



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 interface is divided into a left sidebar and a main content area. The sidebar contains a 'Permission & Settings' section and a 'Categories' section. The main content area has a title 'Permission & Settings' and a subtitle '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'. There is also a link 'View effective permissions...'. 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', with the latter selected. A 'Save Changes' button is at the bottom.

- **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.

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

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 | Satellite
 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 + Add new

Category Name	Number of Events	Delete
Social	165	
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:

claromentis

Admin > Events Categories

Enter category name

Category Name

Add new Cancel

Category Name	Number of Events	Delete
Social	165	
Training Events	1106	

+ Add new

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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