

How to create a Facebook Event for your clean-up & add National Spring Clean as a co-host

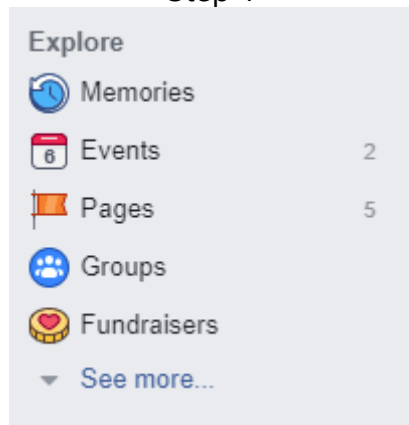
A Facebook Event is a great way to promote an event such as a clean-up. Unfortunately, due to the large volume of events organised in conjunction with the National Spring Clean (approximately 5,000 clean-ups were organised in 2019!), we are not able to create Facebook events for each one of them.

However, by adding National Spring Clean as a co-host of your clean-up, the event will automatically appear on our Facebook page and get visibility. This is also great if you are looking for more volunteers to join your group on the day.

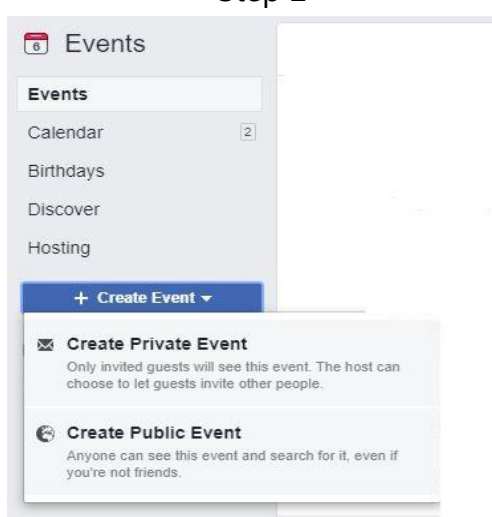
Here is a step by step guide on how to create a Facebook event

1. On the left hand side of you page you will find an “Explore” section. Click on *Events* and then on *Create Event* and select *Create Public Event*

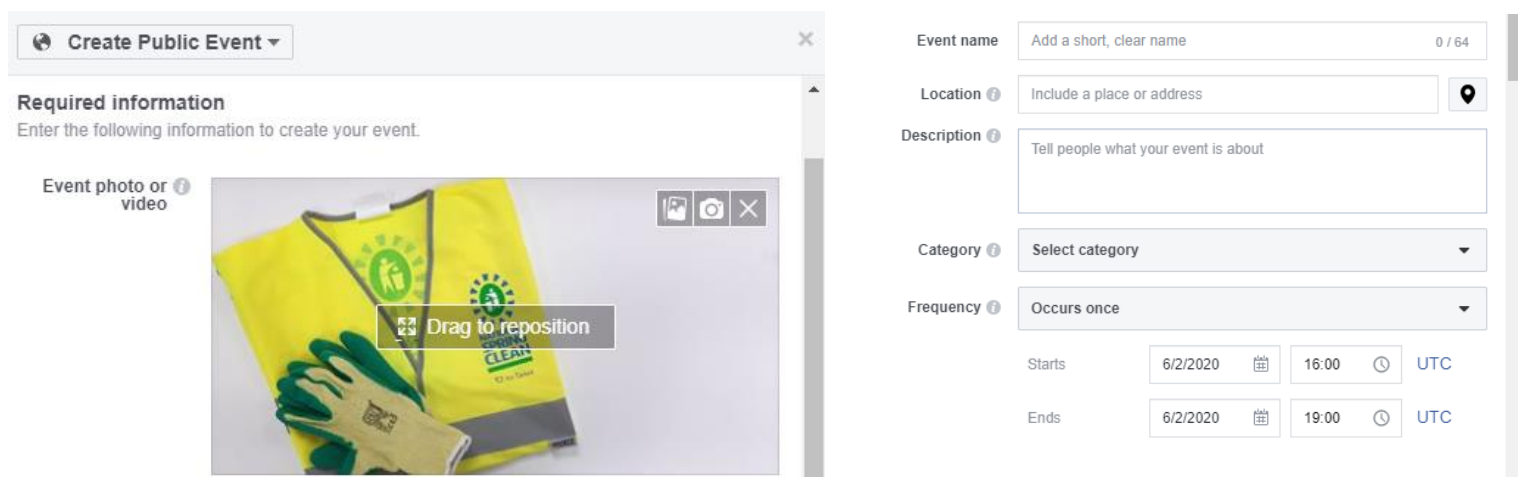
Step 1



Step 2



2. Fill in the required information, including name of the event, date and time and location. You can add an event image (see our downloadable resources for banners and customisable posters)



Create Public Event

Required information
Enter the following information to create your event.

Event photo or video

Event name: Add a short, clear name (0 / 64)

Location: Include a place or address

Description: Tell people what your event is about

Category: Select category

Frequency: Occurs once

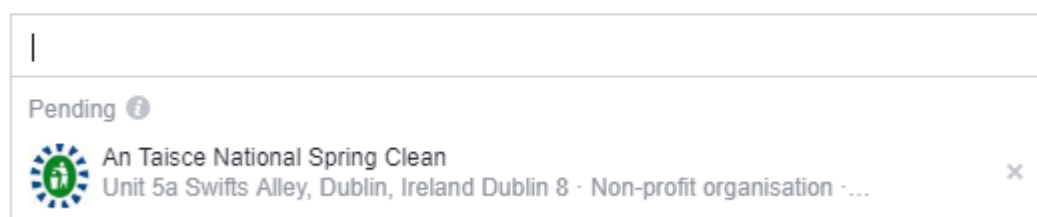
Starts: 6/2/2020 16:00 UTC

Ends: 6/2/2020 19:00 UTC

3. Scroll down to the Co-Host section and start typing National Spring Clean and click on it to add us as a co-host

Co-hosts

Co-hosts will have editing privileges and can add the event to their calendars to help spread the word.



Pending

An Taisce National Spring Clean
Unit 5a Swifts Alley, Dublin, Ireland Dublin 8 - Non-profit organisation - ...

NOTE: A personal account can't add a Page as a co-host!

What to do if I can't add National Spring Clean as a co-host?

If you manage a Facebook page for your organisation (Tidy Towns, community group, estate group, Clean Coasts, etc...), you should create your event using this page as an organiser. This way, you will be able to select National Spring Clean as a co-host.

If you are an individual and do not own a Facebook page, simply send us a message with a link to your event and we will manually add it to our event page.