



Editing Events

How to Create an Event

Click **Create an Event**

Fill in the event fields under **setup & display**

Frequency can be set to one time or recurring

If the event is not an all day event, **set the all day event to no**

Set the start and end date, as well as the start time and end time

Under **Additional Fields**, you can add links to online registration forms, Facebook events, and to the event location

Under **Display** you can mark an event as **featured**, which pins it to the top of the page, or pull an event to the home page if your site has an events pull on the home page

Click **description** to add a description and image/video for the event

Click **publish** to save the event

A screenshot of the Legend Web Works event management interface. At the top left, there is a dark grey button labeled "Edit View". Below this is a light green header bar. Underneath the header, the breadcrumb "test-events > All Events" is visible. A blue button with a plus icon and the text "Create an Event" is highlighted with a blue arrow pointing to it. To the right of this button is a search input field with the placeholder text "type to search". Below the search field are two tabs: "upcoming" (which is active) and "history". At the bottom, a blue table header is shown with columns for "start date", "end date", "title", and "- All Y".

Edt View view page publish cancel

setup & display description

test-events > Create an Event

setup

title:

frequency:

all day event: yes

date: to

additional fields

registration label:

registration link:

location label:

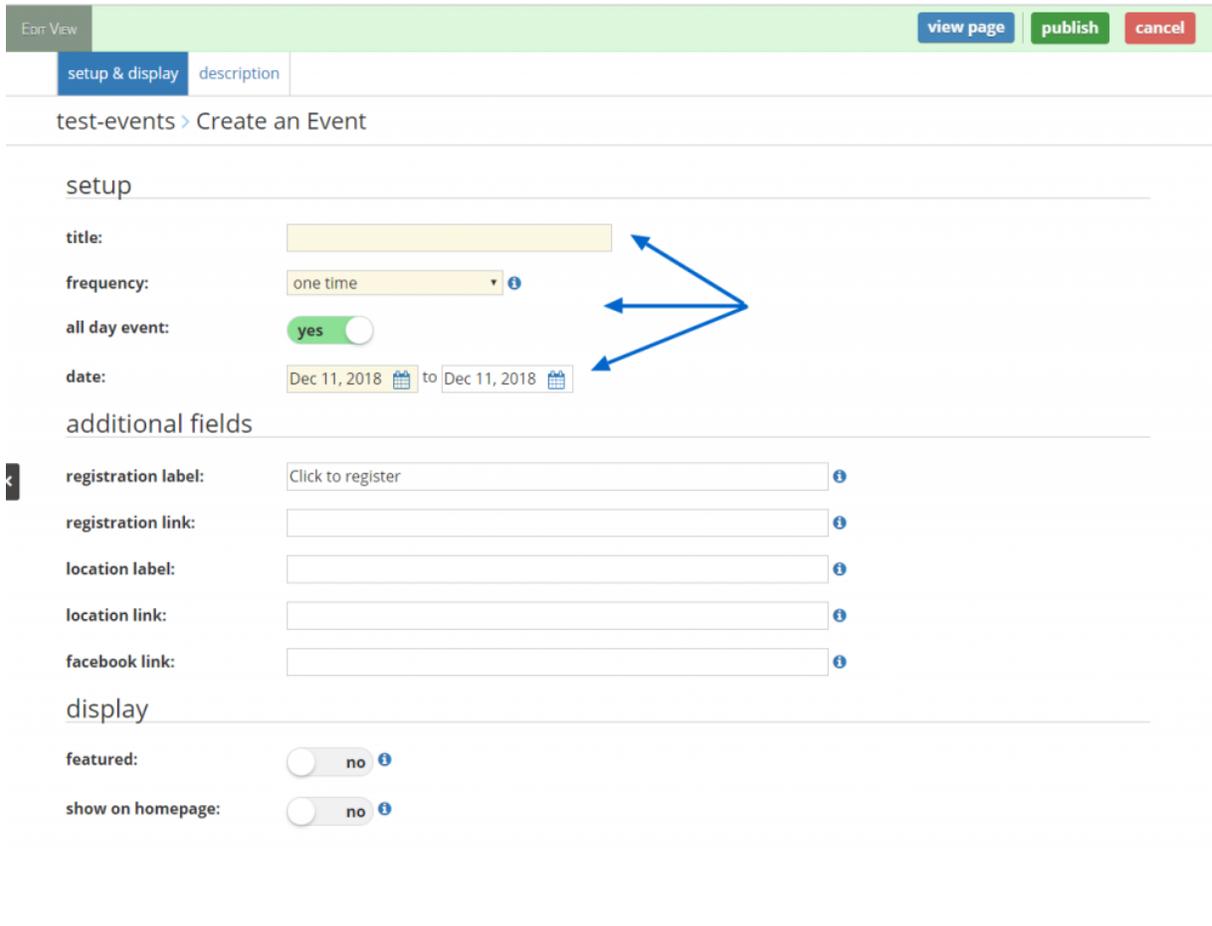
location link:

facebook link:

display

featured: no

show on homepage: no



Edt View view page publish cancel

setup & display description

test-events > Create an Event

Event Description NO MEDIA SELECTED



How to Copy an Event

- Click **All Events** on the left side of the page
- Find the event you wish to duplicate
- Click the **copy** icon next to the event
- Update any of the information (date, time, location, description) as needed and click **publish**

Edit View view page

test-events > All Events

Event was successfully created. [edit this event](#)

[+ Create an Event](#) Q

upcoming history

start date	end date	title	- All Years -	
Dec 11, 2018	-	Event		



To Hide an Event

Click **All Events** on the left side of the page

Click the eye icon next to the event you wish to hide

Edit View view page

test-events > All Events

Event was successfully created. [edit this event](#)

[+ Create an Event](#) Q

upcoming history

start date	end date	title	- All Years -	
Dec 11, 2018	-	Event		



To Unhide an Event

Click **All Events** on the left side of the page

Click the eye icon next to the event you wish to unhide

test-events > All Events

Event was successfully created. [edit this event](#)

[Create an Event](#)

upcoming history

start date	end date	title	- All Years -
Dec 11, 2018	-	Event	

Previewing Event Entries

Create an event

Click **Publish** once you have the event information filled in

Hide the event by clicking the blue eye icon on the right of the event name. This allows you to see it without site visitors seeing it.

Click **View Page** to see what the hidden event looks like

When you're satisfied with the way the event displays, unhide the event by clicking the blue eye icon on the right of the event name