

Week six - Events

Task 1: Create your regular venues

If you rehearse or perform at the same venues it will save you time by creating your venues in the Platform first.

Go to your **Administration dashboard** and look under the Events section for **Events Venues**. Click on the **create new venue: Manually** to add the details

Task 3: Add events to the calendar

Events can include rehearsals, committee meetings or performances. You can allow only those with certain permission levels, a committee and even an ensemble to be able to view each event. Use our Admin features help guide under the Creating an Event section for more information.

You can assign certain songs, predefined venues and riser stacks to this event. Once added you can also update the event to make it reoccur or create an event programme as set out in the next task and even add documents. Look under the **Administration Dashboard** under the **Events Section** and go to either event Calendar or Events to add a new event

Top tip: when adding an event make sure you look at the other tabs such as public and members to include all information

Task 5: Availability and attendance

You can track members availability for events and mark if they attended events. Assuming that members have not already been set up with logins in your Platform we would suggest waiting to track individuals availability for events until once you have set up their logins and are close to going live so you might want to make a note to come back to this section.

It would however be worth taking a look at how it works in our [Events in the Making Music Platform](#) help guide under the section called **availability and attendance tracking** for when you are ready to set both of these up. Alternatively, you can disable both modules by going to the **Website and Configuration** page (top cog) and the configuration tab.

Task 2: Create riser stacks

A riser stack is a diagram which shows how members will be positioned on stage during an event.

This is a customisable part of the site so if you would like to use this function you will need to enable the module first using the information in our [How to create a riser stack](#) guidance

Riser stacks can be found in the **Administration dashboard** (top right-hand corner) under the **Riser Stacks** section.

Top tip: Riser stacks will automatically be added with 4 rows and 7 columns. This can be amended by going to the **Internal use only** section when adding a riser stack and changing the numbers of rows and columns. You will see the code "rows": "4", "cols": "7", change the numbers 4 (rows) and 7 (columns) listed to suit the groups requirements. Then click save

Task 4: Create event programmes

An event programme shows what will happen during a rehearsal or performance and can include musical criteria such as songs as well as non-musical criteria. This will help provide a structure for the event including a running time.

If you don't want to use this module then you can turn it off by going to the **Website and Configuration** page then the top cog and to the configuration tab.

All created programme templates can be found in the **Administration Dashboard** in the events section under Event programme templates

See our help guide on [Events in the Making Music Platform](#).