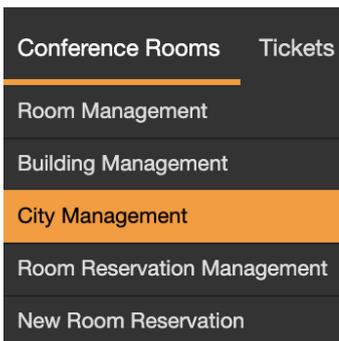


# Adding cities

You can manage cities in a few simple steps.

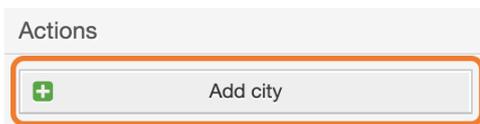
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Go to the cities list by opening the *Conference Rooms* tab in the main menu and clicking *City Management*.



Click **Add city** button in the actions block to add a new city.

## City Management



Fill out the city name and make sure that the **Validity** is set to  Yes.

Submit the form.

You should see a new city on your cities list. You can add more cities if necessary.

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