



Events: Admin overview

We will give you an overview of the admin area of the Event application.

Navigate to **Admin > Events**, you will land on the Events admin panel where the configuration is separated into two sections:

- [Permissions & Settings](#)
- [Categories](#)

The admin side & events permissions

To access the admin panel of the Events application, you will need to be granted permission as an Events admin.

As an Events application admin, you will be able to configure the areas covered in this guide.

For more information on how to assign application admins, [click here](#).

Permissions & Settings

The first section available is **Permissions & Settings**.

A screenshot of the 'Events Administrator' permissions configuration page. The page title is 'Admin / Events Permission & Settings'. On the left, there is a sidebar with 'Permission & Settings' (highlighted with a red box) and 'Categories'. The main content area shows the 'Events Administrator' role with the description: 'Event Administrator has full permission to edit and changing event status of all events also viewing report'. Below this, there is a 'Permissions' section with a search input 'Start typing to add...', 'Browse', and 'Remove' buttons. A dropdown menu is open, showing 'Role: Administrators'. Underneath, there are three checked checkboxes: 'Create new events', 'Create and publish events', and 'Edit and delete all events'. At the bottom, there is a link 'View effective permissions...'. A red box highlights the 'Permission & Settings' sidebar item.

You can assign certain user groups and roles to have permissions over the following options

- **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.

In this section, you can also choose whether the iCal link will be available for all users or to select users who will be attended the event:

Show add to my calendar (iCal) For everyone Only for attendees and event managers

Save Changes

The iCal link refers to an event link that can be added to your personal calendar (i.e. Outlook or Google Calendar). For more information, click [here](#).

Categories

The next section available is **Categories**.

Admin / Events Categories

Permission & Settings

Categories + Add new

Category Name	Number of Events	Delete
Social	165	
Training Events	1105	

Save Changes

The categories section allows you to create a series of categories that can be selected when creating a new event and change any existing category name.

As an events admin, new categories can be created by selecting the + Add new button:

Admin / Events Categories

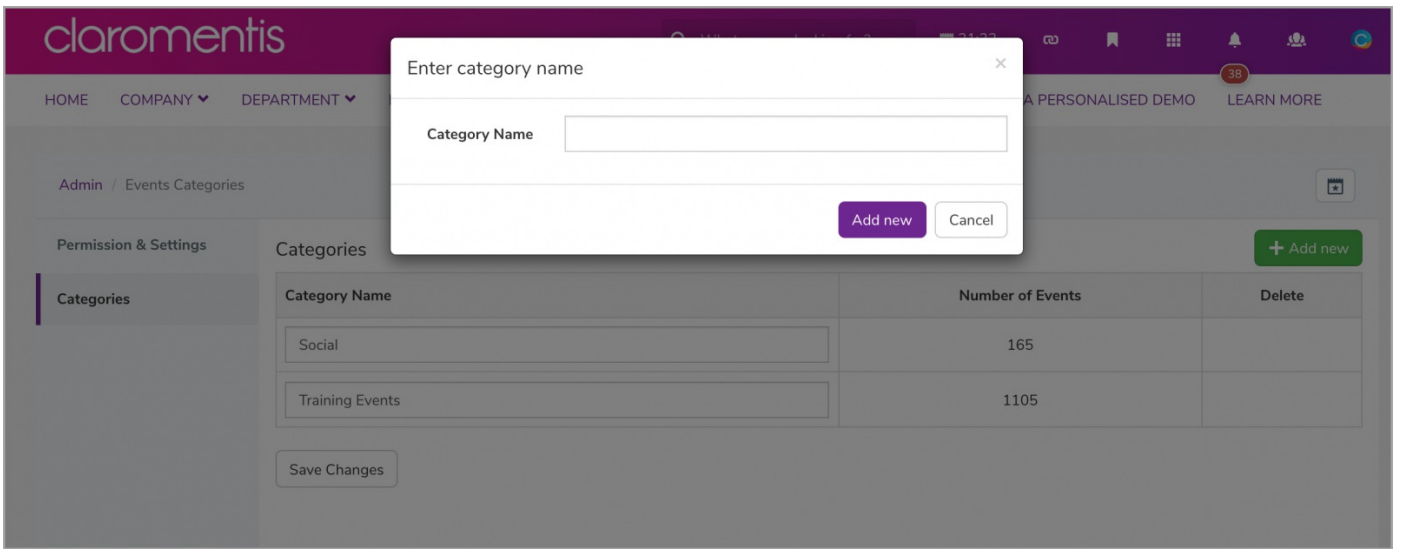
Permission & Settings

Categories + Add new

Category Name	Number of Events	Delete
Social	165	
Training Events	1105	

Save Changes

From here, you can type the name of the category and add the new category:



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.

Last modified on 30 November 2023 by [Hannah Door](#)

Created on 20 July 2021 by [Veronica Kim](#)

Tags: [admin](#), [events](#), [user guide](#), [administrator](#)