Events: Admin overview

Events application administrators can access Applications > Admin > Events to configure its properties.

There are only two tabs to consider, and these are detailed below.

Permissions & Settings

Assign certain Users/Roles/Groups to the permissions you need them to have.

- **Create new events:** Allows user(s) to create new events from the front end
- **Create and publish events:** Allows user(s) to create an event and enable the event to go 'Live' without requiring approval from another user with this permission
- **Edit & delete all events:** Allows user(s) to edit and delete all existing events, including events that have been created by other users

Choose whether the iCal button will be visible in the Event for everyone who has permissions to view, or only for to those who have clicked attending (and the creators of the Event)
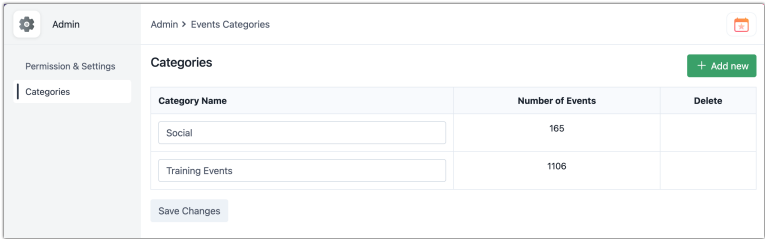
The iCal file can be added to external calendars (i.e. Outlook or Google Calendar) once downloaded.
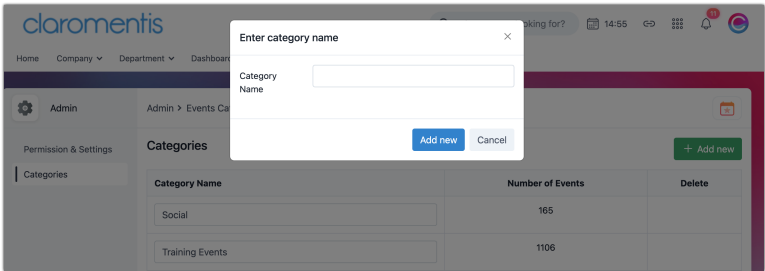
We recommend leaving this setting on 'Only for attendees and event managers' to ensure users do not add the event to their calendar ahead of clicking to attend.

Categories

Here, the categories that Events can be created within are configured.

As an events admin, edit the names of categories in existence or create new ones by using the 'add new' button:

Please note: There are no permissions tied to individual categories; they are simply used as a filtering tool to help with search functionality for users.

All categories configured will appear on the front end for users to create Events under:

Created on 31 July 2025 by Hannah Door
Tags: admin, events, user guide, administrator