

# Managing Events

Creating and managing public event listings, venues, organisers, and taxonomy.

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# Creating an Event

Events are public listings that appear on the Riverland Faeries website. They can be anything from a one-off workshop to a weekend gathering.

## Before you start

- You'll need at least one **venue** and one **organiser** set up (see Managing Venues and Organisers)
- Have the event details ready: title, dates, description, and an image

## Steps

1. Navigate to **Admin > Events**
2. Click **+ New Event** in the top-right corner
3. Fill in the event details:
  - **Title:** the event name as it will appear publicly
  - **Type:** select the event type (e.g. Gathering, Workshop, Social)
  - **Date and time:** start date, end date, and times
  - **Venue:** select from your existing venues
  - **Organiser:** select one or more organisers
  - **Description:** a full description (supports rich text)
  - **Photo:** upload a cover image for the event card
  - **Category and tags:** choose a category and add relevant tags
  - **Links:** add links to community chat groups, ticket pages, or other resources
4. Click **Save**

The event will appear in the admin event list. It becomes visible on the public site once published.

## Tips

- Use a high-quality landscape image for the event photo; it appears prominently on event cards and detail pages
- Keep the description concise but informative; include practical details like what to bring, accessibility info, and how to get there
- You can create the event as a draft first and publish it later

# Editing and Deleting Events

You can update event details at any time, or remove events that are no longer relevant.

## Editing an event

1. Navigate to **Admin > Events**
2. Find the event in the list
3. Click the **pencil icon** (✎) in the Actions column
4. Update any fields you need to change
5. Click **Save**

Changes are reflected on the public site immediately.

## Deleting an event

1. Navigate to **Admin > Events**
2. Find the event in the list
3. Click the **bin icon** (🗑) in the Actions column
4. Confirm the deletion when prompted

⚠ Deleting an event removes it permanently. If you're unsure, consider editing the event to remove it from public view rather than deleting it entirely.

## Tips

- If an event has been cancelled, consider updating its title to include "(Cancelled)" and adding a note to the description rather than deleting it; this way people who bookmarked the link still get useful information
- The events list shows the event title, date, venue, and organiser at a glance, making it easy to find the one you need

# Managing Venues and Organisers

Venues and organisers are shared across events and gatherings. Set them up once and reuse them wherever needed.

## Creating a venue

1. Navigate to **Admin > Venues**
2. Click **+ New Venue**
3. Fill in the venue details:
  - **Name:** the venue or location name
  - **Address:** full address (used for map display)
  - **Description:** useful details like parking, accessibility, or directions
  - **Country:** select the country
4. Click **Save**

## Editing a venue

1. Navigate to **Admin > Venues**
2. Click the **pencil icon** next to the venue
3. Update the details and click **Save**

## Creating an organiser

1. Navigate to **Admin > Organisers**
2. Click **+ New Organiser**
3. Fill in:
  - **Name:** the organiser's name (this can be a faerie name or group name)
  - **Description:** a short bio or description
  - **Photo:** optional profile photo
4. Click **Save**

## Editing an organiser

1. Navigate to **Admin > Organisers**
2. Click the **pencil icon** next to the organiser
3. Update the details and click **Save**

# Tips

- Venues and organisers appear on public event pages, so keep the information accurate and friendly
- You can assign multiple organisers to a single event
- If a venue is used by many events, updating the venue details will update the display across all linked events

# Categories and Tags

Categories and tags help visitors find events that interest them. Categories provide broad groupings; tags offer more specific labels.

## Managing categories

1. Navigate to **Admin > Categories** (under Taxonomy in the sidebar)
2. You'll see the existing categories listed
3. To add a new category, click **+ New Category**, enter a name, and click **Save**
4. To edit or remove a category, use the action icons in the list

Categories are used as the primary filter on the public events page. Common categories include Gathering, Workshop, Social, Performance, and Heart Circle.

## Managing tags

1. Navigate to **Admin > Tags** (under Taxonomy in the sidebar)
2. To add a new tag, click **+ New Tag**, enter a name, and click **Save**
3. To edit or remove a tag, use the action icons in the list

Tags appear as chips on event cards and can be used for more granular filtering. Examples: "outdoor", "family-friendly", "potluck", "overnight".

## Tips

- Keep the number of categories small (5-10) for a clean filtering experience
- Tags can be more numerous and specific; they're useful for cross-cutting themes
- Both categories and tags are shared across events and gatherings