# Managing Special Events

Special events appear on the **Events** page (list and calendar views) and in the **What's on** scroller on the Home page, which shows the next six events.

# Adding an event

1. Sign in to the Content Manager.
2. Go to **Special Events → Add or update events**.
3. Click **Add Event**. The new event appears at the top of the list.
4. Fill in the fields (see the table below).
5. Switch on **Show this event on the website**. **New events start hidden**, so the event won't appear on the site until you do this.
6. Click **Publish**.

The website always sorts events by start date, so there's no need (and no way) to reorder them in the editor.

# Event fields

| Field | Required? | Notes |
|---|---|---|
| **Show this event on the website** | Yes | **Off by default for new events.** Switch it on when the details are complete. Off means saved but hidden from visitors. |
| **Feature this event** | Yes | Shows the event in a large *Featured event* band at the top of the Events page. **Feature only one upcoming event at a time.** If several are featured, only the soonest is highlighted. |
| **Event name** | Yes | Keep it short. It's the card title. |
| **Category** | Yes | Pick from the list. Categories power the filter buttons. Manage them under *Event Categories*. |
| **Start date and time** | Yes | Enter in **Eastern Time**, and check AM/PM. See the warning below. |

| Field | Required? | Notes |
|---|---|---|
| **End date and time** | No | Must be later than the start. Leave blank if no end time is listed. For multi-day events, set the last day. The card then shows a date range. |
| **Location** | Yes | For example, "Fort Adams North Lawn". |
| **Description** | Yes | One or two sentences for the event card. Plain text only. |
| **Event image** | No | Upload or choose an image. If left blank, a branded placeholder image is shown. See *Working with Images*. |
| **Ticket or event website URL** | No | A full `https://` address with no spaces, for example an Eventbrite page or a partner's event page. The card shows a **Get tickets** button that opens it in a new tab. |
| **Link to a page on our website** | No | Only for a page on *this* website, entered as a path starting with `/`, for example `/visit/`. The card shows a **Book now** button. Use this **or** the ticket URL, not both; if both are filled in, the ticket URL wins. |

If an event has neither link, its card shows **Learn more**, which goes to the Events page.

> **Time zones:** the date picker uses your computer's time zone. Enter events from a computer set to Eastern Time. If you're travelling or your computer is set to another time zone, the event time will be wrong on the website.

> **All-day events:** if you set the start time to exactly 12:00 AM, the card shows just the date with no time.

# Editing an event

Open **Add or update events**, click the event in the list (entries are labelled "*Event name — start date*"), make your change, and click **Publish**.

# Hiding an event without deleting it

Switch off **Show this event on the website** and publish. The event stays in the Content Manager so you can reuse it, for example for next year's edition.

# Deleting an event

Prefer hiding (above) if you might need the event again. To delete it permanently, use the event's delete control in the list, confirm, and click **Publish**. Deleted events can be recovered from GitHub history by a developer if needed.

# Featuring an event

1. Turn **off** *Feature this event* on the event currently featured.
2. Turn it **on** for the new one.
3. Publish.

The featured event appears in its own band above the monthly list and isn't repeated in the list. It shows only when it matches the selected category filter.

# When past events disappear

> Events disappear from the website the first time the site is **rebuilt** after the event ends, not at the moment it ends. The site is only rebuilt when someone publishes a change or a developer updates the code. After a quiet stretch with no changes, finished events can linger on the Home and Events pages.

To clear out past events, publish any change, or ask someone with Cloudflare access to **retry the latest deployment**. There's no need to delete old events; they drop off automatically once the site rebuilds. A daily automatic rebuild is listed under *Known Issues and Open Items*.

# Good practice

- Add events well ahead, ideally at least a month before, so they show on the Home page.
- Use a real photo where possible. Placeholder art is fine as a stop-gap.
- For partner events (for example, Audrain Cars & Coffee), link to the organiser's page in the ticket URL and keep the description general, such as "See the organizer for the latest event details."
- Check the Events page in both **List** and **Calendar** views after publishing.

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