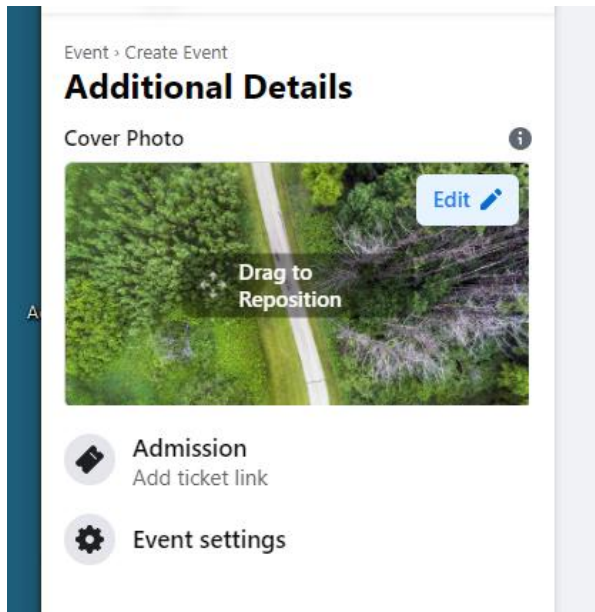


Inviting DCP as a co-host on Facebook Events

Co-hosting an event allows it to appear on both the Dane County Parks page and the friend's page as a single event. This is helpful for spreading the word about the event and having a single event makes it easier to post announcements or notifications in the event of changes or cancellations.

Step 1: When adding an event, on the “Additional Details” page, click “Event Settings”



Step 2: Start typing “Dane County Parks” in the Co-host box and click on it when it appears. Once you do, it will appear down below and say “pending”. You do not need to add your own group as a co-host as you are already the host. You can add other co-hosts to your event if needed.

