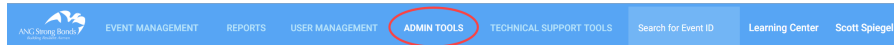


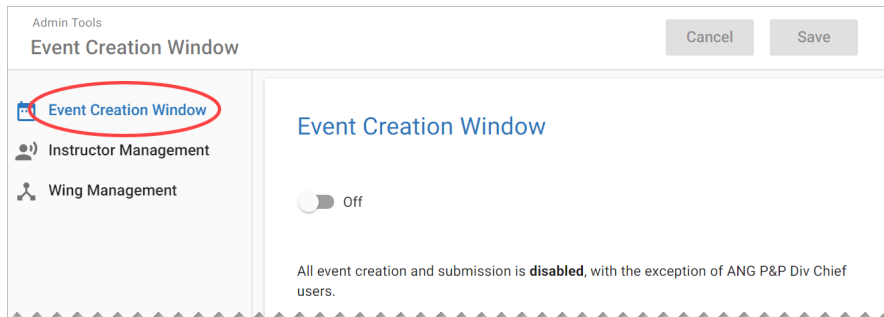
1 ENABLING & DISABLING THE EVENT CREATION WINDOW:

ANG P&P Div Chief can determine the time-frame during which the Wing PM can create events for review.

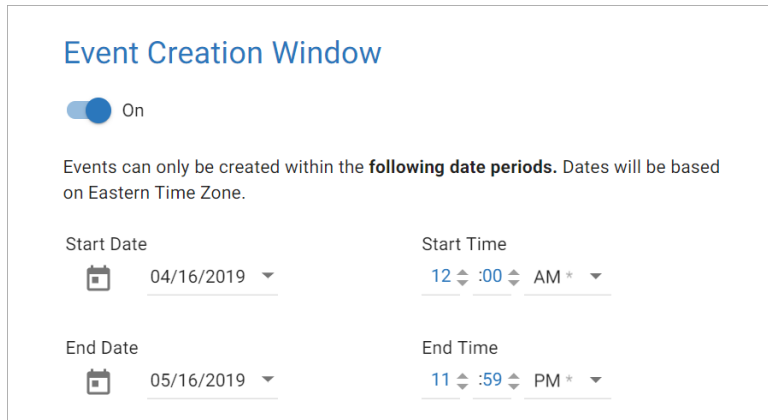
1. As a ANG P&P Div Chief, navigate to the *Admin Tools* page.



2. Click *Event Creation Window* in the left sidebar.



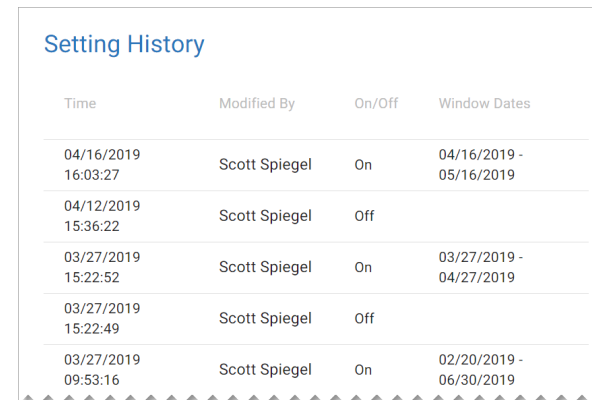
3. To enable the event creation time-frame, toggle the *Event Creation Window* button to On (blue).



4. Use the *Start Date* calendar icon to select the date Wing PMs can begin creating and submitting events.
5. Use the *Start Time* arrow keys to select the time Wing PMs can begin creating and submitting events.
6. Use the *End Date* calendar icon to select the date after which Wing PMs can no longer create and submit events.
7. Use the *End Time* arrow keys to select the time after which Wing PMs can no longer create and submit events.

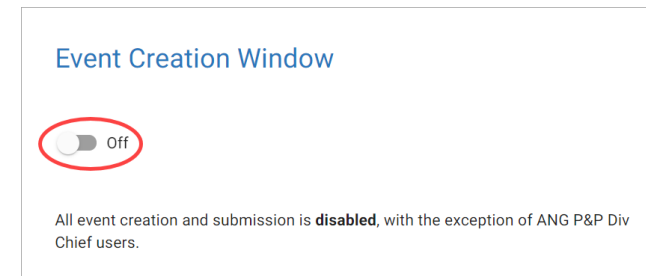
8. Click the *Save* button in the top-right corner of the page.

Note that the time you performed this action will now be listed in the *Setting History* section of the *Event Creation Window* page, along with your name, whether the Event Creation Window is on or off, and the date this change was made.



Time	Modified By	On/Off	Window Dates
04/16/2019 16:03:27	Scott Spiegel	On	04/16/2019 - 05/16/2019
04/12/2019 15:36:22	Scott Spiegel	Off	
03/27/2019 15:22:52	Scott Spiegel	On	03/27/2019 - 04/27/2019
03/27/2019 15:22:49	Scott Spiegel	Off	
03/27/2019 09:53:16	Scott Spiegel	On	02/20/2019 - 06/30/2019

9. To disable the event creation time-frame, toggle the *Event Creation Window* button to Off (gray).



NOTES:

- When the Event Creation Window is disabled, the *Add New Events* button will no longer be featured on the *Event Management* page. Additionally, there will be a yellow notification under the *Add New Events* button and next to all draft events informing users that they cannot create events.



- For more information on how to create events, see the *Creating Bulk Events in Strong Bonds ANG User Guide*.