Managing Event Categories

Event categories are the filter buttons on the Events page (for example *Music*, *Family*, *Community*) and the choices in each event's **Category** field.

Current categories: Music · Tours · Family · Seasonal · Community · Fundraising · Sports & Recreation.

Adding a category

1. Go to **Special Events → Event Categories**.
2. Click **Add Category** and type a **Name**. Don't put spaces at the start or end.
3. Drag categories to set the order of the filter buttons.
4. Click **Publish**.

Renaming or removing a category

> Events store the category *name* as text. Renaming or removing a category does **not** update events that already use it. Those events still appear under *All events*, but no filter button will match them.

To rename safely:

1. Add the new category name and publish.
2. Open **Add or update events** and change every event that used the old name to the new one. Publish.
3. Remove the old category and publish.

To remove a category, first move its events to another category, then delete it.

Tips

- Keep the list short. Every category becomes a button, and on phones they scroll sideways.
- Each name must be unique.

- A category with no upcoming events still shows as a button. Clicking it shows "No events in this category right now".

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