



Events: Admin overview

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

Permissions & Settings

Admin

Permission & Settings

Categories

Admin > Events Permission & Settings

Events Administrator

Event Administrator has full permission to edit and changing event status of all events also viewing report

Permissions

Start typing to add...

Browse

Remove

All registered
Role: Administrators

☒ Create new events

☐ Create and publish events

☐ Edit and delete all events

[View effective permissions...](#)

Show add to my calendar (iCal)

☐ For everyone

☒ Only for attendees and event managers

Save Changes

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.

Events > Event details

Training Event

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

Map

Satellite

Scuba Diving Gear Available

Google

Map data ©2025

Terms

Add to my calendar

iCal URL
my/intranet/events/ics.php/1633
Download .ics for this Event

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

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

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:

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Home Company Department Dashboard

Admin

Permission & Settings

Categories

Admin > Events Categories

Categories

Category Name

Number of Events

Delete

Social	165	
Training Events	1106	

Save Changes

+ Add new

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 *

Tags

Organiser *

Image

Date & Time *

✓ Please select...


Meetings

Social

Training Events

Select user

Browse

 Upload image

31-07-2025

15:00

-

31-07-2025

15:30

☐ Full day

☐ Repeat

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