



Events: Admin overview

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

Permissions & Settings

A screenshot of the 'Events Permission & Settings' configuration page in a web application. The page has a light gray sidebar on the left with a 'Permission & Settings' section. The main content area is titled 'Permission & Settings' and contains the following elements: a breadcrumb 'Admin > Events Permission & Settings', a description 'Manage permissions, including creating, editing, and deleting events, and viewing reports.', a 'Permissions' section with a search input 'Start typing to add...', 'Browse', and 'Remove' buttons, a dropdown menu showing 'Role: Administrators', three checked checkboxes for 'Create new events', 'Create and publish events', and 'Edit and delete all events, and view reports', a link 'View effective permissions...', a 'Show add to my calendar (iCal)' section with radio buttons for 'For everyone' and 'Only for attendees and event managers' (which is selected), and a 'Save Changes' button at the bottom.

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, 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 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.

Events > Event details

Sales Training - Florida - 2026 Season

11:00 Wednesday, 10 December - 12:00 Thursday, 11 December

This event is organised by Nigel Davies

Taking place at Florida, USA

49 available · You can bring up to 0 friends/family

Yes I'm going

Attendee Registration

Who's Going: Playground Admin

1 User joined, 0 Waiting list, 49 available

1 Viewed, 65 Invited, 50 Max capacity

Map: Scuba Diving Gear Available

Add to my calendar

iCal URL: m/intranet/events/ics.php/1633

Download .ics for this Event

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 > Events Categories

Categories

Category Name	Number of Events	Delete
Social	165	
Training Events	1106	

Save Changes

+ Add new

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

Enter category name

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
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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