

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.**

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