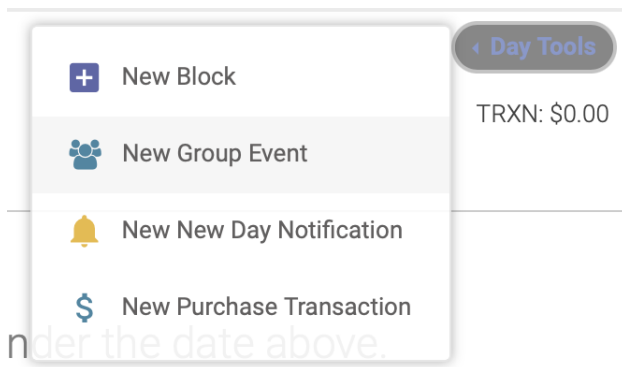


# Create an Event in Open ACU

Open ACU allows you to schedule group events with multiple participants. Read on for step-by-step instructions.

## 1. Create a new event

Select your date on the schedule. At the top of the day's page, click Day Tools --> New Group Event:



## 2. Event Setup

You'll now follow the Event Setup steps to enter all the details about your event:

### Setup

On the Setup page, you'll enter:

- Event Name
- Start date (see [this article](#) for multiday events)
- Maximum number of attendees (zero = unlimited attendees)
- Location (you can select your clinic location, a custom location, or an online location such as Zoom)
- Event image

## Event Setup

Event Name

Memorial Day Event

Start Day

05/25/2026

Is this a multiday event?

You will add day and hour itineraries in the Hours step.

Maximum Attendees (Zero = unlimited)

20

Select A Location

Main Street

Custom Location?

Is Online, Zoom?

Private? Only added attendees can see the event in the portal.

Steps

Setup

Host

Hours

Info

Price

Forms



**Click the right arrow at the bottom of the page to advance to the next step: Host**

## Host

On the Host page, you'll enter:

- Event Host from a dropdown menu of your clinic's Practitioners. To add a Practitioner, select their name from the dropdown menu, then click the Add Practitioner button. You can add multiple practitioners per event.
- Click the "Add EHR notes to this event" checkbox if you want to enter and save health records for this event.
- If you have other event presenters or hosts who are not on the menu of your clinic's Practitioners, you can add their name in the Other Presenters box

Group Event Editor

Settings Attendance Notifications Report

### Memorial Day Event

#### Add Practitioners

This is optional and suggested for record keeping.

Add A Practitioner

Joe D Smith

Add Practitioner ←

Event Practitioners

Alexa B Hulseley

Add EHR notes to this event?

Other Presenters? Name them here.

Jane Q. Acupuncturist


Steps

Setup Host **Hours** Info Price Forms

Save Event

#### Preview Event

Change Event Image



### Memorial Day Event

May 25th 2026  
Main Street  
123 Main Street Nashville TN 37216

Hours

Event Prices

Details

**Click the right arrow at the bottom of the page to advance to the next step: Hours**

## Hours

On the Hours page, enter the start and end times for your event:

Group Event Editor ×

**Settings** Attendance Notifications Report

Memorial Day Event

### Event Hours

Hours

Monday, May 25 2026

12:00 PM to 05:00 PM


Steps

◀ **Setup** **Host** **Hours** **Info** **Price** **Forms** ▶

**Save Event**

### Preview Event

[Change Event Image](#)



### Memorial Day Event

May 25th 2026  
Main Street  
123 Main Street Nashville TN 37216

Hours

Event Prices

Details

**Click on the right arrow at the bottom of the page to advance to the next step: Info**

## Info

On the Event Info page, you'll enter more details about your event:

- Event Description: enter a description of your event so attendees know what to expect
- Event Details: here's where you'll enter the fine print such as cancellation policy, parking information, etc

Group Event Editor ×

**Settings** Attendance Notifications Report

Memorial Day Event

### Event Texts

Event Description

Enjoy a Memorial Day celebration at Sunshine Acupuncture

Event Details

Parking is free.


Steps

◀
Setup
Host
Hours
Info
Price
Forms
▶

Save Event

### Preview Event

Change Event Image



### Memorial Day Event

May 25th 2026  
12:00 PM to 5:00 PM  
Main Street  
123 Main Street Nashville TN 37216

Hours

**Monday, May 25**  
12:00 PM - 5:00 PM

Event Prices

Details

**Click on the right arrow at the bottom of the page to advance to the next step: Price**

## Price

On the Price page, you'll enter your pricing for the event.

**For a free event:** Enter your price title and 0.00 for your price amount. Click the Add Price button to save:

Memorial Day Event

### Event Pricing

To edit prices delete and add a new price.

Price Title	Price Amount
Free event!	0.00

Price Cannot Expire

Add Price ←

**For a paid event:**

- Enter your price title, amount, and expiration date (if applicable). Then click the Add Price button.
- You can add expiration dates to a price for an early-bird pricing option.
- If you want to require prepayment, click the Prepayment Required box (note: you must use Open ACU's [Stripe integration](#) feature to enable prepayment for Events).

Memorial Day Event

### Event Pricing

To edit prices delete and add a new price.

Price Title	Price Amount
<input type="text" value="ie. Early Bird Pricing"/>	<input type="text" value="0.00"/>

Price Cannot Expire

Add Price ←

#### Event Price Levels

Early Bird Price	2026-05-18	\$5.00	
Regular price		\$15	

Prepayment Required

Steps

◀
Setup
Host
Hours
Info
Price
Forms
▶

Save Event

**Click on the right arrow at the bottom of the page to advance to the next step: Forms**

## Forms

On the Forms page, you have the option of sending forms to attendees, to be completed in advance of the event.

- Select the forms you'd like to send from your clinic's Intake Form options,
- Or click the Create a New Form to create a new form for your event. This will take you to your Intake Settings page.
- You can skip this step if you do not require attendees to fill out a form for this event.

## Memorial Day Event

### Terms and Intake (Optional)

[Create a New Form](#)

New patients will be sent your [default intake forms](#) (greyed out). You can add any additional forms for this event. New event registrants will be asked to complete these additional forms.

#### Include Consent Forms

- Sunshine Terms and Conditions
- Telehealth Terms
- Something for Everybody
- Cupping consent form

#### Include Intake Questionnaires

- Acupuncture Intake
- Massage Intake
- Cupping Intake
- Herbal Consultation Intake
- Chiropractic

Steps

[◀](#) [Setup](#) [Host](#) [Hours](#) [Info](#) [Price](#) [Forms](#)

[Save Event](#)

**Click Save Event to finish the event setup process**

**Next step: [Event Notifications](#)**

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