
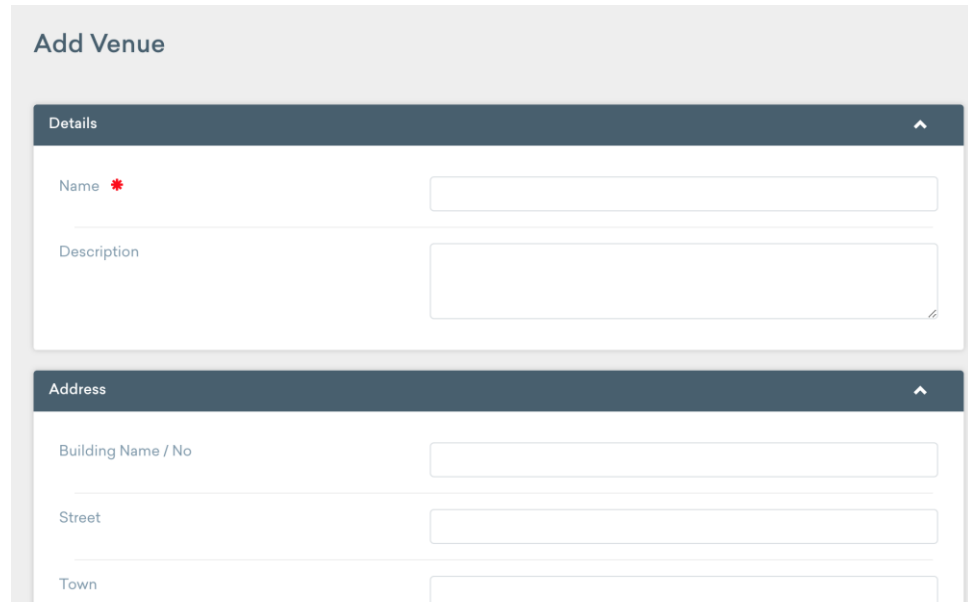


How to Create a Venue

All Session Groups, sessions and events must be linked to a Venue. To create a new Venue:

- Hover over **Work** and select **Venues**
- Click on the **Plus** icon 
- Complete the form and click **Save**



The screenshot shows a web form titled "Add Venue". It is divided into two main sections: "Details" and "Address".

Details Section:

- Name ***: A text input field with a red asterisk indicating it is a required field.
- Description**: A larger text area for providing more information about the venue.

Address Section:

- Building Name / No**: A text input field.
- Street**: A text input field.
- Town**: A text input field.