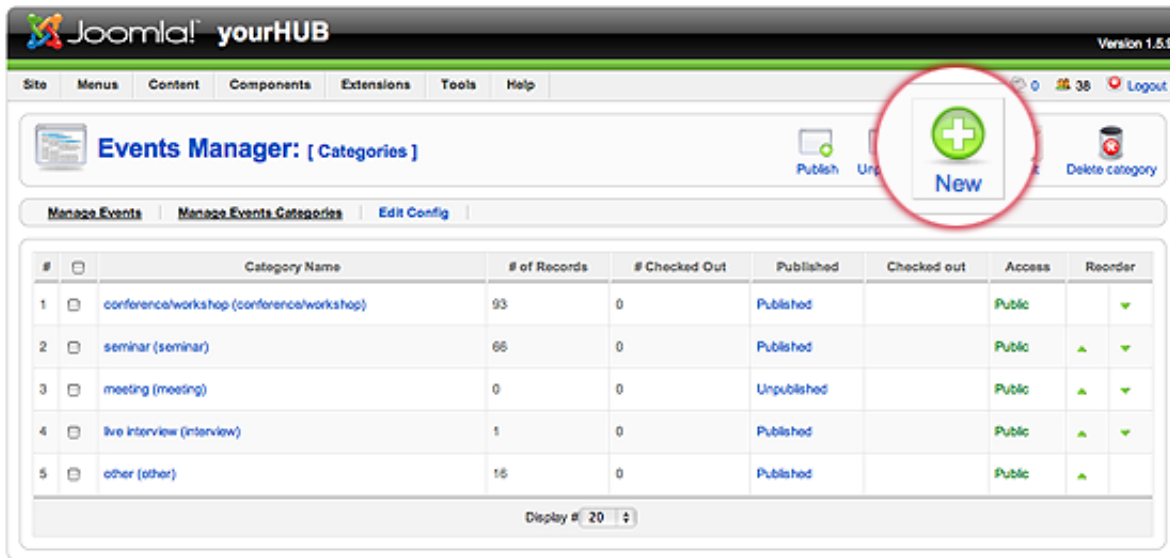


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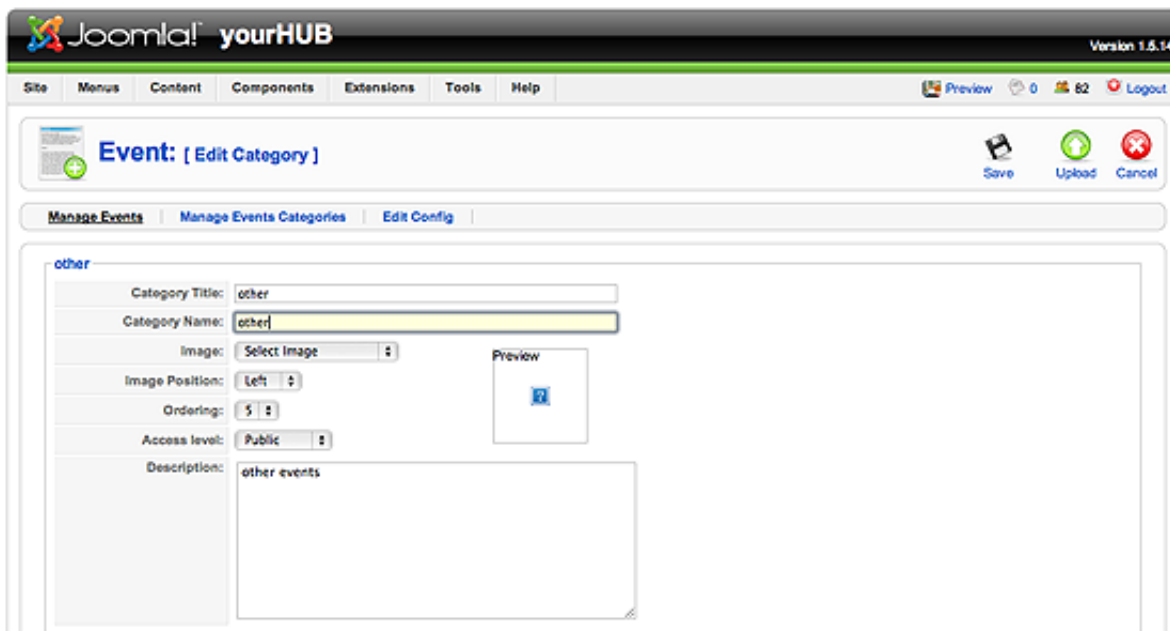
Creating a category

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



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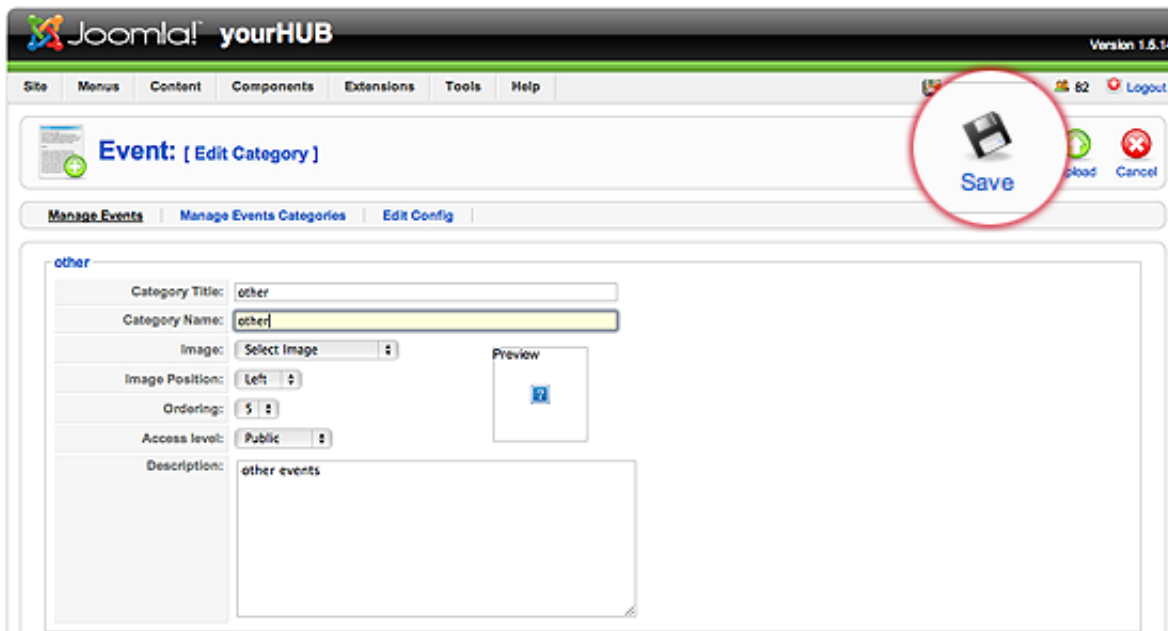
You will be presented with a form to enter your new category. Only the field labeled “Title” is required.



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

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page.

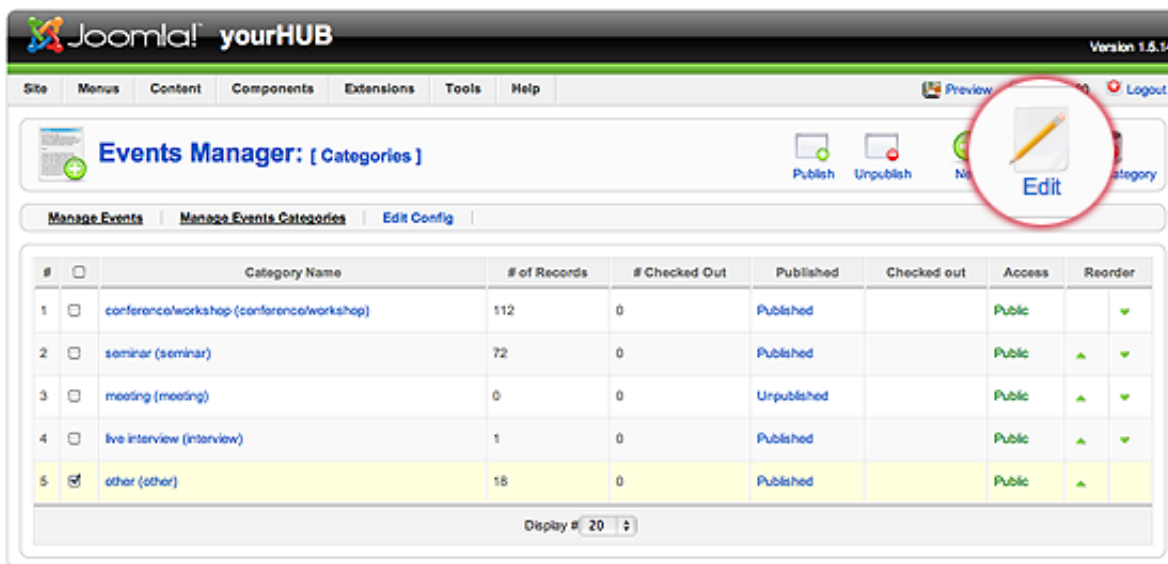


The screenshot shows the Joomla! Events Manager interface for editing a category. The page title is "Event: [Edit Category]". The "Save" button is circled in red. The form contains the following fields:

- 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"/>	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	meeting (meeting)	0	0	Unpublished		Public	▲ ▼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	▲ ▼

Display # 20

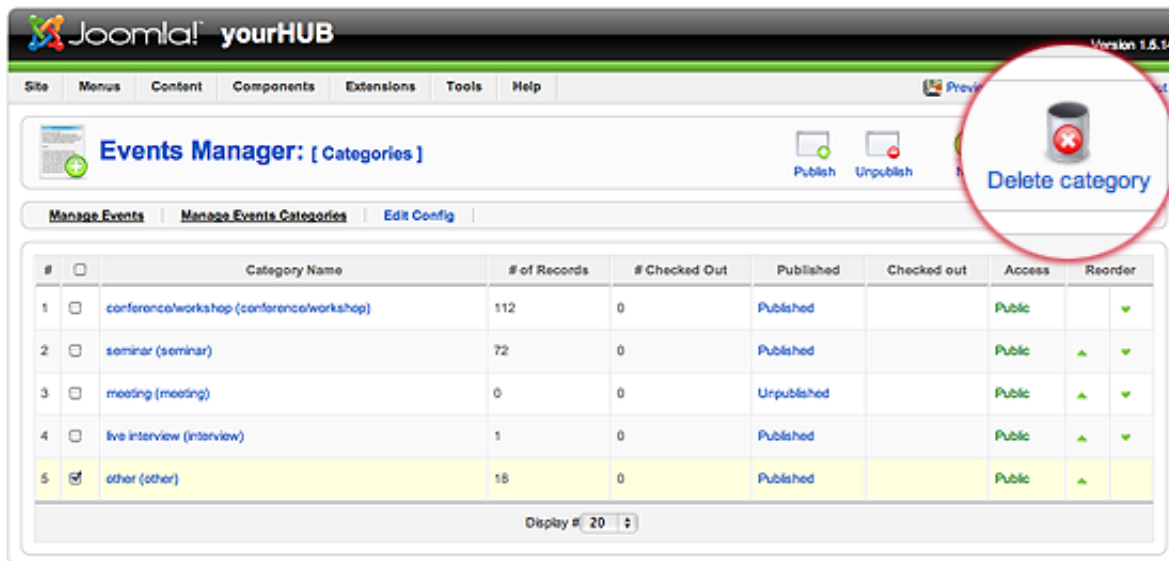
All other steps are identical to category creation above.

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 items: Site, Menus, Content, Components, Extensions, Tools, Help. The main title is "Events Manager: [Categories]". Below the title, 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". The main content area contains a table with the following data:

#	<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. Below the table, there is a footer that reads "Joomla! is Free Software released under the GNU/GPL License."