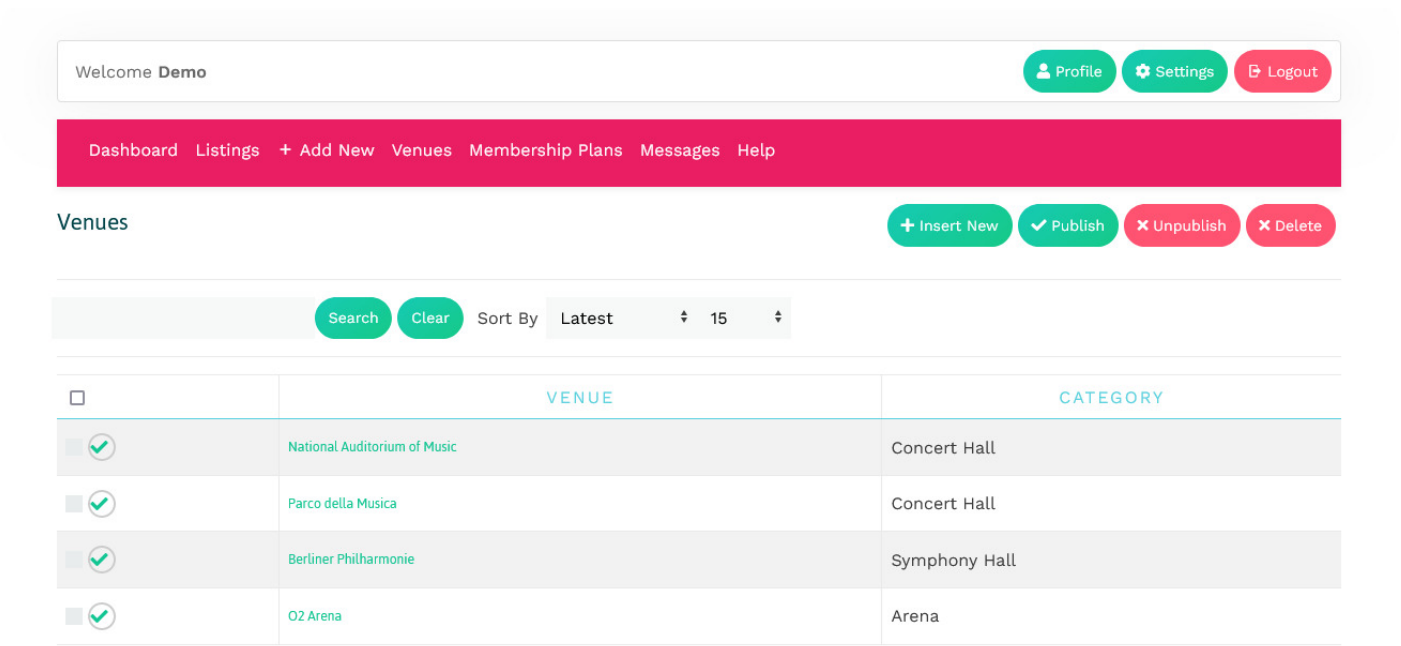


# Manage Venues

## 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.



### 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 included in each field, see [Venues](#) in the Administrator's guide.

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