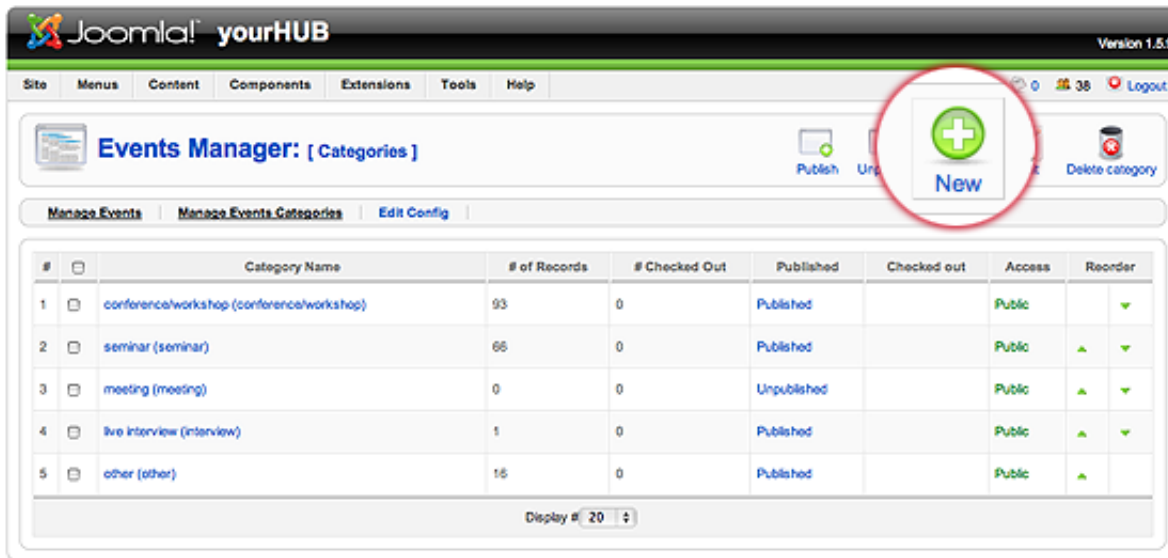


## Events

### Categories

#### Creating a category

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

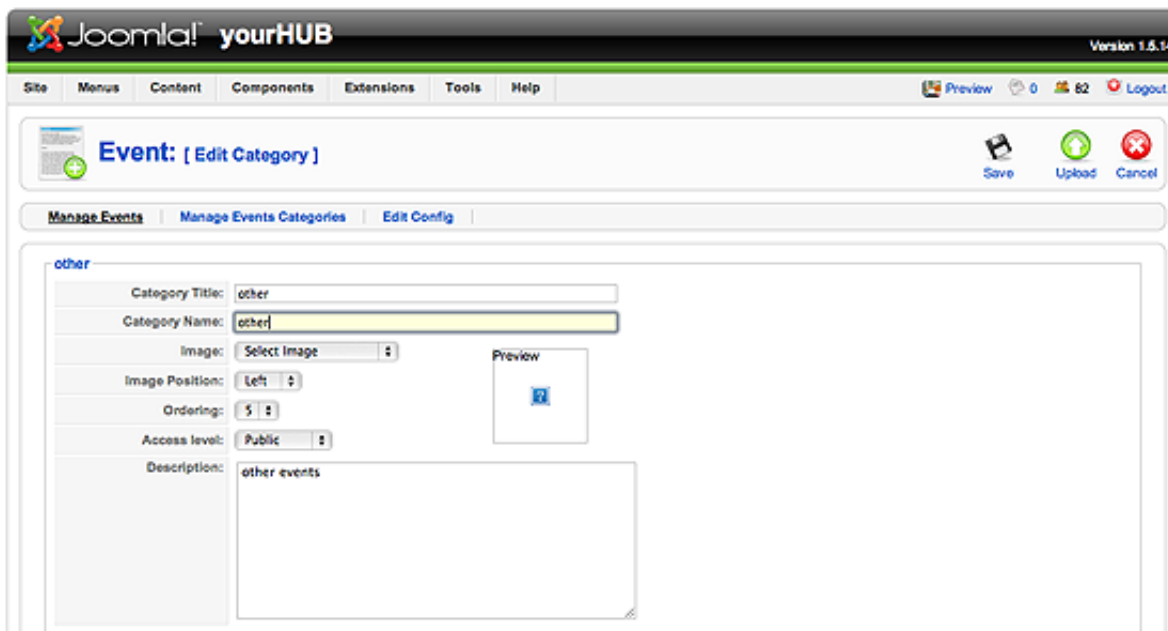


The screenshot shows the Joomla! Events Manager interface. The top navigation bar includes 'Site', 'Menus', 'Content', 'Components', 'Extensions', 'Tools', and 'Help'. The main header displays 'Events Manager: [ Categories ]' and a 'New' button (a green circle with a plus sign) is circled in red. Below 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3	meeting (meeting)	0	0	Unpublished		Public	▲ ▼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:

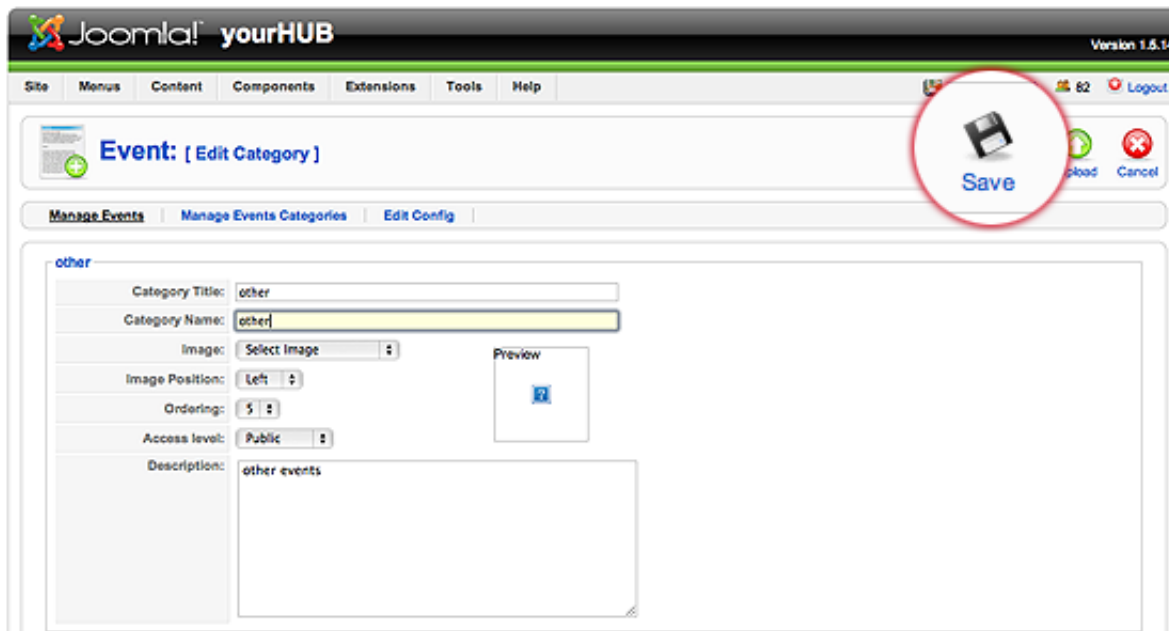
- Category Title: other
- Category Name: other
- Image: Select Image
- Image Position: Left
- Ordering: 1
- Access level: Public
- Description: other events

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

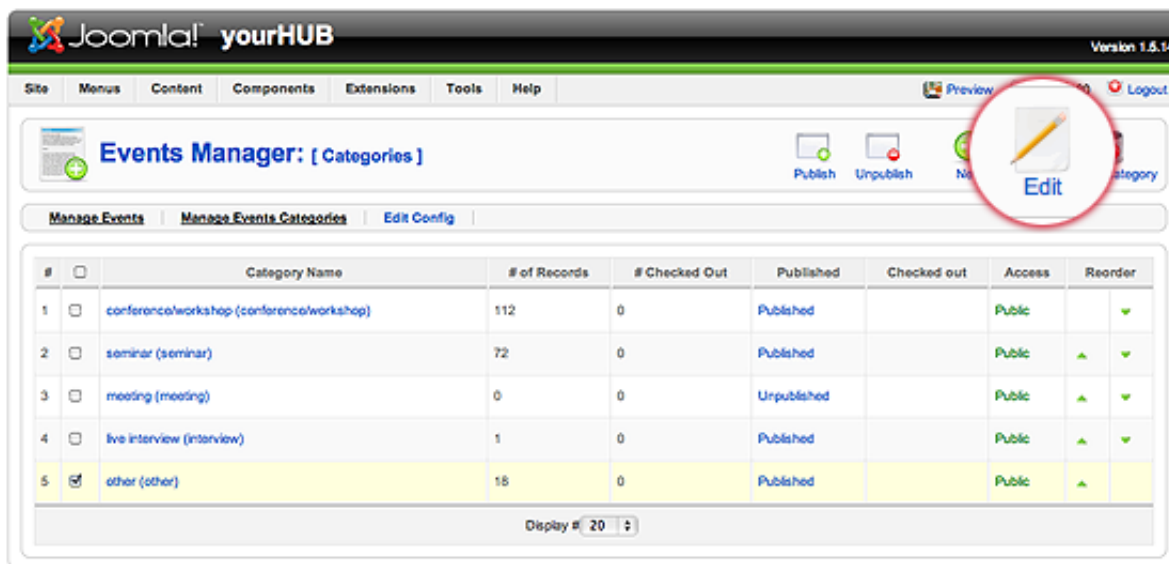
## EVENTS

page.



### 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.



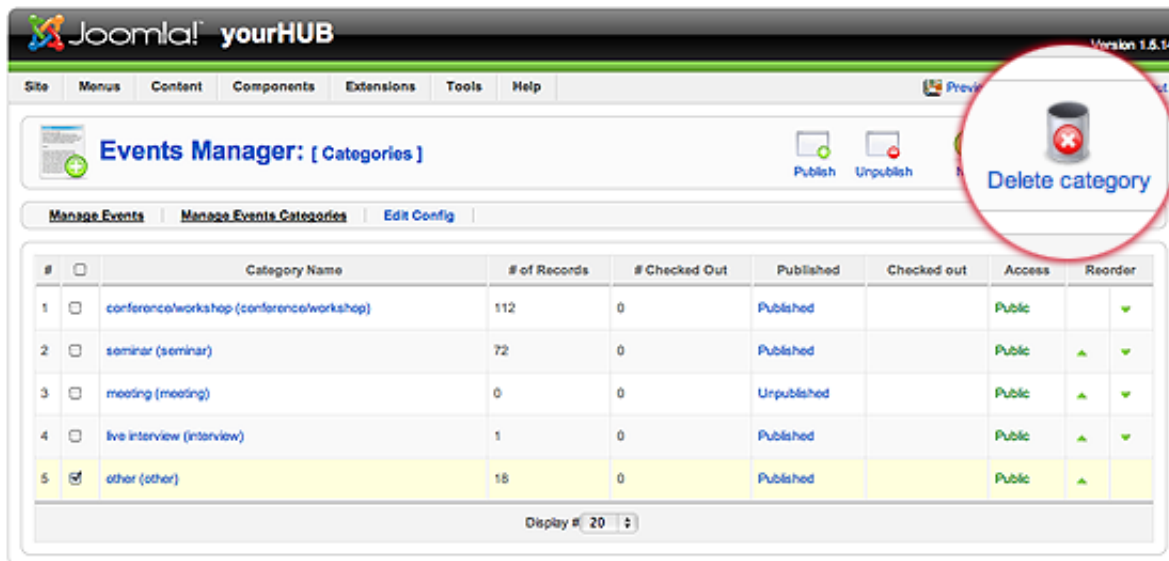
All other steps are identical to category creation above.

### 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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