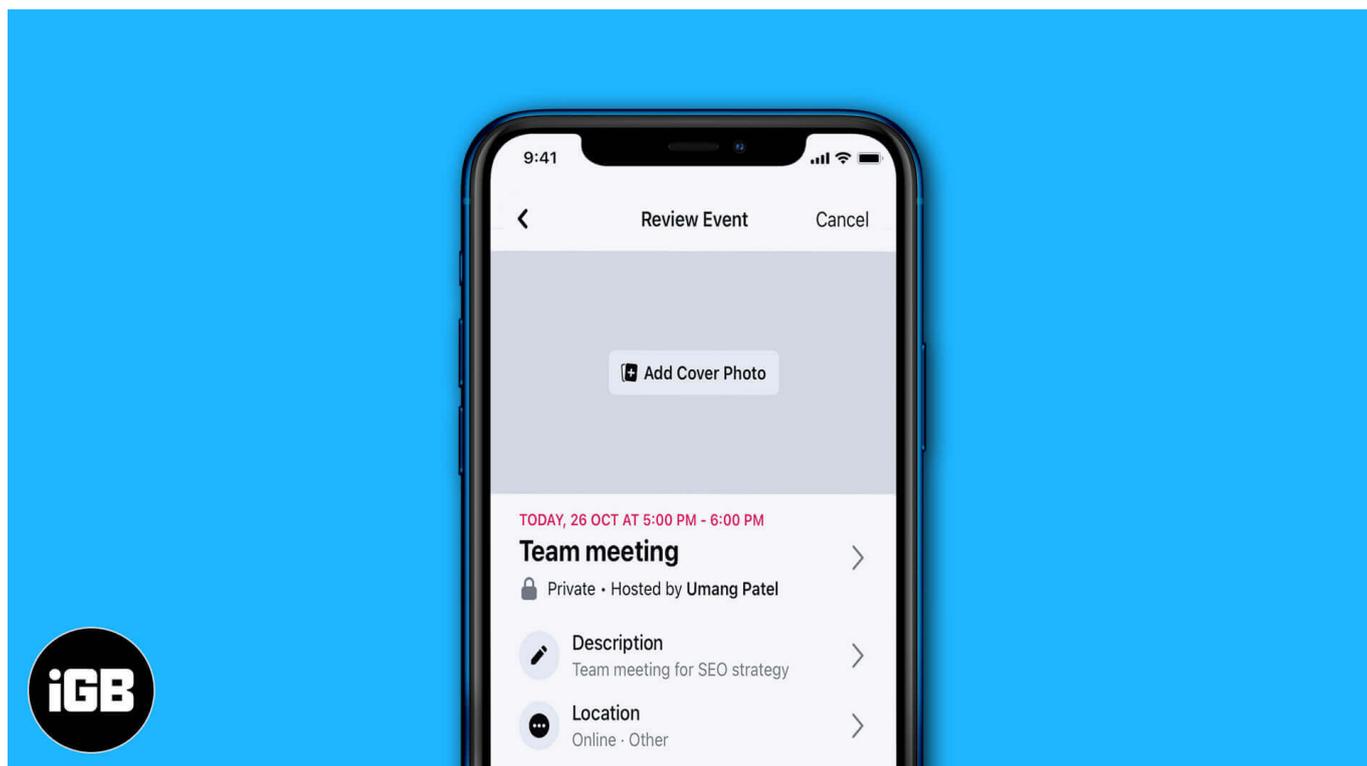# iGEEKSBLOG

Key takeawayse

- Creating events on Facebook helps you easily organize gatherings, share event details, and invite guests all in one place.
- You can easily create public or private events directly from the menu in the Facebook app.
- Events can be customized with a name, date, time, location, and privacy settings to suit the organizer's needs.
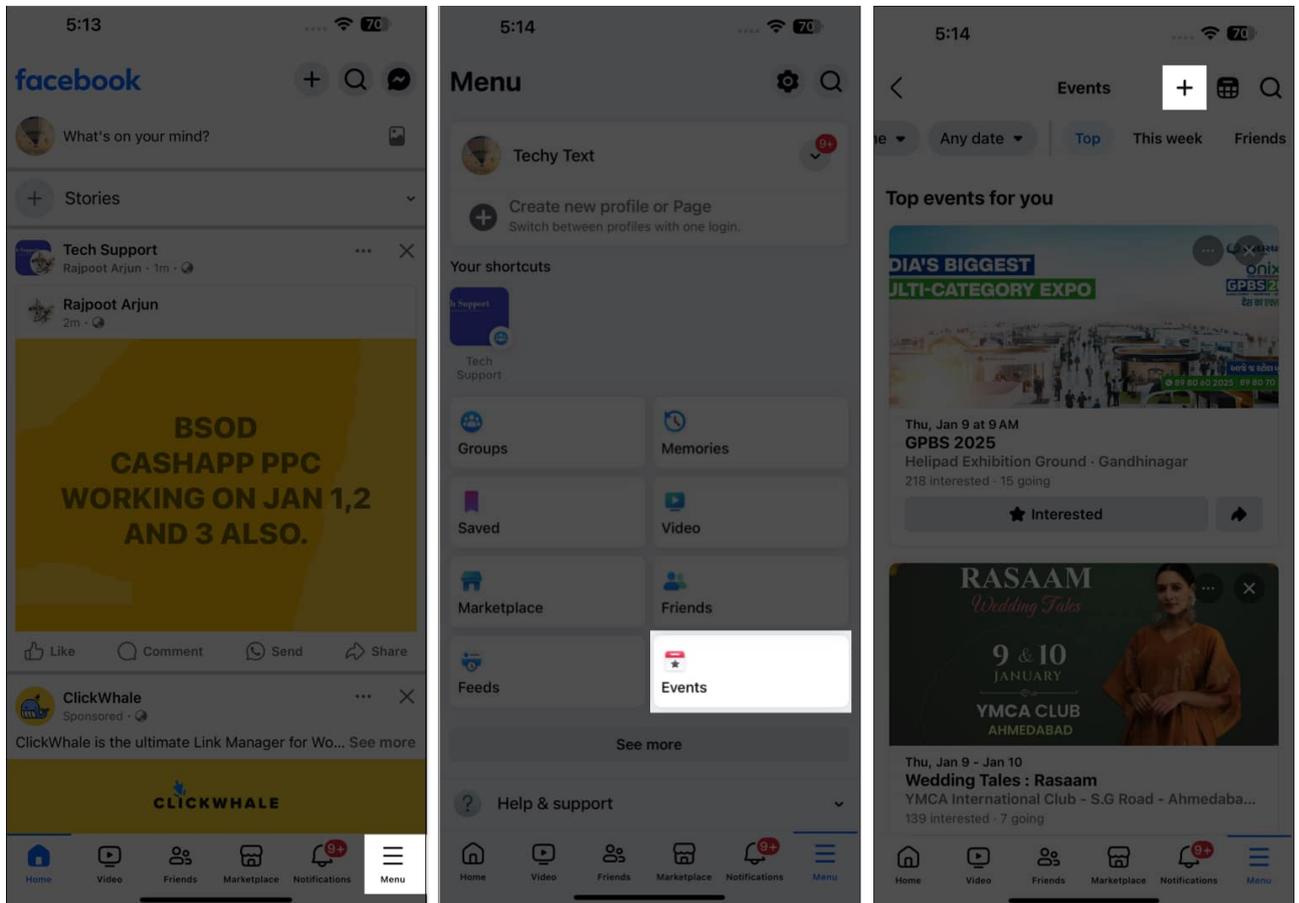
When you're organizing an event, Facebook can make it easier to invite others and communicate all the details. Whether it's a private affair such as a birthday party or open to the public, you can create a custom event page with information such as date, time, location, etc. Further, you can also keep track of who's attending and edit details if needed. So, let's learn more about how to create an event on Facebook on your iPhone.

How to create an event in Facebook on iPhone or iPad

1. Launch the Facebook app and tap on the **Hamburger icon** with your profile picture at the bottom right corner.
2. Scroll down and select **Events**. If you don't see the option, tap **See more** to reveal it.
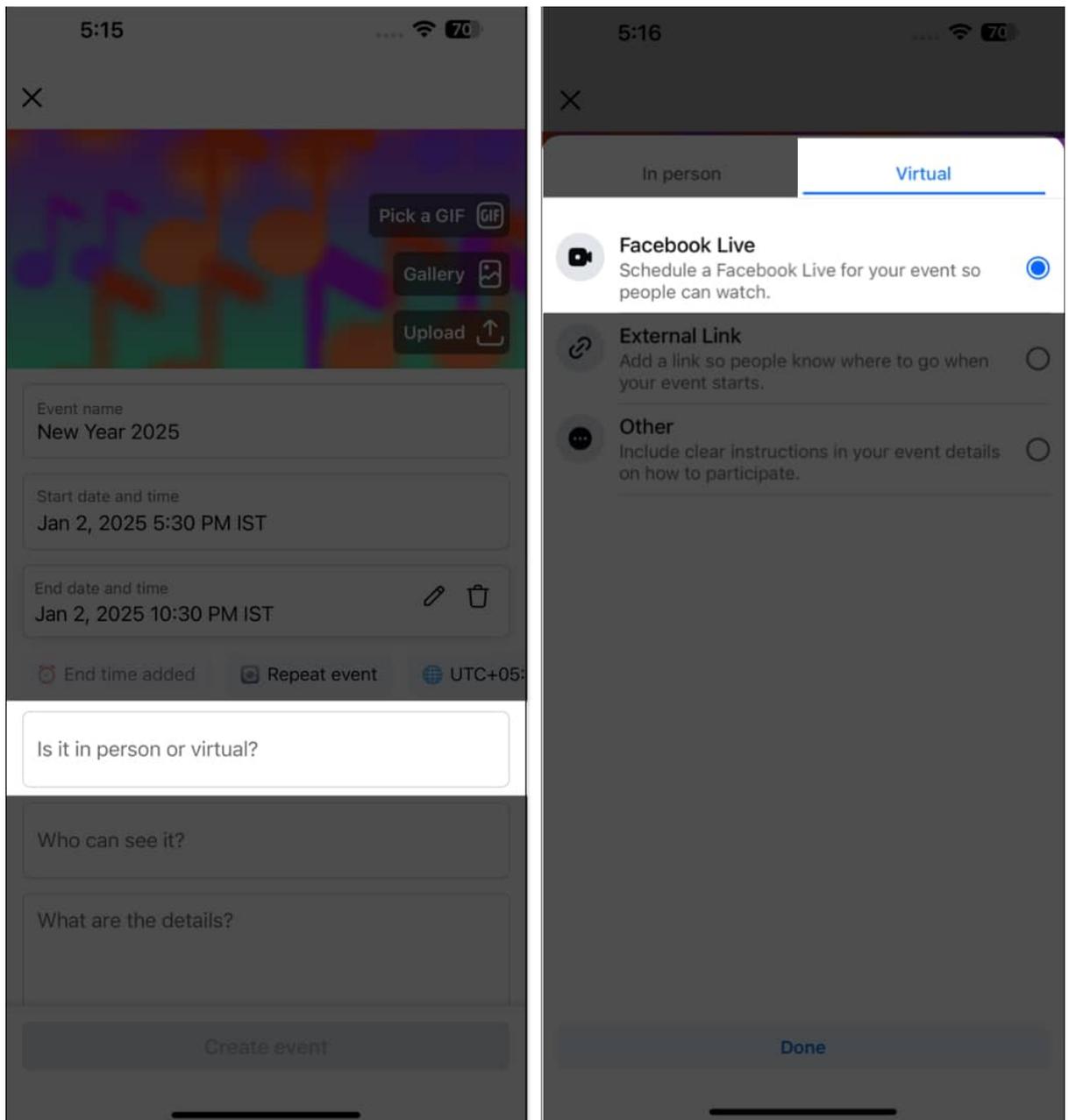
3. Now, tap the **plus icon** at the top to create a new event.

4. Then, enter a suitable **Event name** and tap **done** on the keyboard.
5. Next, add the **Start Date** and time. When setting the date and time, you can also add the **End time** of the event. Tap **OK** to save it.

6. Now, tap the "**Is it in person or virtual**" box to set the location.
   - If it's in person, search and select a location.
   - For online events, move to the **Virtual** tab and select how the event will be hosted.
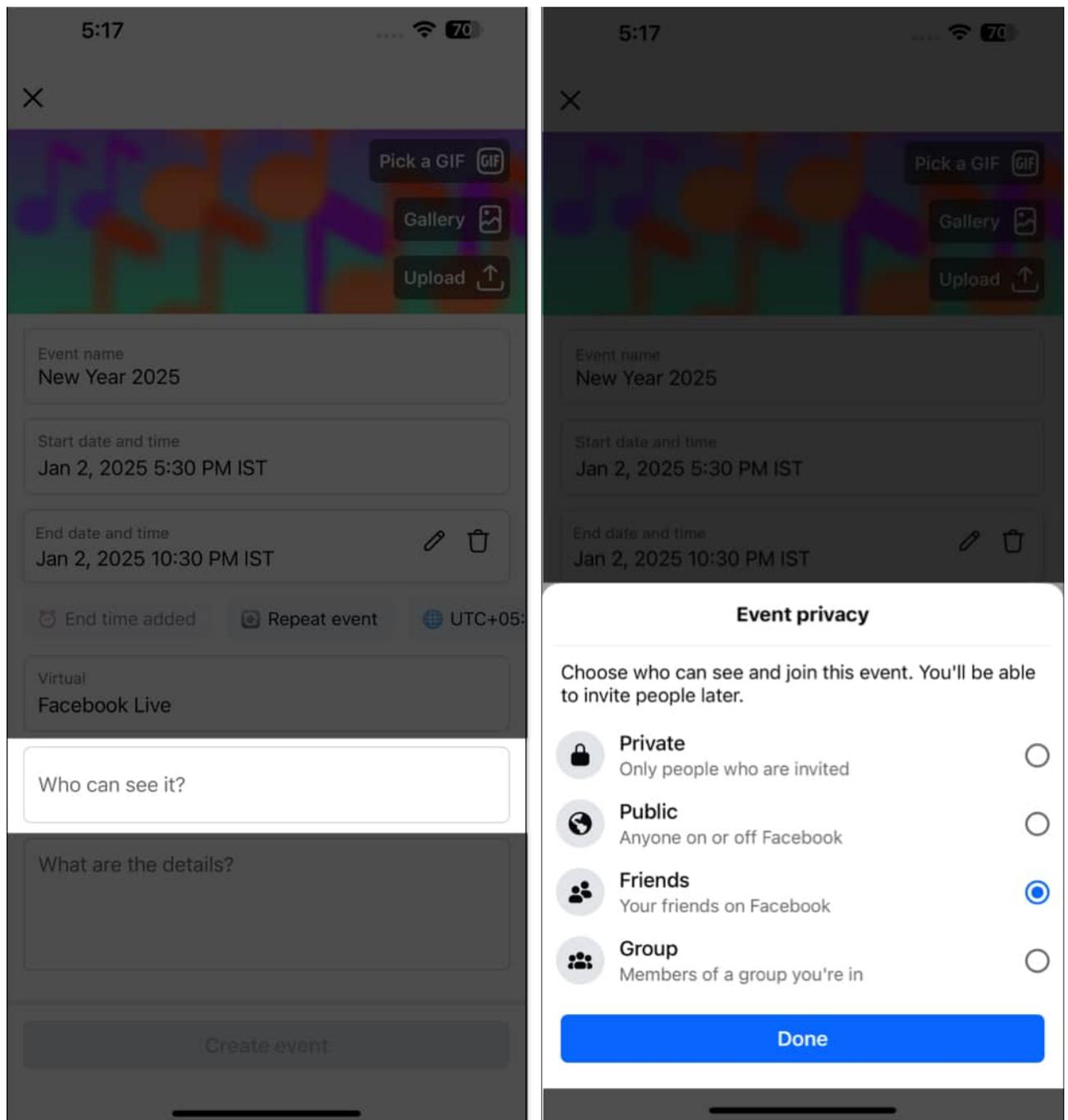   - **Facebook Live:** A Facebook Live will be scheduled for your event so that people can watch.

- **External link:** Adding a link will help people to know where to go when your event starts.
- **Other:** It allows you to add instructions on how to participate to your event details. Here, I chose **Facebook Live**. Tap **Done** to save it.

7. Set the event privacy by tapping the "**Who can see it?**" box.
   - **Private:** It would only allow the participants who have been invited prior to the event. You can also let the guests invite their friends to the event.
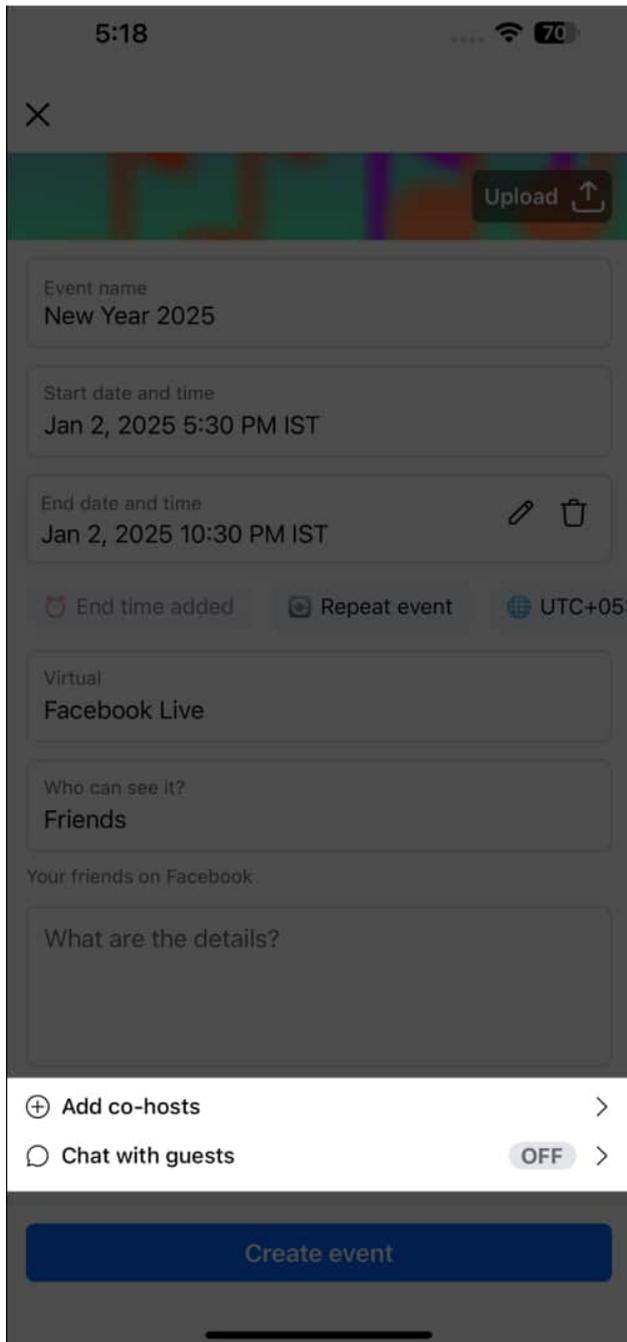
- **Public:** Can be viewed by anyone on or off the Facebook app.
- **Friends:** Will be visible to all of your Facebook friends.
- **Group:** You can send the event invite to the groups you are in on Facebook.

8. Select an option and tap **Done** to confirm your choice.

9. Next, add a description or guidelines for the event.

10. If you are hosting the event in collaboration, tap **Add co-hosts**, choose friends, select **Add X co-hosts**.

11. For more fun, you can create a group with the participants. Tap **Chat with guests**, toggle on **Add a WhatsApp group chat** and select **Next**.

12. If you want to add a custom banner for your event, tap **Upload** at the top, select a

photo, hit **Done**, frame the banner properly, and tap **Save**. Else, you can choose banners from Facebook Gallery or Pick a GIF.

13. Review the details of the event and tap the **Create event** button at the bottom.
14. Now, you will be prompted to send invites. Select your friends and tap **Invite**.

To spread the word about your event and create engagement, you can create posts on the event details page. For private events, only the invited friends can see the posts.

If you have enabled group chat when creating the event, you need to set it up as well.
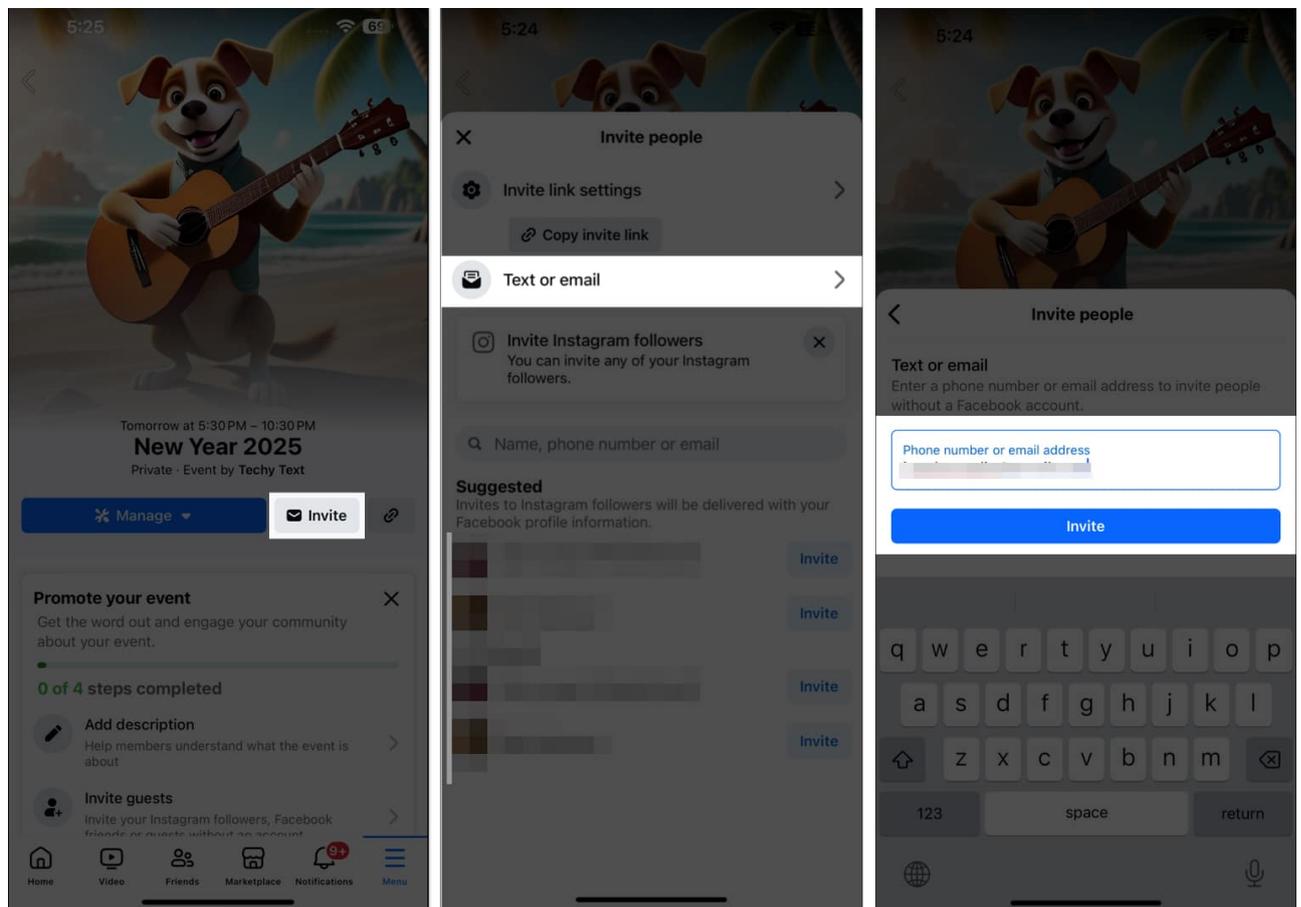
1. From the Facebook Event details page, tap **Add a WhatsApp group invite → Continue → Open**.
2. It will redirect you to **WhatsApp**.
3. Tap **New group**, select the members, tap **Next**.
4. Enter a suitable group name and hit **Create**.

Invite friends to your event on Facebook

Once the event is created, you can copy its links and share them with your friends and family. Tap the Manage button under the event name and select Copy invitation link. Note that this invitation link will expire once 100 people respond to it and confirm their email or phone number.

If you want to invite a person who doesn't have a Facebook account, follow the steps below:
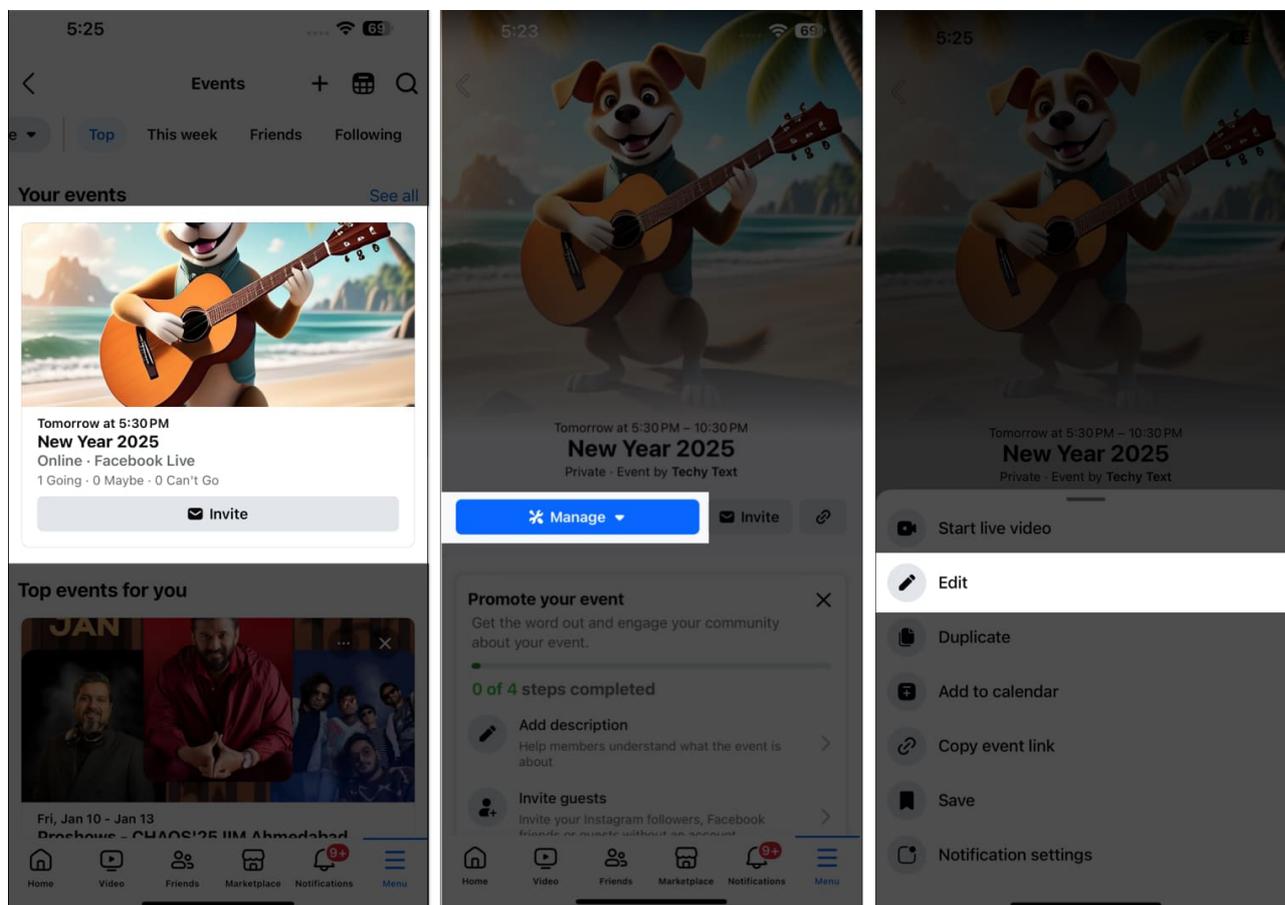
1. Tap the **Invite** button on the event details page. If you don't see it, tap **Manage** and select **Invite**.
2. Select **Text or email** from the menu.
3. Enter their phone number or email address and tap **Invite**.

Facebook also lets you invite your Instagram followers. From the Invite people page, search for the Instagram ID, tap the Invite button next to them, and hit Done.

Edit an existing event in Facebook on your iPhone

1. Open the **Facebook** app and go to the **Events** section.
2. Here, you will see your events. Tap on the event you wish to edit.
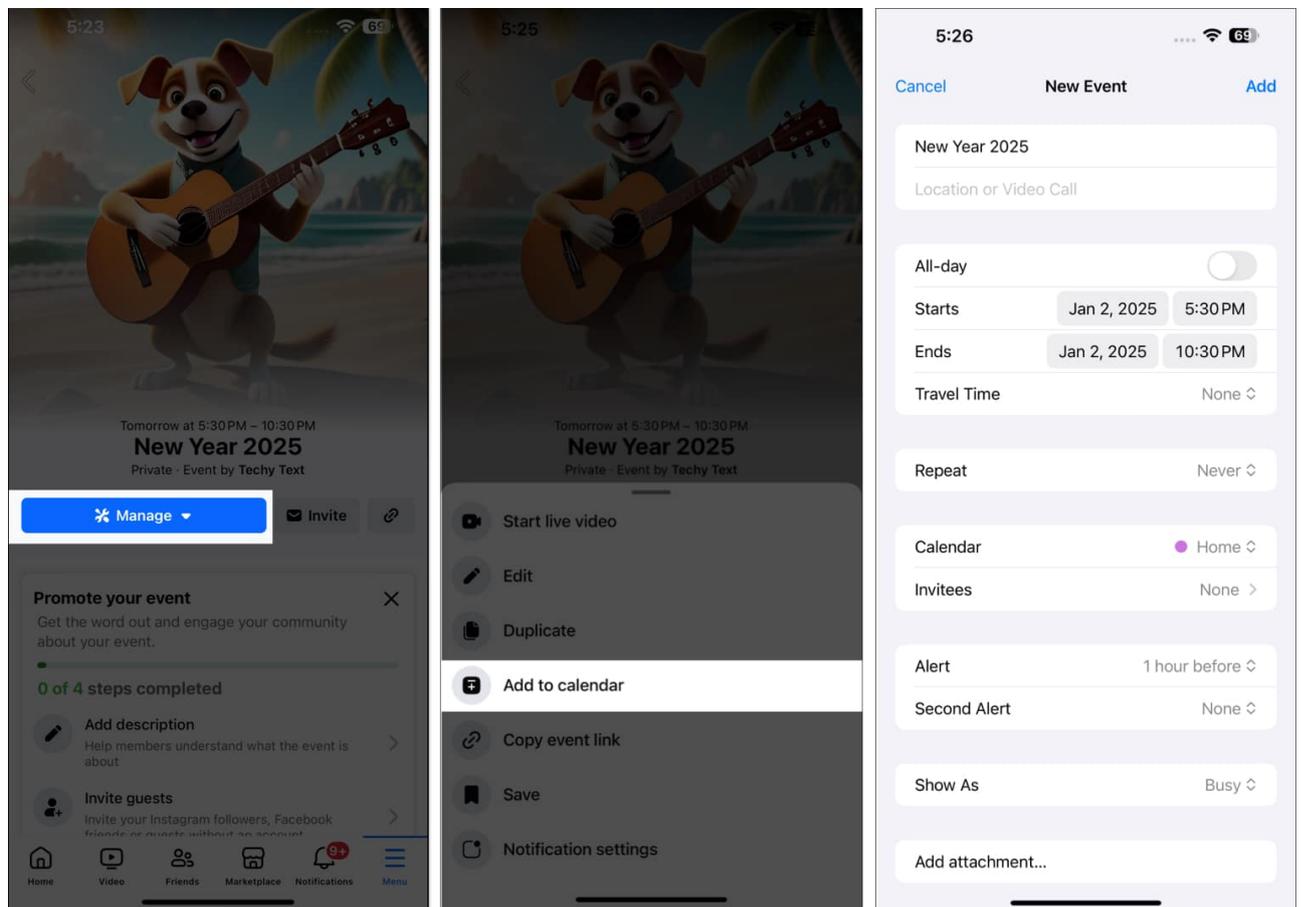3. Now, tap on **Manage** and select **Edit**.

4. You can change the event name, time, location, banner, add co-hosts, and more info about the event.

You will change the event name, time, location, add co-hosts, and add more info about the event. In addition, you will be able to view the changes you've done in the event details.

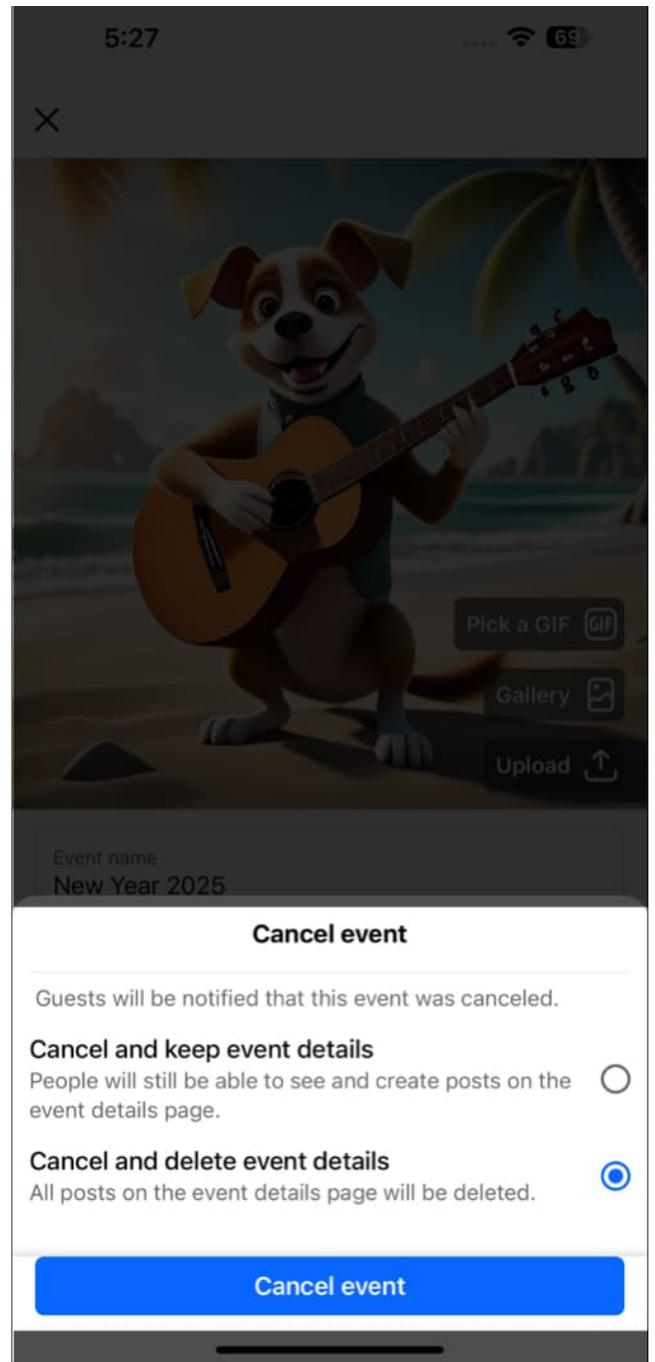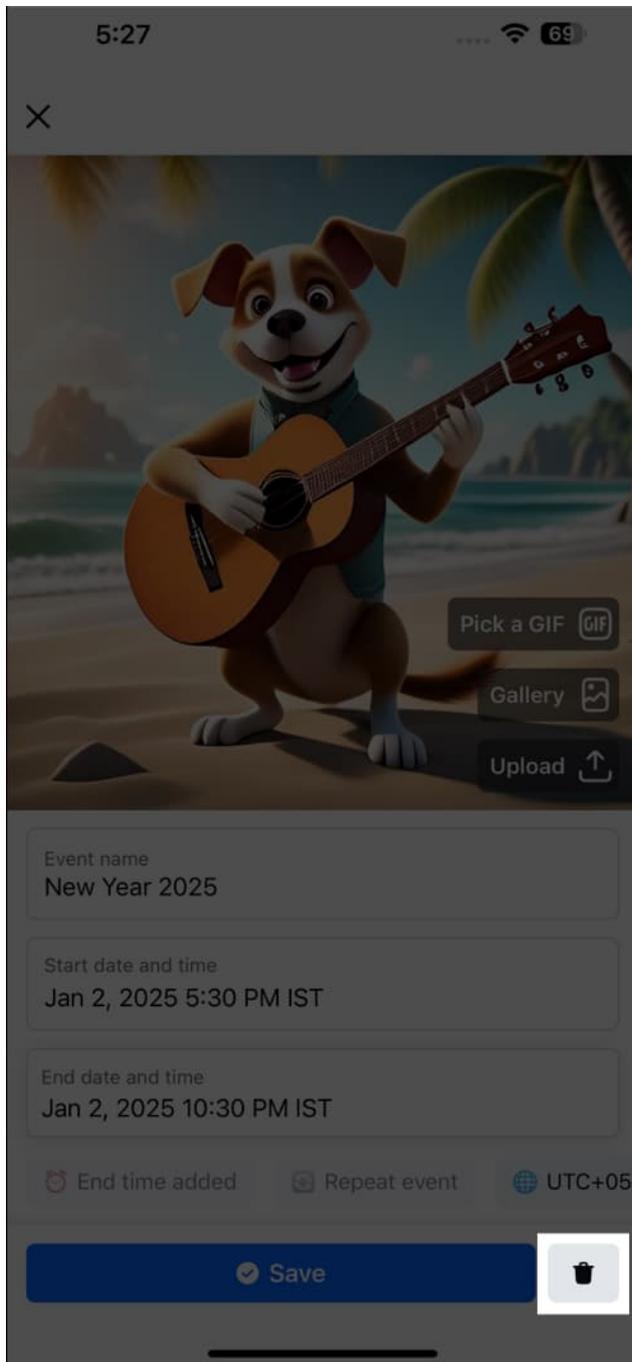# How to add Facebook events to your iOS's Calendar app

One thing I always do after creating an event on Facebook is add it to my calendar so I can keep up with my schedule. Here's how:

1. Tap **Manage** on the event details page.
2. Select **Add to calendar** and grant permission to Facebook to access your Calendar app.
3. Now, edit the details as per your requirements and tap **Add** to save it.

How to cancel or delete an event on Facebook

1. Go to the Facebook event you've created.
2. Tap the **Manage** button and select **Edit**.
3. Tap on the **Trash icon** at the bottom right corner. Now, select an option:
   - **Cancel and keep event details:** It will only cancel the event schedule. But people will continue to see the event details page and create posts on it.
   - **Cancel and delete event details:** This option cancels the event and removes the event details page along with all the posts.
4. Select the **Cancel Event** button to confirm your choice.

All the guests will get a notification that you have canceled the event. You may also add a post about the cancellation.

Note
Once you've deleted an event, you won't be able to restore the event.

That's It!

I hope all your queries in this article were resolved. If you still have some questions! Write to us in the comment section below! Till then, keep reading and stay updated.

You may also like to read:

- [Facebook Not Working on iPhone and iPad? Here's The Real Fix!](#)
- [How to hide a comment on Facebook and other alternatives](#)