

Gathering Planning

The full gathering management workflow from draft to post-event.

- [Creating a Gathering](#)
- [Gathering Overview Dashboard](#)
- [Gathering Statuses and Lifecycle](#)
- [Managing the Organiser Team](#)

Creating a Gathering

Gatherings are multi-day residential events; the heart of the Radical Faeries community. They're more complex than simple events and come with a full suite of planning tools.

Before you start

- Have the basic details ready: name, type, dates, and expected capacity
- Optionally, set up a venue first (see [Managing Venues and Organisers](#))

Steps

1. Navigate to **Admin > Gatherings**
2. Click **+ New Gathering** in the top-right corner
3. Fill in the gathering details:
 - **Name:** the gathering title (e.g. "The Rekindling (Beltane 2026)")
 - **Type:** select the gathering type:
 - **SEASONAL** for gatherings tied to the wheel of the year
 - **REGIONAL** for location-based gatherings
 - **HEART_CIRCLE** for heart circle events
 - **WORKSHOP** for workshop-focused events
 - **Start date** and **End date:** the full duration
 - **Visibility:** PUBLIC or PRIVATE
 - **Optimal capacity** and **Max capacity:** expected and maximum participant numbers
 - **Venue:** select a venue (optional; can be added later)
 - **Description:** a description of the gathering (supports markdown)
4. Click **Save**

The gathering is created in **Draft** status. You can start setting up forms, kanban boards, checklists, and wiki pages before publishing it.

What happens next

Once saved, you'll land on the gathering's **Overview** tab. From here you can:

- Set up registration forms
- Create planning boards
- Add wiki pages
- Manage the organiser team
- Change the gathering's status when you're ready to go live

Tips

- Start in Draft status and work through the planning tools before publishing
- The optimal/max capacity split is useful for gatherings that can stretch a bit; the overview dashboard shows both numbers
- You can link a gathering to a public event listing using the **Manage Event Listing** quick action

Gathering Overview Dashboard

The Overview tab is your gathering's home base. It shows key stats, quick actions, basic information, and the organiser team at a glance.

Getting there

1. Navigate to **Admin > Gatherings**
2. Click the **eye icon** (👁️) next to a gathering, or click the gathering name

Stats cards

The top of the overview shows four summary cards:

- **Days until gathering:** a countdown to the start date
- **Capacity (optimal / max):** current registrations vs capacity (e.g. "35 / 45")
- **Forms created:** number of forms set up for this gathering
- **Wiki status:** whether wiki pages have been created

Quick Actions

Below the stats, you'll find shortcut buttons for common tasks:

- **Change Status:** move the gathering between Draft, Planning, Published, and Archived
- **Manage Event Listing:** create or edit the linked public event
- **Manage Registration:** jump to registration form setup
- **Create Carpooling:** set up a carpool coordination form
- **Create Pickup:** set up pickup run coordination
- **Create Wiki:** start the gathering wiki
- **Survey:** create a post-gathering survey

Buttons show a tick when that feature has already been set up, or when it hasn't.

Basic Information

The collapsible **Basic Information** section shows:

- Gathering type and visibility
- Start and end dates
- Venue details

- Description

Organiser Team

The right-hand panel lists the current organiser team with their roles:

- **ORGANIZER**: primary organiser(s)
- **CO ORGANIZER**: co-organisers helping with planning
- **ADVISOR**: advisors providing guidance

Click + **Add** to invite additional organisers.

Navigation tabs

The tab bar at the top gives you access to all gathering features: **Overview**, **Checklists**, **Kanban**, **Registrations**, **Wiki**, **Forms**, **Carpooling**, **Pickups**, and **Survey**.

Gathering Statuses and Lifecycle

Gatherings move through a series of statuses as they progress from initial planning to completion. Each status signals a different phase of the planning process.

Status overview

Status	Meaning	Who can see it
Draft	Initial setup; the gathering is being configured	Admins and editors only
Planning	Active planning phase; forms and tools are being set up	Admins and editors only
Published	The gathering is live and accepting registrations	Everyone (public)
Archived	The gathering is complete or cancelled	Admins only

Changing status

1. Open the gathering's **Overview** tab
2. Click the **Change Status** quick action button
3. Select the new status from the dropdown
4. Confirm the change

Typical lifecycle

1. **Create in Draft:** set up the basic details, venue, and organiser team
2. **Move to Planning:** start building out forms, checklists, kanban boards, and wiki pages
3. **Move to Published:** the gathering appears publicly; registration opens (if a registration form is set up)
4. **Move to Archived:** after the gathering is complete; all data is preserved for reference

Tips

- You can move backwards (e.g. Published back to Planning) if you need to make changes before going live again

- Archiving doesn't delete anything; it simply hides the gathering from public view and moves it to the archived list
- Use the **Show Archived** button on the Gatherings list page to view past gatherings
- The gathering list page shows status as a coloured badge: orange for Draft, blue for Planning, green for Published

Managing the Organiser Team

Each gathering has an organiser team. Team members get access to the gathering's planning tools and can be assigned tasks on kanban boards and checklists.

Roles

Role	Description
Organizer	Primary organiser with full access to all gathering features
Co Organizer	Helps with planning; can edit most gathering content
Advisor	Provides guidance; lighter-touch access to planning tools

Adding a team member

1. Open the gathering's **Overview** tab
2. In the **Organizer Team** panel on the right, click **+ Add**
3. Search for the user by name
4. Select their role (Organizer, Co Organizer, or Advisor)
5. Click **Add**

The user must have an existing Junovy Account. Their account is synced from Keycloak when they first sign in.

Removing a team member

1. Open the gathering's **Overview** tab
2. In the **Organizer Team** panel, click the **×** next to the person's name
3. Confirm the removal

Tips

- Each gathering needs at least one Organizer
- Team members appear with their faerie names and role badges
- You can assign kanban cards and checklist items to any member of the organiser team
- The organiser team is specific to each gathering; being an organiser on one gathering doesn't automatically grant access to others