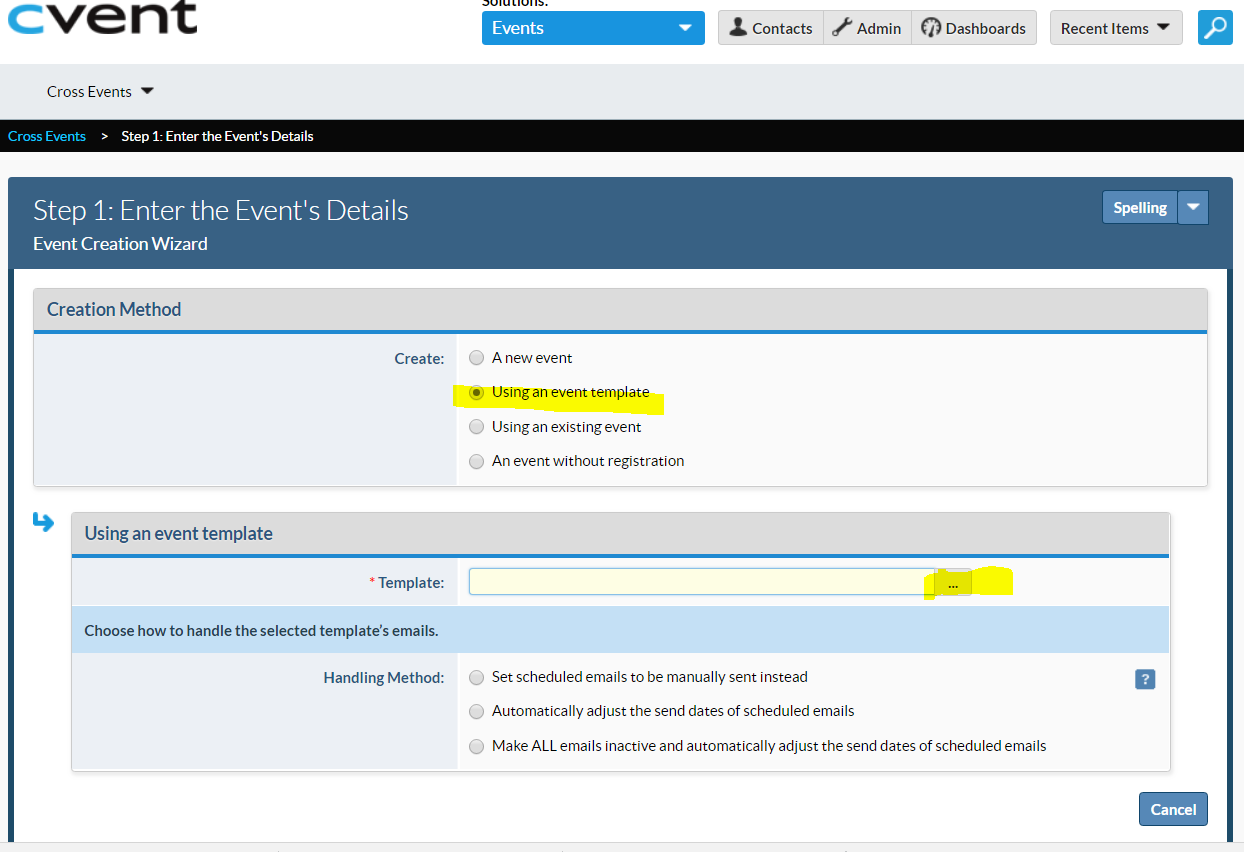
Entering a stand-alone networking event with no registration fee;

**Select Create Event**:

On the Enter the Event’s Details Page select Create Using an Event Template then click on the three dots next to the template field.  ****

**Select Report Networking Events**, then update the Basic Information, When, Where (optional), Event Planner, and Custom Event Fields. 