



APOGEE
design systems

Apogee Design Support Center

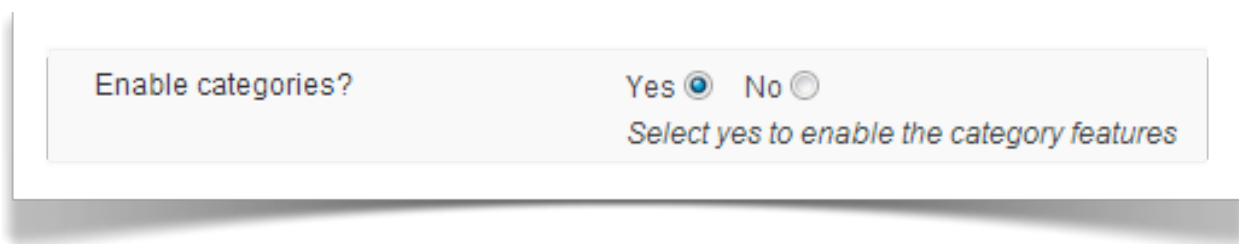
User Manual: *Event Categories*

Event Categories

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.