



## 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

A screenshot of the 'Events Administrator' permissions settings page. The page has a sidebar on the left with 'Admin' and 'Permission & Settings' tabs. The main content area is titled 'Events Administrator' and shows a list of permissions. The 'All registered' role is selected, with 'Administrators' listed below it. There are three checkboxes: 'Create new events' (checked), 'Create and publish events' (unchecked), and 'Edit and delete all events' (unchecked). Below these is a link 'View effective permissions...'. At the bottom, there are radio buttons for 'Show add to my calendar (iCal)' with options 'For everyone' and 'Only for attendees and event managers' (selected). A 'Save Changes' button is at the bottom right.

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.

A screenshot of the 'Event details' page for 'Sales Training - Florida - 2026 Season'. The page shows the event title, dates (11:00 Wednesday, 10 December - 12:00 Thursday, 11 December), organizer (Nigel Davies), and location (Florida, USA). It also shows a map of the location. On the left, there are buttons for 'Yes I'm going', 'Attendee Registration', and 'Who's Going'. On the right, there are statistics: 1 User joined, 0 Waiting list, 49 available, 1 Viewed, 65 Invited, and 50 Max capacity. At the bottom right, there is an 'Add to my calendar' button and an 'iCal URL' field with the URL 'myintranet/events/cs.php/1633'. Below the URL is a 'Download .ics for this Event' button.

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.

Admin

Permission & Settings

Categories

Admin > Events Categories

+ Add new

Category Name	Number of Events	Delete
<input type="text" value="Social"/>	165	
<input type="text" value="Training Events"/>	1106	

Save Changes

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

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Home Company Department Dashboard

Admin

Permission & Settings

Categories

Admin > Events Categories

+ Add new

Category Name	Number of Events	Delete
<input type="text" value="Social"/>	165	
<input type="text" value="Training Events"/>	1106	

Save Changes

Enter category name

Add new

Cancel

**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:

Events > Create a new event

Create a new event

Title \*

Category \*

✓ Please select...

Meetings

Social

Training Events

Tags

Organiser \*

Select user

Browse

Image

Upload image

Date & Time \*

31-07-2025

15:00

-

31-07-2025

15:30

☐ Full day

☐ Repeat