Managing Events

This section provides step-by-step guides for managing event entries.

Creating a New Event

1. Navigate to **Events** in the admin panel
2. Click the **New Event** button
3. You'll be prompted to choose an event type
4. Select the appropriate event type
5. Fill in the required fields:
   - **Title**: The event name (required)
   - **Slug**: A URL-friendly version of the name (required, must be unique)
   - **Type**: The event type (required)
   - **Starts At**: Start date and time (required)
   - **Ends At**: End date and time (required)
   - **Publish At**: When the event should be published (required)
   - **Author**: Event creator (required)
6. Fill in optional fields as needed (see Event Fields Reference for details)
7. Click **Save** to create the event

Editing Event Information

1. Navigate to **Events**
2. Click on the event you want to edit
3. Make your changes
4. Click **Save** to update

Setting Date and Time Information

Date and Time Fields:

- **Starts At**: When the event begins (date and time)
- **Ends At**: When the event ends (date and time)
- **Publish At**: When the event should become visible to the public

Tips:

- Use the date/time picker to select dates and times
- Ensure end time is after start time
- Set publish date to control when events appear in listings
- Events can be published in the future for advance scheduling

Adding Location Information

Events can be linked to destinations or have custom location information:

Linking to a Destination:

1. Find the **Destination** field
2. Select a destination from the list
3. The event will inherit location information from the destination

Custom Location:

- **Location Name**: Name of the venue or location
- **Address**: Street address
- **City**: City name
- **State**: State or province
- **Zip**: Zip or postal code
- **Country**: Country name
- **Location**: Geographic coordinates (automatically populated when address is geocoded)

Adding Images

Events support three types of images:

Main Image:

- The primary image displayed for the event
- Used in listings and search results
- Recommended size: 1040x585 pixels or similar aspect ratio

Header Image:

- A larger image used at the top of event detail pages
- Recommended size: 1920x600 pixels or similar wide format

Gallery Images:

- Multiple images that can be displayed in a gallery
- Add as many as needed

- Recommended size: 1200x800 pixels or larger

Image Upload:

- An additional image upload field for header images
- Shows as the page header image for the event

To add images:

1. Open the event for editing
2. Find the image field you want to use (Main Image, Header Image, Image Upload, or Gallery Images)
3. Click to upload or select an existing image
4. Save your changes

Adding Contact Information

Contact Fields:

- **Published Contact**: Contact name to display publicly
- **Published Phone**: Phone number to display publicly
- **Published Email**: Email address to display publicly
- **Contact**: Internal contact name (not displayed)
- **Phone**: Internal phone number
- **Email**: Internal email address
- **Website**: Event website URL
- **Comments**: Internal notes or comments

Adding Categories

To assign an event to categories:

1. Open the event for editing
2. Find the **Categories** field
3. Select one or more categories from the list
4. You can select multiple categories
5. Save your changes

Tips:

- Start typing to search for categories
- Select multiple categories to create multiple associations
- These associations help visitors find events through search and filtering

Setting Event Status

Status Fields:

- **Enabled**: Whether the event is visible to the public
- **Approved**: Whether the event has been approved by an admin (for user submissions)
- **Featured**: Whether the event should be featured prominently

Controlling Visibility:

- Uncheck **Enabled** to hide an event from public listings
- Unapproved events are not visible to the public, even if enabled
- Featured events can be displayed prominently on your frontend

Linking Events to Destinations

Events can be linked to destinations to show where they take place:

1. Open the event for editing
2. Find the **Destination** field
3. Select a destination from the list
4. The event will inherit location information from the destination
5. Save your changes

Benefits:

- Automatic location information
- Visitors can see events at specific destinations
- Search for events by destination

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