Publish and Share an Event

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A Draft event is not visible to the public.

Before publishing

Review:

- event name and description;
- cover image;
- date and time;
- timezone;
- location;
- ticket prices;
- ticket quantities;
- ticket sale periods;
- registration deadline;
- capacity;
- organizer details;
- confirmation and reminder emails;
- public event page.

For paid events, make sure the event is configured for **Live mode** before accepting real registrations.

When Live mode is off, HighLevel uses test behavior and does not process real payments.

Publish

When setup is complete:

1. Open the event.

2. Click **Publish event**.
3. Confirm the event is available through its public URL.

After publishing

HighLevel allows staff to:

- share the event link;
- duplicate an event;
- unpublish an event;
- archive an event;
- delete an event.

Unpublish vs. delete

Unpublish

Takes the public event offline while preserving its existing registrations.

Archive

Removes the event from the active list while keeping it available to restore.

Delete

Permanently removes the event.

> Do not delete an event simply because it has ended. Archive it unless there is a specific reason to permanently remove it.

Important refund warning

Unpublishing or canceling an event does **not** automatically refund attendees.

Refunds must be handled separately from the event's registration records.

Official reference

HighLevel — How to Create and Manage Events

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