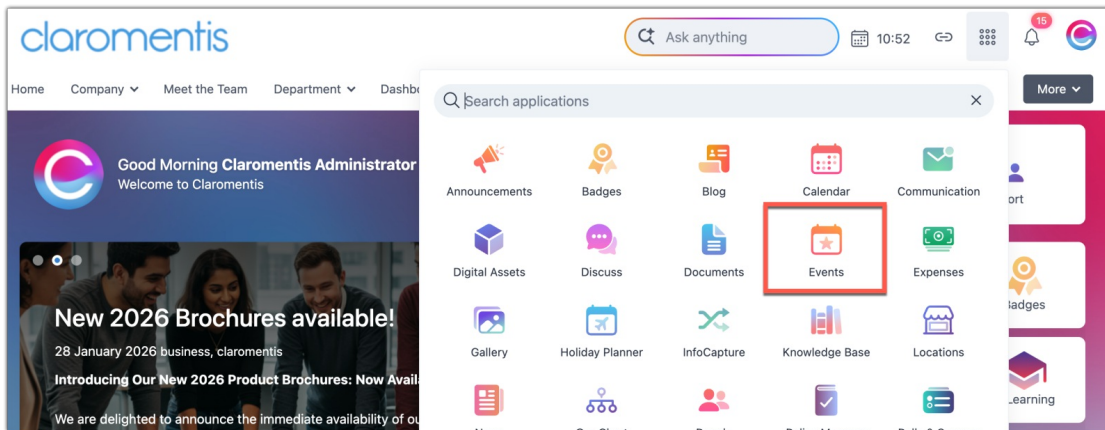




## Events: Front end overview

This guide will detail all the options and features available on the front end of the Locations application (Applications > Events)



## Main list of Events

The Events a user has been given permissions for will be listed here.

### - Browsing events

A search bar in the middle of the screen allows a user to search within the Events they can see.

The icons on the right allow the user to curate the view to their liking - Sort by name A-Z, or most recent and change the view to past events or only those upcoming.

The screenshot shows the 'Events' page with a search bar and filters. The event list includes:

- Sales Training - Florida - 2026 Season**: Florida, USA, Thursday, 10 December, 11:00 - 13:00, 1 registered, 49 available.
- Safeguarding Refresher**: Saturday, 20 June, 12:00 - 13:00, 0 registered.
- Volunteer Training Week**: 12:00 Saturday, 20 June - 12:30 Friday, 26 June, 0 registered.

### - Viewing or joining an Event

Users can click on an Event to open its landing page.

Users with 'Can join' permission will be able to click 'Register now' to attend the Event (or request approval if this was configured by the Event creator)

Statistics about the Event and its details are shown to inform the user browsing of anything important, e.g. if there is a waiting list, how many spots remain, the event location, etc

These are all configured when the event was created and/or edited.

The 'Event details' page for 'Safeguarding Refresher' displays the following information:

- Title:** Safeguarding Refresher
- Date:** Saturday, 20 June, 12:00 - 13:00
- Organizer:** Nigel Davies
- Statistics:**
  - Registered: 0
  - No waiting list: 0
  - available: ∞
  - Viewed: 1
  - Invited: 61
  - Max capacity: ∞
- Actions:** Register now, Manage registrations, Make a copy, Audit, Send email invite, Edit, Share.
- Description:** 1 hour refresher ideal for anyone just needing reminders of key points!

Administrators will see the administrator options here, including 'edit' and 'Manage registration' buttons.

Here, the list of attendees is given, and administrators can approve their attendance, add attendees manually or remove them entirely.

Events > Event details > Manage registrations

### Safeguarding Refresher

2 registered attendees, including 0 friends/family

Select a User, Group, Role or Extranet Browse Add Attendee Export to CSV

User	Job title	Email	Notes	Date / Time		Attended
Claromentis Administrator	System Administrator	hannah.door@claromentis.com		06-05-2026 11:20 added by Claromentis Administrator	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Abigail Clark	Human Resources Assistant	abigail@claromentis.net		06-05-2026 11:20 added by Claromentis Administrator	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

Save Attendance

## Categories

On the left of the landing page of the Events application are the category tabs.

Users can click on these to see Events they have permissions for that are in each.

The categories available are created by administrators on the [admin side of Events](#), and can be attributed to each when they are [created or edited](#).

Events

Events

All Categories

Charity

Social

Training Events

Training Events

EVENT STATUS

All Events

Registered 0

Organised Events 0

Draft 0

Cancelled 0

Archived 0

Search events...

Sales Training - Florida - 2026 Season

Florida, USA

Thursday, 10 December, 11:00 - 13:00

1 registered 49 available

Safeguarding Refresher

Saturday, 20 June, 12:00 - 13:00

0 registered

Volunteer Training Week

12:00 Saturday, 20 June - 12:30 Friday, 26 June

0 registered

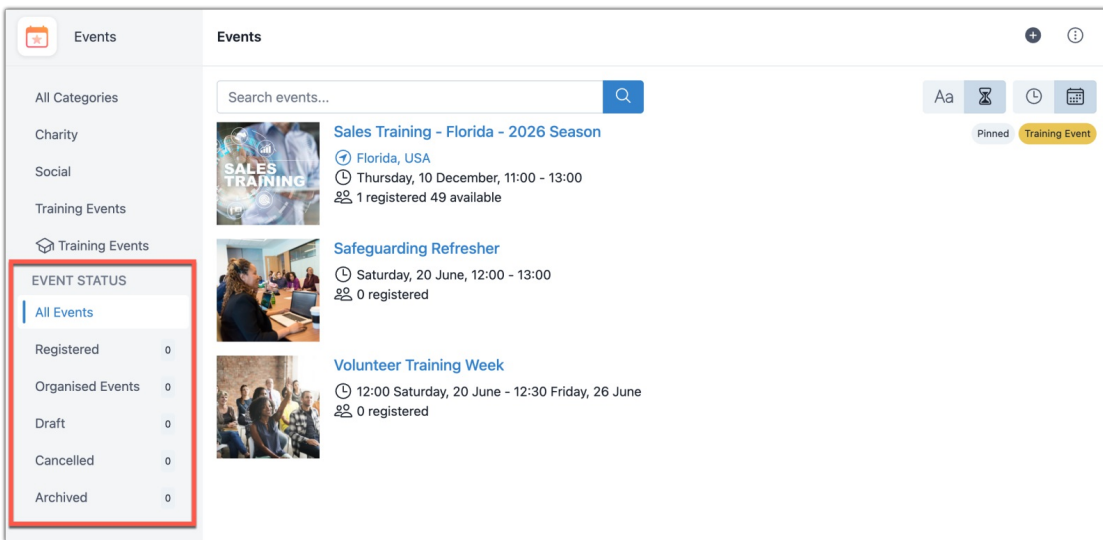
Pinned Training Event

## Event Status

Also on the left of the landing page of the Events application are the status tabs.

Users can click on these to see Events they have permissions for that are in each status.

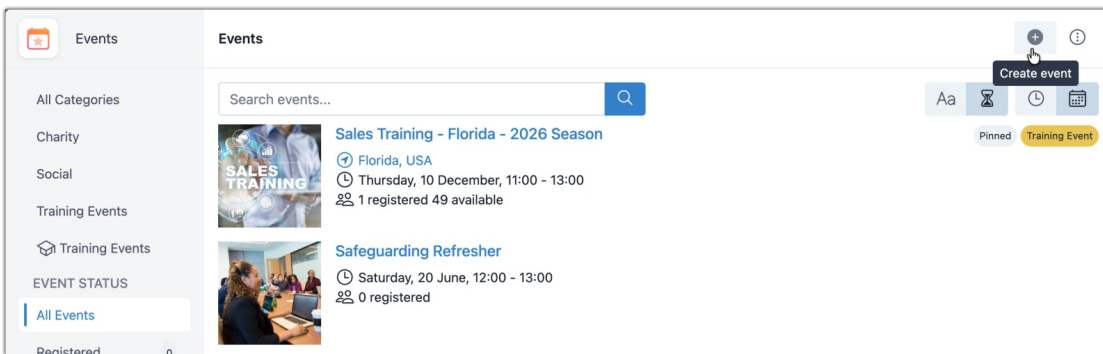
The status is set when [creating or editing an Event](#).



## Creating a new event

This button will only appear to users with the 'create new events' permission, as given by an administrator [from the admin side](#).

Clicking this, a new entry can be created, see [our guide](#) for more information.



## 3 dot menu

Under the 3-dot menu are more options.

**Registered:** Will open a list of Events the user has registered to attend

**Learning Home:** This will open the front end of the Learning application (as some Events are linked to Learning)

**User report & Event report:** Will only appear to users with the 'Edit and delete all events, and view reports' as given on the admin side. They can run both reports and download the results.

**Events admin:** The link to the admin side of the application will only appear to [application administrators](#) of Events.

