AlumniMagnet
Adding a Virtual Location to an Event

When creating a Virtual Event (webinar, Zoom discussion, etc.) please follow the instructions below to have the “location” show up accurately on the Event Widget.

1. In event parameters, scroll to the Location portion of the information:

   ![Location Form](image)

   - In Location Name, type “Virtual”
   - The textbox will then automatically switch from an address form to an open textbox to provide instructions to registrants:

   ![Virtual Location Access Instructions](image)

2. When you’re ready to publish, make sure the article topic is Events, and click publish.

3. The event widget will then look like this:

   ![Event Widget](image)