



APOGEE
design systems

Apogee Design Support Center

User Manual: *Getting Started Guide*

Getting Started Guide

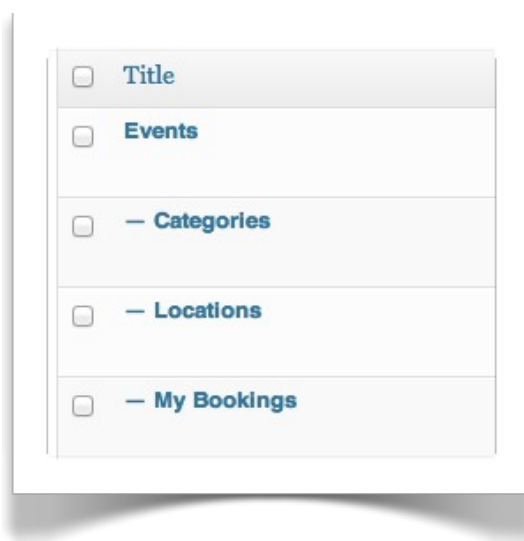
This getting started guide will walk you through that process in three phases:

1. **A Quick Tour of Events Manager** – learn about the content that Events Manager adds to your WordPress installation.
2. **Setting Up Event Manager** – this section will walk you through the settings you need to adjust to start managing events.
3. **Creating Your First Event** – use this section to learn how to create your events.

A Quick Tour of Events Manager

Events Manager Contains four primary pages. These are:

- **Events** – contains the list of upcoming events along with a search form.
- **Categories** – displays a list of event categories.
- **Locations** – displays a list of locations.
- **My Bookings** – displays a user's booking history and their cancellation options.



The next section you will notice is the **Events item added to your WordPress navigation**. This is where you will create and manage your events, adjust your settings.

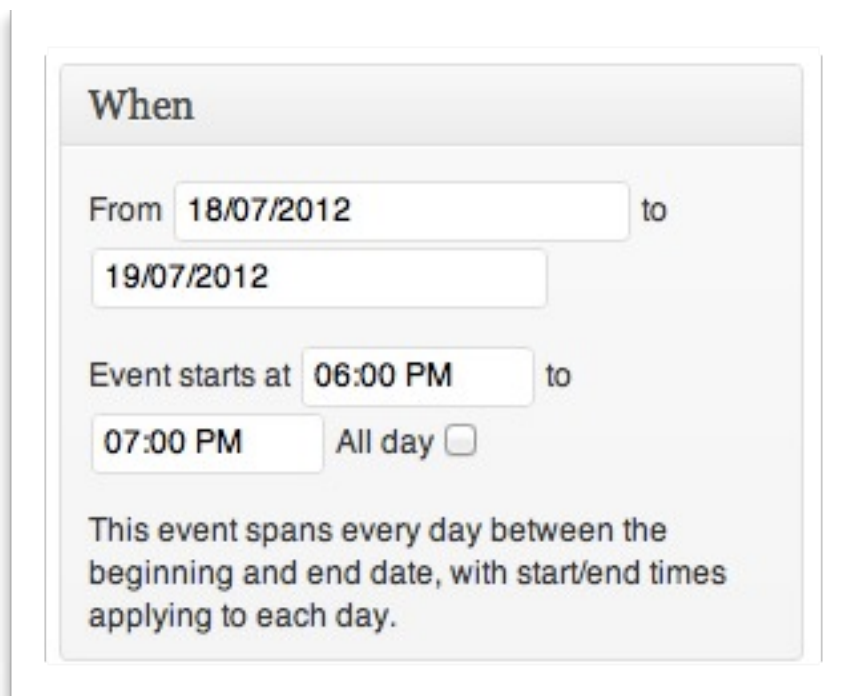
Let's take a brief look at the menu items:

- **Events** – the admin screen for your events.
- **Add Event** – use to add a new event.
- **Event Tag** – manage your event tags. Use tags to organize your events.
- **Event Categories** – manage your event categories. Use categories to organize and categorize your events.
- **Locations** – add locations and maps that can be attached to your events.
- **Recurring Events** – use for creating repeating events.
- **Bookings** – manage your bookings. If you're a Pro user you'll also be able to manage your transactions.
- **Settings** – all the settings you need to manage the Events Manager plugin.
- **Help** – find links to help and a list of event-related placeholders that can be used for customizing events.

Creating Your First Event

Now that you know your way around, let's create your first event.. Navigate to **Events > Add Event**.

1. Give your event a name.
2. Input the date and time of the event.

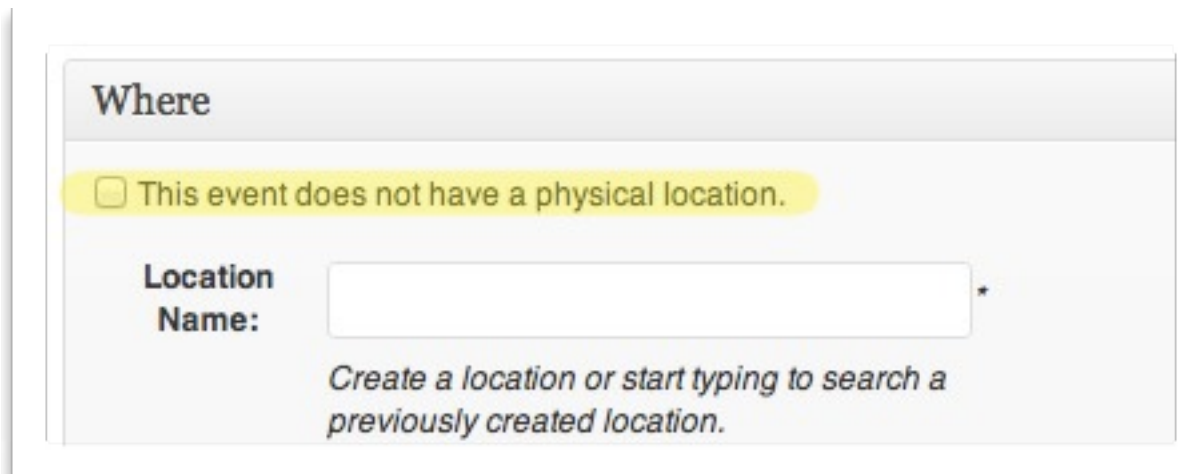


The screenshot shows a form titled "When" with the following fields and options:

- From** **to**
- Event starts at** **to**
- All day**

This event spans every day between the beginning and end date, with start/end times applying to each day.

3. Add a location for your event. If your event is online, or doesn't have a location, select the "The event does not have a physical location" box.



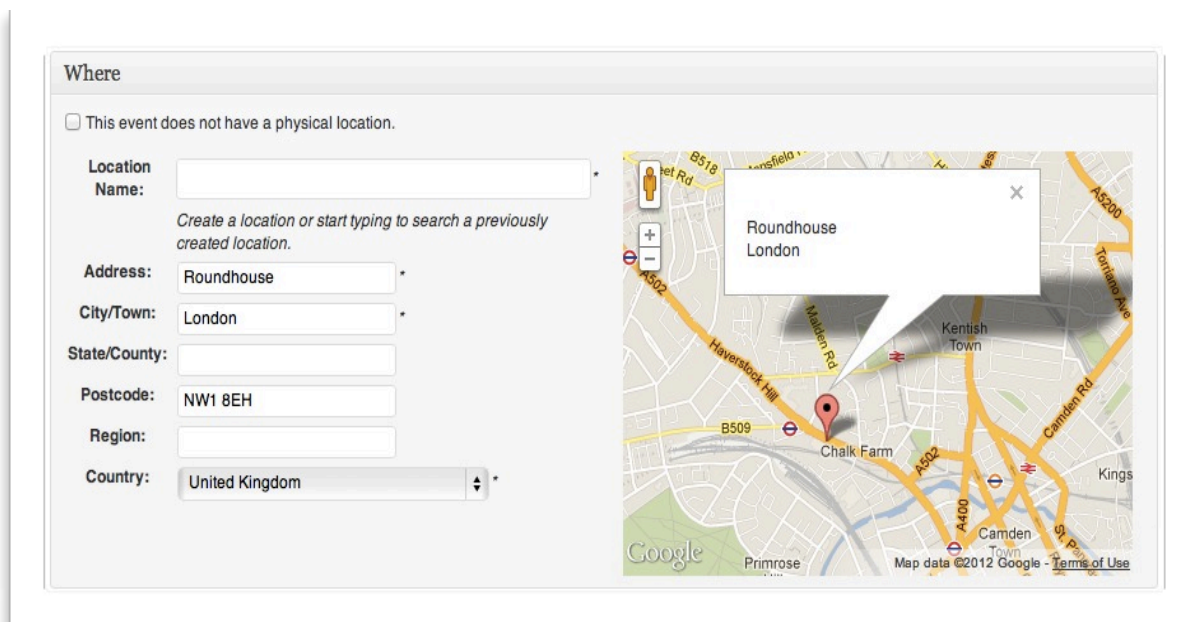
Where

This event does not have a physical location.

Location Name:

Create a location or start typing to search a previously created location.

If you do have a physical location input the address. When you add your information a Google Map will automatically appear displaying the information.



Where

This event does not have a physical location.

Location Name:

Create a location or start typing to search a previously created location.

Address:

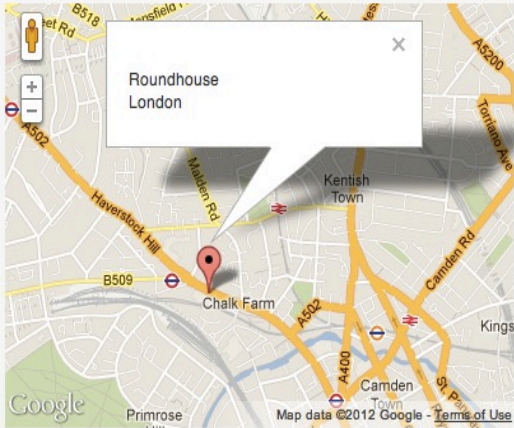
City/Town:

State/County:

Postcode:

Region:

Country:



Once you have used a location you can quickly add it by typing its name into the "Location name" field. You can adjust this behavior at **Settings > General Settings**.

Decide whether you want to enable ticketing. If you do, select “enable registration for this event.

Bookings/Registration

Enable registration for this event

Tickets

You can have single or multiple tickets, where certain tickets become available under certain conditions, e.g. early bookings, group discounts, maximum bookings per ticket, etc. Basic HTML is allowed in ticket labels and descriptions.

Ticket Name	Price	Min/Max	Start/End	Avail. Spaces	Booked Spaces	
Standard Ticket	Free	- / -	-	10/ 10*	0	Edit Delete

[Add new ticket](#)

Total Spaces

Individual tickets with remaining spaces will not be available if total booking spaces reach this limit. Leave blank for no limit.

Booking Cut-Off Date

This is the definite date after which bookings will be closed for this event, regardless of individual ticket settings above. Default value will be the event start date.

Click **Publish**.

Your event is ready to go!