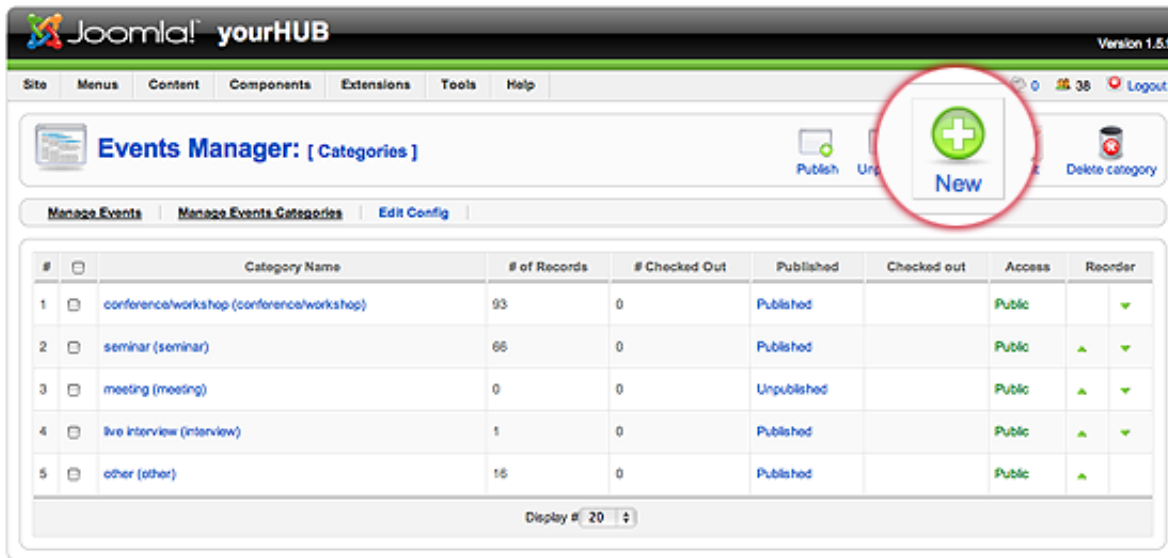


## Events

### Categories

#### Creating a category

Click “New” (green circle with a plus sign) in the upper right portion of the page.

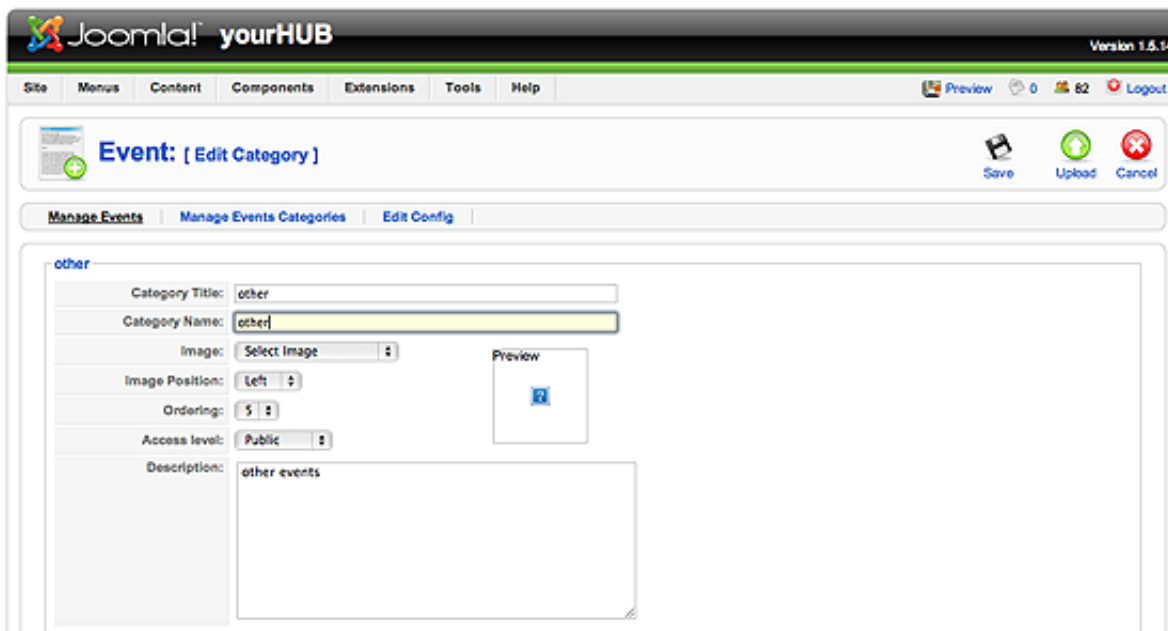


The screenshot shows the Joomla! Events Manager interface. The top navigation bar includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. The main header displays 'Events Manager: [ Categories ]' and a 'New' button (a green circle with a plus sign) is circled in red. Below the header is a table with the following data:

| # | Category Name                             | # of Records | # Checked Out | Published   | Checked out | Access | Reorder |
|---|---|--------------|---------------|-------------|-------------|--------|---------|
| 1 | conference/workshop (conference/workshop) | 93           | 0             | Published   |             | Public | ▼       |
| 2 | seminar (seminar)                         | 66           | 0             | Published   |             | Public | ▲ ▼     |
| 3 | meeting (meeting)                         | 0            | 0             | Unpublished |             | Public | ▲ ▼     |
| 4 | live interview (interview)                | 1            | 0             | Published   |             | Public | ▲ ▼     |
| 5 | other (other)                             | 16           | 0             | Published   |             | Public | ▲       |

At the bottom of the table, there is a 'Display #' dropdown set to 20. The footer text reads: 'Joomla! is Free Software released under the GNU/GPL License.'

You will be presented with a form to enter your new category. Only the field labeled “Title” is required.



The screenshot shows the Joomla! 'Event: [ Edit Category ]' form. The top navigation bar includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. The main header displays 'Event: [ Edit Category ]' and buttons for 'Save', 'Upload', and 'Cancel'. The form fields are as follows:

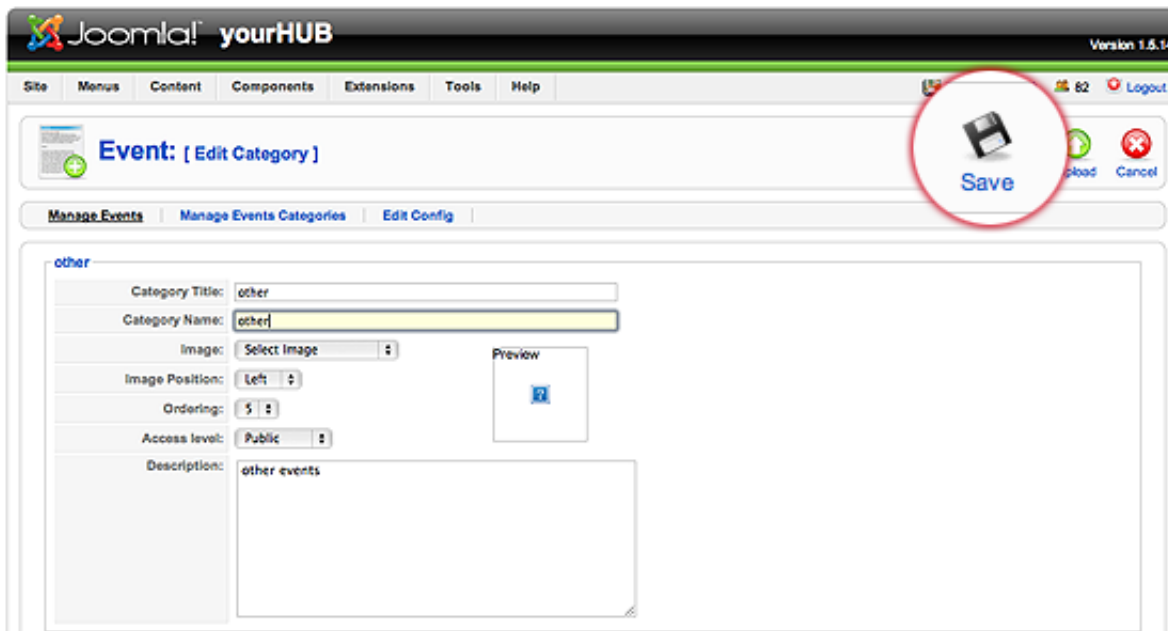
- Category Title: other
- Category Name: other
- Image: Select Image
- Image Position: Left
- Ordering: 1
- Access level: Public
- Description: other events

A 'Preview' window is visible next to the 'Image' field, showing a small image placeholder.

When done, click “Save” (the icon that looks like a floppy disk) in the upper right portion of the

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page.

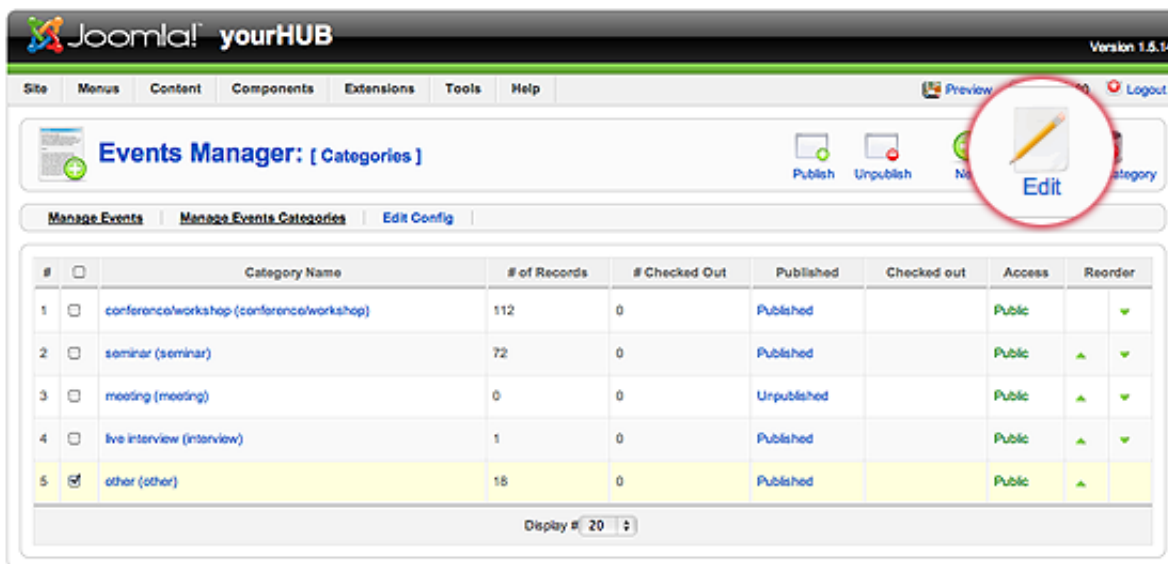


The screenshot shows the Joomla! Events Manager interface for editing a category. The page title is "Event: [ Edit Category ]". The "Save" button is circled in red. The form contains the following fields:

- Category Title: other
- Category Name: other
- Image: Select Image
- Image Position: Left
- Ordering: 5
- Access level: Public
- Description: other events

### Editing a category

To edit a category, click the title in the category listing or check the box next to the title and click the "Edit" button in the upper right of the page.



The screenshot shows the Joomla! Events Manager interface for managing categories. The page title is "Events Manager: [ Categories ]". The "Edit" button is circled in red. The table below lists the categories:

| # | <input type="checkbox"/>            | Category Name   | # of Records | # Checked Out | Published   | Checked out | Access | Reorder |
|---|-------------------------------------|---|--------------|---------------|-------------|-------------|--------|---------|
| 1 | <input type="checkbox"/>            | <a href="#">conference/workshop (conference/workshop)</a> | 112          | 0             | Published   |             | Public | ▼       |
| 2 | <input type="checkbox"/>            | <a href="#">seminar (seminar)</a>                         | 72           | 0             | Published   |             | Public | ▲ ▼     |
| 3 | <input type="checkbox"/>            | <a href="#">meeting (meeting)</a>                         | 0            | 0             | Unpublished |             | Public | ▲ ▼     |
| 4 | <input type="checkbox"/>            | <a href="#">live interview (interview)</a>                | 1            | 0             | Published   |             | Public | ▲ ▼     |
| 5 | <input checked="" type="checkbox"/> | <a href="#">other (other)</a>                             | 18           | 0             | Published   |             | Public | ▲ ▼     |

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All other steps are identical to category creation above.

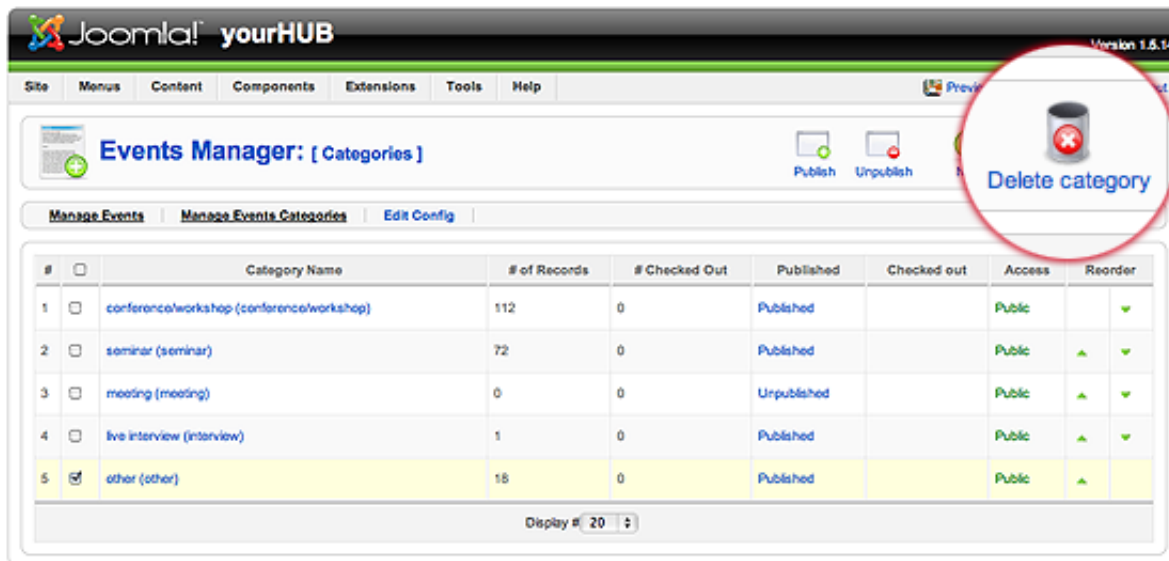
### Deleting categories

To delete one or more event categories, check the box next to the category you wish to delete

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and hit the “Delete” button in the toolbar located at the top right of the page.



The screenshot shows the Joomla! Events Manager interface. At the top, there is a navigation menu with options: Site, Menus, Content, Components, Extensions, Tools, and Help. The main heading is "Events Manager: [Categories]". Below this, there are buttons for "Publish" and "Unpublish". A red circle highlights a "Delete category" button, which is represented by a trash can icon with a red 'X' over it.

Below the toolbar, there are three tabs: "Manage Events", "Manage Events Categories" (which is active), and "Edit Config".

| # | <input type="checkbox"/>            | Category Name                             | # of Records | # Checked Out | Published   | Checked out | Access | Reorder |
|---|-------------------------------------|---|--------------|---------------|-------------|-------------|--------|---------|
| 1 | <input type="checkbox"/>            | conference/workshop (conference/workshop) | 112          | 0             | Published   |             | Public | ▼       |
| 2 | <input type="checkbox"/>            | seminar (seminar)                         | 72           | 0             | Published   |             | Public | ▲ ▼     |
| 3 | <input type="checkbox"/>            | meeting (meeting)                         | 0            | 0             | Unpublished |             | Public | ▲ ▼     |
| 4 | <input type="checkbox"/>            | live interview (interview)                | 1            | 0             | Published   |             | Public | ▲ ▼     |
| 5 | <input checked="" type="checkbox"/> | other (other)                             | 18           | 0             | Published   |             | Public | ▲ ▼     |

At the bottom of the table, there is a "Display # 20" dropdown menu.

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