The Eventure User Guide

How the features work, in plain language, for the people who run them

Written for Eventure.
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PART I - START HERE

CHAPTER 1

How the App Is Laid Out

Every page in the logged-in part of Eventure is built from the same handful of regions - a header, sometimes a sidebar, a page header, and the content itself. Once you know where each one is, you can find the same button on completely different pages without hunting for it.

This chapter is a map, not a feature - come back to it whenever a page looks unfamiliar.

The top bar

The bar across the top of every page is always the same. On the left, the main navigation takes you to the public parts of the site - Events, Organizations, Content and the rest. On the right, a few things stay within reach wherever you are: the **+ Add** button to create something new, search, your **notifications** bell, your **messages** envelope, a **cart** whenever a shop is open to you - its badge counts what you have picked up, and its dropdown lists the items with a link to checkout and a **Clear Cart** link - and your avatar, which opens the account menu described below.

SCREENSHOT SLOT 01

The top bar: main navigation on the left, + Add, search, notifications, messages and your avatar on the right.

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Screenshot 01. The top bar: main navigation on the left, + Add, search, notifications, messages and your avatar on the right.

The + Add button

Wherever you are, **+ Add** is the fastest way to start something new. It is grouped in two rows: general things anyone can create - an event, a product, a service, a piece of content, a gallery, a course - and, if you run an organization, a second group for the organization itself: activities, communities, campaigns, contracts, spaces, invoices. A few entries only appear once you have unlocked them - see "Menus that grow with you" below.

SCREENSHOT SLOT 02

The + Add menu open, showing what you can create right now.

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Screenshot 02. The + Add menu open, showing what you can create right now.

Your avatar menu

Click your avatar for two things at once. The top half is **personal**. In the block with your photo, name and email, the photo and the name each link to your **profile** - the email under them is just a label - and a small **cog** right after your name opens the account settings (it spins as you hover it), so neither needs a menu row of its own. To the right, a **language** button and the **theme** chips sit side by side with a thin divider between them: the chips swap **light** and **dark** on the spot, and the language button - your current language's flag with its code beside it - opens a small menu listing every language the site offers by flag and full name. Below a divider sits your **organization** block - a switcher if you run more than one, and a short list of the sections you touch most - Dashboard, Offers, Orders, Invoices, Activities, Content - followed by two full-width rows, **Plans & Add-ons** and the website builder. This is the quickest way to jump between "me" and "the organization I manage" - pick a different one while you are on one of its own pages, such as the dashboard or Settings, and you land on that same page for the newly chosen organization instead of losing your place.

A small matching pair of theme and language chips also sits next to the copyright line at the bottom of every page, if you need them without opening the menu at all. Just above the menu's last row sits **Report Feedback** - pick a category (a bug, an improvement idea, or other feedback) and describe it (both required). A screenshot of the page you were on is optional - leave the switch on and the next step shows you exactly what was captured before anything is sent, with a retake button if the page has changed; your browser details and any error it noticed are attached automatically. That last row pairs a green **Invite friends, you both earn credits** banner with a compact red **Logout** icon beside it, so leaving the site and inviting someone to it sit side by side.

SCREENSHOT SLOT 03

The avatar menu: personal items above the divider, your organization below it.

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Screenshot 03. The avatar menu: personal items above the divider, your organization below it.

The My-section sidebar

Every page under `/my/...` - Events, Content, Orders, and every other chapter in this guide - shares one sidebar. At the top sits the organization you are currently working in, with a switcher if you belong to more than one. When you are working as an organization, items are split into two groups: **Manage**, everything you create and publish, and **Operations**, what happens once people respond - registrations, orders, messages. On your personal pages - the planner, favorites, your own orders - the same sidebar shows one short ungrouped list instead. A search box above it filters by name on a long list.

On a phone the same sidebar becomes a slide-out drawer, opened from the **Menu** button next to the page title.

SCREENSHOT SLOT 04

A My-section page: the sidebar's Manage and Operations groups next to the page content.

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`Drop the file in as images/en/04-layout-my-section-dark.png`

Screenshot 04. A My-section page: the sidebar's Manage and Operations groups next to the page content.

Menus that grow with you

Not every feature shows up on day one. Advanced tools stay tucked away until you are ready for them - the sidebar shows a small **+N to discover** hint next to a group heading when more is available, and creating your first item of a kind reveals its menu entry for good. This is deliberate: two organization admins can have genuinely different sidebars, each shaped by what they have actually used. If you are looking for something and cannot find it, check that hint before assuming it is missing.

The page header and the Help button

At the top of the content itself, every page carries the same header: a **title**, a short description under it, and any buttons the page offers - usually a **Create** button on the right. If the page groups things into tabs or filters, those sit in a second row underneath.

The **Help** button lives in that same row. It opens this guide at the chapter for the page you are on - which is exactly how you are probably reading this sentence right now. Many individual fields also carry a small **?** icon next to their label; clicking one jumps straight to the paragraph that explains that field, instead of the top of the chapter.

SCREENSHOT SLOT 05

A page header close up: title, actions, the Help button, and filter tabs.

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`Drop the file in as images/en/05-layout-page-header-dark.png`

Screenshot 05. A page header close up: title, actions, the Help button, and filter tabs.

On a phone

Everything above adapts rather than disappears. The main navigation collapses into a menu button, the My-section sidebar becomes a drawer you open on demand, and a small floating **My** button appears on pages that would otherwise have no way back into it. **Report Feedback** sits as its own row near the bottom of that menu, next to **Favorites** and **Logout**; theme and language live in the menu's **Preferences** area exactly as they do on desktop. Nothing you can do on a desktop is missing on a phone **-** it just takes one extra tap to reach.

SCREENSHOT SLOT 06

The same My-section page on a phone: the sidebar collapsed into a drawer.

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Screenshot 06. The same My-section page on a phone: the sidebar collapsed into a drawer.

CHAPTER 2

Account & Profile

Your profile is what other people see; Settings is where you manage everything about your own account - password, preferences, and how your organizations are reached.

Profile: your public face

Your **profile** is the page other members and visitors see. Give it a **display name** if you would rather not show your username, add a photo, and switch on **Appear anonymous** to hide your name on public content entirely. The heatmap below it tracks your activity across every organization you take part in.

Sky Today

Next to your profile card, **Sky Today** shows today's sunrise, sunset, golden and blue hour, the current moon phase with moonrise and moonset, and which planets are visible tonight - hover a compass letter like **WSW** to see it spelled out. It reads from your own location once your browser has already granted that, and from Ljubljana otherwise. A shorter, one-line version also sits in your avatar menu, right beside your email, and links back to the full panel - hover that line and a small dark card unfolds the details on the spot: moon phase and illumination, moonrise and moonset, sunrise, sunset, daylight length and tonight's golden hour.

Settings: the tabs

Settings is where you manage the account itself. Three tabs are always there. **Account** holds your photo, username and email (when changing them is allowed), your password, and any accounts you have connected through social sign-in. **Preferences** sets your theme, language, and navigation choices, and closes with an **Automation** block - the **AI SEO suggestions** switch that auto-fills SEO title, description and keywords on things you publish; turn it off to write those fields yourself. **Privacy** covers exporting your data and, if you decide to leave, deleting your account outright.

Your role can add more tabs: **Notifications**, with per-category switches for what lands in your inbox - including the organization-admin categories once you manage one (see the Notifications chapter); **Plans & Add-ons**, the same plan page the avatar menu links to; and **Custom Fields**, when the site defines extra profile fields for you to fill in.

Reaching your organizations

Once you belong to an organization, an **Org Settings** button appears next to your own profile and settings buttons - a direct link when you run one, a switcher when you run several - so you are never more than a click from the side you manage on behalf of others. The **Menu** button next to it opens every other section you have access to.

SCREENSHOT SLOT 01

The Settings page: the Account, Preferences and Privacy tabs, plus the ones your role adds.

`Drop the file in as images/en/01-account-settings-light.png`

`Drop the file in as images/en/01-account-settings-dark.png`

Screenshot 01. The Settings page: the Account, Preferences and Privacy tabs, plus the ones your role adds.

PART II - YOUR ORGANIZATION

CHAPTER 3

Organizations

An organization is your presence on Eventure: its profile, its members, its events and shop, and its own public website.

The container for everything

An organization is your account's public face and the owner of everything you make - events, articles, shop, community, website. Almost every "Create" begins by asking which organization it belongs to. You can run more than one; a person can wear several hats.

Members and their roles

You invite people by email, and each member holds a role that decides what they can touch: **owner** (everything, including billing and deleting the org), **admin** (manage content and members), **member** (a lighter hand), and **billing** (the money, nothing else). Invitations carry an expiry, so a link left unopened eventually lapses.

Your dashboard

The dashboard is where you land day to day: a health check flags anything worth fixing, charts show registrations and content activity over the last week or month, and **Upcoming Events** lists what is next with a "Next up" marker on the soonest one. Below that, **Recent Items** and **Recent Activity** keep a running log of what changed, and a contribution heatmap shows the shape of your activity over time. **Quick Actions** on the side is the fastest way to create something or jump to Settings, the Website Builder, or Calendar Sync. If you run more than one organization, the switcher next to the page title moves you between them without leaving the dashboard, and the Menu button opens every other section you manage.

Settings

The form on the left covers who and where you are: name, contact details, organization type, address and map pin, the About text, your public website link, and SEO. It also sets which address your Eventure-hosted site answers to - a free **.site.eventure.si* subdomain by default, or your own custom domain once your plan includes it (Explorer and up) - and lets you choose how the Events tab on your profile is shown (cards, calendar, or map).

The cards on the right cover everything else - branding, files, testimonials, lead magnets, outgoing email, billing and invoicing, and fiscal verification. Each one carries its own Help icon, and the card search filters by what a field does, not just its name. See Organization Settings for what each card does and the order to fill them in.

The page header also shows the organization's status badge with a **Suspend** / **Activate** button beside it. Suspending takes the organization offline - its profile, listings and website stop showing publicly - without deleting anything; **Activate** brings it all back exactly as it was. Use it for a seasonal pause or while you rework things.

At the bottom, the **Danger Zone** deletes the organization outright - members, content, products, files, communities and contacts all go with it. Invoices, orders and payment transactions are kept regardless, for accounting.

Its own website

Beyond the profile page, an organization can have a full public website of its own - its own address, pages, and look - built in the Website Builder. That is a large enough subject to have its own manual; the Help button inside the builder opens it too.

SCREENSHOT SLOT 01

The organization dashboard: health check, charts, Upcoming Events, and Quick Actions.

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Screenshot 01. The organization dashboard: health check, charts, Upcoming Events, and Quick Actions.

CHAPTER 4

Organization Settings

What each card on the Settings page controls, grouped the way they sit on screen: Brand, Public presence, Audience & marketing, and Money & legal.

The Settings page's right sidebar is a stack of cards, one subject each. This chapter goes card by card, in the order they sit on screen, so you can work down the list once and know you have covered everything worth setting up.

Brand

Both cards here save the moment you drop a file - there is no separate Save button, and nothing here is part of the main form's submit.

Logo

Shown on your profile, in listings, and in the browser tab. Square, 400×400 pixels recommended, up to 5 MB. Keep text off the image - it gets cropped at the small sizes listings use.

Cover Image

The wide banner across the top of your public profile. 1200×300 pixels recommended. A position control lets you re-frame a tall or off-centre photo after upload, and a dim toggle darkens it behind any text you overlay in the Website Builder.

Public presence

What a visitor to your public profile actually sees, beyond the profile fields themselves.

Social Profiles

Public links to your social channels, shown on your profile and in your footer. The same card also holds the Facebook and Instagram connections that let new posts auto-publish to your social accounts once you turn auto-posting on.

Organization Files

Brochures, a press kit, brand assets, PDFs - anything you want a visitor to be able to download from your profile. Public by default; do not use this for anything that should stay internal.

Testimonials

Customer quotes shown in your homepage Testimonials section. A toggle decides whether visitors can submit their own from your public profile; submissions land here pending, and you approve, edit, or feature them before they go live. You can also add a quote yourself without waiting for a visitor to write one.

General Information

A catch-all for the details that do not belong anywhere else: storage usage, the contract signatory's name and details, the optional heading above your "About" text, and whether your organization is featured in the homepage showcase.

Audience & marketing

What a new subscriber sees right after they confirm, and where your campaign emails go out from.

Lead Magnets

Files a subscriber can download once they verify their email - an e-book, a guide, a discount sheet. A good lead magnet is the difference between a confirmation click and a reason to keep opening your emails.

Linked Content

Pick events, activities, content, offers, games, or surveys to show a new subscriber on the confirmation page and in the welcome email - the same slot email campaigns use, so you can point people at whatever matters most right now without waiting to build a campaign.

Newsletter Sender

Whether campaign emails show images by default, plus the from-address and subject lines used for the address-verification and welcome emails subscribers get automatically.

Outgoing Email (SMTP)

Off by default, which means campaigns and system emails send from the platform's own address. Turn it on to send from your own domain or a Gmail account instead, and fill in the host, port, encryption, username, and password your email provider gives you - a Gmail account with two-factor authentication needs an App Password here, not your normal one.

> **Wrong credentials fail silently, not loudly**
>
> Turning SMTP on with a bad host, port, or password does not block you from saving. It quietly stops your campaigns and system emails from being delivered instead. Use the connection test after saving, and check the status icon in this card's header - a red mark means fix it before you rely on it.

Messaging

Turn your organization's inbox on or off, and choose who is allowed to start a direct conversation with you: everyone, only people who follow you, or nobody.

Money & legal

Everything that touches getting paid, and staying compliant while you do it.

Billing & Payouts

Your tax ID and bank details, plus Stripe and/or PayPal credentials. These are what let the platform charge your customers on your behalf and pay you out - nothing here charges anyone until a real order comes through.

Invoice Defaults

The numbering format and prefix your invoices use, plus default payment terms and a footer applied to every invoice you issue from here on. Changing the format does not renumber invoices you have already sent.

FURS fiscal verification

Only relevant if you charge in Slovenia by cash or card: *davčno potrjevanje računov* with FURS, the Slovenian tax authority. Upload your certificate, register your premises and devices, and every cash-paid invoice from then on carries a ZOI, an EOR, and a QR code, fully verified with the tax authority at the moment it is issued.

SCREENSHOT SLOT 01

The Settings page's right sidebar: Brand, Public presence, Audience & marketing, and Money & legal cards, each with its own Help icon.

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`Drop the file in as images/en/01-org-settings-sidebar-dark.png`

Screenshot 01. The Settings page's right sidebar: Brand, Public presence, Audience & marketing, and Money & legal cards, each with its own Help icon.

CHAPTER 5

Communities

Communities are discussion spaces - threads, replies, and members - grouped under your organization.

A space to talk, under your org

A community is a discussion space your organization hosts. Its **type** sets the door: **public** (anyone reads and joins), **private** (visible, but join to take part), or **secret** (invisible until invited). A fourth kind, the **personal** community, is a space built around one person or brand rather than a topic - visitors browse those separately at `Personal Spaces` in the main menu.

Posts are not all the same

A post can be a plain **discussion**, a **question**, an **announcement**, a **poll**, or a **file share** - each shaped for its job. Replies, likes, and reactions hang off them, and members can message one another directly.

Keeping it in order

Roles run from owner through admin and moderator to member. The tools let you pin or lock a post, hide content, and mute or ban a member - enough to keep a busy space civil without heavy machinery.

SCREENSHOT SLOT 01

My Communities: the list of communities your organization runs.

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Screenshot 01. My Communities: the list of communities your organization runs.

Community Settings

What each card on the community Settings page controls. Branding colors, fonts, and the feature/widget toggles that used to live here have their single home in the Website Builder's Appearance tab now - only the cards below remain in Settings.

Logo

Shown on your community's profile, listings, and browser tab. Uploads and removals save the moment you make them - there is no separate Save step.

Favicon

The small icon a browser tab shows for your community's public pages. Accepts ICO, PNG, or SVG.

Cover Image

The wide banner across the top of your community's public profile. A position control lets you re-frame a tall or off-centre photo after upload.

Brand & Visual Identity

Your community's name and tagline, plus the default color theme new members see before they pick their own. Logo, brand colors, and fonts moved to the Website Builder's Appearance tab.

Social Links

Public links to your community's social profiles, shown in the header and footer, plus the Instagram connection that lets new posts auto-publish once you turn auto-posting on.

Landing Page

The listing-page hero image and mode, plus the discover banner shown in the header. Once you build a custom landing page in the Website Builder, it replaces this card's fields entirely - they stay stored, just hidden here.

Page Sections

Toggles a standard landing page reads to decide which blocks appear - events, activities, organizations, statistics, and more - plus the community language switcher style. Superseded by the Website Builder's own section list once you switch to a custom landing.

Map Visibility

Whether the organizations map appears on the standard landing page or the platform's **/organizations** browse page. Add a map section directly in the Website Builder for a custom landing.

Welcome Banner

The first-visit greeting shown at the top of your community: turn it on, pick a tone, and write a custom message.

Analytics & Pixels

Marketing and analytics pixels (Facebook, GA4, GTM, TikTok, LinkedIn) plus custom head and body scripts for your community's pages.

Social Auto-Posting

Connect Instagram so new community posts can be auto-published to your account.

Owner Privacy

Signal that you are looking for moderators to help run the community.

Legal Pages

Privacy Policy and Terms of Service for the community - required by GDPR and linked from its footer. Two independent fields under General Information, right below the full description, rather than their own card.

Demo Mode

Sandbox controls for showcasing your community to prospects without exposing real data.

PART III - WHAT YOU OFFER

CHAPTER 6

Offers & Shop

Offers are your shop: physical, digital, and service products with variants, stock, and coupons.

The five categories, one hub

Everything you sell or run lives under one **My Offers** hub: **Events**, **Services**, **Products**, **Spaces**, and **Courses** each get their own tab on the same page, sharing one landing point and one set of filters instead of five separate menu items. Switching tabs changes which category you are managing; a category you have not used yet shows an outlined "+ Add" instead of being hidden. See Spaces and Courses for the other two.

Three kinds of product

The shop sells **physical** goods (they ship), **digital** goods (they download), and **services** (a session or a slot). Which one you pick decides what the rest of the form asks for **-** a shipping weight, a file, or neither.

Make a service bookable

Turn on **People can book a time slot with me**, near the bottom of a service's form, and it becomes a schedule visitors can reserve against **-** its duration, how many people may take the same slot, and your weekly hours. See Bookings for what that switch unlocks and how a paid reservation turns into an invoice on its own.

Variants and stock

A single product can carry **variants -** size, colour, an option of your own **-** each with its own price and stock. Inventory tracks levels, warns you when they run low, and can allow backorders when you want to keep selling past zero.

Digital delivery and coupons

A digital product delivers a secure download with limits you set **-** how many times, for how long. **Coupons** take off a percentage, a fixed amount, or the shipping, so a campaign or a member perk is a code rather than a changed price.

Filing a product

Products pick a **format** first **- Physical** or **Digital -** because the two have genuinely different **categories** beneath them. After that come the **Tags**, and a **Suggested tags** panel that will read your description and propose a starting set. See Categories & Tags.

Your shop's own shelves

Separate from that platform category, every offer form also carries a **Shop shelf** card. The category files your offer in the marketplace for everyone; the shelf arranges your *own* storefront **-** which section of your shop the offer sits in when someone browses it. Pick a shelf from the list, or press **New shelf** to create one right there without leaving the form; shelves can sit inside other shelves, so a broad section can hold narrower ones.

What visitors see on a card

On your public pages, anything with a price carries **Add to Cart** and **Quick Buy** buttons on its card **-** the first drops it into the header cart to keep browsing, the second goes straight to checkout with just that item.

SCREENSHOT SLOT 01

The My Offers hub: the Events, Services, Products, Spaces, and Courses tabs.

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Screenshot 01. The My Offers hub: the Events, Services, Products, Spaces, and Courses tabs.

CHAPTER 7

Events

An event on Eventure is a date, a place, and a way for people to sign up. From that spine you can sell tickets, cap the crowd, collect answers to your own questions, and check people in at the door - or keep it as simple as a time and a title.

You manage your events at `My Events`. This chapter walks the event form top to bottom - it is one screen, built from cards you open only when you need them - and explains the choices that trip people up most: how people register, what a ticket can be, and when your instructions reach attendees.

SCREENSHOT SLOT 01

The event form, built from collapsible cards.

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Screenshot 01. The event form, built from collapsible cards.

The top of the form is the part every event needs: a **title**, a **short description** for cards and listings, and a **full description** written in blocks - headings, images, lists, whatever the event deserves. Set the **date and time** (an event can run to a second date, or become a whole series of linked dates), pick a **location** (a venue, an online link, or both), and add a **featured image**. Everything below that is optional - reach for it when the event calls for it.

Registration

The **Registration** card decides who can find the event and how they sign up. Four settings inside it are worth a closer look - each carries its own help icon on the form.

Visibility

Who can reach the event page at all. **Public** is listed on your profile and in search. **Unlisted** is reachable only by the exact link - handy for a soft launch or a members-only date you share by email. **Private** asks every visitor for a password you set, so even someone with the link cannot look in without it.

Registration type

What happens the moment someone clicks Register. The two that surprise people: **Requires approval** holds each sign-up until you say yes, which is right for a vetted group but means nobody is confirmed automatically; and **External link** hands the visitor off to another site entirely and switches the built-in ticket flow off, so use it only when registration truly lives elsewhere.

REGISTRATION TYPE	WHAT HAPPENS
Open	Instant confirmation - the attendee is in the moment they finish.
Requires approval	You review each request and approve or decline it.
Invite only	Only people you invite can register.
External link	Register sends people to another site; the built-in ticket flow is skipped.

Capacity

The most it will take. **Zero means unlimited -** a blank or 0 capacity does not close the event, it opens it wide. Set a real number only when the room, the boat, or the licence says so; once it fills, new sign-ups are turned away unless the waitlist below is on.

Waitlist

What happens after capacity is reached. With the waitlist on, a full event still takes names into a queue instead of a flat "sold out", and when someone cancels the next person in line can be promoted into the freed spot. With it off, full simply means closed.

Tickets

A ticket is a way to attend. An event can have several - an early-bird and a full price, a member and a guest tier - each with its own name, quantity, and sales window. If your event is free with no tiers, you can skip this card entirely; registration alone is enough. The price model of a ticket is where Eventure is more flexible than most:

TICKET KIND	WHAT THE ATTENDEE PAYS
Free	No charge. Registration only.
Fixed price	A set amount you choose, paid at checkout.
Donation	Pay what you wish - the attendee names the amount, above any minimum you set.
Energy exchange	Something other than money - a skill, a contribution - described in words, arranged between you.

Attendee instructions

Instructions are the private note only registered attendees see - the door code, the exact meeting point, what to bring.

Reveal timing

When that note becomes visible. **Immediately** shows it the moment someone registers; **24 hours before** holds it back until the day is close, which suits a location you would rather not publish weeks ahead; **at check-in** keeps it hidden until they are at the door. Sensitive details stay sensitive until they need to be known.

Filing it: category and tags

Below the main fields the form carries a **Category** card and a **Tags** card, and beside them a **Suggested tags** panel that reads your description and proposes both. The category says what kind of event this is; the tags say what it is like, who it is for, and how it runs. It is the same vocabulary your shop, your courses and your spaces use, which is what lets a single search cross all of them. Categories & Tags covers the pickers in full.

How your events are shown

A list of events does not have to be a list. The same events can be offered as **Cards**, as a month **Calendar**, as the **Organic** calendar where busy dates grow into soft blobs, or on a **Map** by venue. Turn on whichever you want and visitors switch between them; the switcher itself can read as **Buttons**, **Tabs** or **Icons only**.

Each view has its own knobs. The calendar can run as a **13 Moons** variant instead of the standard month, and can carry a **Category legend** that doubles as a filter when tapped. The organic view lets you say how far the blobs depart from circles **- Circles**, **Subtle**, **Organic**, **Wild -** and whether an opened day fans out as a **Constellation**, a **Ring**, or a plain **List**. Both calendars also offer **Sky markers** switches **- Moon phases** draws the phase on the days it changes, **Sunrise / sunset** notes the times **-** for programmes where the sky matters. You choose all of it once: in your organization's settings for the profile page, and per menu item in the website builder for your own site.

The map view places each event by its address. An event the map cannot place carries a small warning badge on your own list **- Not on the map** when there is nothing usable, or **Shown at organization address** when it falls back to your organization's pin - with a tooltip saying what to add. Visitors never see the badge, only you do.

Linked dates and check-in

Any event can grow a set of **linked dates -** each its own bookable occurrence with its own attendees - which is how a one-off becomes a weekly series without duplicating the whole event. On the day, the **check-in** screen scans each attendee's QR code so you can see who has arrived, and attendees can add the event to their own calendar from an ICS link.

Email attendees on the attendee list works the same way as sending to your subscribers: it opens empty with your attendees offered as suggestions, so you choose exactly who hears from you instead of starting with everyone selected. See Subscribers for how the picker works.

From draft to published

An event you are still shaping is a **draft**: only you can see it. When it is ready, **Save & Publish** puts it live at its public address; **Save as Draft** keeps it private while you keep working. You can unpublish at any time - it drops back to a draft, and the page goes quiet until you publish again.

The one habit worth forming

Publish early, then keep editing. A published event updates the moment you save, so there is no penalty for putting a rough version live to claim its address and refining it after. Nobody sees a draft, so a draft nobody sees helps nobody.

CHAPTER 8

Spaces

Spaces are the venues, halls, studios, stalls, rooms and gear you hire out by the day - your rate, your open days, your terms.

What a space is

A space is anything you hire out by the day: a hall, a studio, a treatment room, a stall at your market, a stretch of land, or a box of gear. Visitors browse them at `Spaces`; yours live at `My Spaces`, and **Spaces** appears in the **+ Add** menu's Organization group once you run an organization.

Underneath, a space is a bookable service in rental mode. That is why a request for your hall arrives in the same reservations list as an appointment rather than in an inbox of its own - one place to answer from, whatever was asked for.

Setting your terms

You set the **rate** and the unit it is charged in, the days you are open, and how long a single booking may run - a **shortest** and a **longest** booking. Those two numbers quietly do most of the work: together they stop someone taking your hall for an hour when you only deal in full days, and stop them holding it for a month. A row of **Quick fill** chips above the weekly schedule - Office hours, Weekend hours, Evenings only, and more - sets every day in one click, alongside the **Open every day, all day** shortcut for a space that never closes.

Three more fields round out the terms. A **Security deposit** names the refundable amount you hold against damage - shown to the renter up front, settled between you outside the booking total. **Fits how many people** states the capacity, and feeds the "fits at least N" filter on the public listing. And the **What is included** card ticks off what comes with the space - those ticks double as filters too, so someone searching for a projector finds the rooms that have one.

Filing it so it can be found

Every space carries a **category** - Studio, Hall, Retreat Center, Stall, Equipment and so on - and any number of **tags**. The category is what the space is; the tags are what it is like. Both come from the vocabulary the whole platform shares, so the words that file your space also file your events and your shop. See Categories & Tags for how the pickers behave and what the assistant offers.

Ask about this space

Not every hiring starts with a date. Under the date picker on a public space page sits **Ask about this space** - a message, not a booking. Someone describes what they are planning, you reply directly, and nothing is reserved and nothing is charged until you both agree there is something to reserve.

They tell you **what it is for** - picked from an event or service they already run - **what they are planning**, the dates they have in mind, their **preferred times**, how many **people**, and **what they need** from the room. Only someone who has already published a service or an event can send one, which keeps the form pointed at organizers rather than passers-by. A **New space inquiry** notification tells you one has arrived.

Inquiries arrive as a notification only

There is no inquiry screen yet. You will see the notification and can answer the sender directly, but there is no list to work through and no way to mark one as handled. That inbox is still to come.

What a space on Eventure is not

Eventure lists venues for events and services, not places to stay. Spaces in the overnight categories - House / Villa, Cabin / Tiny House, Retreat Center, Farm / Eco Village - therefore cannot be priced **per night**, and an attempt to save one that way is refused with a note saying so. Price it **per day** instead. The line is drawn on purpose: a retreat centre hired for a weekend workshop belongs here, the same building let as accommodation does not.

See Offers & Shop for how the five categories share one hub.

SCREENSHOT SLOT 01

My Spaces: the list of venues, halls, and gear you hire out.

`Drop the file in as images/en/01-spaces-my-light.png`

`Drop the file in as images/en/01-spaces-my-dark.png`

Screenshot 01. My Spaces: the list of venues, halls, and gear you hire out.

CHAPTER 9

Courses

Courses are classrooms: modules and lessons, self-paced or drip-fed, with learner progress.

Modules, lessons, and how they unlock

A course is a curriculum: **modules** that hold **lessons**. How a learner moves through them is the **unlock mode - self-paced** (all open), **sequential** (finish one to reach the next), **drip** (lessons release days after enrolling), **challenge** (a fixed cohort on shared dates), or **library** (browse freely by tag).

What a lesson can be

A lesson can be written in blocks, a PDF, an embedded video (YouTube or Vimeo), an uploaded video or audio, or a live class linked to an event. You build the shape once; the learner sees a clean classroom.

Getting in, and the classroom

Access can be free self-enrolment, a one-time purchase (buying auto-enrols them), or a manual invite. Once in, learners work a sidebar of modules with a progress bar, mark lessons complete, and pick up where they left off - notes they type are saved as they go.

The **Enrollments** screen behind each course lists everyone in it with their progress, and its **Enroll learners manually** card adds people by email address - how a sale made elsewhere, or a scholarship, gets its seat. A course's row menu also offers **Duplicate**, which copies the whole curriculum as a fresh draft - the quick way to run the same material for a new cohort.

A certificate at the end

Switch on **Issue a completion certificate** in the course form's Engagement card and the course advertises it: a **Certificate** badge and a "Certificate of completion" line appear on its landing page. Which lessons count toward completing the course is per lesson - untick **Required for completion / certificate** in the lesson editor for a bonus recording that finishing should not wait for. The certificate document itself is still on its way; for now the switch is a promise you fulfil by hand when a learner finishes.

Describing a course

Courses are filed with **tags** rather than categories - what a course is about is better described than pigeonholed - so the form offers a **Tags** card and a **Suggested tags** panel but no category picker. Topic, level, audience and format all live in the tags. See Categories & Tags. See Offers & Shop for how the five categories share one hub.

SCREENSHOT SLOT 01

The curriculum builder: modules and lessons in drag-reorder order.

`Drop the file in as images/en/01-courses-curriculum-light.png`

`Drop the file in as images/en/01-courses-curriculum-dark.png`

Screenshot 01. The curriculum builder: modules and lessons in drag-reorder order.

CHAPTER 10

Bookings

Bookings are appointments against a schedule - a service, its availability, and confirmed slots.

Bookability lives on the service

A booking is not its own kind of offer - it is a **service**, in the Services tab of My Offers, with **People can book a time slot with me** turned on. Switching it on reveals the schedule: the service's **duration**, how many people may take the same slot, and a weekly **availability** grid - tick the days you are open and set the hours for each. A row of **Quick fill** chips above the grid - Office hours, Weekdays 9-5, Mornings only, Evenings only, and more - fills the whole week in one click; you can still adjust any day by hand afterwards. An **Advanced booking settings** panel adds buffers before and after each slot, whether a request needs your **confirmation** before it is final, how far ahead someone may book, and a **cancellation policy -** flexible, moderate, strict, or none.

A service with this switched on carries a **Bookable** badge on the Services list, with a running count of its reservations - click it to see who has booked.

Adding a reservation yourself

Three places open the same calendar and time-slot picker to log a booking on someone's behalf - a phone call, a walk-in, anything that did not come through your public booking page. The Services tab's **+ Add** menu lists every bookable service below **New Service**; each bookable service's own row menu carries an **Add booking** item; and **Reservations Received** has its own **+ Add Booking** for the same purpose. Pick a date, pick a free slot, and fill in who it is for.

The path a booking takes

A request moves **pending** → **confirmed** → **completed** (or cancelled, or no-show). A rescheduled booking moves to a new slot rather than being lost, and **Reservations Received** is where you work through what has come in.

Online, in person, and the day itself

A service can be physical, online (with a meeting link), or both. On the day a QR check-in marks arrivals, a calendar file drops the slot into the attendee's own calendar, and afterwards you can gather a rating.

A paid booking becomes an invoice

Once a booking on a paid service is confirmed and paid, Eventure creates an order for it and generates an invoice automatically - the same trail a shop purchase leaves, so a reservation never has to be invoiced by hand. See Invoices.

SCREENSHOT SLOT 01

The bookings calendar: pending, confirmed and completed appointments.

`Drop the file in as images/en/01-bookings-calendar-light.png`

`Drop the file in as images/en/01-bookings-calendar-dark.png`

Screenshot 01. The bookings calendar: pending, confirmed and completed appointments.

CHAPTER 11

Categories & Tags

Categories say what a listing is; tags say what it is like. One shared vocabulary across products, services, events, courses and spaces.

A category, then tags

Two questions, two tools. The **category** answers "what is this?" **-** one choice from a tree the whole platform shares. **Tags** answer everything after that: what it is like, who it is for, how it works. Both appear on forms you already know, as a **Category** card and a **Tags** card.

Five kinds of listing share the vocabulary **- products**, **services**, **events**, **courses** and **spaces -** so someone who has learned the categories in one corner of the platform has learned them everywhere. Courses are the deliberate exception: they are filed with tags alone, because what a course is about is better described than categorized.

Format, and why it sometimes comes first

Some listings also carry a **format**. Products are **Physical** or **Digital**, and because those two have genuinely different categories you choose the format first. Services, events and courses are **In person**, **Online** or **Hybrid**, and there it comes afterwards, because the categories are the same either way. Spaces have no format control at all **-** a room is physical by definition.

Under the main category some types offer a narrower second one: a **subcategory**, or for services a **service type**. It is optional. Reach for it when the broad category genuinely hides what you do, not out of habit.

Tags, and the six things they describe

Start typing in the **Tags** card and matching tags appear. Each belongs to a dimension, and between them the six cover most of what a listing needs to say about itself:

- **Topic -** what it is about.
- **Audience -** who it is for.
- **Style -** the character of it.
- **Delivery -** how it reaches people.
- **Experience -** what taking part feels like.
- **Outcome -** what someone leaves with.

You may attach up to twenty. That ceiling is set high on purpose **-** it is there to stop a listing being stuffed with the entire library, not to ration honest description. Six well-chosen tags will carry a listing further than twenty vague ones.

When nothing fits

If no existing tag says it, you can **propose** one from the same box. A proposed tag works straight away on your own listing but stays out of other people's pickers until it has been reviewed, so the shared library does not silt up with oneoffs and near-duplicates. Read what the box offers first - most of the time something already says it, in words other people are already searching for.

What happens next is one of four things. A reviewer **approves** it, and the tag joins the library for everyone; **merges** it into an existing tag that already said the same thing in different words, so your listing keeps the meaning and loses the duplicate; **rejects** it; or asks you for **more information** when they cannot tell what you meant. You are notified either way, so a proposal is never a message into the void.

When no category fits

Every list of categories ends in an "Other" bucket - **Other Physical Products**, **Other Services**, **Other Events**, **Other Space**. Pick one and a small box opens underneath: **What would you call it?** It is optional, but worth filling in - typing something there does three things at once: your listing stays filed under "Other" for now, so nothing changes publicly; what you typed is added as a tag straight away, so people can already find it by that word; and it goes off as a proposal for a new category, the same way an unmatched tag does.

While it waits, the listing carries a small **Category pending review** badge in `My Offers`, `My Events` or `My Spaces` - that badge is the only place its status shows. Anything a reviewer writes to you about it, including a follow-up question, arrives as a **notification** instead, with the badge staying up until the proposal is actually settled. The same four outcomes apply as for tags: **approved** (the category goes live and your listing moves onto it automatically - nothing for you to do), **merged** into a category that already covers it, **rejected**, or a question asking for **more information**.

Suggested tags

The **Suggested tags** panel reads what you have written and proposes a category and a set of tags. Nothing is applied until you say so: every suggestion carries a **Confidence** reading and three buttons - **Accept**, **Edit and accept**, and **Dismiss**. They arrive sorted into **Recommended**, **Also consider** and **Worth clarifying**, and that last group is worth reading twice: it is the assistant saying your description left it guessing, which is usually a note about the description rather than about the tags.

Save the listing before you press **Analyze listing**. It reads what is stored, not what is still sitting unsaved on your screen.

Describing what you are looking for

The same vocabulary feeds **Discover**, a search that takes a sentence instead of keywords. Write it the way you would say it - "a quiet room for a small meditation group", "an online workshop for beginners" - and the constraints it recognises appear as chips you can lift off one at a time. Each result says why it matched, so a puzzling answer explains itself.

> **Discover has no menu entry yet**
>
> The page works, but nothing links to it - you reach it by typing `/discover`. It will find a home in the navigation once the rest of this work lands.

Proposals are reviewed by the platform's staff from a single queue, and every decision on one notifies you.

SCREENSHOT SLOT 01

The Category and Tags cards on a listing form, with Suggested tags open.

`Drop the file in as images/en/01-categories-tags-manager-light.png`

`Drop the file in as images/en/01-categories-tags-manager-dark.png`

Screenshot 01. The Category and Tags cards on a listing form, with Suggested tags open.

PART IV - CONTENT AND MEDIA

CHAPTER 12

Content & Blog

Content is the flexible writing space - a blog, news, articles, pages, or an FAQ - built from blocks.

One system, many shapes

Content is the flexible writing space behind your blog, news, articles, standalone pages, and FAQ. They are the same tool wearing different labels: you pick a content type, and the listing, the address, and the feel follow from it.

Written in blocks

The body is built from **blocks** rather than one long box - a heading, a paragraph, a quote, a list, an image, a gallery. You add them with the + button and drag to reorder, so a post is assembled the way a page is, not typed into a single field.

Categories, tags, comments

Categories are the folders (each content type keeps its own set); tags are the loose labels shared across everything, with usage counts. Comments can be nested, and you set the moderation stance per type: open to all, guests-need-approval, or off.

Draft, published, and the row menu

The form saves two ways - **Save as Draft** keeps a piece to yourself, **Save & Publish** puts it live - so nothing goes public until you say so. On My Content, each row's menu carries the rest: featuring a piece pins it among your highlighted content, and **Copy as Markdown** copies the whole piece as portable text you can paste anywhere. The SEO fields can fill themselves too - with the **AI SEO suggestions** switch on (see Account & Profile), the title, description and keywords are generated from what you wrote. And if a piece was filed under the wrong organization, the banner at the top of its edit page moves it to another one you manage.

SCREENSHOT SLOT 01

My Content: the block editor building a post.

`Drop the file in as images/en/01-content-my-light.png`

`Drop the file in as images/en/01-content-my-dark.png`

Screenshot 01. My Content: the block editor building a post.

CHAPTER 13

Activities

Activities are the recurring things your organization does - a weekly class, a monthly meetup - that individual events belong to.

What an activity is

An activity is the recurring thing; an event is one occurrence of it. "Tuesday yoga" is an activity; the specific class on the 14th is an event. You create activities so individual events have a home to hang under - a visitor who lands on one can see the whole series and the group behind it.

Informational, for now

An activity is a description, not a booking. It gathers events, tells the story of the offering, and points people at the next date. When you want a signup, a capacity, or tickets, that lives on the event linked to it, not on the activity itself.

Linking events

On any event form, the **Link to Activities** picker ties that event to one or more of your activities. It is how an event joins the umbrella, and how visitors discover related events and the group that runs them.

SCREENSHOT SLOT 01

My Activities: an activity with its linked events.

`Drop the file in as images/en/01-activities-my-light.png`

`Drop the file in as images/en/01-activities-my-dark.png`

Screenshot 01. My Activities: an activity with its linked events.

CHAPTER 14

Galleries

Galleries show photos and videos in four layouts, with optional albums and lightbox.

Photos and video, four ways

A gallery shows images and video in the layout that suits them: a tidy **grid**, a **masonry** wall that respects each image's shape, a **carousel** that advances one at a time, or a **lightbox** that opens each full-size on click.

Not only your uploads

Alongside uploaded photos, a gallery can hold **YouTube and Vimeo** videos by their link, so a highlight reel sits next to the stills without re-hosting anything.

Albums, when there is a lot

When one wall would be too much, group items into **albums** - by trip, by year, by theme - and the gallery shows the covers first, opening a set on click.

SCREENSHOT SLOT 01

A gallery in grid layout with an album open.

`Drop the file in as images/en/01-galleries-my-light.png`

`Drop the file in as images/en/01-galleries-my-dark.png`

Screenshot 01. A gallery in grid layout with an album open.

PART V - AUDIENCE AND OPERATIONS

CHAPTER 15

Subscribers

Subscribers are your newsletter list, verified by email and syncable to your email marketing tool.

Your mailing list, confirmed

Subscribers are the people who asked to hear from you. A signup is not trusted until it is **verified**: the person clicks a link in a confirmation email, which keeps the list clean and the addresses real.

Where they come from

Names arrive from the newsletter box on your pages and profile. Each one remembers where it came from, so you can tell a homepage signup from one gathered at an event. If you run more than one organization, each subscriber's row also shows which one it belongs to. A list you built elsewhere comes in through **Import -** paste the addresses, in any format, and every email found in the text joins the rest **-** and **Edit Tags** re-labels many subscribers at once, so a batch from a fair can be tagged as such after the fact.

Reading the list

The counts above the list are filters in three dimensions. **Status**: **Active** (verified), **Pending** (asked but not yet confirmed), **Unsubscribed**. **Engagement**: **Recently Sent**, **Opened**, **Clicked**, **Never Sent**, **Never Opened**, and **Bounced -** so "everyone I have never written to" or "everyone whose address bounces" is one click, not a spreadsheet. And your **tags**. Each row's mail icons carry the same story in miniature: hover one for when that person was last sent to, and whether they opened or clicked.

Syncing to your email tool

If you run campaigns in Mailchimp, MailerLite, or a compatible tool, subscribers can sync outward automatically, tagged by source, so your list lives in one place while it grows here.

Emailing your list

Send Email opens the composer empty and offers your subscribers as clickable suggestions rather than checking everyone by hand **-** pick who you want, search to narrow the list, or use **Select All** / **Deselect All** to work from the whole group. Anyone who has unsubscribed is left off automatically, even if you try to add them, so a mailing can never reach someone who opted out.

SCREENSHOT SLOT 01

My Subscribers: the verified list with its source tags.

`Drop the file in as images/en/01-subscribers-my-light.png`

`Drop the file in as images/en/01-subscribers-my-dark.png`

Screenshot 01. My Subscribers: the verified list with its source tags.

CHAPTER 16

Campaigns

Campaigns are the emails you design, schedule, and send to your subscriber lists, with delivery and engagement stats.

Who a campaign reaches

A campaign sends to a **list** you build once and reuse **-** sourced from your subscribers, CRM contacts, platform users, organizations, or a specific event's attendees **-** rather than picking recipients by hand every time. See Subscribers for where the addresses themselves come from.

From draft to sent

A campaign moves **draft** → **scheduled** → **sending** → **sent** (or paused, or cancelled). Send a test to yourself first to see exactly what a recipient will get, merge tags and all, before it goes out for real.

What came back

Once sent, a campaign's statistics page tracks delivery, opens, and clicks, so you can tell which subject line or send time actually worked.

SCREENSHOT SLOT 01

The campaign editor with a list attached and a test send ready.

`Drop the file in as images/en/01-campaigns-editor-light.png`

`Drop the file in as images/en/01-campaigns-editor-dark.png`

Screenshot 01. The campaign editor with a list attached and a test send ready.

CHAPTER 17

Notifications

Notifications tell you when something needs your attention, personal or on behalf of an organization you manage.

Personal, and on behalf of an organization

Notifications tell you when something needs a look - a new registration, a comment, an order. The bell icon in the header carries the count for **your own** notifications; once you administer an organization, a second, org-scoped feed collects notifications about things that happened there, switchable from the same page.

Choosing what reaches you

Administering an organization also adds a **Notifications** tab to your account `Settings`: one card per category - registrations, orders, and the rest - each with per-item switches, so you keep what you act on and silence what you only skim. The choices are yours alone; another admin of the same organization keeps their own.

SCREENSHOT SLOT 01

The notification center: personal and organization feeds.

`Drop the file in as images/en/01-notifications-center-light.png`

`Drop the file in as images/en/01-notifications-center-dark.png`

Screenshot 01. The notification center: personal and organization feeds.

CHAPTER 18

Messages

Messages are direct conversations between platform members, one thread per person or organization.

One thread per person or organization

Messages are direct, platform-wide conversations - independent of any community you belong to. Start one from a user's profile, or address it to an **organization**, in which case it reaches the organization's owner. Replies keep grouping into the same thread, with read and unread tracked per conversation.

Where they show up

The envelope icon in the header carries an unread count; **My Messages** lists every conversation you have open, and organization admins get a second, org-scoped inbox for messages sent to the organizations they run.

SCREENSHOT SLOT 01

My Messages: conversations grouped by person and organization.

`Drop the file in as images/en/01-messages-conversations-light.png`

`Drop the file in as images/en/01-messages-conversations-dark.png`

Screenshot 01. My Messages: conversations grouped by person and organization.

CHAPTER 19

Orders

Orders are the record of what was bought - status, payment, and fulfilment.

The record of a sale

An order is what remains after someone buys - the line items, the total, the buyer, and the moment. Orders are created for you at checkout, whether the sale came from the shop or a paid ticket; you rarely make one by hand.

Status, from placed to done

An order moves through a lifecycle **- pending → confirmed → processing → shipped → delivered -** and you nudge it along as you fulfil it. A digital order skips the shipping steps; a service order completes when the session does.

You do that nudging from the order itself: one primary button always names the next step **- Mark as paid**, **Confirm order**, **Start processing**, **Mark as shipped** (with a spot for the tracking number and carrier), **Mark as delivered**, **Mark as completed -** so there is never a question of what comes next. Beside it, **Cancel order** ends one that will not happen (with a reason kept on the record) and **Mark refunded** records the money going back, each asking for a note before it commits.

Payment and what follows

Each order records how it was paid and whether it cleared, and a paid order can set the rest in motion on its own **-** a ticket, a course enrolment, a download, a CRM contact **-** so marking it paid is often the only action you take. While a payment provider is still in test mode, its payment method at checkout carries a yellow **Test mode** badge, so a rehearsal purchase is never mistaken for a real one.

SCREENSHOT SLOT 01

My Orders: the order list with its status filters.

`Drop the file in as images/en/01-orders-my-light.png`

`Drop the file in as images/en/01-orders-my-dark.png`

Screenshot 01. My Orders: the order list with its status filters.

CHAPTER 20

Invoices

Invoices track what a customer owes - draft, sent, viewed, and paid or overdue - with partial payments and a downloadable PDF.

What an invoice records

An invoice is a request for money and the paper trail behind it: who owes it, for what, how much, and by when. You can raise one against an order or write one standalone, and you manage them at `My Invoices`. One kind writes itself: when a booking on a paid service is confirmed and paid, Eventure creates the order and the invoice for it automatically (see Bookings), so it is already on this list when you look. **Duplicate** on any invoice starts a new draft from the same lines - the fast path for a client you bill the same way every month.

Draft, sent, viewed, paid

An invoice starts as a **draft** you can still change your mind about. **Send** it and it becomes the client's copy; the moment they open it, it is marked **viewed**, which is usually the answer to "did they ever get it?". After that it settles as **paid** or, once the due date has gone by, **overdue**. The status counts above the list are also its filters.

Payment is rarely one clean lump. **Record Payment** logs what actually arrived and when, so an invoice can sit part-paid with the remainder still counted rather than being all or nothing. An invoice raised in error is **voided**, never deleted - the number stays spent, which is exactly what your books want.

The client does not need an Eventure account to see any of this: **Copy Link** hands you a private link to their copy of the invoice, viewable and downloadable as PDF by anyone who has it - paste it into an email or a chat and the invoice is delivered.

Printing, and the Slovenian e-invoice

Any invoice becomes a document from **Print / PDF**. For businesses that must file electronically, **Generate E-Invoice** produces the XML the recipient's system expects and **Download E-Invoice XML** hands you the file.

Organizations that have uploaded a FURS certificate get one more button: **Fiscalize (FURS)** submits the invoice for tax verification and stamps it with a fiscal number, a ZOI and - once the authority answers - an EOR, all of which print on the client's copy along with the verification QR code. Fiscalizing is permanent, so the confirmation asks before it goes.

SCREENSHOT SLOT 01

My Invoices: the status counts and filters above the list.

Drop the file in as images/en/01-invoices-my-light.png

Drop the file in as images/en/01-invoices-my-dark.png

Screenshot 01. My Invoices: the status counts and filters above the list.

CHAPTER 21

Affiliate Program

The affiliate program pays a commission when someone you referred joins or buys.

Your link, and what it earns

Joining gives you a **referral link** and code; anyone who signs up or buys through it within the attribution window counts as yours. A commission is a **percentage** or a **fixed amount**, set per program, and it moves **pending** → **approved** → **paid** as the underlying order settles and then gets reviewed.

Getting paid

Approved commissions accumulate toward a **minimum payout threshold**; once you cross it, a payout goes out by whichever method the program supports. The dashboard keeps a running total of clicks, conversions, and what has been earned versus paid so far.

SCREENSHOT SLOT 01

The affiliate dashboard: clicks, conversions and earnings.

`Drop the file in as images/en/01-affiliates-dashboard-light.png`

`Drop the file in as images/en/01-affiliates-dashboard-dark.png`

Screenshot 01. The affiliate dashboard: clicks, conversions and earnings.

CHAPTER 22

Ratings

Ratings are open, platform-wide feedback from any logged-in user - published instantly, and yours to reply to but never to approve, reject, or remove.

Open, and not the same as Testimonials

Any logged-in platform user can rate an organization, an event, a product, a course, or the other things you offer - not only people who bought from you. A rating **publishes the moment it is submitted**; there is no approval queue, and an organization can never approve, reject, or delete a rating about itself. That is the deliberate difference from Testimonials, which are quotes you choose and curate for your own website. Ratings live on your Eventure profile in their own card instead, and the two are never mixed.

What you can do about one

You get exactly two tools, both at `Ratings` on your organization: **reply**, publicly attached to the rating - you can still change the wording for a short window after posting, then it locks in - and **report it to the platform** if it looks fake, abusive, or off-topic. Reporting a rating never hides it by itself - that keeps an organization from burying a rating it simply dislikes. If enough other users report the same rating, or a platform operator upholds a report, it is hidden automatically; you are never the one who makes that call.

Verified badges and where ratings show up

A rating carries a small badge - Purchased, Attended, Checked In, Completed the course, and similar - whenever Eventure can confirm the rater actually did business with you, so it reads differently from an opinion with no history behind it. A new rating notifies you the same way a message would, and a low rating (1-2 stars) is flagged so you see it and can reply quickly rather than finding out from a screenshot later. Anyone can also review and manage everything they themselves have rated, across every organization, from their own `My Ratings` page in the personal sidebar.

> **Reviewing reports is the platform's job**
>
> Deciding whether a reported rating gets hidden, restored, or removed happens on the platform side, by its moderation staff - not in your own dashboard, and never by the organization being rated. Reporting a rating is the only lever an organization has; what happens to that report afterwards is out of your hands by design.

PART VI - YOUR OWN SPACE

CHAPTER 23

Planner

The Planner is your own calendar: your tasks alongside the appointments, events, and deadlines the rest of the platform already knows about.

One calendar, many sources

The Planner at `Planner` is the one screen that answers "what do I have on?". Your own **tasks** sit there alongside things you never entered by hand: the **appointments you booked** and the **appointments people booked with you**, the **events you host** and the **events you are attending**, and **-** once you switch them on **- invoices due**, **scheduled campaigns**, **contract dates** and **course dates**. Nothing is duplicated: each marker is the real thing, and opening one shows its details with a link straight to where it lives.

Choosing what you see

The coloured chips above the calendar switch each source on and off, and your choice is remembered for next time **-** so a busy month can be narrowed to just tasks and today's appointments without losing anything. Alt-click a chip, or double-click it, to show that source and nothing else; **Select all**, **Select none** and **Invert** handle the rest in one move. Sources you have never had a single item in fold themselves away behind a **More** chip, so the row stays about your work rather than the platform's feature list.

Once you have teammates, an **Assigned to** box appears beside the chips: set it to one person and the calendar shows their load instead of everyone's. Only tasks can be dragged to a new day; everything else is a read-only marker, because moving an event or an invoice is a decision that belongs on that event or invoice. The expand button in the header gives the whole working area the full screen, and it stays expanded as you move between the calendar, the task list and settings.

Adding something, quickly

Click any empty day and the **Quick Add** box opens on that date **-** or use the round **+** on the corner of the calendar, which opens on today. The date is never locked in: the arrows either side of it step a day at a time, the **Today** / **Tomorrow** / **Next week** chips jump, and clicking the date itself opens a picker. Turn **All day** off when the task needs a start and end time. If your site has an AI key configured you also get a plain-language bar above the calendar: type "call the venue Thursday at 2pm" and it is filed for you.

The same box edits what is already there. The pencil on a task row, **Edit** on a task's own page and **Edit** in the calendar's side panel all open it filled in, with a **Delete** button parked at the far left. When a task needs a length rather than a moment, the **For** chips **- 15 min** through **2 h**, or **No end -** set it in one click. **Assigned To** sits in plain view rather than behind **More options**, because handing a task to someone is a decision worth making while you are still writing it. **More options** holds the organization, the status and your notes, and **All fields** opens the full form, which is where the checklist lives.

Category and **Priority** are rows of pills rather than dropdowns: **Task**, **Meeting**, **Call** and **Deadline** on one, **Low** through **Urgent** on the other. Pick **Meeting** and the box changes shape: priority and status step aside - a meeting is not something you complete - and a **Repeats** row takes their place, **Daily**, **Weekly** or **Monthly**, with an **Until** line that stays on **Forever** unless you tap **1 month**, **3 months**, **1 year** or pick a date of your own. A repeating meeting is one entry, not a pile of copies: the calendar shows it on every matching day, the task list keeps a single row with a repeat chip, and editing any occurrence edits the whole series. It never counts as overdue - it simply keeps appearing until its end date passes or you delete it. The full form behaves the same way.

Opening something on the calendar

Clicking an item never takes you away from the calendar. A panel slides in from the side - up from the bottom on a phone - carrying the details and a way through to wherever the thing really lives. Anything that is not a task is badged **Read only here**, and an event another organization has invited you onto is badged **Co-hosting**.

The actions change with what you opened: **Complete** or **Reopen** a task, **Reschedule** or **Cancel** a booking, **Open invoice**, **Open campaign**, or jump to **Attendees** on an event you host. On a hosted event, owners and admins of the hosting organization also see how full it is - registered against capacity, how many spots are left, the waitlist, and how many have checked in once the day arrives. A plain member sees the event without the numbers, which is the right amount for someone who is not running the door.

Tasks in full

The **New task** button opens the full form, where a task can carry a description, a **priority**, a **category**, a due date, a checklist and notes. `Tasks` is the same tasks as a list, and it filters on three independent questions at once: what state they are in (**Open**, **Overdue**, **Completed**, **All**), whose they are (**Mine**, **Organization**, **Shared with me**, **All**), and who they are **Assigned to**. Changing one never clears the others, so you can hold "overdue, my organization, assigned to Ana" and keep it while you work. The counts beside the page title are links into the state filters. Tick the circle beside a task to complete it, from either screen.

Working as a team

There are two ways a task stops being only yours. Attach it to an **organization** and the whole team can see it - the picker offers every organization you belong to, no matter which one is currently selected in your user menu. **Assign** it to a person and it appears in their own planner, where they can complete it themselves. Both are on the quick box as well as the full form.

For someone who is in none of your organizations there is a third way: under `Settings`, the **Team** card shares your planner directly. Enter their email, choose **Can view** or **Can view and edit**, and press **Share**. They accept from the invitation, which lapses after a week, and either of you can end it afterwards - **Stop sharing** on your side, **Leave** on theirs.

A direct share carries the tasks you own, and only those. Tasks that merely reach you through an organization stay behind, so sharing your planner with one person can never hand them somebody else's team. It is worth knowing before you share rather than after.

The same card is where you see who you can actually work with: **People you can assign tasks to**, **My organizations** with the size of each team, and both directions of direct sharing. Each list has its own filter box and folds its long tail away, so the card stays readable when you belong to a dozen organizations.

Reminders and the daily summary

Under `Settings` you decide how the planner reaches you: a **notification in the app**, an **email reminder** before a task is due, and a **daily summary** of the day ahead sent at the hour you pick. They are per person, not per organization **-** your team's reminder habits are their own.

Reading it in your own calendar app

The same settings page can hand you a **private calendar link** to subscribe from Apple Calendar, Google Calendar or Outlook, so your planner shows up beside the rest of your life. Treat the link as a password: anyone who has it can read your calendar. If it ever gets loose, **Generate a new link** revokes the old one **-** any app still using it simply stops updating.

SCREENSHOT SLOT 01

The Planner: the calendar with its source chips and the Quick Add box open.

`Drop the file in as images/en/01-planner-board-light.png`

`Drop the file in as images/en/01-planner-board-dark.png`

Screenshot 01. The Planner: the calendar with its source chips and the Quick Add box open.

CHAPTER 24

Favorites

Favorites is the one saved-for-later list, shared across every kind of listing on the platform.

One list, every kind of listing

Anything you can browse on the platform **-** an event, a product, a course, a space, an organization **-** carries a **heart** you can click to save it. Favorites gathers all of it in one place, filterable by the kind of thing it is, so you do not need a separate saved-list per feature.

SCREENSHOT SLOT 01

Favorites: saved items filterable by kind.

`Drop the file in as images/en/01-favorites-my-light.png`

`Drop the file in as images/en/01-favorites-my-dark.png`

Screenshot 01. Favorites: saved items filterable by kind.

PART VII - ACROSS EVERYTHING

CHAPTER 25

Translations

Every field you write in shows the same row of language badges - click one to translate it, or hover to see what it already says.

The badge row under every field

Wherever you can write something - an event's title, a survey question, a product description, your own organization's profile - a small row sits underneath it: your own language first, solid blue, then one pill per other language your site speaks. **Grey** means nothing is translated yet; **amber** means it was translated once but the original text has since changed; **green** means it is translated and current.

An amber badge is a reminder, not a takedown notice: visitors in that language still see the last translation you saved, wording and all, until you click to bring it back in sync. Only a grey badge - no translation at all yet - falls back to showing your own language.

Click a badge, or hover it

A grey or amber badge is one click: it translates - or refreshes - on the spot, right there in the row, with no page reload. A green badge opens a small editor beneath the field instead of overwriting anything, so you can read the wording or fine-tune it by hand; the overwrite button sits right there if you do want a fresh machine translation. Hover any badge first if you just want to check what it says, when it was done, and by whom, without touching it.

Doing them all at once

Open a field's row and you get a box per language, a **Translate** button beside each one, and two shortcuts below them: **Translate Missing** fills in only what is blank, **Translate All** redoes every language whether it needed it or not. The small globe icon on the row itself is the same shortcut for languages that are missing or outdated, without opening anything.

Formatted-text fields - the ones with a formatting toolbar, like a section's body text in the website builder - show one language at a time instead: a row of language tabs on top, each with a dot in the badge's colour, and below it the full-width editor for the chosen language with its own **Translate** button in the corner. Switching tabs saves what you typed; the arrow keys move between tabs too.

Who does the translating

By default every click uses **Google Translate -** fast, and free. If you would rather have an AI model turn your sentences, the translate dialog itself offers the switch: it names the provider it is about to use, and picking a different model there makes that the default for every badge you click from then on.

A paid model spends your AI credits

Google Translate never costs anything. Switching to a paid AI model draws from the same token balance your other AI tools share, so a click there is not free the way the default is.

SCREENSHOT SLOT 01

The translation badge row under a field, mid-translate.

`Drop the file in as images/en/01-translations-manager-light.png`

`Drop the file in as images/en/01-translations-manager-dark.png`

Screenshot 01. The translation badge row under a field, mid-translate.

CHAPTER 26

AI Assistant

Connect Claude, ChatGPT, or any MCP client to your organization - create events, posts and offers just by asking.

Your organization, from a chat window

Eventure ships a remote MCP server, so an assistant like Claude or ChatGPT can act on your organization directly - create an event, draft a post, check who registered - just by asking in plain language. It is entirely optional; nothing about Eventure needs it.

Connecting an assistant

Open the **AI Assistant** card on your organization's dashboard or `Settings` sidebar and copy the link it shows. Add it as a custom connector in Claude, ChatGPT, or any other MCP client's settings, then sign in when prompted - with your existing Eventure account, not a new password.

> **It acts as you, everywhere you administer**
>
> A connection is not scoped to the one organization whose card you copied the link from. It reads every organization you belong to, and writes to every organization where you are owner or admin - all of them, from that single connection.

What it can build for you

Beyond events and posts, a connected assistant can run the whole Website Builder: scaffold a site, write every section, add pages and the menu, set colors, fonts, header and footer, translate the content, generate SEO meta, and hand you a private preview link. Your site stays behind its coming-soon page until you explicitly tell the assistant to publish - and you can flip it back the same way.

The setup guide

The card's **Download the setup guide (.md)** button saves a single file with everything your assistant needs: the connection steps, ready-to-paste instructions, a reference of every tool it can use, worked examples, and starter prompts. Give that file to your assistant at the start of a chat and it will know the tools instead of guessing.

Permissions and sessions

Once connected, the card lists what is granted: a count of ordinary permissions, and a separate, shielded count for anything elevated. Expand a connection to see each permission, when its session expires (it renews itself automatically), and its **Client ID** - the identifier the connecting app uses.

Disconnecting

Expand the connection and press **Disconnect**. Access ends on that assistant's very next request - there is nothing further to clean up on your side.