User-Submitted Content

The Events Addon allows authenticated users to submit their own events through the API.

How Users Can Submit Events

Users with authenticated API access can:

1. Create new events using the API
2. Update their existing events
3. Delete their events

Reviewing and Approving Submissions

Review Process:

1. Navigate to **Events** in the admin panel
2. Look for events where **Approved** is unchecked
3. Review all submitted information:
   - Verify accuracy of date and time information
   - Check that location information is correct
   - Ensure content meets your standards
   - Verify images are appropriate
4. Make any necessary edits
5. Check the **Approved** checkbox
6. Ensure **Enabled** is checked if you want it visible immediately
7. Save

What Happens:

- Unapproved events are not visible to the public
- Once approved, events become visible (if also enabled)
- Users receive notifications when their submissions are approved or updated

Managing User-Created Content

Best Practices:

- Review submissions regularly, especially for date-sensitive events

- Provide feedback to users if submissions need changes
- Use the comments field to track review status
- Consider creating guidelines for user event submissions

Common Tasks:

- Edit user-submitted content for accuracy
- Correct date and time information
- Add missing location details
- Improve descriptions
- Add or replace images
- Verify recurrence patterns are set correctly

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