

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
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