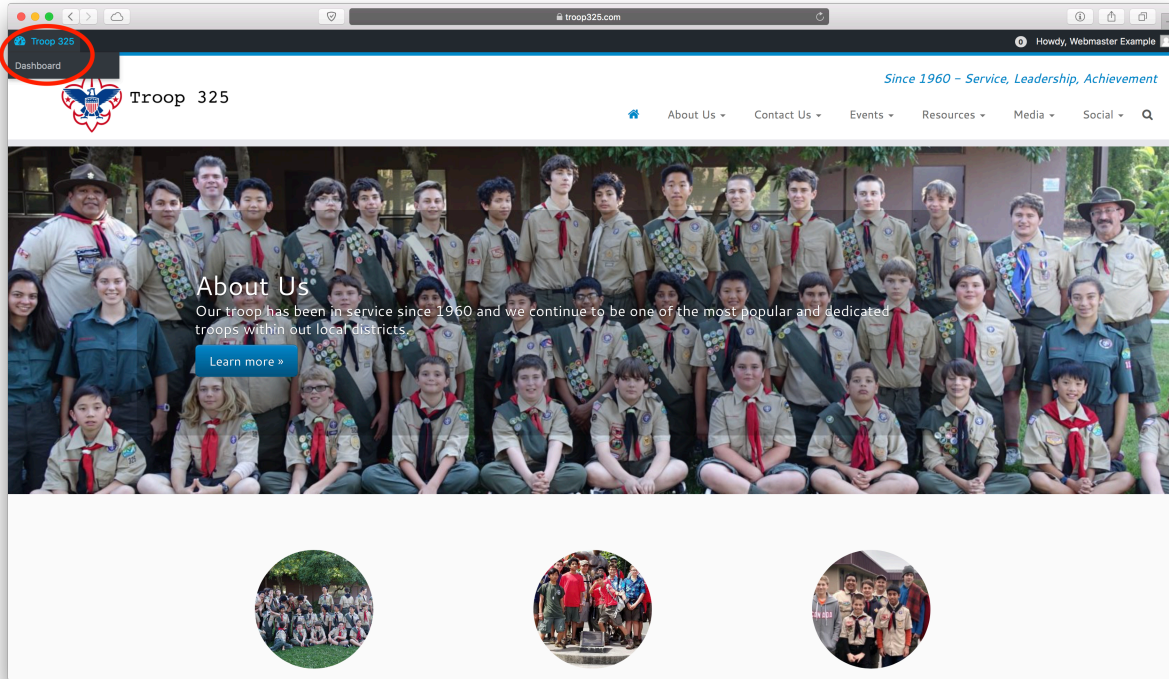


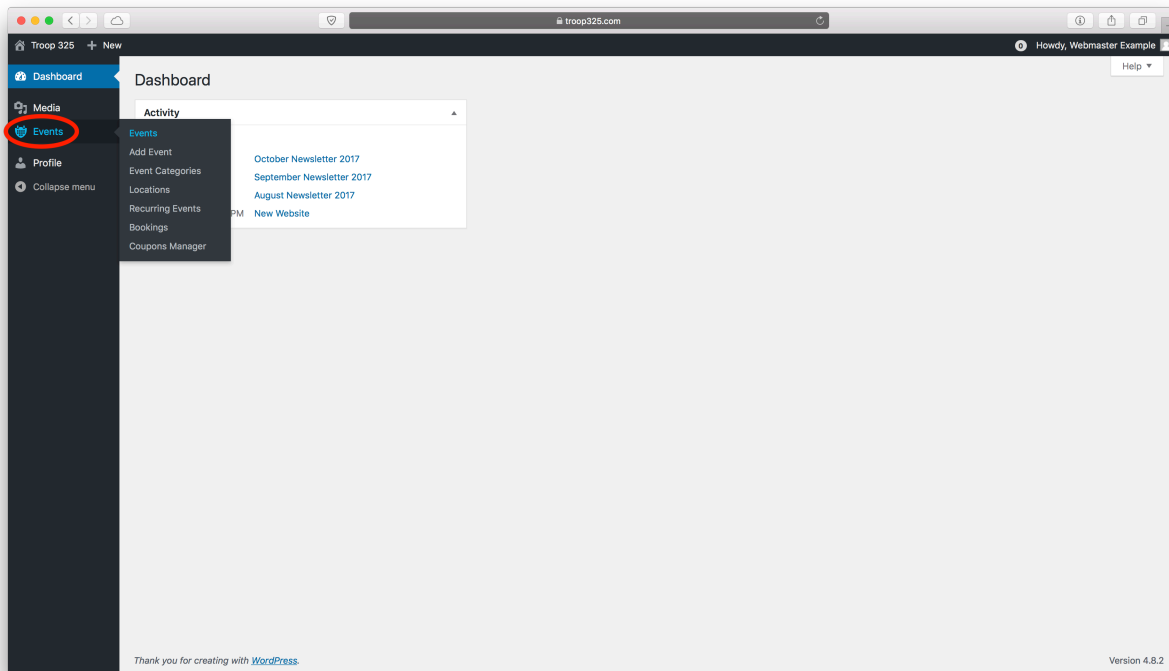
# Advanced Guide to Events Management

## How to Access the Dashboard

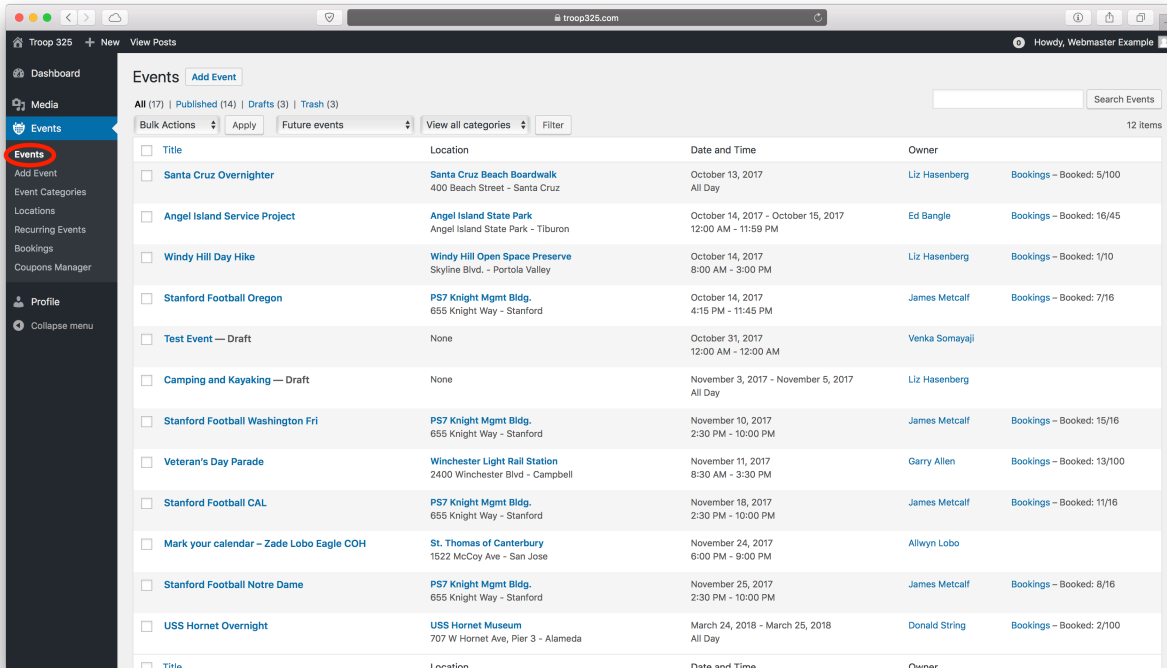
Log In and select the Dashboard icon



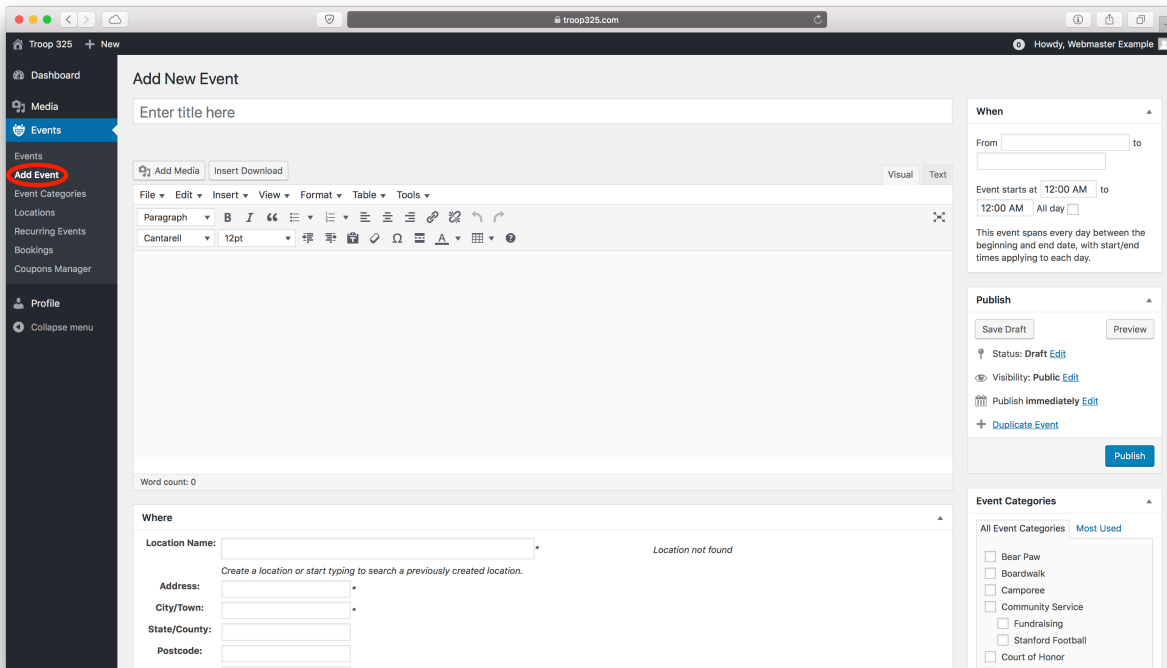
Click on the Events Panel



# Events: View all of the future troop events



# Add Event: Add an event (an alternative method)



# Event Categories: Manage all categories for events

The screenshot shows the 'Event Categories' management page. On the left, a sidebar menu has 'Event Categories' circled in red. The main content area is split into two sections. The left section is a form titled 'Add New Event Category' with fields for Name, Slug, Parent Category, Description, Color, and Image. The right section is a table of existing categories with columns for Name, Description, Slug, Count, and ID.

Name	Description	Slug	Count	ID
<input type="checkbox"/> Bear Paw		bear-paw	0	14
<input type="checkbox"/> Boardwalk		boardwalk	1	12
<input type="checkbox"/> Camporee		camporee	0	13
<input type="checkbox"/> Community Service		community-service	9	10
<input type="checkbox"/> — Fundraising		fundraising	1	38
<input type="checkbox"/> — Stanford Football		stanford-football	6	6
<input type="checkbox"/> Court of Honor		court-of-honor	1	56
<input type="checkbox"/> General Outings		general-outings	4	7
<input type="checkbox"/> — Canoeing		canoeing	1	34
<input type="checkbox"/> — Fishing		fishing	0	36

# Locations: Manage all locations for events

The screenshot shows the 'Locations' management page. On the left, a sidebar menu has 'Locations' circled in red. The main content area shows a table of existing locations with columns for Title, Address, Town, State, and Country. There are also buttons for 'Add Location', 'Bulk Actions', and 'Filter'.

Title	Address	Town	State	Country
<input type="checkbox"/> Angel Island State Park	Angel Island State Park	Tiburon	CA	US
<input type="checkbox"/> Boulder Creek Reservation	14545 Bear Creek Road	Boulder Creek	CA	US
<input type="checkbox"/> Burney Falls State Park	24898 Hwy 89	Burney	CA	US
<input type="checkbox"/> Korbel Visitor Center	13250 River Road	Guerneville	CA	US
<input type="checkbox"/> Prince of Peace	12770 Saratoga Ave	Saratoga	CA	US
<input type="checkbox"/> PS7 Knight Mgmt Bldg.	655 Knight Way	Stanford	CA	US
<input type="checkbox"/> Santa Cruz Beach Boardwalk	400 Beach Street	Santa Cruz	CA	US
<input type="checkbox"/> St. Thomas of Canterbury	1522 McCoy Ave	San Jose	CA	US
<input type="checkbox"/> USS Hornet Museum	707 W Hornet Ave, Pier 3	Alameda	CA	US
<input type="checkbox"/> Winchester Light Rail Station	2400 Winchester Blvd	Campbell	CA	US
<input type="checkbox"/> Windy Hill Open Space Preserve — Draft		Portola Valley	ca	US
<input type="checkbox"/> Windy Hill Open Space Preserve	Skyline Blvd.	Portola Valley	CA	US
<input type="checkbox"/> Windy Hill Open Space Preserve — Draft		Portola Valley	ca	US

# Bookings: Manage and approve event bookings

The screenshot shows a web application interface for Troop 325. The main content area is titled "Event Bookings Dashboard" and "Recent Bookings". It features a table with columns for Name, Event, Spaces, Status, and Total. The table contains 20 rows of booking data. The left sidebar has a menu with "Bookings" highlighted in red. The top navigation bar includes "Troop 325" and "New". The browser address bar shows "troop325.com".

Name	Event	Spaces	Status	Total	
James Metcalf	Stanford Football Oregon	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Marcus Metcalf	Stanford Football Oregon	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
James Metcalf	Stanford Football Washington Fri	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Marcus Metcalf	Stanford Football Washington Fri	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
James Metcalf	Stanford Football CAL	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Marcus Metcalf	Stanford Football CAL	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
James Metcalf	Stanford Football Notre Dame	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Marcus Metcalf	Stanford Football Notre Dame	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Ben Purse	Stanford Football Washington Fri	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Llewellyn Diez	Stanford Football CAL	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Ben Purse	Stanford Football CAL	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Llewellyn Diez	Stanford Football Notre Dame	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Erika Kreis	Stanford Football Washington Fri	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Kyle Kreis	Stanford Football Washington Fri	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Himanshu Patel	Stanford Football Oregon	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Himanshu Patel	Stanford Football Washington Fri	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Himanshu Patel	Stanford Football Notre Dame	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Ed Bangle	Veteran's Day Parade	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Ben Purse	Veteran's Day Parade	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>
Mihir Somavalli	Anoel Island Service Project	1	Approved	\$0.00	<a href="#">Reject</a>   <a href="#">Delete</a>   <a href="#">Edit/View</a>