

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

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