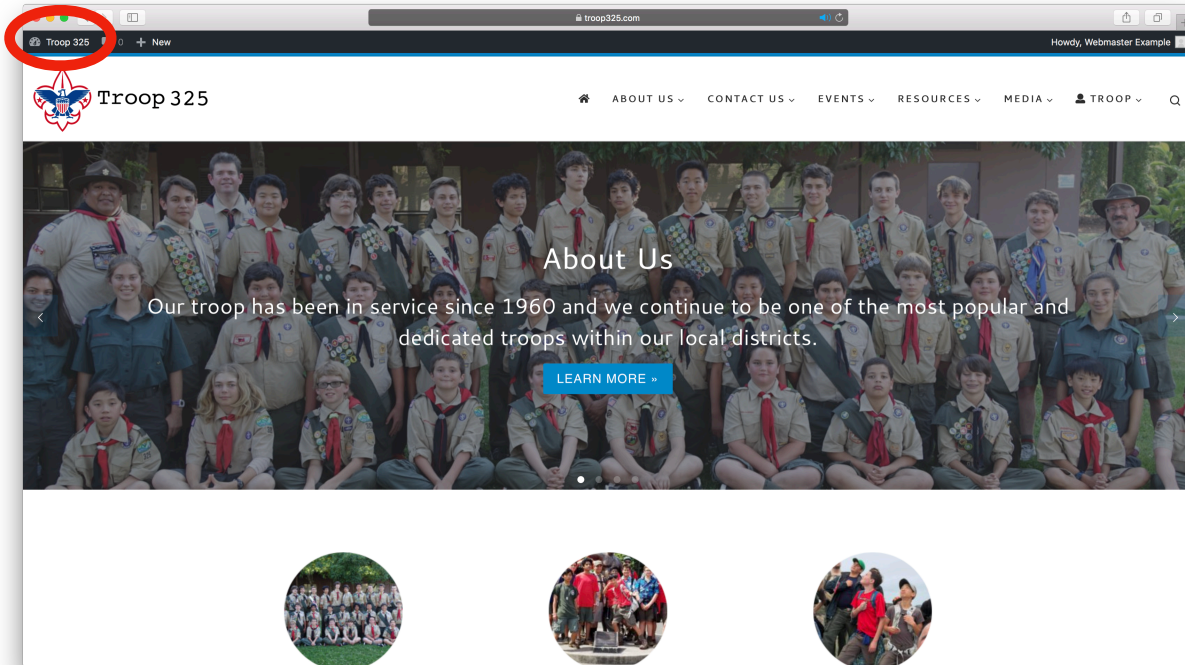


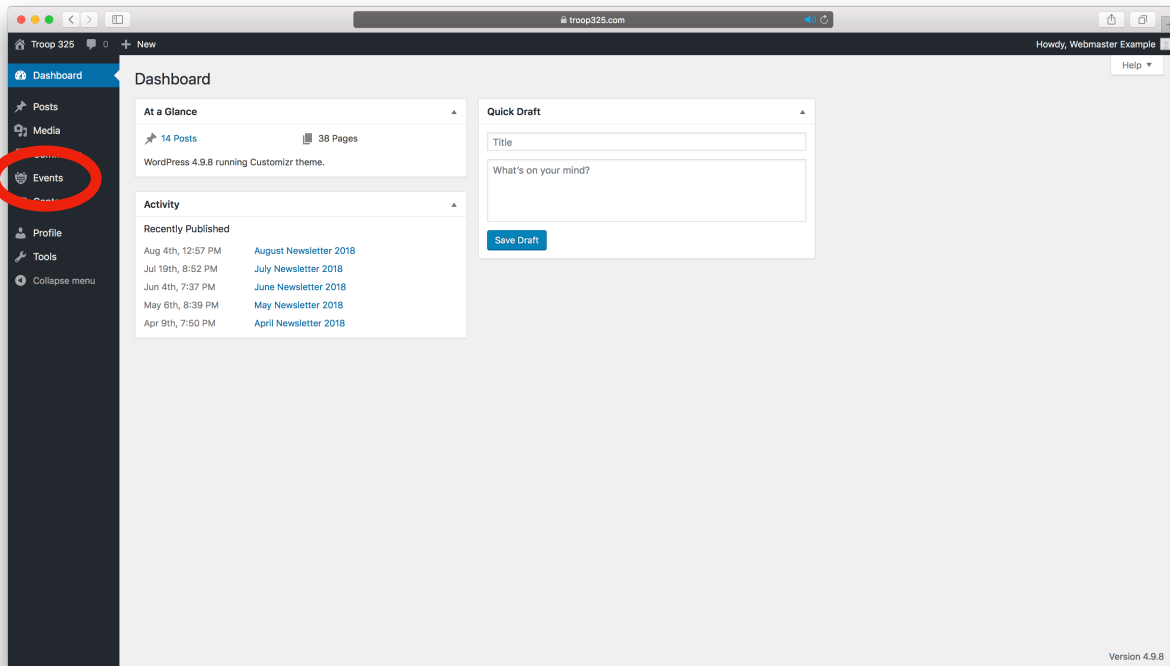
Advanced Guide to Events Manager

How to Access the Dashboard

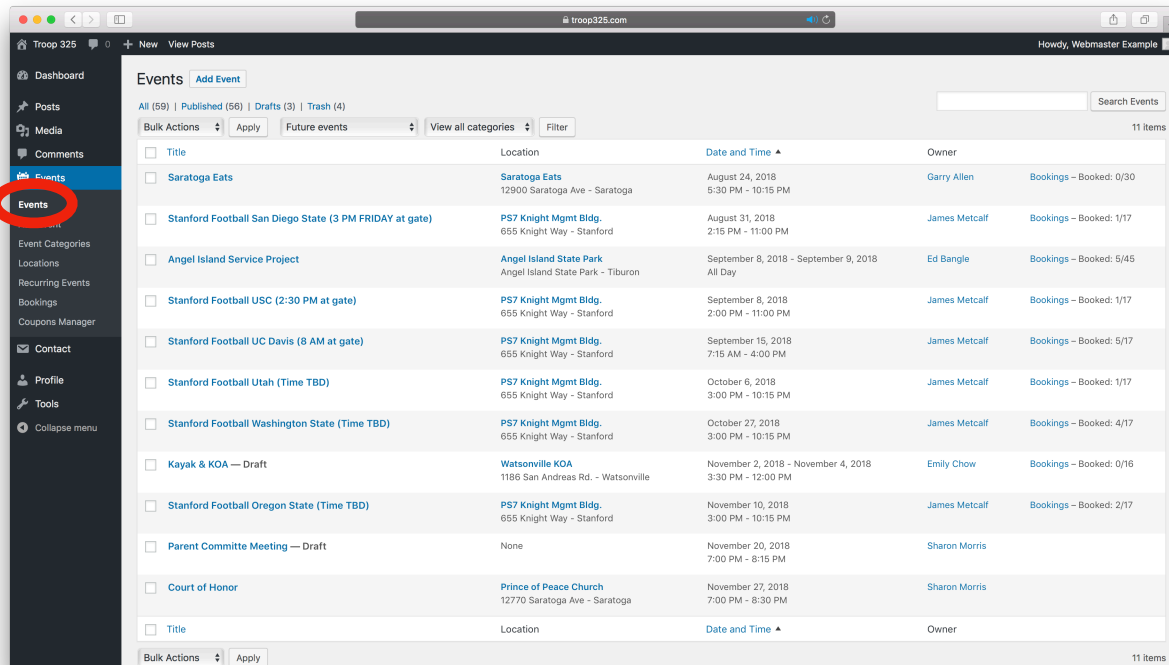
Log In and select the Dashboard icon



Click on the Events Panel



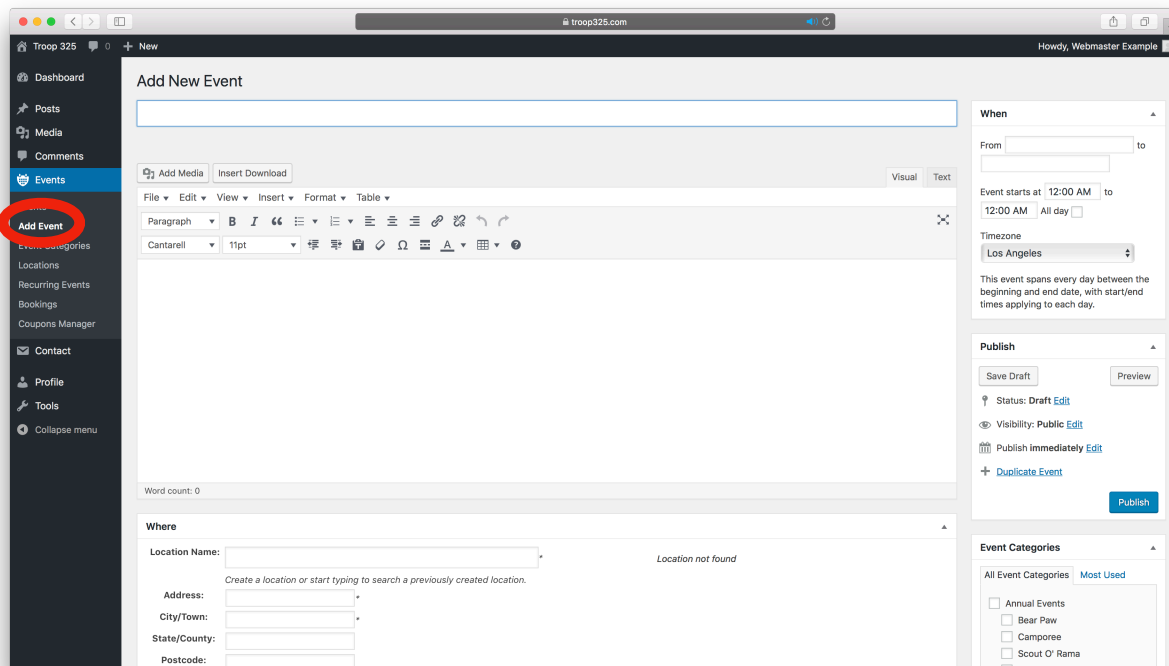
Events: View all of the future troop events



The screenshot shows the 'Events' page of the Troop 325 website. The left sidebar has the 'Events' menu item circled in red. The main content area displays a table of events with columns for Title, Location, Date and Time, and Owner. The table lists 11 items, including 'Saratoga Eats', 'Stanford Football San Diego State', 'Angel Island Service Project', and 'Kayak & KOA — Draft'.

Title	Location	Date and Time	Owner
<input type="checkbox"/> Saratoga Eats	Saratoga Eats 12900 Saratoga Ave - Saratoga	August 24, 2018 5:30 PM - 10:15 PM	Garry Allen
<input type="checkbox"/> Stanford Football San Diego State (3 PM FRIDAY at gate)	PS7 Knight Mgmt Bldg. 655 Knight Way - Stanford	August 31, 2018 2:15 PM - 11:00 PM	James Metcalf
<input type="checkbox"/> Angel Island Service Project	Angel Island State Park Angel Island State Park - Tiburon	September 8, 2018 - September 9, 2018 All Day	Ed Bangle
<input type="checkbox"/> Stanford Football USC (2:30 PM at gate)	PS7 Knight Mgmt Bldg. 655 Knight Way - Stanford	September 8, 2018 2:00 PM - 11:00 PM	James Metcalf
<input type="checkbox"/> Stanford Football UC Davis (8 AM at gate)	PS7 Knight Mgmt Bldg. 655 Knight Way - Stanford	September 15, 2018 7:15 AM - 4:00 PM	James Metcalf
<input type="checkbox"/> Stanford Football Utah (Time TBD)	PS7 Knight Mgmt Bldg. 655 Knight Way - Stanford	October 6, 2018 3:00 PM - 10:15 PM	James Metcalf
<input type="checkbox"/> Stanford Football Washington State (Time TBD)	PS7 Knight Mgmt Bldg. 655 Knight Way - Stanford	October 27, 2018 3:00 PM - 10:15 PM	James Metcalf
<input type="checkbox"/> Kayak & KOA — Draft	Watsonville KOA 1186 San Andreas Rd. - Watsonville	November 2, 2018 - November 4, 2018 3:30 PM - 12:00 PM	Emily Chow
<input type="checkbox"/> Stanford Football Oregon State (Time TBD)	PS7 Knight Mgmt Bldg. 655 Knight Way - Stanford	November 10, 2018 3:00 PM - 10:15 PM	James Metcalf
<input type="checkbox"/> Parent Committee Meeting — Draft	None	November 20, 2018 7:00 PM - 8:15 PM	Sharon Morris
<input type="checkbox"/> Court of Honor	Prince of Peace Church 12770 Saratoga Ave - Saratoga	November 27, 2018 7:00 PM - 8:30 PM	Sharon Morris

Add Event: Add an event (an alternative method)



The screenshot shows the 'Add New Event' form in the Troop 325 website. The left sidebar has the 'Add Event' menu item circled in red. The form includes a title field, a rich text editor, a 'Where' section with location details, and a 'When' section with date and time fields. The 'Publish' section on the right allows saving as a draft, previewing, or publishing the event.

Add New Event

Where

Location Name: Location not found

Address:

City/Town:

State/County:

Postcode:

When

From: to:

Event starts at: 12:00 AM to 12:00 AM All day ☐

Timezone: Los Angeles

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

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Duplicate Event

Event Categories

All Event Categories Most Used

- ☐ Annual Events
- ☐ Bear Paw
- ☐ Camporee
- ☐ Scout O' Rama
- ☐ Summer Camp

Event Categories: Manage all categories for events

The screenshot shows the 'Event Categories' management page in the Troop 325 dashboard. The left sidebar has a red circle around the 'Event Categories' link. The main content area is divided into two sections: 'Add New Event Category' on the left and a list of existing categories on the right.

Add New Event Category Form:

- Name:** A text input field.
- Slug:** A text input field with a note: "The 'slug' is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens."
- Parent Category:** A dropdown menu currently set to 'None'.
- Description:** A large text area with a note: "The description is not prominent by default; however, some themes may show it."
- Restrict access to this content?:** A checkbox.
- Activate content restriction for this post:** A checkbox.
- Color:** A 'Select Color' button.
- Image:** A 'Choose/Upload Image' button.

Existing Event Categories Table:

Name	Description	Slug	Count	ID
Annual Events	—	annual	6	134
— Bear Paw	—	bear-paw	1	14
— Camporee	—	camporee	1	13
— Scout O' Rama	—	scout-o-rama	4	133
— Summer Camp	—	summer-camp	3	9
Community Service	—	community-service	27	10
— Fundraising	—	fundraising	2	38
— Shelter Dinners	—	shelter-dinners	1	94
— Stanford Football	—	stanford-football	15	6
Midway	—	midway	1	116

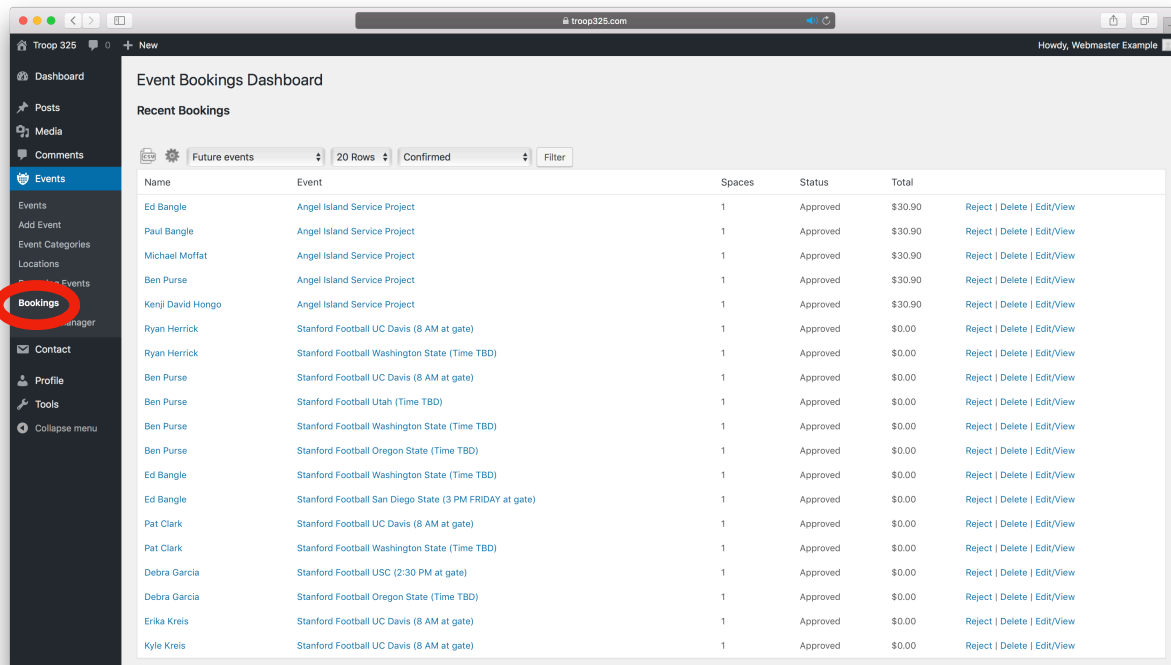
Locations: Manage all locations for events

The screenshot shows the 'Locations' management page in the Troop 325 dashboard. The left sidebar has a red circle around the 'Locations' link. The main content area shows a list of locations with a table structure.

Locations Table:

Title	Address	Town	State	Country
Angel Island State Park	Angel Island State Park	Tiburon	CA	US
Boulder Creek Reservation	14545 Bear Creek Road	Boulder Creek	CA	US
Burney Falls State Park	24898 Hwy 89	Burney	CA	US
Camp Chawanakee	43485 Dinkey Creek Rd	Shaver Lake	CA	US
Camp Chesebrough	26005 CA-9	Los Gatos	CA	US
Castle Rock State Park	15000 Skyline Blvd	Los Gatos	CA	US
Cisco Grove RV Park and Campground	48415 Hampshire rocks rd	Emigrant Gap	CA	US
CoCo's Restaraunt	150 E Hamilton Ave	Campbell	CA	US
Golden Gate National Cemetery	1300 Sneath In	San Bruno	Ca	US
Golden Gate National Cemetery	1300 Sneath In	San Bruno	Ca	US
Great America	4701 Great America Parkway	Santa Clara	CA	US
History Park	1650 Senter Drive	San Jose	CA	US
Kochel Visitor Center	13250 River Road	Quartermile	CA	US

Bookings: Manage and approve event bookings



Troop 325

Howdy, Webmaster Example

Event Bookings Dashboard

Recent Bookings

Future events 20 Rows Confirmed Filter

Name	Event	Spaces	Status	Total	
Ed Bangle	Angel Island Service Project	1	Approved	\$30.90	Reject Delete Edit/View
Paul Bangle	Angel Island Service Project	1	Approved	\$30.90	Reject Delete Edit/View
Michael Moffat	Angel Island Service Project	1	Approved	\$30.90	Reject Delete Edit/View
Ben Purse	Angel Island Service Project	1	Approved	\$30.90	Reject Delete Edit/View
Kenji David Hongo	Angel Island Service Project	1	Approved	\$30.90	Reject Delete Edit/View
Ryan Herrick	Stanford Football UC Davis (8 AM at gate)	1	Approved	\$0.00	Reject Delete Edit/View
Ryan Herrick	Stanford Football Washington State (Time TBD)	1	Approved	\$0.00	Reject Delete Edit/View
Ben Purse	Stanford Football UC Davis (8 AM at gate)	1	Approved	\$0.00	Reject Delete Edit/View
Ben Purse	Stanford Football Utah (Time TBD)	1	Approved	\$0.00	Reject Delete Edit/View
Ben Purse	Stanford Football Washington State (Time TBD)	1	Approved	\$0.00	Reject Delete Edit/View
Ben Purse	Stanford Football Oregon State (Time TBD)	1	Approved	\$0.00	Reject Delete Edit/View
Ed Bangle	Stanford Football Washington State (Time TBD)	1	Approved	\$0.00	Reject Delete Edit/View
Ed Bangle	Stanford Football San Diego State (3 PM FRIDAY at gate)	1	Approved	\$0.00	Reject Delete Edit/View
Pat Clark	Stanford Football UC Davis (8 AM at gate)	1	Approved	\$0.00	Reject Delete Edit/View
Pat Clark	Stanford Football Washington State (Time TBD)	1	Approved	\$0.00	Reject Delete Edit/View
Debra Garcia	Stanford Football USC (2:30 PM at gate)	1	Approved	\$0.00	Reject Delete Edit/View
Debra Garcia	Stanford Football Oregon State (Time TBD)	1	Approved	\$0.00	Reject Delete Edit/View
Erika Kreis	Stanford Football UC Davis (8 AM at gate)	1	Approved	\$0.00	Reject Delete Edit/View
Kyle Kreis	Stanford Football UC Davis (8 AM at gate)	1	Approved	\$0.00	Reject Delete Edit/View