

Common Tasks and Workflows

This section provides step-by-step guides for common tasks you'll perform when managing events.

Setting Up a New Event from Scratch

What you'll need:

- Event title and basic information
- Start and end dates/times
- Location information (destination or custom address)
- At least one image (recommended)
- Categories (recommended)

Steps:

1. Navigate to **Events** → **New Event**
2. Choose an event type
3. Fill in required fields:
 - Title
 - Slug (or let it auto-generate)
 - Type
 - Starts At
 - Ends At
 - Publish At
 - Author
4. Add location information (link to destination or enter custom address)
5. Upload a main image
6. Write a description in the Content field
7. Select at least one category
8. Fill in contact information if needed
9. Check **Enabled** to make it visible
10. Check **Approved** (if you're an admin creating it directly)
11. Click **Save**

Tips:

- Start with the essentials, you can always add more details later
- Use a descriptive title that clearly identifies the event
- Choose a slug that's readable and SEO-friendly
- Set publish date appropriately (can be in the future)

Creating a Recurring Event

Setting up weekly recurring events:

1. Create a new event with the first occurrence's date and time
2. Set **Recurrence** to "Weekly"
3. Set **Weekly Weeks** (e.g., 1 for weekly, 2 for bi-weekly)
4. Select **Weekly Day(s)** (e.g., Mon, Wed, Fri)
5. Set **R End Date** (when recurring should stop)
6. Save

Setting up monthly recurring events:

1. Create a new event
2. Set **Recurrence** to "Monthly"
3. Choose pattern:
 - **Monthly First:** Specific day of month (e.g., 15th of every month)
 - **Monthly Second:** Specific weekday occurrence (e.g., first Monday)
4. Set **Monthly Months** (e.g., 1 for monthly, 3 for quarterly)
5. Configure the specific day/weekday settings
6. Set **R End Date**
7. Save

Adding Multiple Events

When adding many events:

1. **Prepare your data** in a spreadsheet with columns for:
 - Title, start date/time, end date/time
 - Location, contact information
 - Categories, etc.
2. **Create events one at a time:**
 - Start with the first event
 - Fill in all information
 - Save and move to the next
3. **Use consistent naming** for easier management later

Time-saving tips:

- Copy similar events and modify rather than starting from scratch
- Use the same categories for similar events
- Batch upload images if possible, then assign them to events

Organizing Events with Categories

Planning your category structure:

1. List all the main types of events you have
2. Group them into categories
3. Create the categories in the admin panel

Example categories:

- Music
- Sports
- Arts & Culture
- Food & Drink
- Community Events
- Workshops
- Festivals

Assigning categories:

1. Open an event for editing
2. Find the Categories field
3. Select one or more appropriate categories
4. Save

Best practices:

- Don't create too many categories (aim for 5-10 main categories)
- Assign multiple categories if an event fits in more than one
- Review and refine your category structure periodically

Creating a Featured Events List

To highlight special events:

1. **Identify events** you want to feature
2. **Open each event** for editing
3. **Check the Featured checkbox**
4. **Save**

Featured events will appear when using featured event filters and can be displayed prominently on your frontend.

Tips:

- Feature events that are particularly noteworthy or popular
- Rotate featured events periodically to keep content fresh
- Consider featuring seasonal or special events
- Limit the number of featured events for better impact

Managing User Submissions

Daily workflow:

1. Check for new unapproved events
2. Review each submission:
 - Verify date and time information is accurate
 - Check that location information is correct
 - Ensure descriptions are complete and well-written
 - Verify images are appropriate
 - Check recurrence patterns if applicable
3. Make any necessary edits
4. Approve and enable if ready, or contact the user for more information

Communication:

- Use the comments field to track review status
- Contact users if submissions need changes
- Provide clear guidelines for what makes a good event submission

Quality control:

- Ensure all required information is present
- Verify dates and times are logical (end after start)
- Check for duplicate events
- Verify location information is accurate

Updating Event Information

When to update:

- Date or time changes
- Location changes
- Contact information changes

- New images become available
- Event details change
- Recurrence patterns need adjustment

How to update:

1. Find the event (use search if needed)
2. Open it for editing
3. Make your changes
4. Save

For user-submitted events:

- Users can update their own events via the API
- Admins can update any event
- Changes to approved events may trigger notifications

For recurring events:

- Editing the master event affects all future recurring instances
- Past instances are not affected
- You can change recurrence patterns, which will affect future instances

Archiving or Removing Events

Disabling an event:

1. Open the event
2. Uncheck the **Enabled** checkbox
3. Save

The event will no longer appear in public listings but remains in the system.

Deleting an event:

1. Open the event
2. Use the delete option (if available)
3. Confirm deletion

Note: Deleting a recurring event's master will remove all future recurring instances. Past instances may remain in search results until they expire.

When to archive vs. delete:

- **Disable/Archive:** Event cancelled but you want to keep the data, or event ended but you want historical records
- **Delete:** Test entry, duplicate entry, or permanently remove with no need to keep data

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