

The Event Manager Pages

Event managers are designated users on SJAG Events with the ability to create, edit, manage, and delete events. To keep the system in normal operation, these users are responsible for reviewing duties and ensuring that the data displayed on the website is accurate to what we have received from our client. The event manager pages can be accessed from the 'Manage Events' tab on the menu.

The 'Manage Events' page is split into four separate sub-pages, navigable with the yellow buttons at the top of the page: *search*, *add event*, *bulk actions*, and *overview*.

The Search page lists all of the events the user either is the primary event organiser off and those on which they have been added as a co-organiser.

The Add Event page is used to create a new event on the system.

The Bulk Actions page is a multi functional area for performing tasks on a large number of data point in SJAG Events. The user selects their desired operation (currently either add organiser, transfer, or delete events) from the drop-down yellow button and then selects the events they would like to effect by checking the boxes.

The Overview page provides a more detailed view than the search page. Here, events are displayed in a print-friendly table with helpful data (such as volunteers on cover) displayed inline. The overview can also be downloaded as an excel document or PDF file for emailing and printing.

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