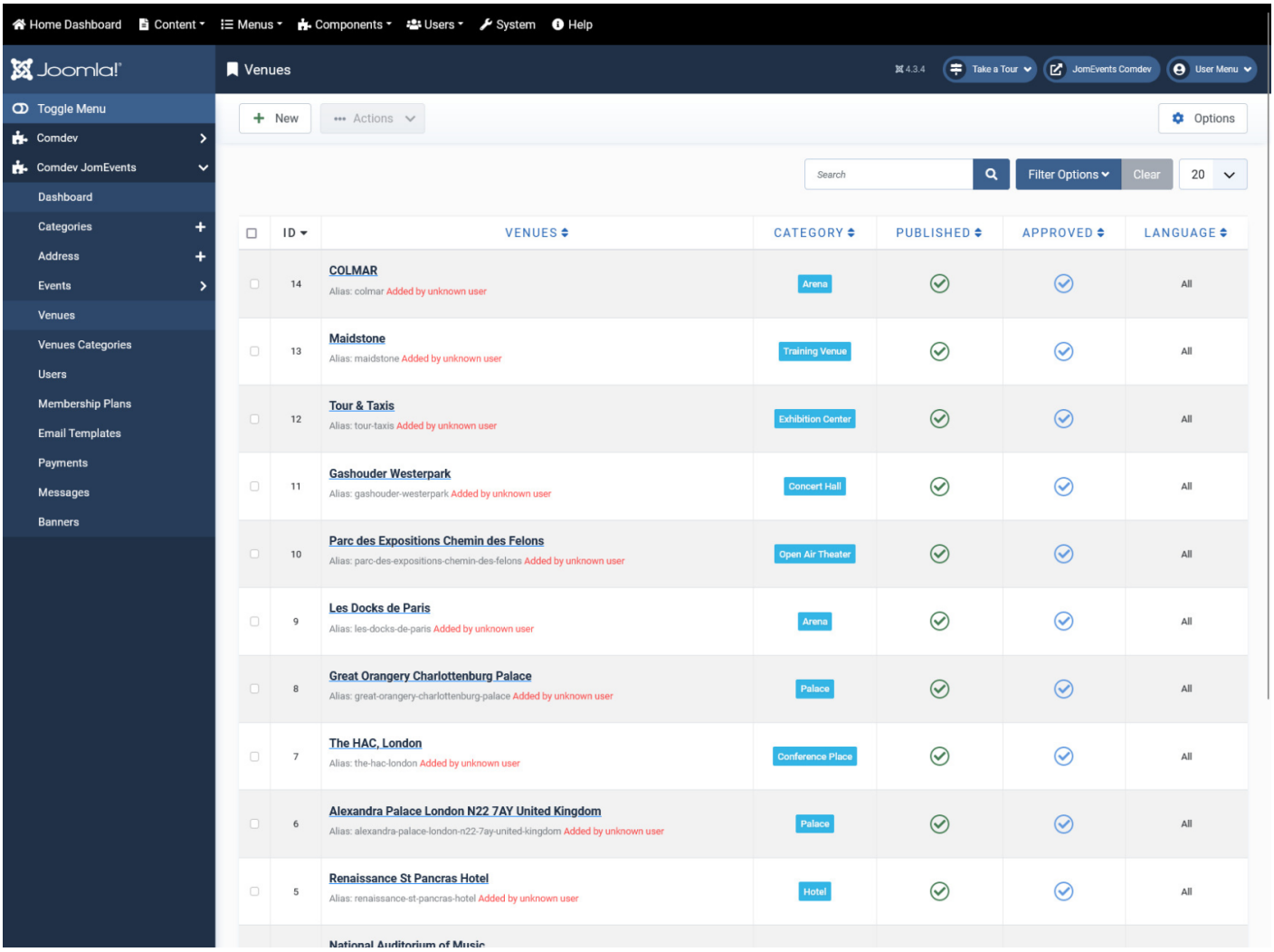
# Events Listings

## Overview

Properties are nothing but the product listings that you want to create in the JomEvents. Each listing is attached to a category. They are created in the same manner as Joomla articles, but are not related to Joomla articles in definition.

## Creating A New Listing

The following image shows the Listings screen.




**Screen 1: Properties screen**

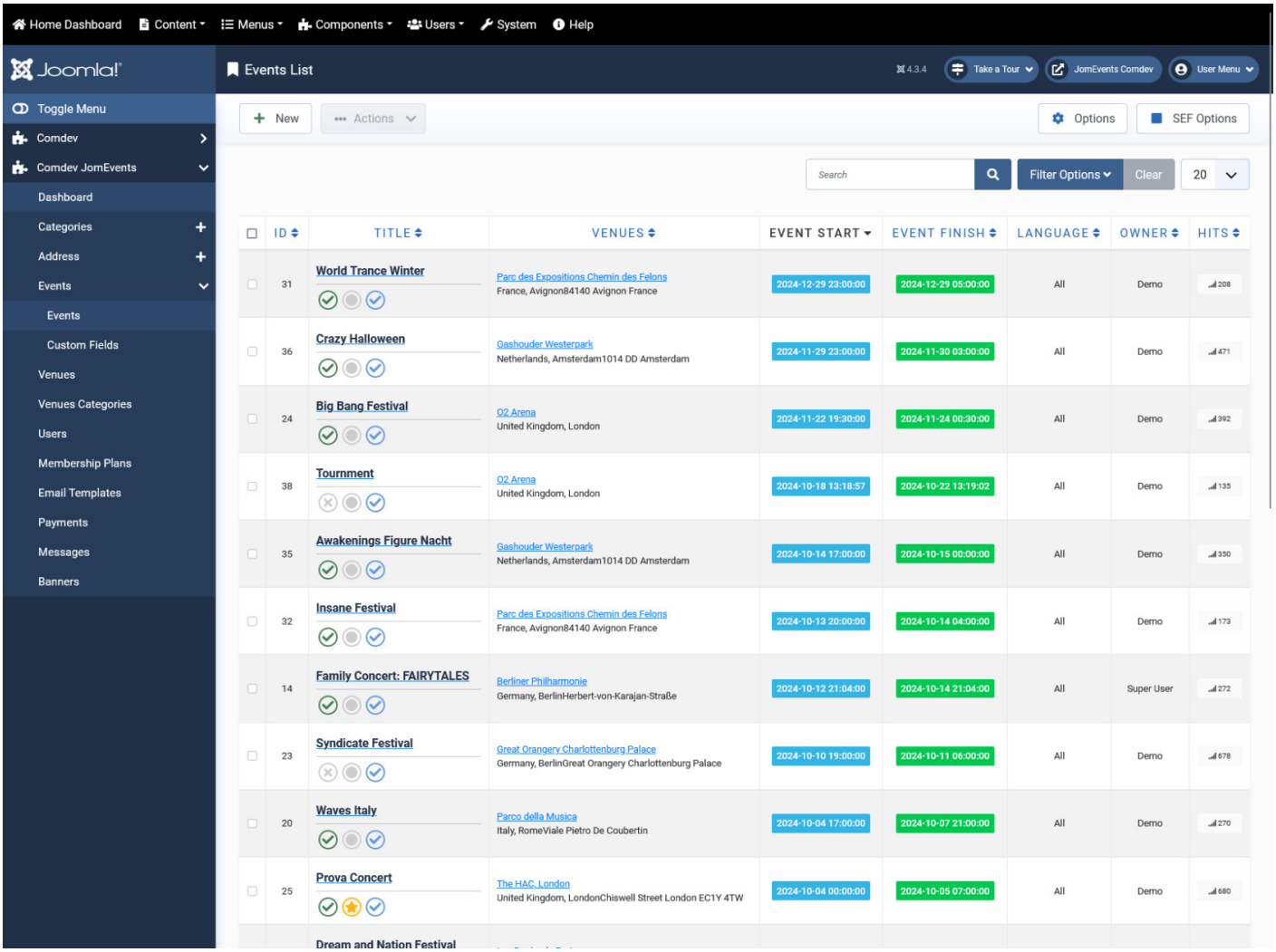
The following table explains the different options seen on the screen.

| | |
|---|---|
| **New** | Creates a new Address entry. You must create separate entries for each level of depth that you need. |
| **Edit** | Provides the edit mode to make changes to the existing level or titles created. |
| **Publish** | Publishes the created address entry. |
| **Unpublish** | Removes the entry from the list of published address entries |
| **Archive** | Archives address entries that are not used anymore. |
| **Trash** | Deletes the address entry that is not required anymore. |

# Edit Listing

If you want to edit existing entries, you can either click the entry from the Listings screen or select the checkbox next to the entry, and then click Edit.

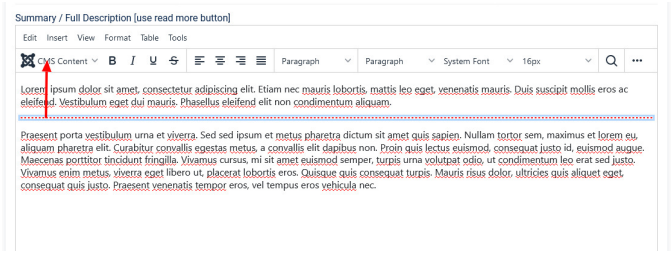
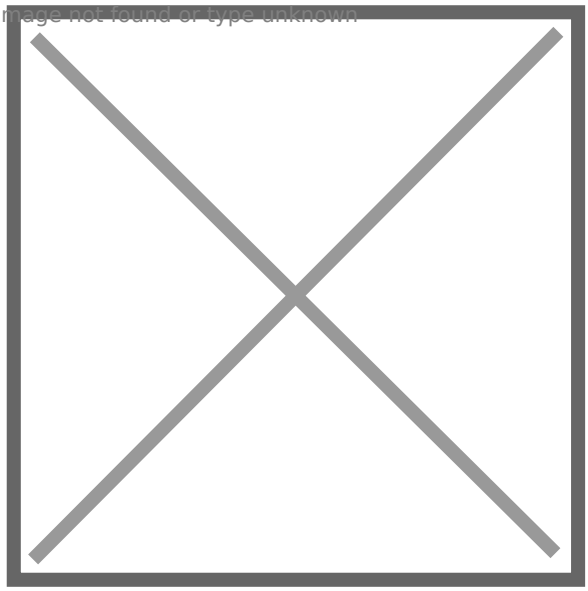
This tab provides options to add title, description, select category, and other options for the Listing as seen in the following image:




## Screen 2: Edit Listing screen

The following table shows the options available:

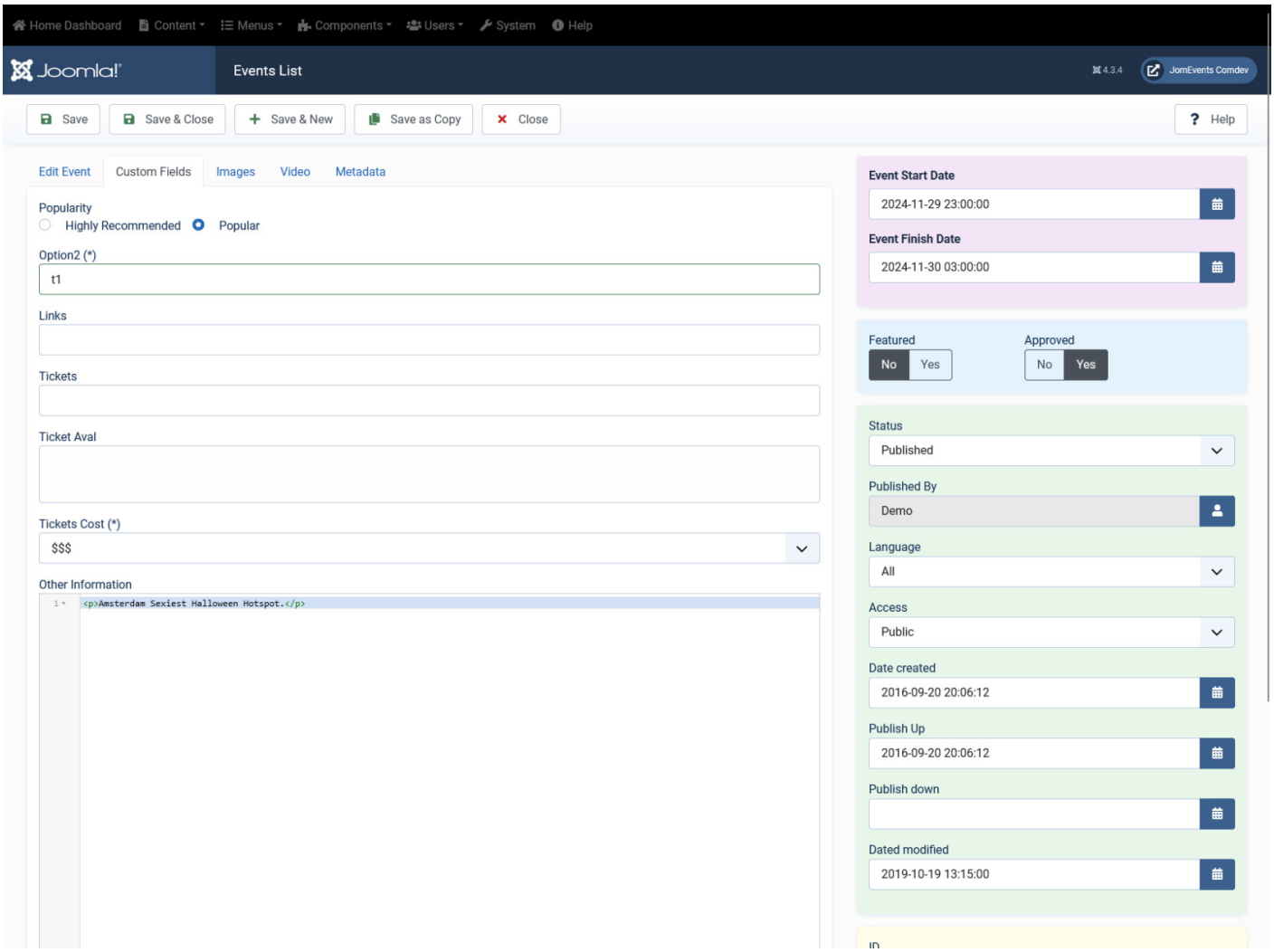
| | |
|---|---|
| Title | Title for the Listing. |
| Alias | URL alias for “SEF/SEO” URL. |

| | |
|---|---|
| Text Area | Provide a description for the listing.<br>You can create a short description as well a long description.<br><br><br>Image not found or type unknown<br><br>In the above image, the red dotted line appears when you click **Read More**. Any content above the red line is the **short description**, while the entire content is the **long description**. Also, note that if there is no content after the **Read More** tag, the event description will be blank when users view the listing. Ensure that you have content after the **Read More** tag. |
| Article *Button* | Click to select a relevant article. If an article is provided, it can be seen under the Details tab in the listing. |
| Image | Click to add an image for the listing. |
| Read More | Click to separate the short description from the long description. |
| Toggle editor *Button* | Toggle between plain text and rich text editor |
| Category | Select the category for the listing. |
| Venue | Select the venue for the listing. |
| Event Start Date | Provide the start date for the listing. |
| Event Finish Date | Provide the finish date for the listing. |
| EventBrite Event ID | Provide the EventBrite event id for integration with the event listing. |
| Featured | Enable to make the listing appear as featured listing. |

| | |
|---|---|
| Approved | Enable to approve the listing. Listing will not be published. |
| Language | Select the language for which the listing needs to appear for. For multiple languages, you must create separate entries for each language. |
| Status | Select the required status.<br>• Published<br>• Unpublished<br>• Trashed<br>• Archived |
| Published By | Select the user who published the listing. |
| Access | Provide the access level for the listing.<br>• Guest<br>• Public<br>• Registered<br>• Special |
| Date created | Select the date when the listing was created. You can select a future date for publishing the listing as well. |
| Publish Up | Select a date when you want to publish the listing. Here too, you can schedule to post the listing at a future date. |
| Publish down | Select a date when the listing should stop being published. |
| Modified Date | Select a date when the listing was modified. |
| ID | This is an auto-generated field. |

## Custom Fields tab

This tab includes all the custom fields created for a particular category. If the custom field is not applied to a specific category, it can be seen for all categories when creating a listing. The following image shows the Custom Fields tab screen.




**Screen 5: Custom Fields tab**

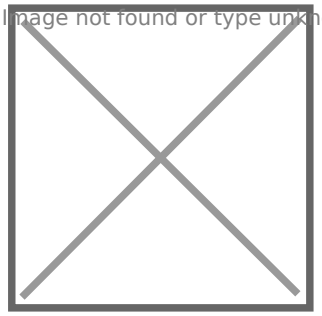
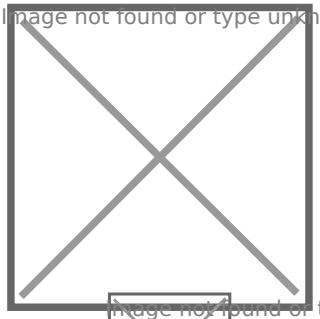
For more information about creating custom fields, see Custom Fields.

# Images tab

This tab includes information about images and videos attached to the listing. Before you can add images to the listing, you must save your listing at least once. This ensure that all the other data you have filled for the listing does not disappear after the images are added

> To set the the Order of the images, which one displayed first, drag and drop images to switch positions.
> The first image in the gallery is used as the image thumbnail for the listing.

Provide the options as shown in the following table.

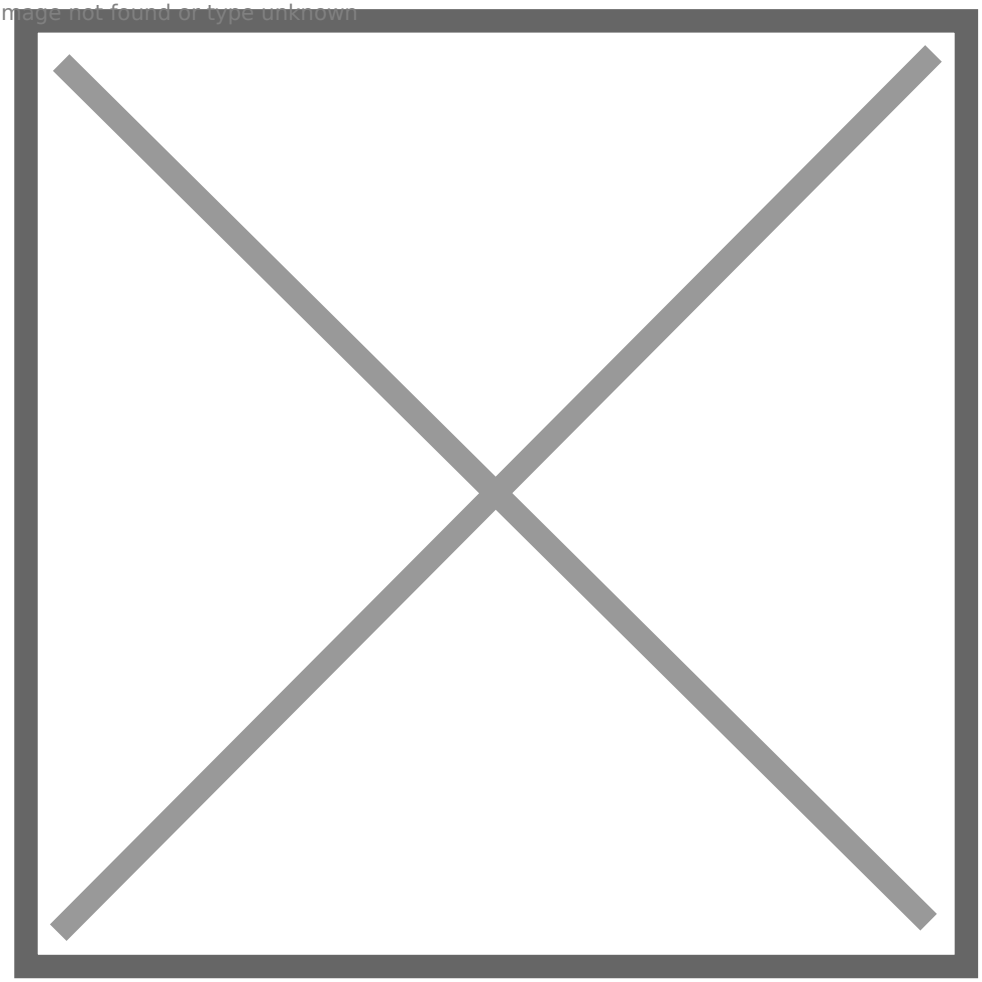
| | | | |
|---|---|---|---|
| Images | **Add file area** | Upload Into | Select which category the image falls under:<br>• Slideshow - detailed view main gallery<br>• Gallery - in gallery tab<br>• Logo - displayed in sidebar under custom fields and over the image with transparency in listings page. |
| | Add available images & attachments | Click to add images and attachments to this listing. | |
| **Images area** | Editing an Image<br><br>Image not found or type unknown | Image not found or type unknown<br>Click the Edit<br>icon to edit the image details. The options are as seen in the following image:<br><br>Image not found or type unknown<br>Image not found or type unknown<br>Click the Delete<br>icon to delete the image. | |

| | | |
|---|---|---|
| **Attachments area** | | Image not found or type unknown<br>Click the Edit icon to edit an attachment that is linked to the listing. The screen is as shown here:<br>Image not found or type unknown<br>Image not found or type unknown<br>Click the Delete icon to delete the attachment.<br>Attachments are detected automatically based on file extension that’s are allowed in Configuration . |
| Video | YouTube | Provide the YouTube video URL in this field as shown in the following image.<br>Image not found or type unknown |
| Vimeo | Provide the Vimeo video URL in this field. | |

# Metadata tab

This tab includes the Meta title and Meta description for the listing as shown in the following image:

Image not found or type unknown



**Screen 8: Metadata tab**

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