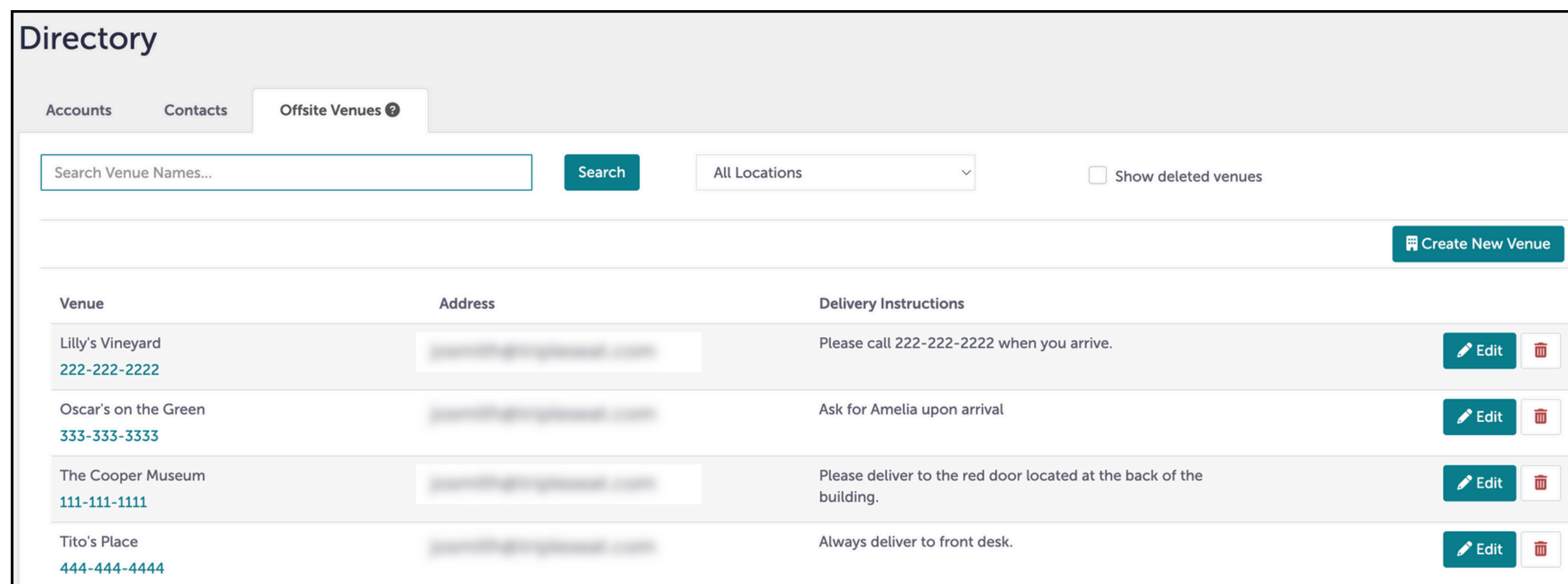


Create Offsite Venues and Enable Event Styles




Offsite venues allow you to store and access repeat venue addresses and delivery instructions, streamlining the event creation process and providing valuable reporting capabilities.

Take advantage of this new feature and more by enabling event styles! Turning on event styles will provide a more structured and effective way of managing your different event offerings than with rooms. Once event styles are enabled, new events can be assigned an event style, you can add the dropdown to your lead form, filter the calendar by event style, and use event styles in reporting!



1. Create an Offsite Venue.

- Navigate to Settings > Directory > Offsite Venues.
- Click 
- Fill out the fields and select which locations will use this venue.
- Click Create.
- Repeat as needed to create multiple offsite venues.

Note: You will only see the locations you have access to. However, venues can be shared among locations that you do not have access to.

2. Reach out to our support team.

Once your offsite venues have been created, reach out to our support team. Let them know that you have created offsite venues and want to enable event styles. Our team is ready to help with this quick process! They will schedule a call with you to link each offsite venue with the corresponding room.

3. Complete migration.

Once you've completed your call, you can proceed with mapping. Refer to the resources below for detailed steps about this process.



[video](#)



[crash course](#)

- Once the migration is completed, the rooms that were matched to offsite venues in the directory will be updated. This ensures that the new event style is applied and the corresponding offsite venue is automatically selected for the event.