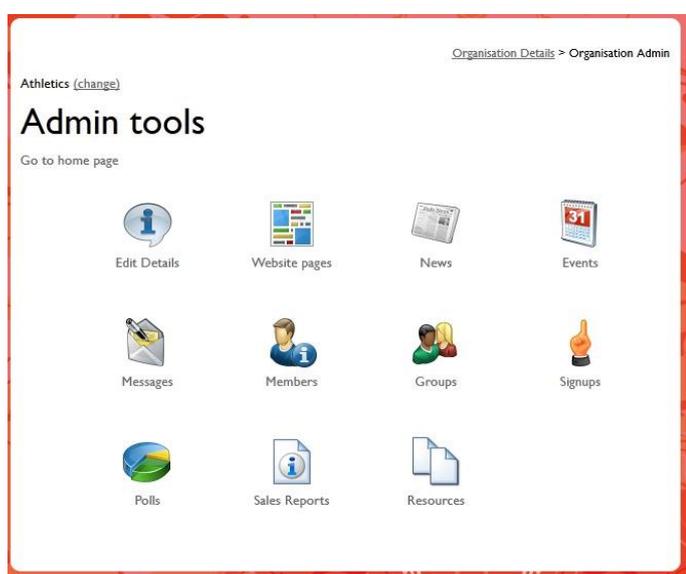


Creating an Event

Events are created through your Club/Society Admin Control Panel. Committee members with admin permissions can reach your Admin Control Panel by logging in with their SUUG.co.uk account details, and clicking on the relevant Club/Society under 'Organisations' in the 'Admin' box (by clicking the  in the top right hand side of the page).

On the Admin Control Panel, click on the 'Events' button, and then 'Add New Event' text above the event list.



Add Event

The Add Event screen allows you to specify the following details (a field is only available on the Organisation Events screen if specified below):

Add Event

[Back to Admin menu](#) | [Event list](#)

Organisation

Breakdancing

Event Name *

frisky

Date and time *

→

Enter date (dd/mm/yyyy) and time (hh:mm)

Repeat Event: Repeat for

Tagline / Short Description

Frisky Fridays

Event Type [Edit Event Types](#)

Include in entertainments programme

External URL

If specified, listing entry will link to this.

Location

Requires ID on Door

If checked, the door entry system will prompt for ID for non-reg

Require photo ID

If checked, the door entry system will prompt to take a photo of

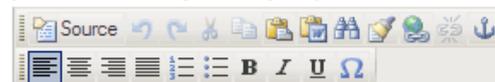
Only members may view this event

Only admins may view this event

Brand

Event Description

(include short description if required)



Description for my event goes in here - now let's see

Template

Show all days

Shows on the event calendar every day the event is running

Organisation

You may not see this box – if not don't worry.

The owning organisation of the event. This will be the name of your club or society and cannot be changed.

Event Name

Listed in any event list and on the event page itself. An event must have a unique name.

Date and time

The start and end date/time for the event. An event must have a beginning and an end.

Repeat Event

You may not see this option – if not then don't worry.

This option is only available when creating an event, it allows you to set the event to occur daily, weekly or monthly for a set period. The system will automatically create events on those days with identical details to the event you are creating.

Weekly recurrence is based on day of the week (an event on a Tuesday will occur every following Tuesday). Monthly recurrence is based on date (an event on the 4th of January will be repeated on the 4th of February).

Tagline/Short Description

Can be displayed on event lists and on the event page, but this depends on how the list it is being displayed in is set up.

Event type

Select either 'Sports' or 'Societies' (depending on which your group is) to get the event to show in the Union's "What's On" list for Student Activities.

External URL

You may not see this box – if not don't worry.

When this event occurs in an event list the link will take users directly to the specified page rather than the default event page.

Location

Where the event is taking place, appears in event lists and on an event page.

Image upload

Upload a logo or image for the event, appears in event lists and on the event page.

Requires ID on the door

You may not see this box – if not don't worry.

Don't click this – it doesn't do anything for most events anyway!

Requires photo ID

You may not see this box – if not don't worry.

Don't click this – it doesn't do anything for most events anyway!

Brand

You shouldn't see this box – if you do then just select (No brand).

Event Description

Displayed on the event page, can contain text, images, video etc. Put in any information about your event – a description of what will happen, prices, how to get there – anything to encourage people to attend!

Event Template

You shouldn't see this box – if you do then just select (Use default).

Show all days

You may not see this box – if not don't worry.

If checked an event taking place over multiple days will be displayed as such on the calendar. By default events only display on the calendar for their start date to avoid events finishing past midnight showing up on your event calendar for the following day.

Click on 'Save' to create the event.

If you have ticked either 'Sports' or 'Societies' as the event type then it will show in the "What's On" list at <http://www.suug.co.uk/whatson/> and on the main Union page <http://www.suug.co.uk/>.