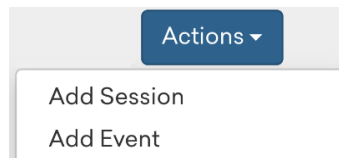
- Complete the form. In the **Event Details** section, select the areas that you wish to record additional attendance data for, such as Gender or Ethnicity. If you wish to record just the attendance total, with no supplementary data, leave this section blank

- Click **Save**

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[*] Please note, this option will only be available if **Events** has been selected in the **Session Types** field on the Session Group form. To edit this field, see the **How to Edit a Session Group** guide under https://www.substance.net/work-support/