

# Create an event

25/06/2025 10:14 am AEST



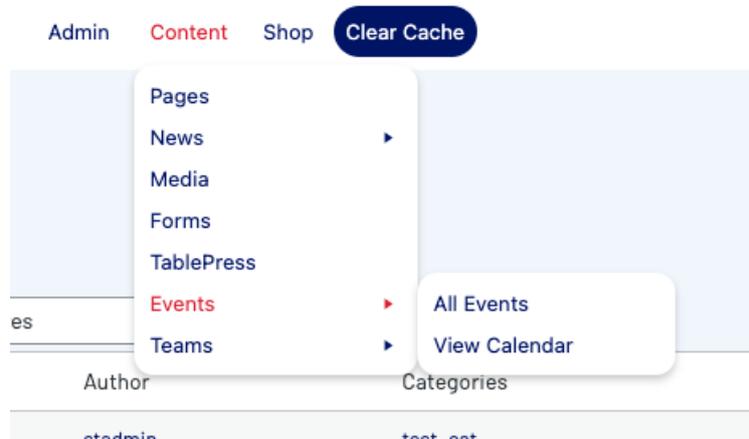
**NOTE:** This add on has to be enabled for your organisation. To check if this is available for your website, [check your website Dashboard](#).

If your organisation is not using our ECAL Events module within the GameDay platform, you can manually create your events from within the website which displays in the website calendar.



If your organisation would like to have GameDay Events enabled, please contact our sales team via: [sales@mygameday.app](mailto:sales@mygameday.app)  
Please include the name of your organisation, a best contact number and email address.

1. Hover over CONTENT.
2. Hover over EVENTS.
3. Click on ALL EVENTS.



4. To create a new event, click ADD NEW.

The screenshot shows the 'Events' management interface. It includes a header with 'Events', 'Add New', and 'Manager' buttons. Below the header, there are filters for 'All (4)', 'Published (4)', and 'Cornerstone content (0)'. There are also dropdown menus for 'Bulk actions', 'Apply', 'All SEO Scores', and 'All Readability Scores'. The main table has columns for Title, Author, Event Categories, Tags, Series, and Start Date. Three events are listed:

Title	Author	Event Categories	Tags	Series	Start Date
<input type="checkbox"/> An exciting event	stadmin	Home	-	● ● 0 0	December 1, 2024
<input type="checkbox"/> One for the family	stadmin	Home	-	● ● 0 0	February 28, 2023
<input type="checkbox"/> Kids workshop	stadmin	Home	-	● ● 0 0	February 28, 2023

5. Input the name for the event and add a description about or related to the event (if needed).



## LOCATION

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Venue:	<input type="text" value="Create: GameDay *"/>
Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text" value="Select a Country:"/>
State or Province:	<input type="text"/>
Postal Code:	<input type="text"/>
Phone:	<input type="text"/>
Website:	<input type="text"/>
Show Map:	<input checked="" type="checkbox"/>
Show Map Link:	<input checked="" type="checkbox"/>

8. Select or create an event organiser.

To create an organiser for the event if not in the list, then start typing the organiser name and click CREATE. You will then be able to organiser information.

If you have more than one organiser, then click add another.

## ORGANIZERS

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Organizer:	<input type="text" value="Create: GameDay *"/>	
Phone:	<input type="text"/>	
Website:	<input type="text"/>	
Email:	<input type="text"/>	

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

[Add another organizer](#)

9. Input the website for the event and any event cost.

## EVENT WEBSITE

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URL:

## EVENT COST

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Currency Symbol:

Before cost ▼

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

10. If you need the event to have a category or specific tag you can add these on the right hand side.

To add a tag, start typing the tag name and then click add, to add an event category click "add event category".

### Tags

Separate tags with commas

[Choose from the most used tags](#)

### Event Categories

All Event Categories Most Used

 Home

[+ Add New Event Category](#)

11. Once done, click PUBLISH at the top of the webpage to save the event,

12. Repeat the process for any other events.

These events will then appear on the events page panel on the homepage of your website.

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