

Manage Venues

Overview

You can add venues related to the listings using this tab. The following screen shows the list of venues available for creating a listing.

The screenshot shows a web application interface for managing venues. At the top, there is a user profile section with 'Welcome Demo' and buttons for 'Profile', 'Settings', and 'Logout'. Below this is a navigation bar with 'Dashboard', 'Listings', '+ Add New', 'Venues', 'Membership Plans', 'Messages', and 'Help'. The main heading is 'Venues', followed by action buttons: '+ Insert New', '✓ Publish', '✗ Unpublish', and '✗ Delete'. A search bar contains 'Search' and 'Clear' buttons, and a 'Sort By' dropdown is set to 'Latest' with a page size of '15'. The table below lists four venues:

<input type="checkbox"/>	VENUE	CATEGORY
<input checked="" type="checkbox"/>	National Auditorium of Music	Concert Hall
<input checked="" type="checkbox"/>	Parco della Musica	Concert Hall
<input checked="" type="checkbox"/>	Berliner Philharmonie	Symphony Hall
<input checked="" type="checkbox"/>	O2 Arena	Arena

Screen 1: Venues listing

You can select what to do next based on the following table.

Insert New	Click to add a new agent information.
Publish	Click to publish the agent information.
Unpublish	Click to unpublish agent information.
Delete	Click to delete the agent information from the site.

Adding a new Venue

To add a new venue for the event, click Insert New from the Venues tab.

For detailed information about information that needs to be included in each field, see [Venues](#) in the Administrator's guide.

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