



**APOGEE**  
*design systems*

**Apogee Design Support Center**

**User Manual:** *Event Categories*

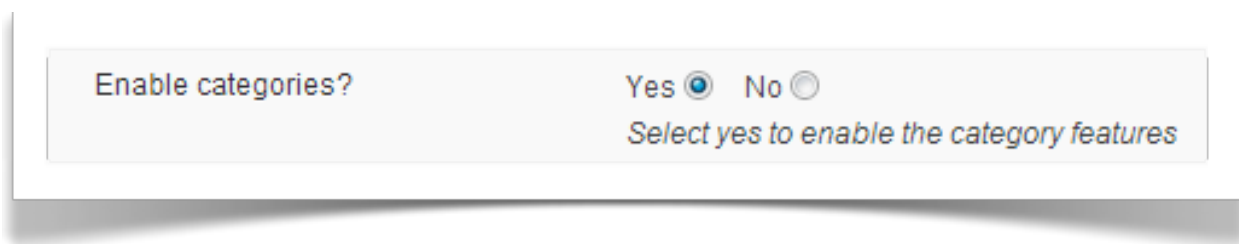
## Event Categories

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Event categories are useful for grouping your events. You might want to divide parties from conferences, and lessons from gym sessions. It's easy, just create a number of categories and assign each event to its own group.

### Activation

By default, Categories are activated. To enable or disable event categories you can do this from the Settings page.

A screenshot of a settings form. The form has a light gray background and a white border. It contains the text 'Enable categories?' followed by two radio buttons: 'Yes' (which is selected) and 'No'. Below the radio buttons is the text 'Select yes to enable the category features'.

### Adding and Editing Categories

To manage categories, ensure that your user has the *edit\_event\_categories* [capability](#). Categories are inserted through the *Events > Event Categories* menu in your admin area. This will open a dedicated page where you can add, edit and remove categories.