

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
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