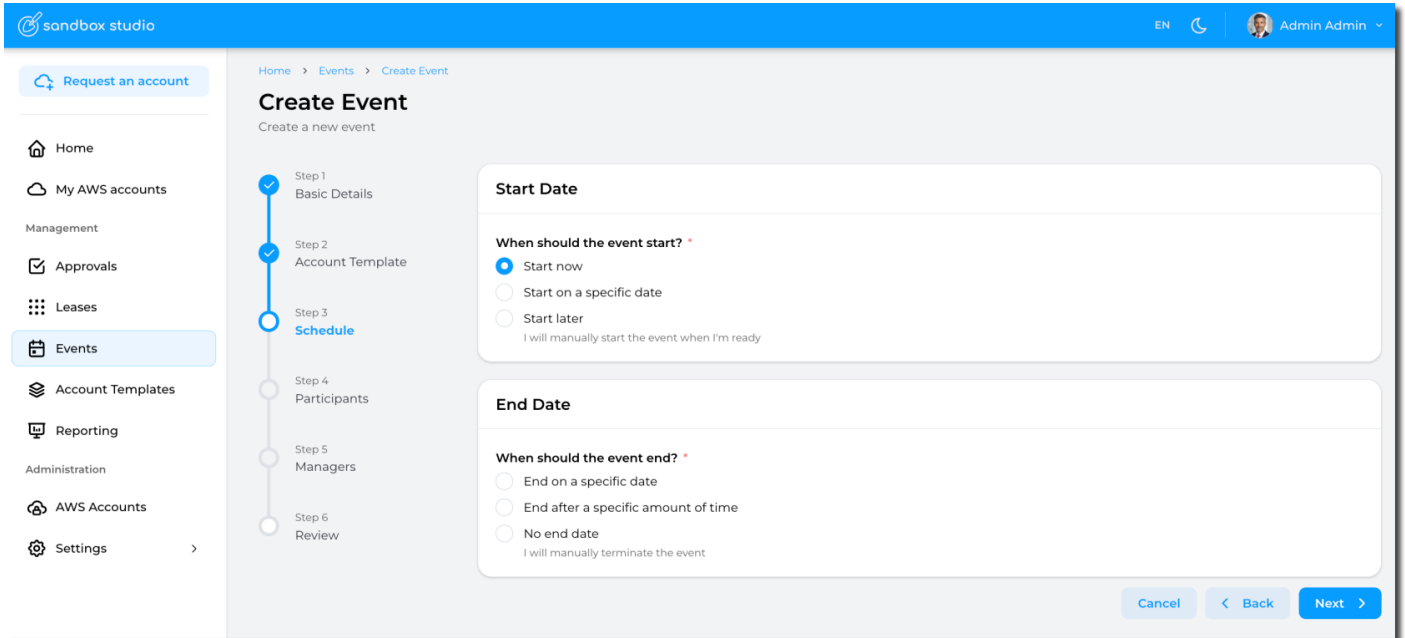


Event creation - Schedule

This steps define the schedule of an event.



The screenshot shows the 'Create Event' interface in 'sandbox studio'. The page is titled 'Create Event' and includes a breadcrumb trail: 'Home > Events > Create Event'. A sidebar on the left contains navigation links: 'Request an account', 'Home', 'My AWS accounts', 'Management' (with sub-links for 'Approvals', 'Leases', and 'Events'), 'Account Templates', 'Reporting', 'Administration', 'AWS Accounts', and 'Settings'. The main content area shows a progress indicator with six steps: 'Step 1 Basic Details', 'Step 2 Account Template', 'Step 3 Schedule' (highlighted in blue), 'Step 4 Participants', 'Step 5 Managers', and 'Step 6 Review'. The 'Schedule' step is active, displaying two sections: 'Start Date' and 'End Date'. The 'Start Date' section asks 'When should the event start?' and has three radio button options: 'Start now' (selected), 'Start on a specific date', and 'Start later' (with a sub-note: 'I will manually start the event when I'm ready'). The 'End Date' section asks 'When should the event end?' and has three radio button options: 'End on a specific date', 'End after a specific amount of time', and 'No end date' (with a sub-note: 'I will manually terminate the event'). At the bottom right, there are three buttons: 'Cancel', '< Back', and 'Next >'.

Schedule are defined as follows:

Start Date

- **Start now**

Selecting this option will automatically provision the accounts (*aka, create leases*) and start the event.

- **Pros:** Easy, the event starts immediately and you can start right away!
- **Cons:** If your account template provisions resources in the account, you will need to wait for the accounts to be ready before accessing them. This provisioning time counts towards your event duration

- **Start on a specific date**

You can set the event to start on a specific date (and time) you define. This is particularly useful is you want to schedule an event to start automatically in the future.

Start Date

When should the event start? *

Start now

Start on a specific date

Start later
I will manually start the event when I'm ready

Start Date *

17 Apr 2026 12:00 am

< April 2026 >

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

00:00

- **Pros:** "Set and forget", the event will automatically start at the date/time of your choice. This option also allows you to pre-provision the accounts before the event starts, so you don't have to wait for the resources to be created in the accounts.
- **Cons:** Not much! But as per the "Start now" option, If your account template provisions resources in the account, you will need to either pre-provision the account manually before the start of the event or wait for the accounts to be ready before accessing them.

- **Start later**

You can choose not to start the event automatically. In this instance, you will have to start the event manually.

- **Pros:** No rush! You can take your time to create and configure the event. You can also update this value later if you finally decide to start the event automatically.

- **Cons:** The event won't start automatically, so you will need to start it manually.

End Date

Note: Account templates also define lease duration, but within an event, this is overridden by the event's own duration setting.

- **End on a specific date**

Automatically ends the event on a specific date/time. When this date/time comes, the event will be terminated and leases will be terminated.

- **End after a specific amount of time**

Automatically ends the event after a specific amount of time: The count down starts when the event is started. Use this option if you want to terminate the event after some time. For instance: "*Terminate the event after 7 days*"

- **No end date**

With this option, the event will not be terminated automatically. So you will have to terminate the event manually.

Having set the schedule, click on **Next** to move to [Event creation - Participants](#)

Revision #5

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