

# Event creation - Basic details

First step of the event creation wizard is to set the basic information to describe your event:

The screenshot shows the 'Create Event' wizard in 'Sandbox Studio'. The interface is in English and the user is 'Admin Admin'. The wizard has six steps: Step 1 (Basic Details), Step 2 (Account Template), Step 3 (Schedule), Step 4 (Participants), Step 5 (Managers), and Step 6 (Review). The 'Basic Details' step is active. The form contains the following fields:

- Event Name \***: A text input field containing 'Hackathon 2026', marked with a yellow callout '1'.
- Description**: A text input field containing 'Hackathon 2026 for Staff and partners!', marked with a yellow callout '2'. It is labeled as 'OPTIONAL'.
- Icon**: A selection field showing a hexagonal icon with the letter 'H', marked with a yellow callout '3'. Below it is a 'Change Icon' link.
- Colour**: A selection field showing a red square, marked with a yellow callout '4'.

At the bottom right of the form are 'Cancel' and 'Next >' buttons.

1. **Name** of the event: Remember, this will be used by your users to find your event, so make it unique and easy to find!
2. **Description** of the event
3. **Icon**: Choose the icon to identify your event
4. **Colour**: Choose the colour of your event

Having completed all the fields on the Basic Details page as needed, click on **Next** to move to [Event creation - Account template](#)

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