



Events: Admin Overview

Events [Application administrators](#) can access **Applications > Admin > Events** to configure its properties.

Permissions & Settings

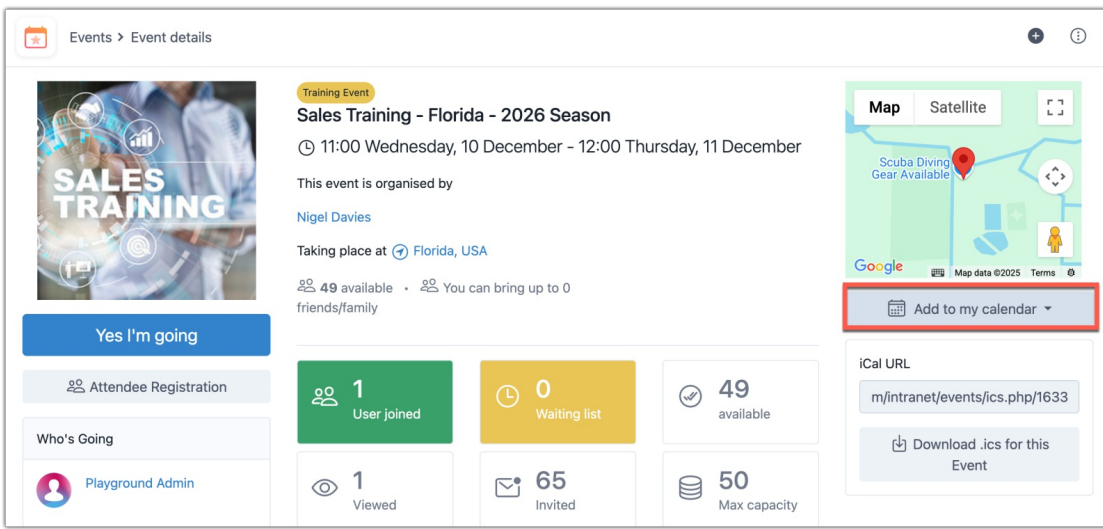
Assign certain Users, Roles, or Groups to the permissions you need them to have.

A screenshot of the 'Events Permission & Settings' interface. The page title is 'Admin > Events Permission & Settings'. The main heading is 'Permission & Settings' with a sub-heading 'Manage permissions, including creating, editing, and deleting events, and viewing reports.' Below this, there is a 'Permissions' section with a search input field containing 'Start typing to add...', a 'Browse' button, and a 'Remove' button. A dropdown menu is open, showing 'Role: Administrators'. Below the dropdown, there are three checked checkboxes: 'Create new events', 'Create and publish events', and 'Edit and delete all events, and view reports'. A link 'View effective permissions...' is also present. At the bottom, there is a 'Show add to my calendar (iCal)' section with two radio buttons: 'For everyone' and 'Only for attendees and event managers' (which is selected). A 'Save Changes' button is at the bottom of the form.

- **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, and view reports:** Allows user(s) to edit and delete all existing events, including events that have been created by other users. They can also run the user or event reports.

Choose whether the iCal button will be visible in the Event for everyone who has permissions to view, or only for those who have clicked attending (and the creators of the Event)

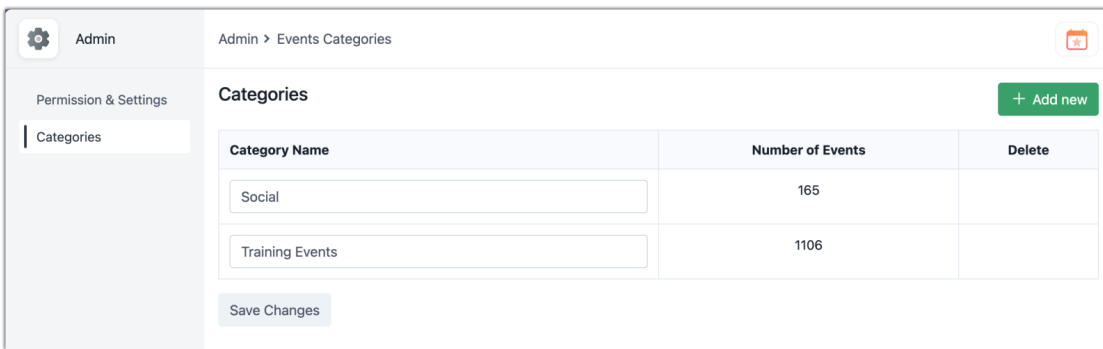
The iCal file can be [added to external calendars](#) (i.e. Outlook or Google Calendar) once downloaded.



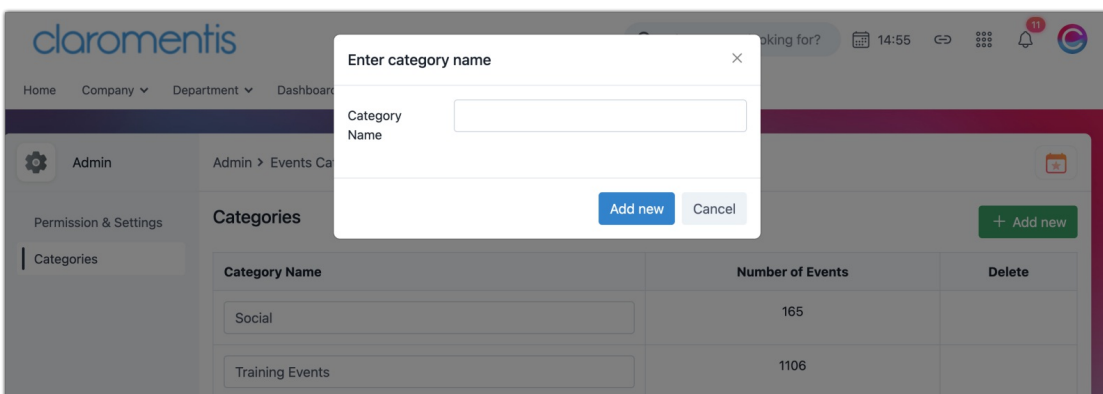
We recommend leaving this setting on **Only for attendees and event managers** to ensure users do not add the event to their calendar ahead of clicking to attend.

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:

Events > Create a new event

Create a new event

Title *

Category *
Please select...
Meetings
Social
Training Events

Tags
claromentis, microsoft, excel, team, social, word, powerpoint, corporate, holiday planner

Organiser *
Select user Browse

Image
Upload image

Date & Time *
31-07-2025 15:00 - 31-07-2025 15:30
 Full day
 Repeat

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