# Events Menu

Setting Up an Event with a Signup Sheet · https://ivolunteer.com/support-docs/events-menu/

This menu is your one-stop shop for adding and managing Events. However, before you add your first event, you may want to look over the **New Event Defaults** under the **Organization** > **Organization Details** tab. Those settings determine the default options for new events.

- Adding A New Event
- Selecting an Event
- Copying An Event
- Removing An Event
- Key Event Info and Functions