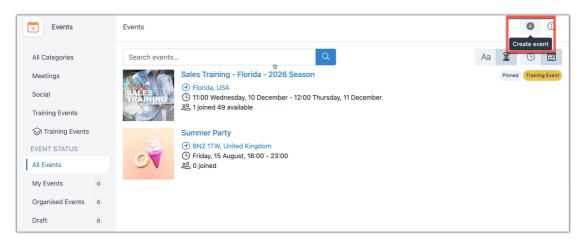


To create Events on the front-end of the application, users will need to have been granted permissions on the admin side (Applications > Admin > Events) by an Events application administrator.

For more information, check out the Events: Admin overview.

Creating an Event

- 1. Head to Applications > Events
- 2. Use the + icon



Reminder: If you do not see the option to create a new event, please check with your administrator that you have the permission needed to do so.

Configuring the Event

1. Name the event and choose its category.

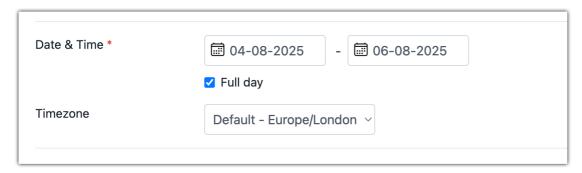
(Categories that appear here can be edited by administrators of Events from the Admin side)



- Title: The name of the event
- . Category: The category in which you wish to place this event
- Tags: Relevant tags to the event to help with searching
- Organiser: The user who will organise the event. This will default to the creator of the event, but can be changed to someone else
- 2. Add an image to appear on the Event landing page and the Event's own page.



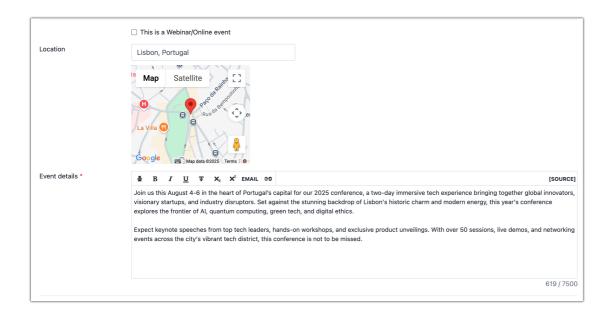
3. Set the Date & Time of the Event (and timezone if applicable):



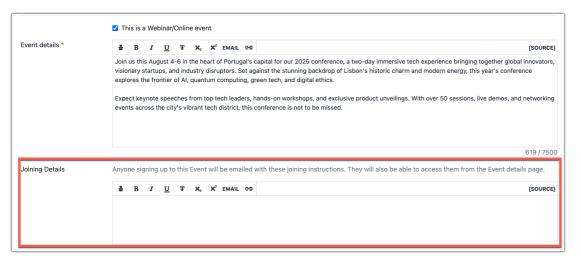
- Date & Time: Specify the date and time of the event. Two checkboxes enable you to define whether (1) the event is for the whole day or (2) to create this as a repeatable event, allowing the event to run every day, week, month, or year up until a specified amount of time.
- Timezone: Specify which time zone the date and time represent.

4. Enter the Event details

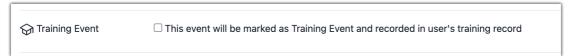
This is a required field. Add an Event description so those invited know what they can expect.



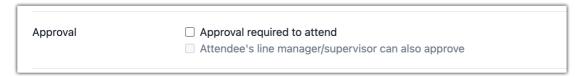
• Webinar/Online event: Check this box if the Event is online. A box for 'Joining Details' will appear. Copy/paste your Teams, Zoom, etc, meeting details or any other relevant information a user will need when the Event arrives to join it. (These details will appear in the email Event invite when users click to attend)



- Location: Specify the event location. If the event is an in-person event, you can link a location using Google Maps. (Requires maps API set up to work, more information here)
- Training Event: Select this box to link this Event to the step of aLearning Path so it will appear in users' training records when they attend.



5. Decide whether approval to join the Event is required or not:



- Approval: Select the first checkbox if Event administrators have to approve users attending the Event. If selected, approval by their line manager can also be selected, meaning event administrators or their manager can approve their request to join.
- Attachments: Add documentation to the event (training agenda or a questionnaire, for example

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	Attachments	Choose file	or select from pre-uploaded

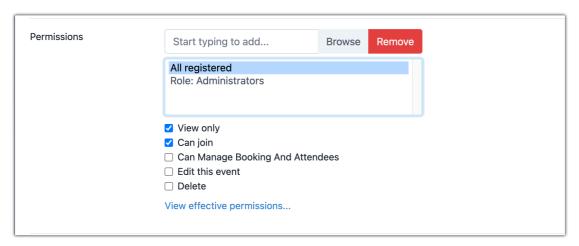
6. Manage the number of participants allowed at the event.

Participants	
Total capacity	250 people
	☐ Allow each user to bring up to friends or family
	✓ Allow waiting list up to 30 people
	☐ Private (Participants will not be displayed)

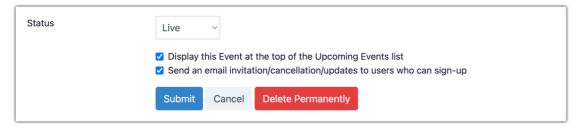
• Participants: State how many people can attend the event. By default, this is set to Unlimited. You can change this to Limited, which will allow you to (1) specify the number of attendants, (2) whether friends and family can be invited, and (3) a waiting list for people to join if the total capacity has been reached. You can also specify if the event will be private, meaning that the 'Who's Going' list will not appear in the front-end for users to see.

7. Define the event permissions.

You will see the following permission options that can be set for individual users and/or Roles and Groups:



- View only: User(s) can view the event details from the front-end of the application, but will not be allowed to interact with it.
- Can join: User(s) can join the event (or request to join).
- Can Manage Booking And Attendees: User(s) will be able to accept/decline approval required to attend. Users can also view the full list of attendees as well as confirm their attendance on their behalf via Event > Attendee Registration.
- Edit this event: User(s) will be able to edit permissions and details of the event.
- Delete: User(s) will be able to delete the Event (Deleted content cannot be restored so be vigiliant who is being given this ability)
- 8. Save the Event as a Draft (to finish later) or make it Live for those with permissions to see:

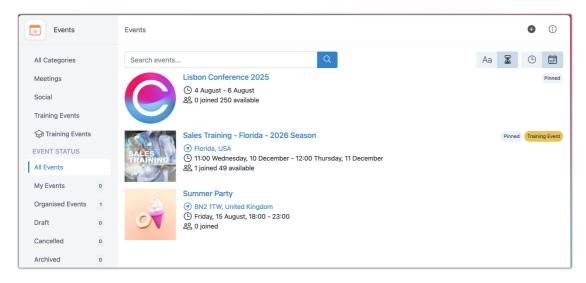


Be sure to specify email notifications to users as well as pin the event to the top of the events pages if needed.

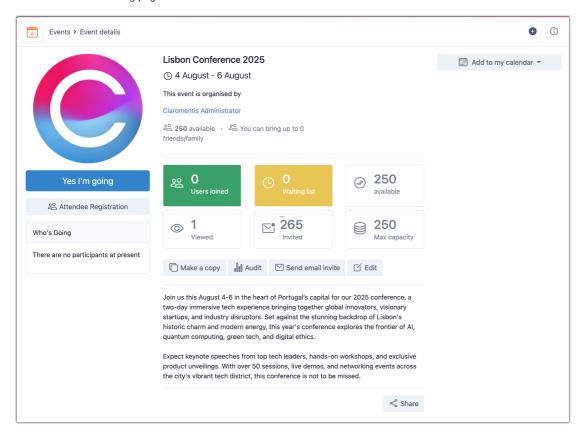
If you need to save your progress for later, leave this in 'draft' status and click save. You can find your unfinished Event later on the front end of Events

under the 'Drafts' tab.

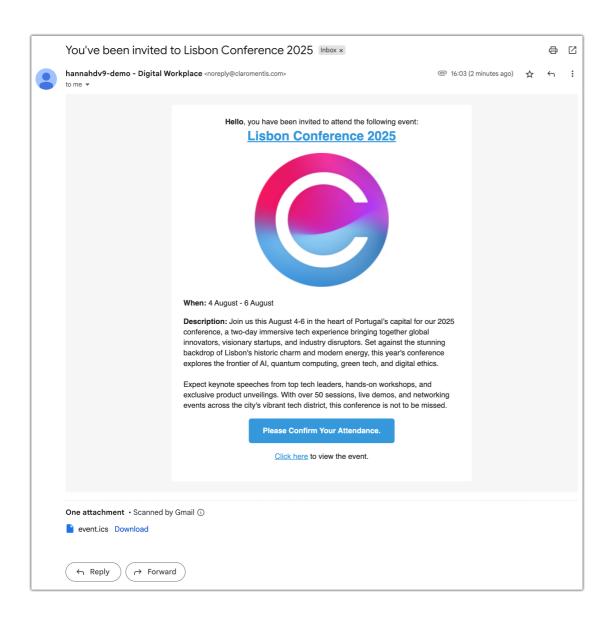
The Live Event will now be listed in Events:



It will have its own landing page for invited users to interact with:



If the email option was selected, the email will have been sent to invited users:



Created on 31 July 2025 by Hannah Door. Last modified on 6 November 2025

Tags: events, user guide, create