

Create an event

Last Modified on 16/12/2024 3:20 pm AEDT

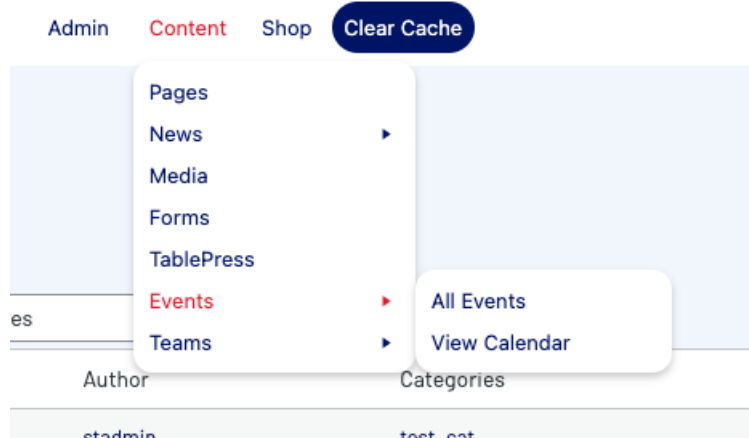
NOTE: This add on has to be enabled for your organisation. To check if this is available for your website, [check your website Dashboard](#).

If your organisation is not using our ECAL Events module within the GameDay platform, you can manually create your events from within the website which displays in the website calendar.

If your organisation would like to have GameDay Events enabled, please contact our sales team via: sales@mygameday.app

Please include the name of your organisation, a best contact number and email address.

1. Hover over CONTENT.
2. Hover over EVENTS.
3. Click on ALL EVENTS.



4. To create a new event, click ADD NEW.

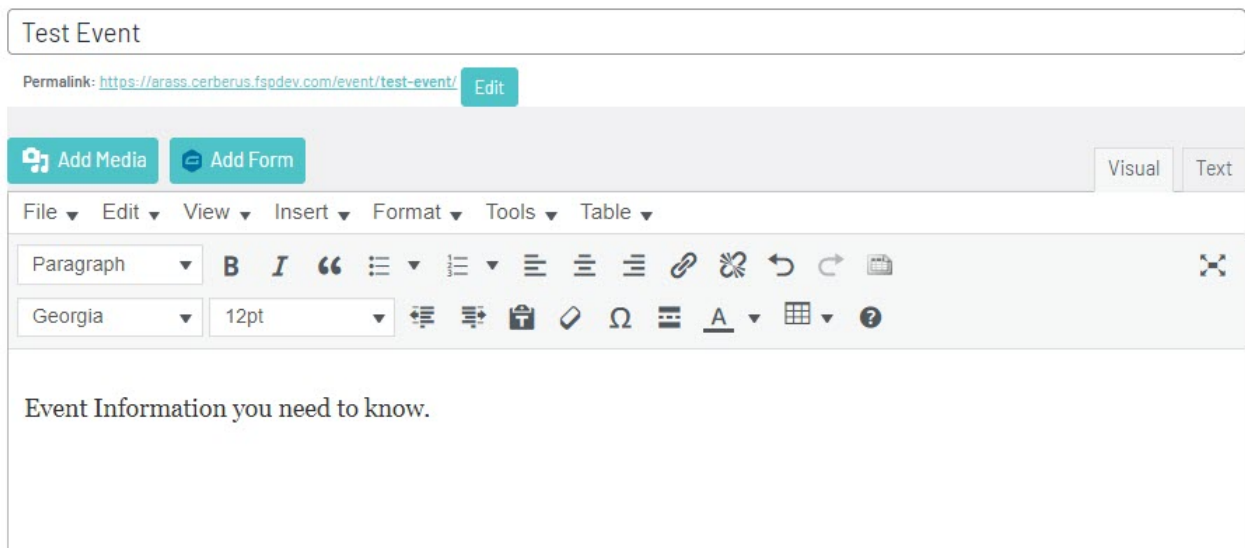
Events [Add New](#) [Manager](#)

All (4) | Published (4) | Cornerstone content (0)

Bulk actions All SEO Scores All Readability Scores

<input type="checkbox"/>	Title	Author	Event Categories	Tags	Series	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Start Date
<input type="checkbox"/>	An exciting event	stadmin	Home	-		<input type="checkbox"/>	<input type="checkbox"/>	0	0	December 1, 2024
<input type="checkbox"/>	One for the family	stadmin	Home	-		<input type="checkbox"/>	<input type="checkbox"/>	0	0	February 28, 2023
<input type="checkbox"/>	Kids workshop	stadmin	Home	-		<input type="checkbox"/>	<input type="checkbox"/>	0	0	February 28, 2023

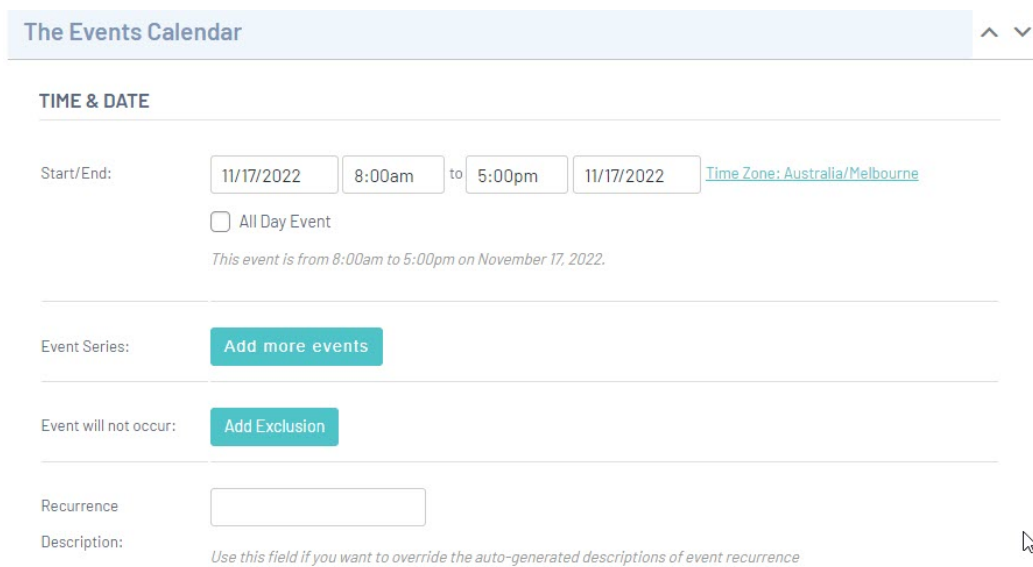
5. Input the name for the event and add a description about or related to the event (if needed).



The screenshot shows a web interface for creating an event. At the top, there is a text input field containing "Test Event". Below it, a permalink is displayed: <https://arass.cerberus.fspdev.com/event/test-event/>, with an "Edit" button next to it. The main editing area has a toolbar with "Add Media" and "Add Form" buttons. Below the toolbar is a rich text editor with a menu (File, Edit, View, Insert, Format, Tools, Table) and a toolbar containing various formatting options like bold, italic, text color, background color, link, unlink, undo, redo, and list creation. The editor's font is set to "Georgia" and size to "12pt". The text inside the editor reads "Event Information you need to know."

6. Input the start and end date/time of the event. Tick if this is an all day event.

If the event is part of a series or has any exclusions then input these as well (optional).



The screenshot shows the "The Events Calendar" form. The title "The Events Calendar" is at the top with expand/collapse arrows. Under the "TIME & DATE" section, there are input fields for "Start/End": "11/17/2022", "8:00am", "to", "5:00pm", "11/17/2022", and a "Time Zone: Australia/Melbourne" dropdown. There is an "All Day Event" checkbox which is currently unchecked. Below this, a note reads "This event is from 8:00am to 5:00pm on November 17, 2022." There are also buttons for "Add more events" and "Add Exclusion". At the bottom, there are fields for "Recurrence" and "Description", with a note: "Use this field if you want to override the auto-generated descriptions of event recurrence".

7. Select or create a location for the event.

To create a location for the event if not in the list, then start typing the name of the location and click CREATE. You will then be able to input the venue information.

LOCATION


Venue:	<input type="text" value="Create: GameDay *"/>
Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text" value="Select a Country:"/>
State or Province:	<input type="text"/>
Postal Code:	<input type="text"/>
Phone:	<input type="text"/>
Website:	<input type="text"/>
Show Map:	<input checked="" type="checkbox"/>
Show Map Link:	<input checked="" type="checkbox"/>

8. Select or create an event organiser.

To create an organiser for the event if not in the list, then start typing the organiser name and click CREATE. You will then be able to organiser information.

If you have more than one organiser, then click add another.

ORGANIZERS

Organizer:	<input type="text" value="Create: GameDay *"/>	
Phone:	<input type="text"/>	
Website:	<input type="text"/>	
Email:	<input type="text"/>	

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

[Add another organizer](#)

9. Input the website for the event and any event cost.

EVENT WEBSITE

URL:

EVENT COST

Currency Symbol:

Before cost ▼

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

10. If you need the event to have a category or specific tag you can add these on the right hand side.

To add a tag, start typing the tag name and then click add, to add an event category click "add event category".

Tags

Separate tags with commas

[Choose from the most used tags](#)

Event Categories

All Event Categories Most Used

 Home

[+ Add New Event Category](#)

11. Once done, click PUBLISH at the top of the webpage to save the event,

12. Repeat the process for any other events.

These events will then appear on the events page panel on the homepage of your website.
