

# Events

## What is an event?

Do you have an upcoming event that you would like to share with other hub users? The Events component allows you to submit the details of these events and share them with your community.

Note: Administrators must first log in to the backend of the hub in order to complete the tasks below.

## Creating an Event

1. On the backend, click the “Components” tab, and select “Events” from the drop-down menu.
2. In the Events Manager, select the “New” icon.
3. Fill in the title of the event.
4. Select the category of the Event.
  - A “General” event is the broadest category for events.
  - A “Workshop” is an event that is a clinic for users.
  - A “Seminar” is an event that hosts a speaker or presentation.
  - A “Meeting” is an event similar to conferences.
5. Add a description in the Activity field that includes details about the event and include whom the event is intended for.
6. Fill in the location of the event, the website/url that pertains to the event or where event information is stored, and add tags to connect the event to tag topics.
7. Set the date and time of the event using the drop down calendar from the boxes. An event can last multiple dates as an expanded time frame. The time span of the event is calculated in military time.
8. Select the time zone that the event is held in for this helps set up the time frame of the event for users in different time zones.
9. If the event has registration, fill in the information in the registration section.
  - Select "Register by" date.
  - Enter contact email address. This is the email address to which registration forms will be sent.
  - If registration is restricted for the event (Invite Only), enter a password users must enter to gain access to the registration form into the Restricted field.
  - To choose certain registration fields for your event, select the Hide or Show icons by clicking on the radio buttons in the Registration Fields area.
10. Click “Save” to add the event to the Hub calendar. The event will be automatically published and will appear on the frontend.

### Editing an Event

1. On the backend, click the “Components” tab, and select “Events” from the drop-down menu.
2. In the Events Manager, locate the event that needs editing, and click the select the checkbox next to it.
3. Once the event has been selected, click on “Edit” icon to edit the content of an event.
4. Fill in the Event details, and then click “Save & Close” to save the changes.

### Deleting an Event

1. On the backend, click the “Components” tab, and select “Events” from the drop-down menu.
2. In the Events Manager, locate the event that needs editing, and click the select the checkbox next to it.
3. Once the event has been selected, click the “Delete” icon. The event will be permanently removed from the Hub.

### Unpublishing an Event

1. On the backend, click the “Components” tab, and select “Events” from the drop-down menu.
2. In the Events Manager, locate the event that needs to be unpublished.
3. In the “State” column, a green check mark icon indicates the event is currently published.
4. Click the green check mark icon in the state column of the event you’d like to unpublish.
5. The state column will now show a circle with a line through it icon, indicating that it has been unpublished.

### Viewing Event Respondents

If registration was set up for an event, a hub administrator can view the registrant information by

logging into the backend.

1. On the backend, click the “Components” tab, and select “Events” from the drop-down menu.
2. In the Events Manager, find the event, and select the check box next to it.
3. Once the event has been selected, click on “View Respondents” button in the upper right.
4. Now all of the respondents to the Event can be viewed along with information that they filled out when they registered for the event.

### **Adding a Page to an Event**

1. On the backend, click the “Components” tab, and select “Events” from the drop-down menu.
2. On the Events Manager, click the “Events” tab and select the box of the event you are editing.
3. Once the event has been selected, click on “Add a Page.”
4. Add the details of the page for the event. Here extra information can be added to the event, including details of the event and key information for the participants.
5. Click “Save & Close” to save the new page to the event.