The Eventure User Manual

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

Written for Eventure.

Last updated 7 November 2026

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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.



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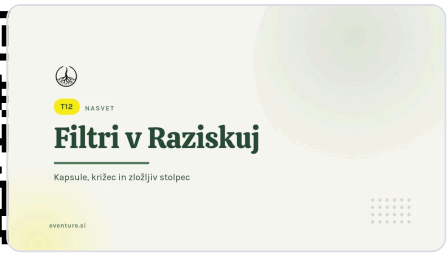


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The top bar

The bar across the top of every page is always the same. On the left, right after the logo, is the **Search** field (described below), and then 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, your **notifications** bell, your **messages** speech bubbles, 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 1.1. The top bar: main navigation on the left, + Add, search, notifications, messages and your avatar on the right.

Search

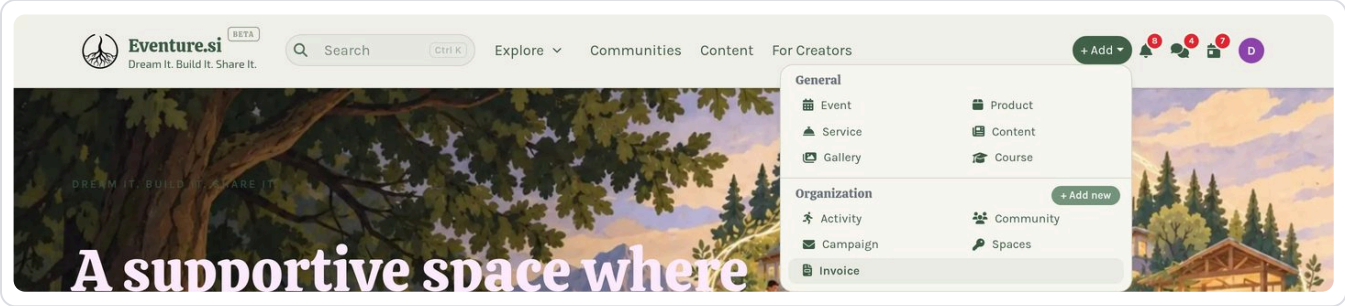
The **Search** field next to the logo opens one search box for everything. Click it, press **Ctrl K** (**Cmd K** on a Mac), or press **/** anywhere you are not typing. On a narrower screen the field shrinks to a magnifier; on a phone the magnifier sits at the top left, right after the logo and the menu button.

When you are signed in, results come in two parts. On top, in a tinted **Your workspace** band, is what helps you get work done: **Actions** (create an event, a product, an invoice - the same list as **+ Add**), **Go to** (your pages and settings, down to a single settings tab - type "privacy", "invoices" or "routines" and jump straight there; every page you may open is found, also the ones that are not in the sidebar menu; accents do not matter and everyday words work too) and **My work** (your own organizations, events, content, courses, offers, projects, tasks, meetings and communities, drafts included - they open where you edit them, not on the public page). Tasks and meetings are every one you can see in the planner, not only those assigned to you; typing also finds finished ones, and typing a type such as **meeting** lists the meetings whatever their titles say). Below it, **Discover on Eventure** lists public events, activities, organizations and the rest.

The chips above the box narrow the search: **My work** searches only your workspace, each of the others one kind of result (**Alt 1**, **Alt 2** and so on switch between them, and your last choice is remembered). **Near me** keeps results close to you: it uses your location if you allow it, otherwise your organization's city, and shows which city it picked. Start with / for a quick command line: actions, pages and, once you type two letters, your own tasks, meetings and other items (no public results). With the box empty you get quick actions and the pages you recently opened from search. On a wide screen a preview card on the right shows the highlighted result - picture, date, place and a short description - before you open it. The arrow keys move the highlight and keep it centered in the list; moving the mouse over a result highlights that one instead.

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. On a phone the menu slides up from the bottom of the screen with the same groups in two roomy columns; tap outside it or the bar on top, or swipe it down, to close it.



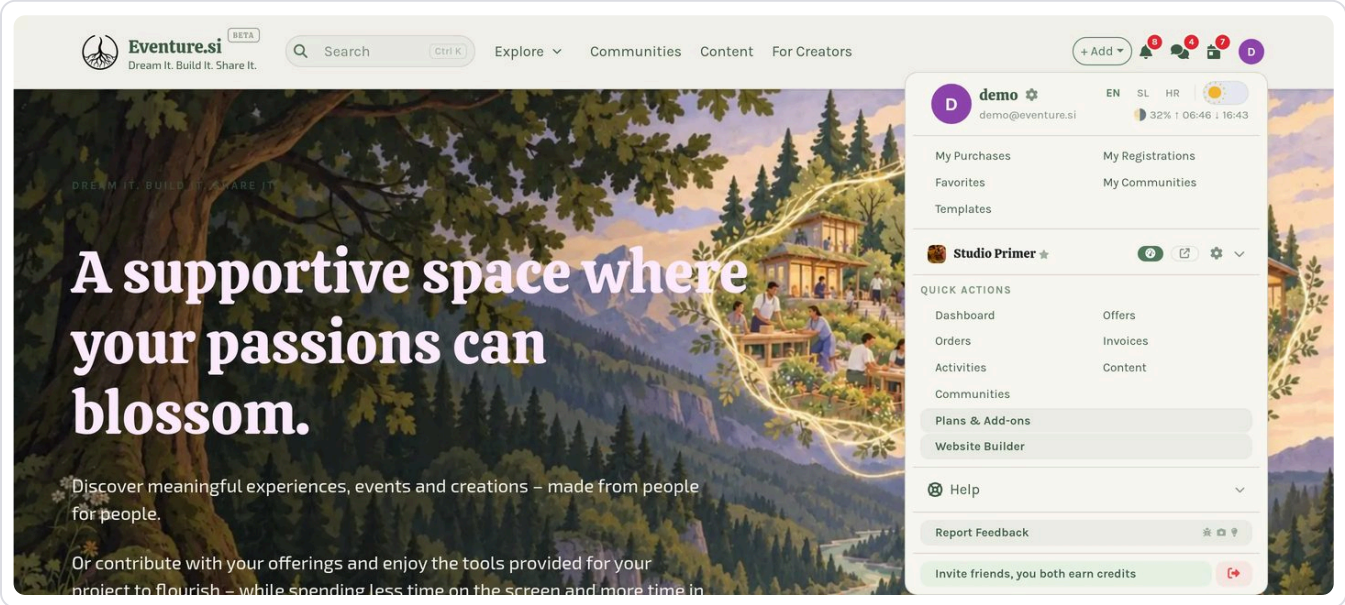
Screenshot 1.2. The + Add menu open, showing what you can create right now.

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** switch sit side by side with a thin divider between them: one click on the switch slides the sun across into a moon and swaps **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. A community can pick a different look for this button in its website builder - a plain row of flags, the language codes side by side, or a flag with a small drop-down - so on some sites it may look different, but it always switches the language. Below a divider sits your **organization** block. Right after its name sits a small, quiet icon for your **role** in it (owner, admin and so on - it takes the role's color when you hover the name), and when you hover the name the organization's **plan** (for example Wanderer) and an **open in new tab** arrow slide in after it - the arrow opens the organization's public page (on a touch screen the plan stays visible and the link becomes a small icon on the right instead). The same plan and arrow slide in on every row of the organization switcher and of the organization drop-downs on pages such as your profile and settings, and the whole row lights up as you point at it. If you own or administer the organization, a **Dashboard** button - the one filled icon in the row - takes you straight to its dashboard, followed by a small **cog** that opens its settings directly, without switching to it; and, if you run more than one organization, a chevron that opens a switcher listing the rest, where every organization has the same role icon, public-page arrow, Dashboard button and cog. If you have only one organization, clicking its name opens its dashboard. Below that, under a small **Quick Actions** heading, sits 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. When you are browsing a community's own site, this menu also borrows a touch of that community's colors and corner style from its Appearance tab, so it fits in wherever you are.

Not logged in yet? The same language button and theme switch sit right in the top bar, next to **Login**, so you can pick your language and light or dark before you sign in. 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 1.3. The avatar menu: personal items above the divider, your organization below it.

The My-section sidebar

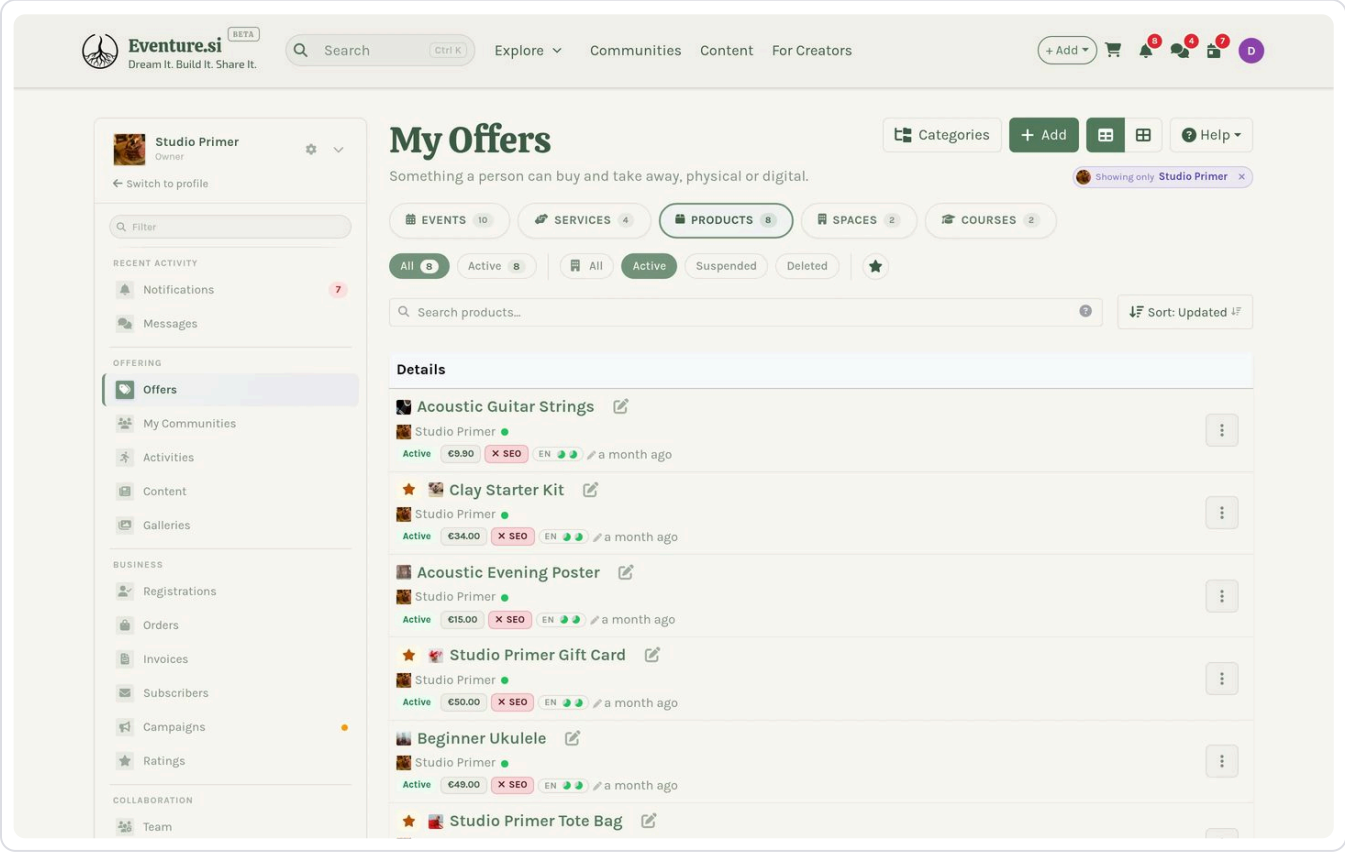
Every page under `/my/...` - Events, Content, Orders, and every other chapter in this guide - shares one sidebar. At the top sits the organization you are currently working in, with a switcher if you belong to more than one. The list is split into short groups under their own headings. As an organization: **Recent activity** (notifications, messages), **Offering** (offers, communities, activities, content, galleries), **Business** (registrations, orders, invoices, subscribers, campaigns, ratings) and **Collaboration** (projects, approvals, team). On your personal pages: **Recent activity**, **My items** (your organizations, communities, courses, registrations, purchases, ratings), **Collaboration** (projects, timesheet, approvals) and **Account** (favorites, settings, plans, invite a friend). Tools that are still in preview sit in a last **Staff** group, each marked with a small Staff badge. A search box above the list filters by name.

The planner is not in the sidebar: it is the calendar icon in the header, next to the notification bell and the messages speech bubbles. A red number on it counts your overdue tasks (a small amber dot means something is due today). Click it for a quick panel with a box to add a task for today, what is overdue, what is on today and what is coming in the next 7 days; tick a task to complete it, or press the microphone (the little light bulb above it is your idea) to record one. **Planner**, **Tasks** and

Routines at the bottom open the full pages (Routines only when you have that tool). When the list is longer than the screen it scrolls inside the panel, so the box on top and the links at the bottom always stay in reach. While you work as an organization, the icon only appears once that organization has something dated, such as an event, a booking or a deadline.

Picking a single organization in that switcher also narrows the list pages - Events, Offers, Content, Invoices, Subscribers, Campaigns, your organization's Communities, the planner and the rest - to that organization alone. So a shorter list never looks like missing work, each of those pages then shows a small **Showing only** chip with the organization's name at the right, just under the page buttons. Click its **x** to go back to every organization, or click the organization's name to open the organization list right there and pick another one without going back to the sidebar. While no single organization is chosen and you belong to two or more, the same spot shows a dashed, empty **All organizations** chip that opens the same list. The pages that always work on exactly one organization - `Integrations`, the Image library and the Drive - use the same chip (without the **x**), so changing the organization there changes it everywhere else too.

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



Screenshot 1.4. A My-section page: the sidebar's Manage and Operations groups next to the page content.

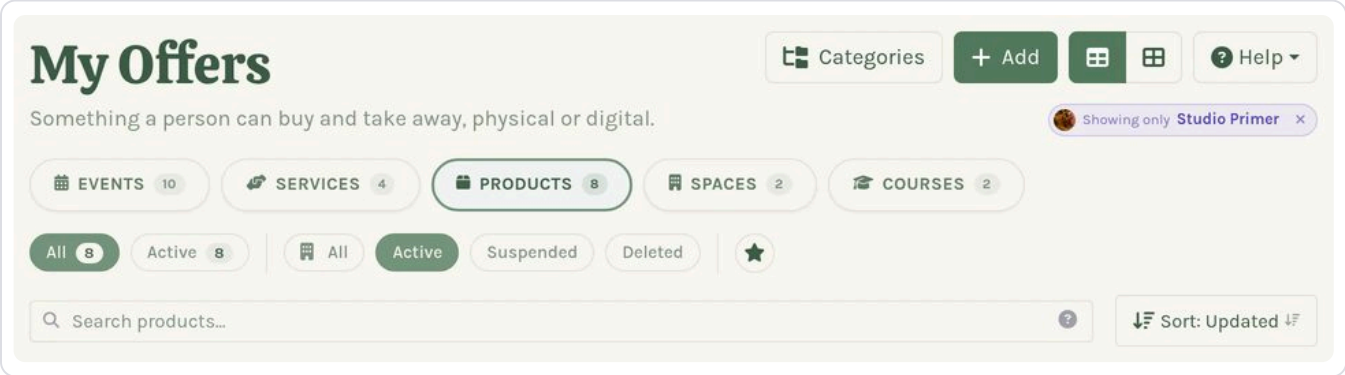
Menus that grow with you

Not every feature shows up on day one. Advanced tools stay tucked away until you are ready for them - 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, create your first one from the **+ Add** menu 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.

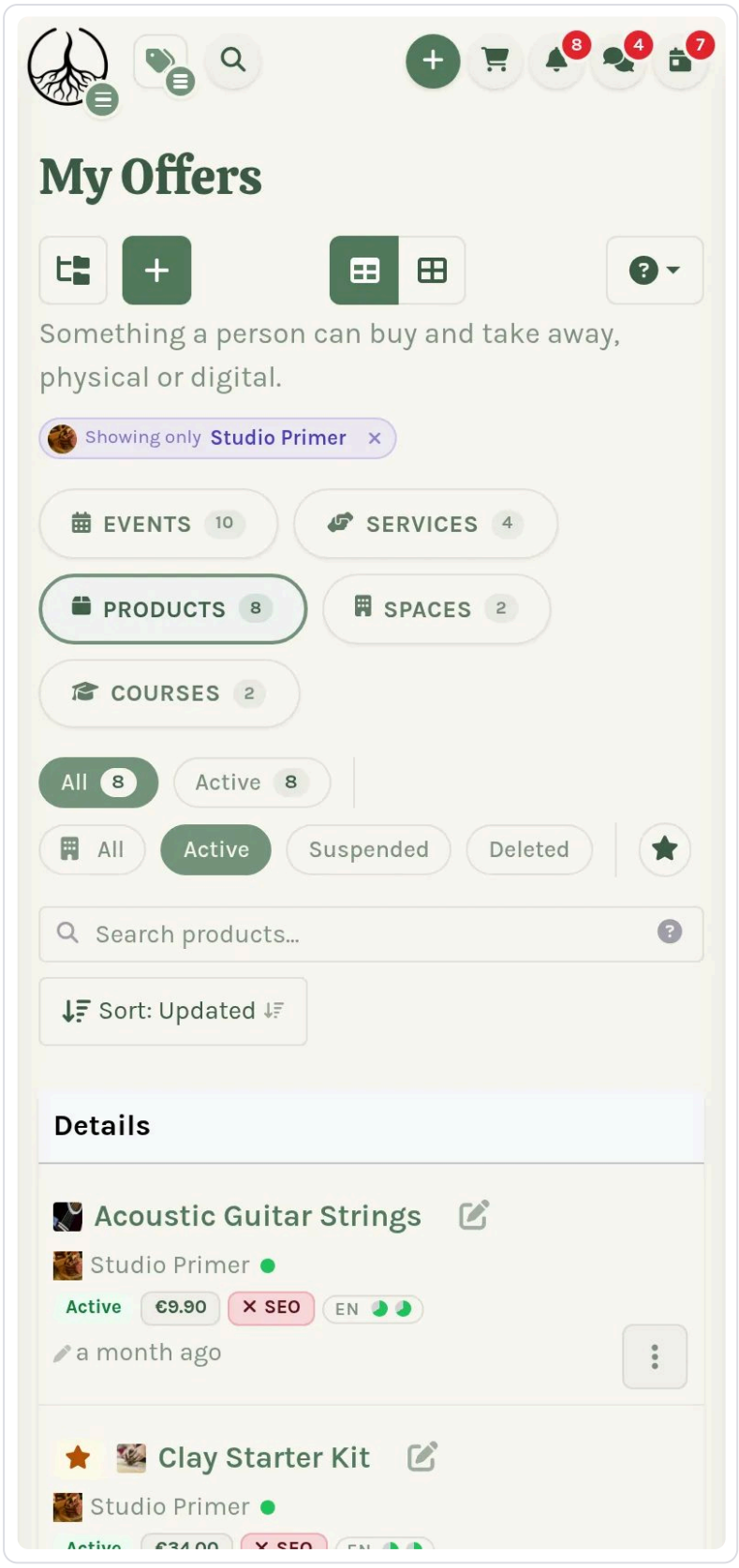
The **Help** button lives in that same row. It opens this guide at the chapter for the page you are on - which is exactly how you are probably reading this sentence right now. Many individual fields also carry a small **?** icon next to their label; clicking one jumps straight to the paragraph that explains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



Screenshot 1.5. 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 1.6. 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.



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★ TIPS



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Your first login

The first time you sign in to a new account, a short welcome plays: a little confetti, a soft chime and a card that greets you by name. Its main button, **Create your organization**, takes you straight to setting up your first organization; **Explore Eventure** and **Complete your profile** are there too if you would rather look around first. It plays only once, and you do not see it if you already belong to an organization, for example because you were invited. Close it with the x, Esc or a click outside the card; the speaker button turns the sound off.

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. Below the form, the

same card carries an **Account Info** strip (email, member since, last login, status) and an **Activity** heatmap that tracks your activity across every organization you take part in.

Sky Today

In the column to the right of your profile card - above your organizations, the Getting Started checklist and your storage meter - **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.

Notable events and your chart

Below the planets, a **Notable events** list flags anything worth watching over the next couple of months - two planets passing close together, one turning retrograde, the next solstice or equinox, an eclipse season, an unusually close or distant full moon, or a major meteor shower. This needs nothing from you and looks the same for every visitor on a given day.

Your chart is personal. Add your **birth date** in the **Birth Details** section further down this same form, and the card fills in your Sun sign, Moon sign, the Moon's phase on the day you were born, and - behind a **Show full chart** link - where every other planet sat. Add your **birth time** and **birth place** too (the place needs its own timezone, since the moment of birth has to be pinned exactly) and your **Rising sign** and **Midheaven** appear as well. Until a birth date is on file, the chart shows a reminder to add one instead.

Settings: the tabs

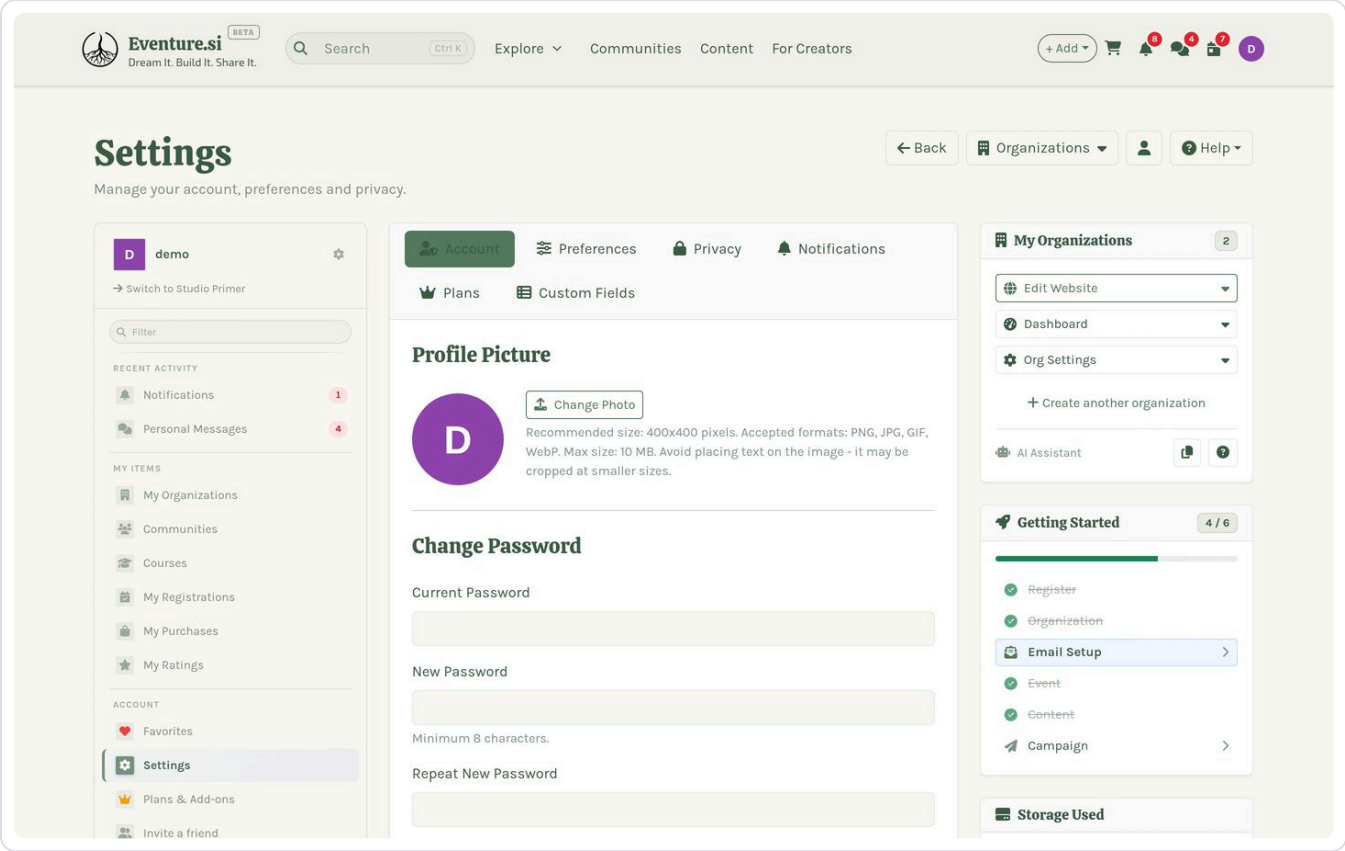
Settings is where you manage the account itself. Three tabs are always there. **Account** holds your photo, username and email (when changing them is allowed), your password, and any accounts you have connected through social sign-in. **Preferences** sets your theme, language, and navigation choices, 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** lets you request a copy of your data - a ZIP of JSON files and your own uploads, prepared in the background and emailed to you as a link that works for 7 days, one request per 24 hours - and, if you decide to leave, delete your account outright.

Notifications sets what reaches you by email and what only shows in the app (see the Notifications chapter). Your role can add more tabs: **Plans**, the same plan page the avatar menu links to; **Boosts**, the Marketplace Boost manager, once your organization has boost credits; and **Custom Fields**, when the site defines extra profile fields for you to fill in.

On a wide screen the same column of cards - your organizations, Getting Started and storage - sits to the right of the tabs and floats with you as you scroll; on a narrower screen it drops below.

Reaching your organizations

Once you belong to an organization, an **Organizations** button appears next to your own profile and settings buttons - a direct link to that organization's dashboard 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 2.1. The Settings page: the Account, Preferences and Privacy tabs, plus the ones your role adds.

CHAPTER 3

Your Plans & Add-ons

Every organization runs on one of four plans - Wanderer, Explorer, Voyager, or Visionary - with its caps, monthly allowances, and renewal managed in one tab.



Scan to watch the video https://eventure.si/en/user-manual#video-plan-plans-and-upgrade

One plan per organization

Eventure plans are bound to an **organization**, not to your account. Every organization starts on the free **Wanderer** plan and can be upgraded to **Explorer**, **Voyager**, or **Visionary** as it grows. The plan sets the **caps** - how many active events, products, spaces, courses, projects, communities, website pages, and team members the organization gets, and how much media storage - plus the **monthly allowance** of email sends that resets each month. Paid transactions processed through Eventure carry a small transaction fee that shrinks with the tier and drops to zero on Visionary; free events and inquiries are always free. Each plan card shows these as short numbers - hover (or tap) the small info icon next to any of them for exactly what it covers - every row is always visible, nothing hides behind a toggle. The public pricing page also carries a full **comparison table** below the cards: every attribute for every plan side by side, the transaction fee right under the price, exact numbers for limits, and a small **+** wherever a paid add-on can raise that limit further. Signed in with an organization, the button under each column is the very same action as that tier's card above - **Upgrade**, **Switch at renewal**, **Current plan**, **Scheduled for {date}** - clicking it opens the identical confirmation, not just a jump back up to the cards. Further down, **Capacity Add-ons** and **Top-Ups** each sit behind a single row of tabs - pick a resource (Products, Storage, Website pages, and so on) and only its packs show, while every tab already names its lowest price. A link can open a specific tab directly, for example **/pricing#addons-storage**.

Where you manage it

Open **Settings - Plans** (also linked from each organization's quick menu). If you run more than one organization, a selector at the top of the tab picks which one everything below it applies to - the plan card, its usage bars, and every purchase button. The four plans are shown there as a compact row of summary cards: icon, name, monthly price and the six numbers that matter most (events, products, storage, website pages, team members, email contacts) - the small info button in a card's corner opens the full details. Your current plan stands out with a softly glowing, animated border and a **Current plan** flag. Each tier's button already reflects that organization's state: **Current plan** when it is the active one, **Upgrade to ... - price today** when moving up costs something right now, **Switch at renewal** for a lower tier, **Scheduled for {date}** once a downgrade to that tier is already queued, or **Get ...** when there is nothing paid yet. Clicking **Get ...** (or **Choose ...** on the public pricing page) adds the plan to your cart and takes you there to review it before paying - nothing is charged until you complete that order. The **Capacity Add-ons** group - extra products, website pages, storage, email contacts, communities, team seats, and professional mailboxes - sits below the plan cards for the same organization as a row of tabs, one per

resource, each naming its lowest price, with the packs three to a row; one that needs a higher tier than you currently have explains that instead of letting you buy it, and before you confirm a recurring add-on Eventure shows how the new monthly total compares to simply upgrading the plan. The one-time packs follow in a **Top-Ups** card with its own tabs - **Email sends**, **AI actions** and **Boosts** - so every pack sits under a tab you can scan for. AI Packs and Marketplace Boost packs are **coming soon**: their cards are shown for reference with a greyed-out **Coming soon** label in place of the buy button, and cannot be added to the cart yet. AI and boost credits you already have keep working. The last Capacity Add-ons group, **Community hub on your domain**, is different: it puts a whole branded community - directory, events, shop, and courses - on your own domain, for 29 € a month plus a one-time 199 € setup, on top of a Voyager or Visionary plan. We set it up for you, so its cards show **Request setup**, which opens the contact form, instead of a buy button. It runs for at least 12 months, then month to month with 30 days' notice, and keeps a small "Powered by Eventure" footer; a fully unbranded version is a tailored offer. Without an organization yet, every button reads **Create organization to continue** and takes you there first, then brings you straight back to finish the upgrade.

Monthly or yearly billing

A **Monthly / Yearly** switch sits above the plan cards. Yearly bills ten months' price for twelve - two months free - and every card's price updates the moment you flip it, so you see exactly what you would pay before choosing a plan. The choice only applies to a plan's own price; capacity add-ons always renew monthly, so a single order cannot combine a yearly plan with a monthly add-on - buy the plan first, then the add-on as its own purchase. Email top-ups (and, once available, AI packs and marketplace boosts) are one-time credit packs with no renewal at all, and for the same reason cannot share an order with a plan or a capacity add-on either - mixing something that auto-renews with a one-time item is blocked at checkout, so buy the one-time item as its own separate purchase. A plan you already own, including after an upgrade, keeps renewing on whichever cycle you bought it at.

One storage space

Each plan includes one **general storage** space for the organization - images, files, downloads, and uploaded course lesson videos all draw from it; there is no separate video allowance. Need more room without changing plans? Add a **Storage** pack from Capacity Add-ons. When the space is full, an upload stops with a clear message naming how much is used of how much - remove files you no longer need, or add a pack.

What a paid plan unlocks

Some features are part of a plan rather than a number. From **Explorer**: your own custom domain, no **Powered by Eventure** line in your website footer, community footer or the emails you send, **discount codes** (coupons only activate and apply at checkout on Explorer and up; on Wanderer you can still save them as drafts), and **CSV exports** of subscribers, event registrations, survey responses and prize-game entries. From **Voyager**: a **multilingual website** and the longer **90-day and 12-month** ranges on your organization dashboard charts. A locked control shows a small padlock with the plan it needs. Moving down to Wanderer or Explorer never takes away website languages you already use - you just cannot add another one.

Before you hit a limit

The usage bars on that same tab turn amber once a cap passes 70% and red past 90%. Cross that line and a strip appears right below them naming what is tight and what the next tier raises it to, with a button already priced for what you would owe today that jumps straight to the matching plan card. Comfortably under every cap, the strip is simply not there. On Visionary, where there is no higher tier to sell, the same strip points at capacity add-ons instead.

Upgrading and downgrading

Moving to a higher tier does not just add a second charge on top of what you already paid. Clicking **Upgrade** opens a breakdown: the new plan's price, a credit for the unused days left on your current one, and what you actually owe today. Confirming replaces the old plan immediately and starts a fresh billing cycle from today. Moving to a lower tier works the other way and is never immediate or refunded: **Switch at renewal** keeps your current plan running - and billing - until the period you already paid for ends, then the lower plan takes over on its own. Once scheduled, the switch stays visible everywhere the plan appears: the current plan's card gains a note naming the new tier and date, the target tier's card shows the **Scheduled for {date}** pill above, and the same message appears next to the plan further down in **Active Plan and Add-ons**.

Renewal, without surprises

Paid plans renew automatically as a subscription so nothing lapses, and Eventure emails you **five days before every renewal**. A **Cancel Auto-Renewal** button sits next to the plan in **Active Plan and Add-ons** (and on the status line above it) - the plan stays active until the end of the period you paid for, then simply expires. Resuming is one click on the same button, now labelled **Resume Auto-Renewal** - and if a downgrade is scheduled, resuming also cancels it, so the plan keeps renewing at its current tier instead of switching down. This is currently the only way to cancel a scheduled downgrade; the tier card's **Scheduled for {date}** pill itself has no button of its own. If a capacity add-on was bought together with the plan in the same order, the two renew and cancel as one: cancelling the plan takes that add-on down with it too, and the add-on's own row says so instead of offering a second cancel button of its own. A plan with no subscription behind it - one granted manually rather than bought - has no auto-renewal at all; its row keeps a quick re-buy button instead, since buying it again before it expires is the only way to keep it active. Your purchase history lives under **My Orders**, linked from the bottom of the tab.

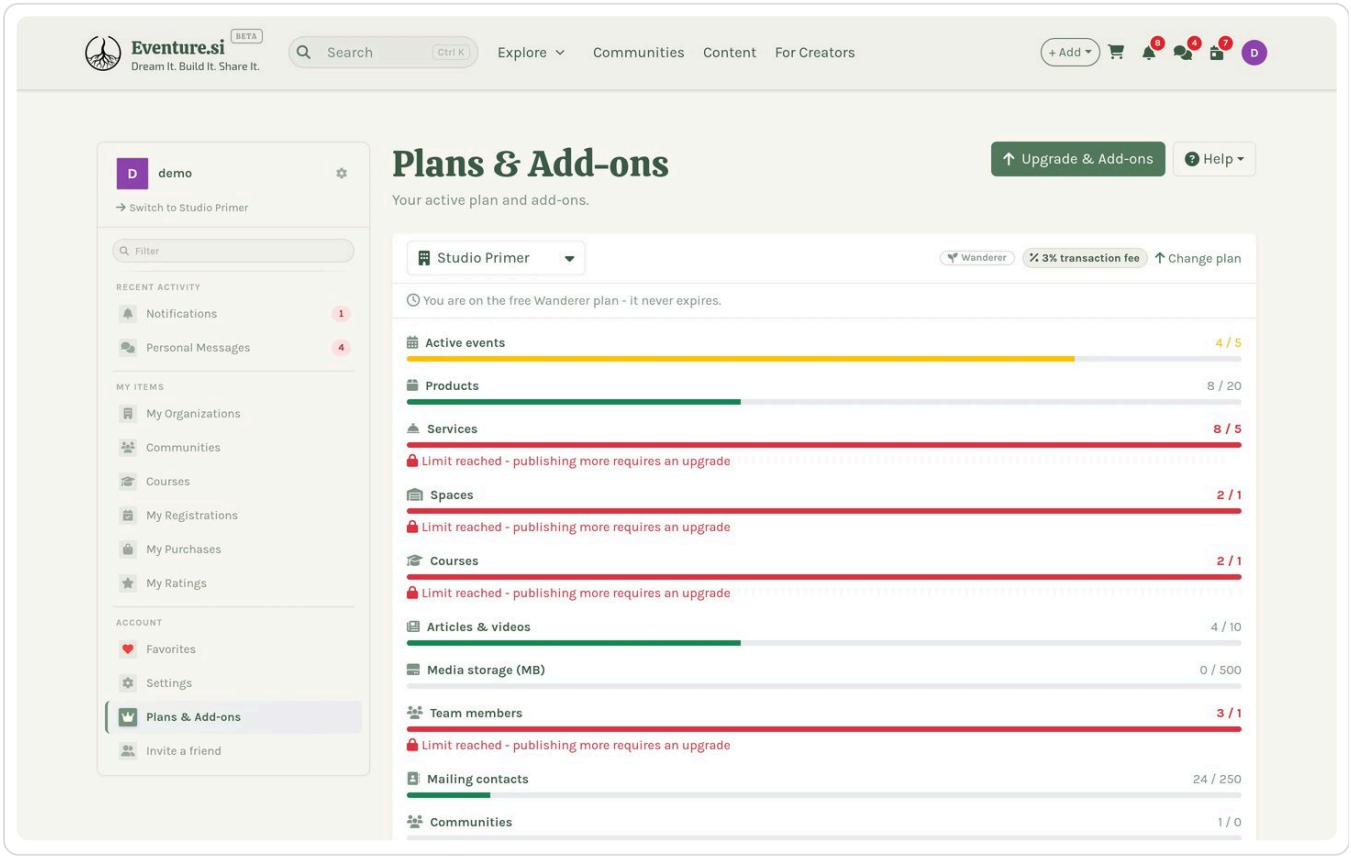
When a cap is reached

Caps only bite when you **publish**: over the limit, publishing one more item is blocked with a message naming the cap. Archive something you no longer need, buy a capacity add-on, or upgrade the plan - drafts are never blocked, and nothing you created is ever deleted. Before a downgrade is confirmed, the dialog lists every resource whose current usage would exceed the lower tier's limits and explains what pauses until you are back under them.

Marketplace Boosts

A **Marketplace Boost** features one listing of your choice - a product, event, service, course, or space - for **seven consecutive days** in the matching marketplace section, clearly labelled as **Promoted**. Boost packs are **coming soon** and plans no longer include monthly boosts; boost credits already on your balance keep working and never expire. The **Boosts** tab in Settings - it appears once the organization has boost credits - shows your credit balance, lets you search for the listing to feature - events are grouped into upcoming and past so a busy calendar of them stays easy to scan - and pick a start date on an inline calendar that highlights the full 7-day run as you choose it (today starts it immediately, a future date schedules it), and lists every boost with its status and remaining days. A scheduled boost can still change its listing or be cancelled with a refund; once it starts, the credit is consumed. Boosted listings also rotate through the Promoted blocks around the platform - the sidebar on event, content, and organization pages, and Eventure community landing pages that include a Promoted section. On community sites and on eventure.si itself, boosted listings also fill the **Promoted** strip above listing pages such as activities and the blog, when the site has that strip switched on. On the **Explore** page (eventure.si/explore) they rotate in the **Marketplace Boost** carousel above the results, marked **Sponsored**: three at a time on a computer, moving on by themselves every few seconds and pausing while a visitor points at them. This is separate from the free **Featured** switch on an item's own edit page: Featured pins the item on your own website and organization page, but never promotes it across the platform

- only a boost does that. You can also start a boost straight from the ⋯ menu of a listing in your My lists (**+ Marketplace Boost**); it starts today and counts against the organization's own credits, the same balance the Boosts tab shows.



Screenshot 3.1. The Plans & Add-ons page: your tier, quotas, and recent orders.

PART II - YOUR ORGANIZATION

CHAPTER 4

Organizations

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



Scan to watch the video https://eventure.si/en/user-manual#video-organizations-create-organization

★ TIPS



Scan to watch the video https://eventure.si/en/user-manual#video-organizations-org-health-recheck

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.

Start from your website

On the new-organization page you can paste the address of your existing website or Facebook page and the form opens already filled in: name, description, logo, cover image, email, phone, website and address, with your opening hours added to the end of the description. Social profiles found on the page (Facebook, Instagram, YouTube and others) are listed as ticked boxes - untick any you do not want and the rest are saved with the organization. The imported logo and cover are used unless you upload your own. Nothing is saved until you press create, so check every field first; anything the page did not show is named in a note at the top. This tool is still in preview, so only staff see it for now.

When your organization is created

The moment you press create, a short celebration plays on the next page: fireworks, a soft sound and a card with your logo, the address of your new organization (with a Copy link button) and shortcuts to your dashboard, your website builder and

your first event. Your very first organization gets a longer show. Close it with the x, Esc or a click outside the card; the speaker button turns the sound off and remembers your choice. It plays only once, and if your device is set to reduce motion you get the card without the animation or sound.

Members and their roles

The **Team** page - a chip next to Settings on your dashboard, or "Team" in the menu - is where you invite people and manage who has access. Invite by email with a role and an optional note; if the address already has an Eventure account they also get a notification, and if not they register first and land right back on the invite once they do. An unanswered invitation expires after a week, and you can resend or revoke it any time before then. If the invitation email itself cannot be delivered, the invite is still created - open its actions menu and choose **Copy invite link** to grab the link and send it yourself. If the address already belongs to a member or already has a pending invitation, the form says so (and points you to **Resend**) - even when your plan's team limit is reached.

Roles decide what a member can touch: **owner** (everything, including billing and deleting the organization), **admin** (manage content, events, and the team itself), **manager** (runs projects: creates them and edits any project of the organization, and approves logged hours - but has no access to the team, settings or money), **moderator** (for people who help with day-to-day content; today it grants the same access as Member), **member** (a lighter hand), and **finance** (invoices and orders, approving logged hours and turning them into an invoice - nothing else). Only owners and admins can delete a project. The **info circle** next to **Members** and next to the **Role** picker opens a table that compares every role side by side. From the Team page you can change anyone's role, suspend their access without removing them, reactivate a suspended member, or remove them outright - except the owner, who has to transfer ownership rather than being edited here.

Each member row also shows when they were last active and lets you reach them: the speech-bubble button opens a direct **message** in the chat window, the envelope button opens the email window already filled in with that person (the same **Send from Organization** window used elsewhere), and both are in the row's menu too. At the top of the list, **Team chat** opens the room everyone in the organization shares, and **Email all members** addresses every active member at once. The small icon in front of each role is coloured so owners, admins, managers, moderators, finance and members are easy to tell apart.

An invitee who cannot find the email can check **My Organizations**, where a pending invitation shows as a banner with Accept and Decline buttons, or go straight to **My Invitations** for the full list.

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. The row of buttons under the title is the fastest way to create something (**Create**, which also starts a new organization, brand or community), open the **Website Builder**, the **Team** page or your public profile, and the **Tools** menu holds Automations, Calendar Sync and the Image library. At the top right, **Discussion** opens your team chat in the chat window, and for administrators its arrow also lists the **Customer inbox**. A page you open from those buttons shows a **Back** arrow that returns to the dashboard or Settings you came from. 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.

Connect Eventure to other apps

> **Staff preview**
> Automations is being tested with a small group first, so you only see it if it has been switched on for you.

The **Automations** page (the **Tools** menu on the dashboard) connects Eventure with tools such as Make, n8n, Zapier, Google Sheets, Slack or GitHub, without any code. **Outgoing webhooks** tell another app when something happens in your organization - a new registration, an order, a published event. **Incoming links** work the other way round: each link is a secret address, and whatever another app sends to it becomes a task, a newsletter subscriber or a bell notification.

When a link creates tasks you can also choose who they go to: nobody, all owners and admins, everyone in the organization, or the people you pick. With more than one person it stays one shared task - each person can acknowledge it, and anyone allowed to complete it marks it done. Everyone the task goes to also gets a bell notification when the link creates it.

The **Recipes** card under the two lists is the quickest start. Pick an idea, for example *New event sign-up to Google Sheets*: the form opens with the name and the event already filled in, and a **How to set it up** box lists the steps for Make, n8n and Zapier. In short, create a scenario in your tool that starts with a webhook, paste its address into **Address to send to**, open the **...** menu on the webhook row and choose **Test** so the tool sees a sample, then add the Google Sheets step and match the fields. For an incoming link, a row of cards at the top of the **Add an incoming link** window asks where the requests come from: Make, n8n or Zapier, GitHub issues, or email.

Every row tells you what it does without opening it. An incoming link shows chips for what it does (creates tasks, adds subscribers or sends notifications), the app that sends to it, and where its tasks land - your planner or a project and group - plus the people who get the task or the bell, who set the link up and when, the last task it created and the last error. A webhook row shows the events it sends, the address it sends to, whether requests are signed, how many retries it makes, how many were sent or failed, the last answer and who set it up. Test, Edit, Copy address and Delete are in the **...** menu at the end of each row; only the on/off switch stays visible. A deleted link or webhook disappears from the list at once.

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.

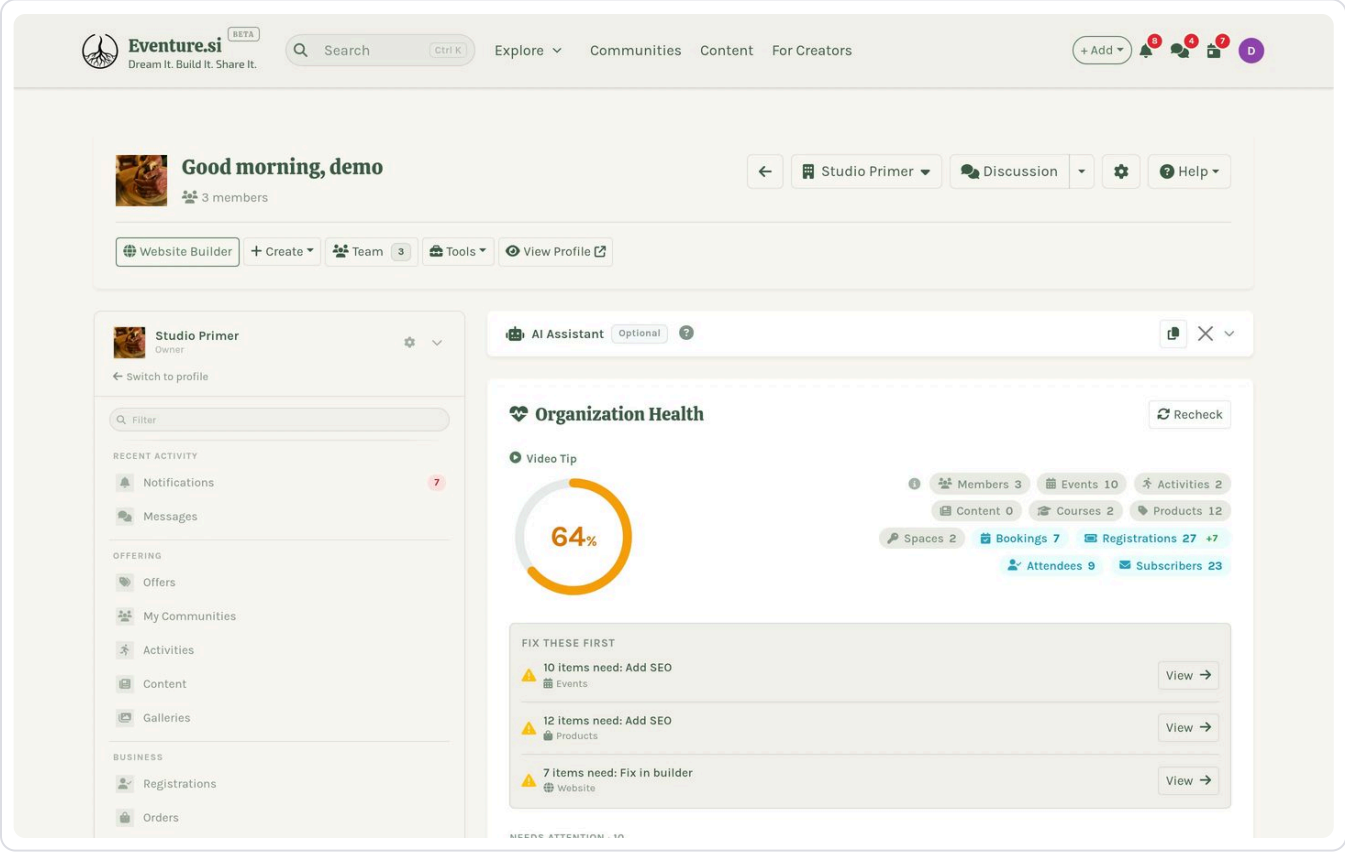
Where you appear (main domains)

When the platform runs more than one main site - for example Eventure.si and Coventure - the Settings sidebar has a **Where we appear** card with one card per site, showing that site's cover, logo and colours. Click a card to switch it on or off; the choice is saved at once. A site that is on lists your organization, its events, offers and content in its listings, search and maps. Switch Eventure.si off and your organization is no longer promoted there, but your own page and links stay reachable. Some sites need approval first (the card shows **Waiting for approval** until they accept you) and some are invite only or closed to new organizations - those cards stay greyed out. You can also pick the sites when you create the organization. The card only appears when there are at least two main sites.

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.

If your website is a **Custom Site** - an uploaded bundle such as a game - you can also show it right on your profile page. Switch on **Show on profile page** in the builder's Custom Site panel: visitors to your profile then land on a **Play game** tab with the game (it follows your live website version and has a Full screen button), while the regular profile moves to the **About** tab next to it. A game whose bundle declares itself as a game switches this on by itself the first time you upload it; turn it off any time and it stays off.



Screenshot 4.1. The organization dashboard: health check, charts, Upcoming Events, and Quick Actions.

CHAPTER 5

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.



Scan to watch the video https://eventure.si/en/user-manual#video-org-settings-settings-and-team

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.

Web address

The address of your profile - `eventure.si/your-name` - is yours to choose. It sits in the main form, right under the organization name, as its own field with copy and open buttons. When you create the organization it follows the name until you type into it, so two words can become **odmevluci** or **odmev-luci**; use letters, numbers and hyphens, at least three. On an existing organization it never changes by itself - if the name and the address drift apart, a small note offers to match them, and you can ignore it. Changing the address moves your profile and your free website address (`your-name.site.eventure.si`) with it, and the old links keep working: they redirect to the new one. An address you used before stays yours - nobody else can take it, and you can switch back any time.

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.

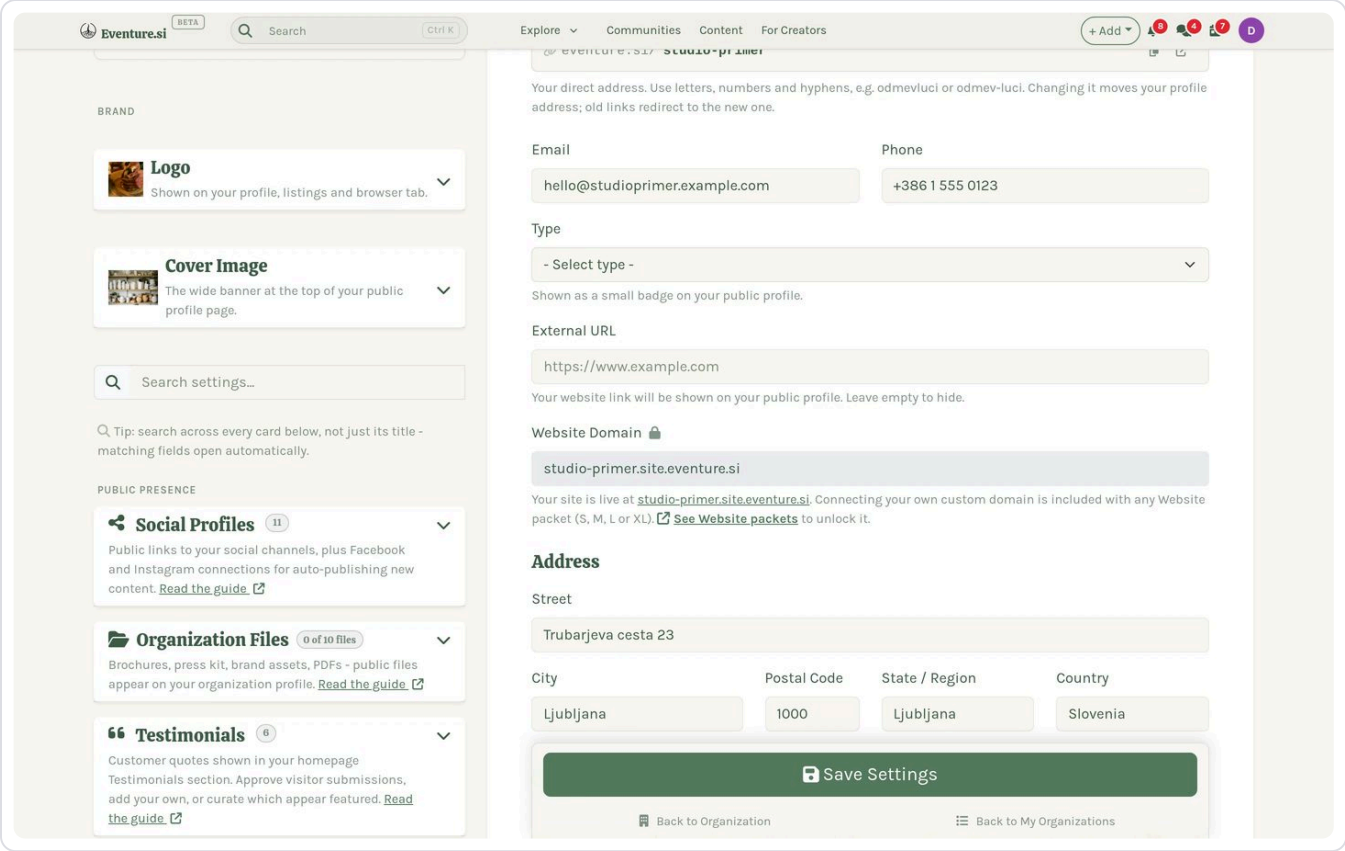
FURS fiscal verification

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.

Ad pixels

If you advertise on Meta, Google or TikTok, paste your own pixel IDs here (also under **Integrations** and in the website builder under **Tracking & ads**) and your ad accounts learn which ads lead to sales. They load on your website and your pages on eventure.si, only after a visitor accepts marketing cookies. They are told when someone views one of your events, offers, activities or courses, adds an offer to the cart, starts checkout or an event registration or confirms a newsletter signup, as well as about every sale and registration, so you can build retargeting audiences. Visits by your own team are never sent. A paid plan is needed.

For Meta you can also turn on the **Conversions API**: paste an access token from Events Manager and every paid sale is also reported from our server. That includes bank transfers you mark as paid days later and buyers with ad blockers. Only buyers who accepted marketing cookies are sent, and an order only counts once it is paid. **Send test event** checks the connection with the test code from Events Manager.



Screenshot 5.1. The Settings page's right sidebar: Brand, Public presence, Audience & marketing, and Money & legal cards, each with its own Help icon.

CHAPTER 6

Communities

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



Scan to watch the video https://eventure.si/en/user-manual#video-communities-communities

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; it is set up by the Eventure team, not something you create yourself.

How many communities your organization can create depends on its plan: none on the free **Wanderer** plan (add one with the **+1 Community** pack), one on **Explorer**, three on **Voyager** and five on **Visionary**. More can be added with the same pack on any plan. Communities you already have are never removed when a limit changes; you just cannot create another until there is room. A community with its own web address, set up with the Eventure team under an agreement, never does.

Browsing communities

The `Communities` link in the main menu lists every public community on the platform. Search by name at the top, then narrow the list in the sidebar: Access groups communities as Open (anyone can join), Private (joining needs approval or an invitation) and Paid (communities that charge for membership - none yet, so it shows an empty list for now); all three are always listed. Tick **Only communities I joined** to see just your own memberships (signed-out visitors get a sign-in link instead), and tick one or more categories - a community matches if it is in any ticked category. Sort by date added, name or members; every choice combines with the others, stays in the page address, and Reset filters clears them. Each card shows who hosts the community, its member count, and how recently it was active. Opening a community shows its profile: a full-width cover photo carrying its name, type, member count and the Join button, then tabs for Discussion, Events, Calendar, About, Members, and whatever else the community has turned on. It opens on Discussion, where members start a post straight from the top of the feed; Events lists what its organizations have coming up and Calendar shows the same by month, both only when the community has events turned on. A sidebar on every tab names who owns it, its join policy, when it was created and in which languages it runs, its moderators and latest announcements, and links to its privacy policy and terms; the share buttons and the heart that saves it to your favorites sit at its end.

Your communities: two lists

Communities you belong to and communities your organization runs live on two separate pages. `My Communities`, in your personal menu, lists every community you joined yourself - whichever organization hosts it - and never changes with the

organization you have selected. Its pills split it into the ones you help run (**Managing**: you are its owner, admin or moderator) and the ones you simply take part in (**Member**). Joining your first community adds it to your menu.

`Communities`, in your organization's menu, is where you run them: it lists the communities your organization owns (**Owned**) and the ones it has joined as a member organization (**Linked**), and it follows the organization picker in the sidebar - a small **Showing only** chip under the page buttons names the one selected, and its **x** shows all your organizations again. Creating a community starts here, and owned communities that are inactive or still pending stay listed so you can switch them back on.

The status badge on each row is also its switch. A green **Active** badge with a check mark and a grey **Inactive** badge with a pause sign both flip with one click, for a plain community and a Domain alike - no need to open Settings. Deactivating a Domain leaves its local communities as they are. A community with its own web address shows a maintenance page while it is inactive, and its row says so. An amber **Waiting for approval** badge with an hourglass marks an application the Eventure team has not approved yet; you cannot switch it on yourself - it becomes active the moment it is approved. Only a community's owners and admins, or the owners and admins of the organization that owns it, can click the badge; everyone else sees it as a plain label.

Creating a community

Any owner or admin of an organization can create a plain community for it - open `Communities` in your organization's menu and click **Create** (with more than one option available, pick **New community** from the dropdown that opens instead). It starts **public**, **private**, or **secret**; the organization stays fixed from the moment it is created, and only that organization's own owners and admins manage it from there. Without an organization yet, **Create** takes you to start one first, then brings you straight back to finish. Each organization can hold as many communities as its plan allows - reach that limit and the button explains it and offers the usual upgrade or add-on choice; see Your Plans & Add-ons. A community with its own custom domain is a different, more involved kind.

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. A question needs only its title, and a discussion can be just photos with no text.

Add up to four **photos** to a post with the **Photos** field under the text. Each shows as a small preview as soon as you pick it, and your browser shrinks large phone photos before sending them, so even big ones upload quickly - the Post button shows a spinner and the upload progress meanwhile. A conversation copy is kept (location data removed) and counts toward your organization's storage. Photos open in a lightbox, and closing it puts you back exactly where you were on the page. Videos and animations are shared as a link instead.

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. A muted member can read but not post or reply, and is told why; a ban also removes them from every channel and meeting in the community, and letting them back in does not restore those places.

Post approval, in the Website Builder under Appearance > Community Features, holds new posts and replies until a moderator approves them: **Off**, **New members** (people who joined in the last two weeks), or **Everyone**. Moderators and

organization admins are never held. The author sees that the post went to the moderators; nobody else sees it, and it does not count yet. Moderators find a **Needs review** card at the top of the Discussion tab with **Approve** and **Hide**, and every post and reply carries a small hide icon for them - hiding asks for an optional reason, and recently hidden posts stay listed under the card so a hide can be undone with **Restore**.

Welcome message

Every new member is greeted. In the Website Builder, Appearance > Community Features has a **Welcome message** box: write your own words, using **{name}** and **{community}** where they should appear, or leave it empty for a warm default. The greeting arrives in the member's inbox from the owning organization, so replying starts a conversation with the team. If the owning organization is hidden (**Anonymous Owner**), the member gets a bell notification instead, so the organization stays out of sight. Each person is welcomed once per community.

Channels

Channels are smaller, ongoing conversations inside a community - a garden team, a local circle, the people organizing the next gathering. There is only one level: a channel never contains another channel. Turn them on with the **Channels** switch in the Website Builder (Appearance > Community Features), then choose **Who can create channels**: moderators only (the default), members by request (a moderator approves each one on the Channels tab), or members directly. Channels never use a community slot of your plan.

Every member sees every channel on the **Channels** tab - its name, purpose, member count and how it is entered:

- **Open to community members** - anyone in the community clicks **Join**.
- **Invitation only** - the channel's hosts invite people; members see that it exists but not what is said in it, until they accept.

Inside a channel you post and reply exactly as on the Discussion tab, and none of it appears in the community's main feed. Channel members are told about new conversations there; the bell button mutes that for you (it turns into **Unmute**), and **Leave** takes you out. A **New** badge on the tab marks channels with something you have not read yet.

Hosts - whoever created the channel, plus anyone they promote - invite members with the **Invite people** search (only this community's members can be invited), make others hosts, remove people, and **Archive** a channel that has run its course: it stays readable, but nobody can post. Community moderators and the owning organization's admins can see and moderate every channel, including invitation-only ones, and each channel says so at the top; they are not notified of every post. A round gear button marks the channels you manage.

Meetings

Meetings let a few members meet on Google Meet, Zoom or Teams without creating a channel or a new group. Turn them on with the **Meetings** switch in the Website Builder and choose **Who can arrange meetings** (all members, or moderators only).

On the **Meetings** tab, **Arrange a meeting** asks for a title, the people you want to meet (search the community's members by name - only they are invited, and you are the host), and **When**: **Start now**, or **Pick a time** on the open calendar and a time chip, plus a duration. A line under the calendar sums the choice up in plain words, in the community's timezone. Create the call in Google Meet, Zoom or Teams yourself and paste its link; Eventure does not create the call for you yet. The same form opens from a channel page with **Start a meeting**, with that channel's members already chosen.

Everyone you picked gets a notification, and the meeting appears on their Meetings tab, in the community calendar and in `My Calendar` - nobody else sees it. On the card they answer with the green check (going) or the red cross (cannot make it) without the page reloading, and **Join meeting** opens the call in a new tab or the app - Eventure never opens it for anyone. The link itself is never shown on the page; only invited people reach it, and **Add to calendar** gives them a calendar file. As host, the round gear on the card opens the meeting, where you change its time or link, or cancel it; everyone invited is told. A link someone copied elsewhere keeps working until you change it.

Resources

Resources are the community's shared library - guides, notes, agreements, plans - for files that should last, unlike the photos in a conversation. Turn the **Resources** switch on in the Website Builder; moderators and admins add files with **Add resource**, and members can too when **Members can add resources** is on. Each file can take a title and a description, counts toward your organization's storage, and is for members only unless a moderator switches on **Also show to visitors who are not members**. Downloads check who is asking, so a members-only file never reaches a visitor. The uploader or a moderator can remove a file, which frees its storage.

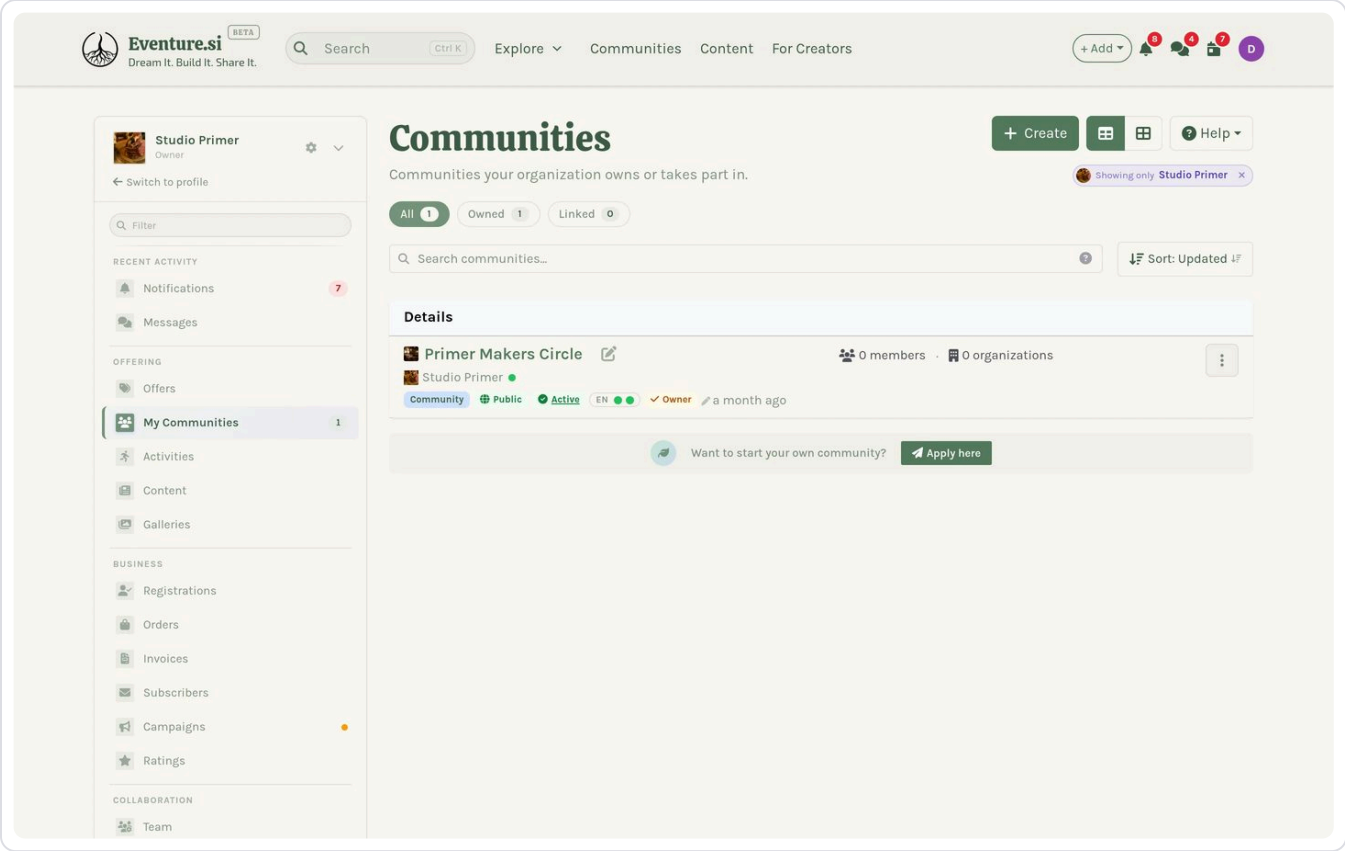
Managing members and organizations

The member and organization counts on a community's row in your lists, and in the header of its `Settings` page, open one window with two tabs, **Members** and **Organizations**, each showing its count - click either count and it opens on that tab. The colored badges at the top (Total, Active, Pending, and for members also Muted and Banned) are the filter: click one to show only that status, click it again to see everyone. The search box filters as you type - no button to press. On the Members tab it matches a username, an email, or the name of an organization the member owns; those organizations appear as small chips under the member's name, green with a check when the organization is already part of this community and amber with an hourglass while its request to join is pending. If you can send email from Eventure, clicking a member's email address opens the email window addressed to them. Approving, removing or banning someone updates the counts straight away, both in the window and on the page behind it.

In the `Settings` header, the owning organization's name opens a small menu: view its public profile, open its dashboard if you run that organization, and - for the Eventure team - change the owner.

Communities belong to organizations

Every community is created under an organization you own or administer, and one organization can run several communities (within your plan's limit). A community can never be created inside another community, so there are no nested or local communities.



Screenshot 6.1. Communities: the list of communities your organization owns or has joined.

Community Settings

What each card on the community Settings page controls. Branding colors, fonts, the favicon, and the feature/widget toggles that used to live here have their single home in the Website Builder 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 is no longer set here: it lives in the Website Builder, under Appearance > Media. A favicon uploaded here earlier keeps working until you upload one there, and the Media card tells you while it is still in use.

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 topical category, shown as a filter on the platform's Communities directory. Visitors can also find your community there by describing what they are after in their own words: the directory matches by meaning against your community's name, tagline, description, category and your organization's city, so a clear description is what gets you found. Only public communities appear. The directory is one page with two tabs, Communities and Organizations, and a sidebar with the same sort and filter controls in both; visitors can tick several categories at once, and a community with no category

still shows when none is ticked. The tagline, brand colors, fonts, favicon and the default color theme new members see before they pick their own all moved to the Website Builder: the tagline to the Header tab's Brand card, the rest to the 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.

CHAPTER 7

Build Requests

Build requests are website jobs an operator picks up and builds for you.

A website, handed off

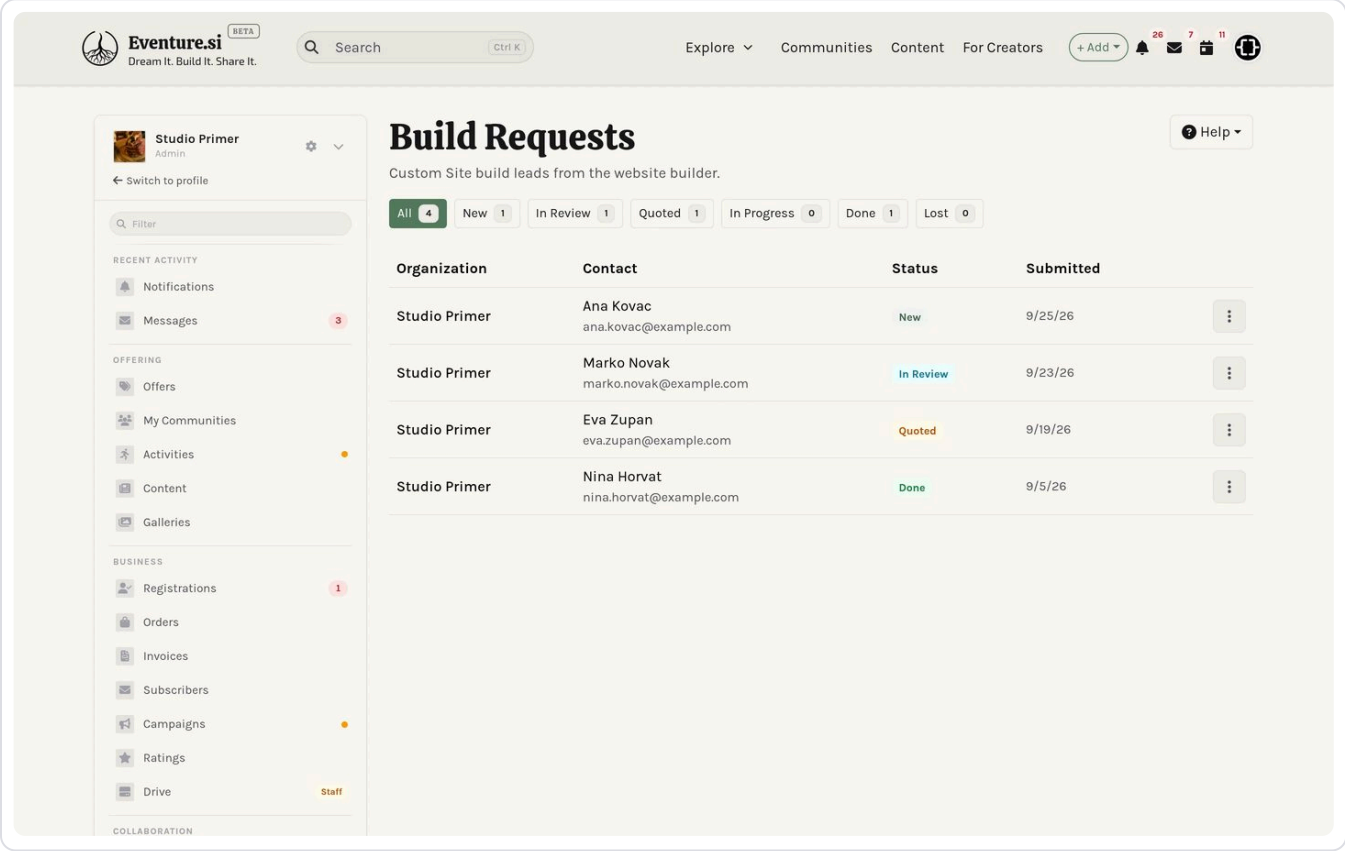
A build request is a job: someone wants a website built and an operator picks it up. It is the queue that sits between "I would like a site" and a finished build.

What it carries

Each request holds the brief - who it is for, what they want, and any material they supplied - so whoever takes it has enough to begin without a meeting.

For operators

This section is for platform operators rather than everyday organizers; most people will never see it. If you are one, it is where you claim a request and track it through to done.



Screenshot 8.1. The build request queue an operator picks a job from.

PART III - WHAT YOU OFFER

CHAPTER 8

Offers & Shop

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



Scan to watch the video https://eventure.si/en/user-manual#video-offers-products-and-spaces

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.

Start from a link

Already selling it somewhere else? At the top of the new-offer page, paste the address of the product page from your own shop (WooCommerce, Shopify and most other shops) and the form opens filled in: name, short and full description, price, the old price when the page shows a discount, SKU, product type and the main photo. Up to five more photos from the page are added to the gallery when you save. A price in another currency is copied as a number and flagged, never converted, so check it. Nothing is saved until you press save. This tool is still in preview, so only staff see it for now.

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

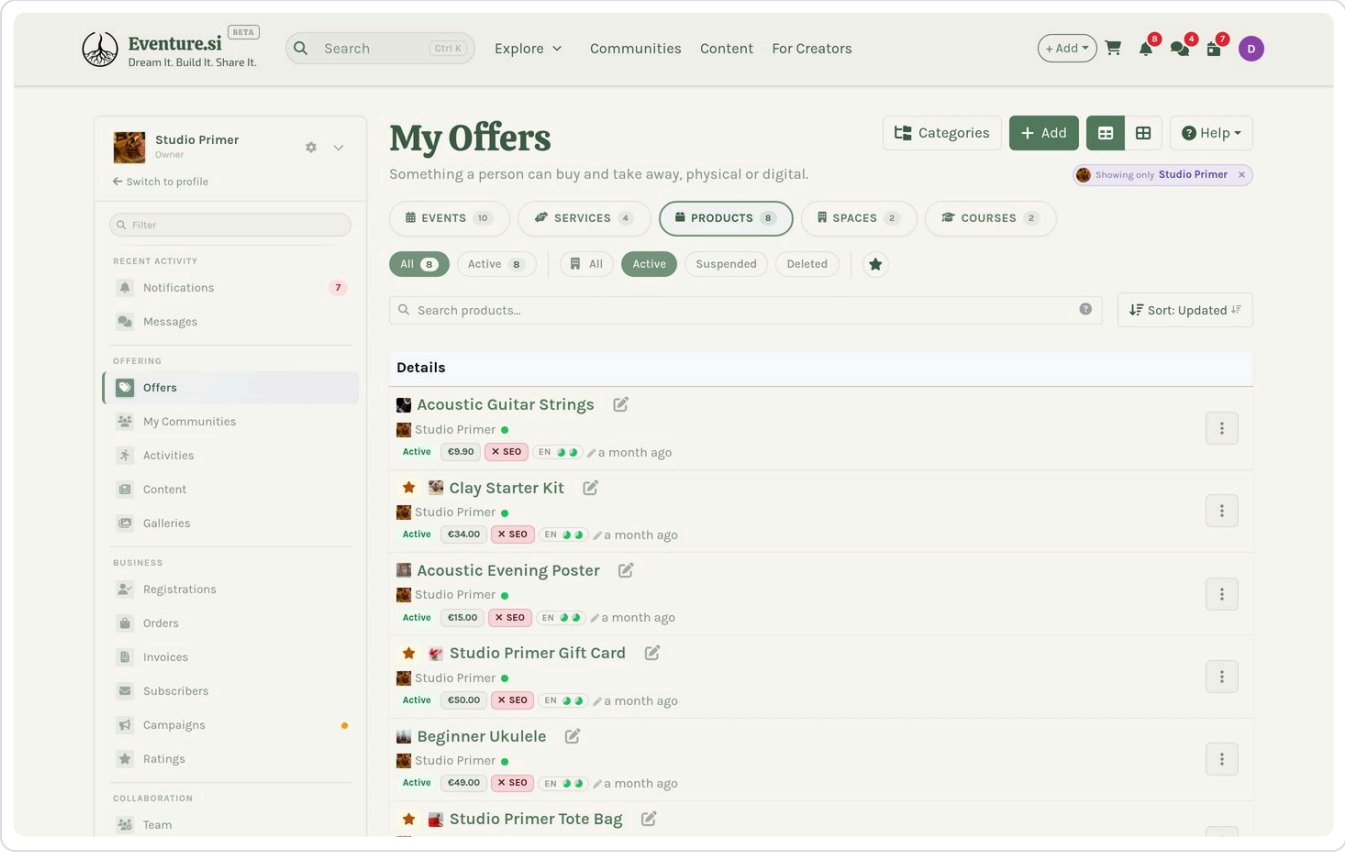
Products pick a **format** first - **Physical** or **Digital** - because the two have genuinely different **categories** beneath them. After that come the **Tags**, and a **Suggested tags** panel that will read your description and propose a starting set. See Categories & Tags.

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

CHAPTER 9

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.



Scan to watch the video https://eventure.si/en/user-manual#video-events-first-event



Scan to watch the video https://eventure.si/en/user-manual#video-events-tickets-and-registrations



Scan to watch the video https://eventure.si/en/user-manual#video-events-event-day-check-in

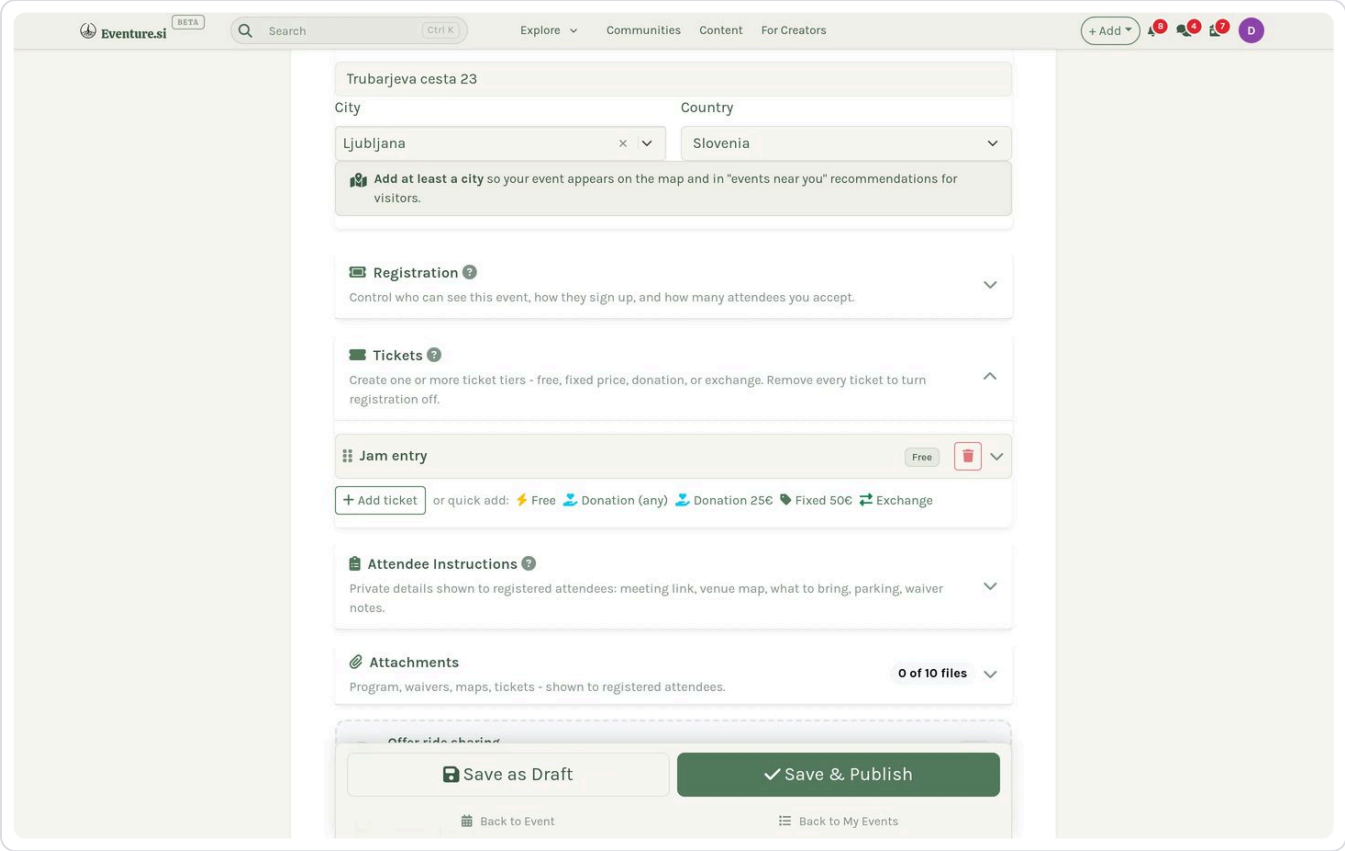
★ TIPS



Scan to watch the video https://eventure.si/en/user-manual#video-events-map-when



Scan to watch the video https://eventure.si/en/user-manual#video-events-a-to-calendar



Screenshot 10.1. 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.

Start from a link

At the top of the new-event page, and under **Import from link** on My Events, you can paste the address of an event page - Eventbrite, Meetup, Luma, a venue's own site, a Facebook event or a calendar (.ics) link - and the form opens already filled in: title, description, date, venue, cover image, and the page itself as the registration link. A plain ticket price becomes one ticket. Nothing is saved until you press save, so check every field first. It reads only what the page shows publicly: a Facebook event gives the title, cover image, day and city, but never the time, venue or description (the form puts in a placeholder 18:00 and tells you), so complete those yourself. This tool is still in preview, so only staff see it for now.

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.

On an approval event the link in the confirmation email only proves the address: the sign-up stays pending, shown as **Awaiting approval** on your attendee list, until you press Confirm. On an **invite only** event guests see only your invite-only tickets, and only after typing the ticket's code (or opening a link that ends in `?code=YOURCODE`). Normal events also have a collapsed "Have an invite code?" box for a single invite ticket.

REGISTRATION TYPE	WHAT HAPPENS
Open	Instant confirmation - the attendee is in the moment they finish.
Requires approval	The attendee confirms their email, then you review the request and approve or decline it.
Invite only	Only people with an invite code can register - give each ticket a code and send the link ending in ?code=YOURCODE.
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. The check happens when a sign-up is confirmed, so two guests cannot both take the last place; a ticket's own quantity limit works the same way. Confirming by hand when the event is full asks you to raise the capacity or cancel another registration first.

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. If a required detail is missing - the description of an energy exchange, or the code of an invite-only ticket - saving opens that ticket, marks the field and keeps all your tickets in the form:

TICKET KIND	WHAT THE ATTENDEE PAYS
Free	No charge. Registration only.
Fixed price	A set amount you choose, paid at checkout. Must be more than 0; spaces, a currency sign and a decimal comma are cleaned up for you (12,5 becomes 12.50).
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 green circles, 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. In the organic view a date's circle grows with the number of events on it (one event is the smallest, ten or more the largest, in even steps - 10, 11 or 25 events look the same, and the exact count is shown in the day's panel), and selecting a date lists that day's events in a panel beside the calendar - on a phone, below it. 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 has a panel beside it listing the events on the map; selecting a pin shows that event's details. With **Search around a place** on, visitors can type any town or address into **Explore around**, or use their own location, and narrow the map to a radius of 5 to 100 km. The **When** choice beside it limits the map to **Today**, **This week**, **Next 7 days**, **This month**, **This year** or your own **Custom dates** - it combines with the place, the radius and the categories, and an event that is still

running counts. On **Explore** the same choice is the date filter in the side panel, so changing one changes the other. There the **Calendar** and **Map** open with the side panel folded away so they get the full width; the **Filters** button left of the results title opens it again (its number shows how many filters are on) and folds it back. Folding only hides the panel - your filters stay applied. Your choice holds while you stay on that view (changing filters or pages keeps it); switching to another view starts it fresh, with Calendar and Map folded and Cards open. Switching views, filters and pages only reloads the results, not the whole page. If nothing matches, the map says so and offers to widen the dates or the radius; it never widens them for you.

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. Opening a QR link never checks anyone in by itself: people from the event's organization (owners, admins, accepted co-host admins) see a **Check in** button, everyone else sees a read-only ticket.

To cancel several sign-ups at once, tick them on the attendee list (or use **Select all**) and press **Cancel selected**; only the ticked ones are cancelled.

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.

The attendee list also has a **Source** column: the campaign or website each person first arrived from, as described under Orders.

Hosting together with other organizations

An event can have several hosts. In the event form, **Host together with other organizations** searches every organization on Eventure - type, move with the arrow keys and press **Enter**, or click. Pick an organization you run yourself and it is added as a co-host the moment you save. Pick any other organization and it first gets an **invitation** - a bell notification and an email - with your optional note. Until the invitation is answered it shows as **Invited** on the chip and nobody else sees it.

The owners and admins of the invited organization answer from **Co-host invitations**, the card at the top of **My Events**: **Accept** or **Decline**. An organization that declined can be invited again after a few days, and you can send up to 20 invitations a day. Once accepted, the event page lists every host with logo, name and a link to its profile in **Co-hosted by**, and the event appears on each co-host's profile, events list and website. While an invitation is waiting, you (and only you, not visitors) see that organization greyed out in the card on the event page and as an **invited** badge on the event in **My Events**; its admins get one reminder after three days.

Co-hosts see the attendees, not the settings. Admins of an accepted co-host open the registrations list (rows are badged **Co-hosted**) and can check people in at the door; confirming or cancelling a registration and editing the event stay with the organization that created it. A co-host can step away with **Leave co-hosting** on the event page, and the main host can remove a co-host or cancel an invitation by taking its chip off in the form. Either way the other side gets a notification.

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 10

Promo Studio

Turn an event into ready-to-post pictures and a printable flyer in your own brand: Instagram square and portrait, Story or Reel, a link preview and an A4 flyer - all on one screen.

Open it from an event

Open an event you can edit and open the **Promote** menu in the bar at the top of the event page and choose **Promo Studio** (the menu also holds **Share links**; next to it, the **Copy** menu has **Duplicate** and **Multiplicate**). You can also open `My Events`, use the **...** menu at the end of a row and choose **Promo Studio**. The studio starts with the event's title, organizer, date, time, place and the cheapest ticket price already filled in.

Pick a template and edit the text

Choose one of eight templates - **Bold**, **Split**, **Poster**, **Clean**, **Date** (a big calendar date as the hero), **Ticket** (a ticket with a perforated stub), **Editorial** (calm magazine look) or **Night** (dark and glowing) - each shown as a small sketch in your brand colours. Then change any text field: **Title**, **Organizer**, **Short description**, **Date**, **Time**, **Place**, **Price** and **Button text**. The **Date** template also shows **Day** and **Month** fields for its calendar block, filled from the event start. A field you leave empty is simply left out of the picture. The layout itself is fixed on purpose, so every post stays readable; your organization's colours, fonts and logo are used automatically.

On the right you see every format at once, updating a moment after you type: **Instagram square** (1080 x 1080), **Instagram portrait** (1080 x 1350), **Story / Reel** (1080 x 1920), **Link preview** (1200 x 630) and an **A4 flyer**. On a large screen this panel floats beside you while you scroll the settings. Scroll with the mouse over the panel and the panel moves first, then the page; scroll with the mouse anywhere else and the page moves first, then the panel. The **Show formats** chips above the previews switch formats on and off - your browser remembers them. **All** shows every format, and a double-click on one chip shows only that format.

Choose a background

- **Event photo** - the event's featured image.
- **Brand colours** - a colour background with one of 11 effects: diagonal, top to bottom, left to right, bottom to top, glow, vignette, spotlight, film grain, dots, stripes or soft blobs.
- **My image** - a picture of your own (see below) or one made by AI.

On a photo or your own image you can add an **Overlay** (vignette, darken or colour tint) to make the text easier to read. Under it, **Overlay strength** sets how strong the overlay is (a slider from 0 to 100 %, or Soft, Medium, Strong), and the colour tint also has its own **Tint colour**. You can also set the **Focus point**: click or drag on the small picture to choose what stays visible when the image is cropped for a story, a square or a flyer.

Colours lets you replace the brand colours for this post with your own: click the round swatch or type a hex code, and **Clear** goes back to the brand colour. A custom colour changes the effects, the colour panels and the accents of every template.

Move, zoom and adjust the photo

On a photo or your own image, drag any preview to move the picture inside it. Every format keeps its own position, so moving one leaves the others as they are. Zoom with **Ctrl** (**Cmd** on a Mac) and the mouse wheel, a pinch on a touch screen or the **+** and **-** buttons; the zoom (up to 300 %) shows in the preview header. A plain mouse wheel still scrolls the page, and a short hint reminds you how to zoom. On a phone a vertical swipe scrolls the page, so use the buttons and a sideways drag there.

Hover a preview (on a phone the bar is always there) to see its small toolbar: **-** and **+** zoom, the **arrows** button flips the photo left to right in that format only, and the **undo** arrow sets that format back to the shared **Focus point**, no zoom and no flip.

In the **Background** card, under **Focus point**, **Photo adjustments** change the photo in every format at once: **Brightness**, **Contrast** and **Saturation** (50 to 150 %, saturation 0 to 200 %), **Blur** (0 to 20) and a **Black & white** switch. **Reset adjustments** clears them. They sit on the photo together with the overlay, so a colour tint is softened too when you turn the saturation down or switch to black and white. The text slides of the carousel have no photo, so none of this applies to them; the carousel cover does have it.

Use your own image

Under **My images**, drop a JPG, PNG or WebP picture on the zone, click it to browse, or paste a picture from the clipboard. Files up to 10 MB are accepted and count against your storage like any other upload. Below the zone you find your recent uploads and your earlier AI images - click one to use it.

AI background (optional)

The **AI background** card shows all styles as pictures. Tick the styles you want (up to 6), add an optional **Idea** and press the generate button: AI paints one picture without any text for each style you ticked, all from the same scene. The button shows the price in advance, and it is taken from your AI credit like other AI tools. Click a result to use it as the background. The studio always adds your own text and logo on top, so dates and prices are never misspelled.

Post text (optional)

The **Post text** card writes a short post and hashtags for Instagram, Facebook or LinkedIn in the language of your title, with the link to the event at the end. Edit it and press **Copy**. It costs less than one cent of AI credit.

Look

The **Look** card changes how the text and the sticker sit on the picture. Every number here is a slider with quick-pick buttons and a box where you can type an exact value.

- **Text colour** - **Auto** (what the template does), **Light**, **Dark** or **Custom** (pick any colour with the round swatch). **Text size** makes the text smaller or larger, from 80 to 140 %.
- **Photo shade** - how dark the fade behind the text is, from 0 to 100 % (Light, Normal and Strong are quick picks). It darkens the photo only, so it does nothing on a plain colour background.
- **Corner sticker** - a badge in the corner: **Free entry**, **Last tickets**, **New**, **Online** or **Your own text**. A new post starts with the sticker that fits your event (for example Last tickets when few places are left, or Free entry when every ticket is free), marked with a small dot; choose **No sticker** to remove it. Once a sticker is chosen you can set its **Position** (one of the four corners; a bottom-right sticker moves to the top right while a QR code is shown), **Shape** (round, starburst, ribbon or pill), **Sticker colour** (Brand, White, Red or your own), **Sticker size** and **Sticker tilt**.

- **Your own text** has a box for every language of the platform (up to 18 characters each). Type it in one language and press **Translate the empty ones** to fill the others; the picture uses the text of the language you made it in.
- **Show a countdown chip** adds **Today**, **Tomorrow** or **In 3 days** next to the organizer name (up to 60 days before the event).

Links and QR

The **Links and QR** card ties the pictures to your **Share links**. The **Campaign name** is the same one the Share links window uses (open Share links, press **Make a post or flyer** and the studio opens with that name). Choose where the **QR code** goes: nowhere, on the A4 flyer only, or on every format. The code opens your event page with a tag, so your results show how many visitors and sales came from the printed flyer. Under **Tagged links to copy** you find one link per place you share. When you write a post text, a **Link tagged for** menu (Instagram by default) puts the right link at the end of the text.

More formats and the carousel

Next to the five main formats, the chips offer **FB** (a Facebook event cover, 1920 x 1005), **A5** and **A3** (the flyer for print shops, with their own PDF) and **Carousel**. The **Story / Reel / Status** picture also works as a WhatsApp or Viber status. The **Carousel** is four Instagram slides: the **cover** (your chosen template), **Details** (when, where, price), **What to expect** (your **Short description**) and **Join us** (your button text and a QR code tagged for Instagram). They are switched off until you tick the chip. **Download all** contains the formats that are switched on.

Program poster

A **Program poster** is one poster that lists several upcoming events of your organization - a weekly or monthly program for the venue wall, Instagram or a newsletter. Open it with **Program poster** in the Promo Studio header, in `My creatives` or in the **Tools** menu of the organization Dashboard. Pick the organization and a period (the next 7, 14 or 30 days), tick up to 8 events, and edit the headline, organizer and button text. An event with several linked dates (a weekly class, for example) is listed once per scheduled date that falls in the period, so you can tick just the dates you want. The poster is made in your brand colours with a date block, title, day, time and place for every event, and an optional tagged QR code to your organization page. Under **Layout** choose **List**, **Cards** (two columns) or **Timeline**. The **Look** and **Background** cards work like in the event studio: text colour and size, and a background of your event photo, your own image, an AI image or the brand colours, with overlay, photo shade and adjustments. On a photo background, drag a preview to move the photo, Ctrl + scroll or pinch to zoom, in that format only. There is no sticker or countdown. **Post text** asks AI to write a caption and hashtags for the whole period, with your organization link. It is offered as Instagram square and portrait, Story, A4, A5 and A3, and saved in `My creatives` like every other picture. The **Back** arrow returns to the event studio you came from.

Download and share

Every preview has a **Download** button (the flyers offer **PNG** and **PDF**), and **Download all** at the top gives one zip with the formats that are switched on and the flyer PDFs. On a phone or tablet that can share files, a **Share** button opens the share sheet straight into Instagram, WhatsApp and the like. Creating a picture takes a few seconds.

Post to Facebook or Instagram

If your organization has connected its Facebook Page (see `Integrations`, Facebook and Instagram), the square, portrait and Story previews have a **Post** button next to **Download**. It is shown to the owners and admins of the organization only. Click it to open a window with the picture, the networks to post to (switch Facebook or Instagram on or off), and a caption you can edit. The caption starts with the title, the date and place (a program poster lists its events) and a link tagged for that network, so your results show where visitors come from. When both networks are available, two tabs let you write a different

caption for each. **Post now** publishes it and shows a link to the new post. Instagram takes the square and portrait pictures only, so a Story goes to Facebook. If nothing is connected yet, the window offers **Connect Facebook** (or **Reconnect Facebook** when the connection has expired): sign in with the Facebook account that manages the Page, choose the Page if you have several, and you return to the studio with the window open again. This is a public post on your Page, so check the text before you post.

The Made in Eventure.si mark

On the free **Wanderer** plan every picture carries a small, faint **Made in Eventure.si** line at the bottom, in the preview and in every download (PNG, PDF and the zip). Paid plans from **Explorer** up get clean pictures. A picture you saved earlier is made again, with or without the line, the next time you download it. On the free plan a note under the page title says so and links to the plans. The caption of a Facebook or Instagram post ends with the hashtag **#eventure**, which you can edit or delete in the Post window before you publish.

Your work is remembered

The studio saves your work as you go, separately for every event: the texts you typed, the template, the background, the position, zoom and flip of each format, the photo adjustments and the look. When you open the studio for that event again - after a refresh or on another day - everything is back and a line at the top says **Draft restored**. Press **Start over** there to forget it and go back to what the event itself says. A draft is dropped after 30 days without changes. A creative you open with **Edit** from `My creatives` always opens as it was saved, not as the draft.

My creatives

`My creatives` keeps every picture you downloaded. The **pencil** (Edit) reopens the studio with the same texts, template, background and colours; **Download** gets the file again; the red bin deletes it for good, after asking. A picture is added to this list when you download it. Work you have not downloaded is not lost: the studio remembers it as a draft (see *Your work is remembered* above).

CHAPTER 11

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.

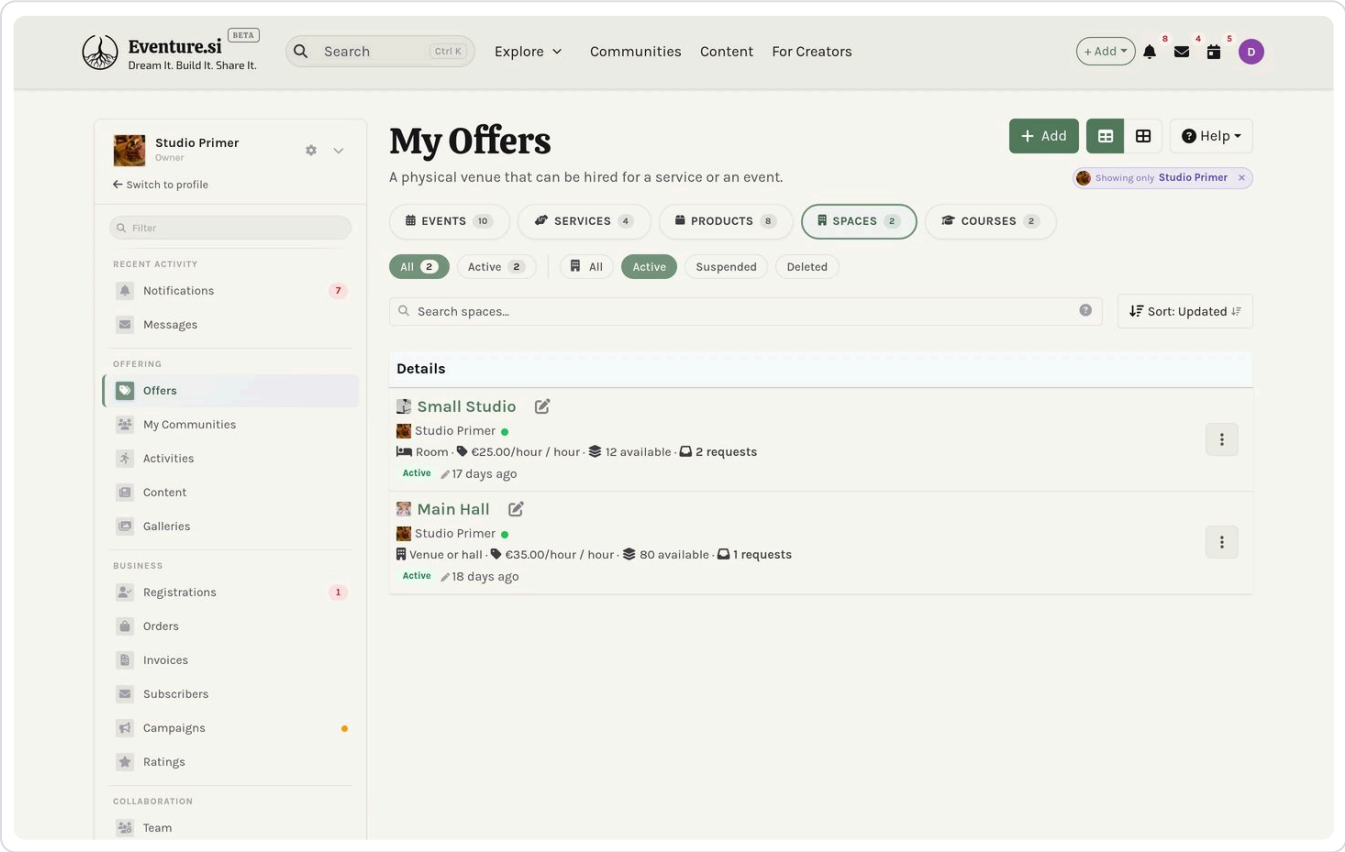
They tell you **what it is for** - picked from an event or service they already run - **what they are planning**, the dates they have in mind, their **preferred times**, how many **people**, and **what they need** from the room. Only someone who has already published a service or an event can send one, 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 12.1. My Spaces: the list of venues, halls, and gear you hire out.

CHAPTER 12

Courses

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



Scan to watch the video https://eventure.si/en/user-manual#video-courses-your-course

★ TIPS



can to watch the video https://eventure.si/en/user-manual#video-courses-continue-and-notes

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.

Uploaded lesson video and audio count against your organization's general storage, the same space as your images and files. The curriculum screen's **Storage** card shows how much is used of your plan's space, and how much of that is lesson video.

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.

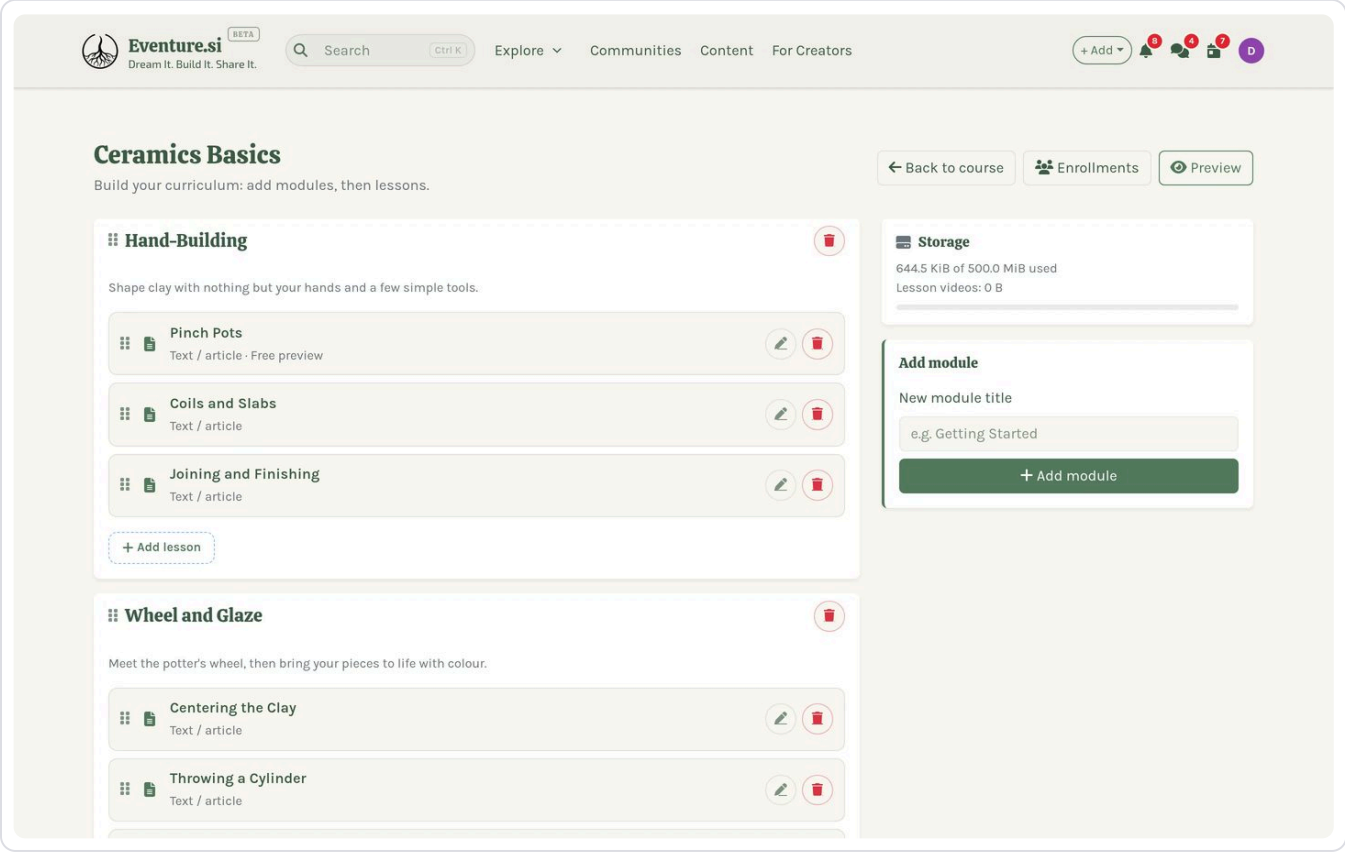
The **Enrollments** screen behind each course lists everyone in it with their progress, and its **Enroll learners manually** card adds people by email address - how a sale made elsewhere, or a scholarship, gets its seat. A course's row menu also offers **Duplicate**, which copies the whole curriculum 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 13.1. The curriculum builder: modules and lessons in drag-reorder order.

CHAPTER 13

Bookings

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



Scan to watch the video https://eventure.si/en/user-manual#video-bookings-services-and-bookings

★ TIPS



can to watch the video https://eventure.si/en/user-manual#video-bookings-accept-first

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.

Working as a team: who accepts a booking

Every owner and admin of the organization sees every booking in **Reservations Received**, so the core team can work it like a support desk. The **Resp. person** column shows who is responsible - their picture and name, with **Accepted by** and how long ago underneath - or, while nobody has taken the booking yet, an amber **I'll handle it** button. One click on it makes you the responsible person, even for a booking in the past; it does not change the booking's status, so a pending booking still needs **Accept**. Click someone's picture to message them in the chat window in the corner of the screen.

Accept a pending booking from the row's menu or from the **Team** card on the booking page. The first person to accept becomes the responsible one, the customer gets the usual confirmation, and the rest of the team is told who took it - a booking can never be accepted twice. For one that is already confirmed (or free), **I'll handle it** makes you responsible without changing its status, and **Hand over** passes it to another owner or admin, who is notified.

The same **Team** card also checks a customer in, marks the booking completed or a no-show, declines or cancels it, and keeps a **Private team note** that saves as you type and that only your team can read. Check in needs a confirmed booking, **Mark completed** and **No-show** appear once a confirmed booking has started, and a booking that is already completed or marked as a no-show can no longer be cancelled. If you booked one of your own services, the same team actions appear in your **My Reservations** menu.

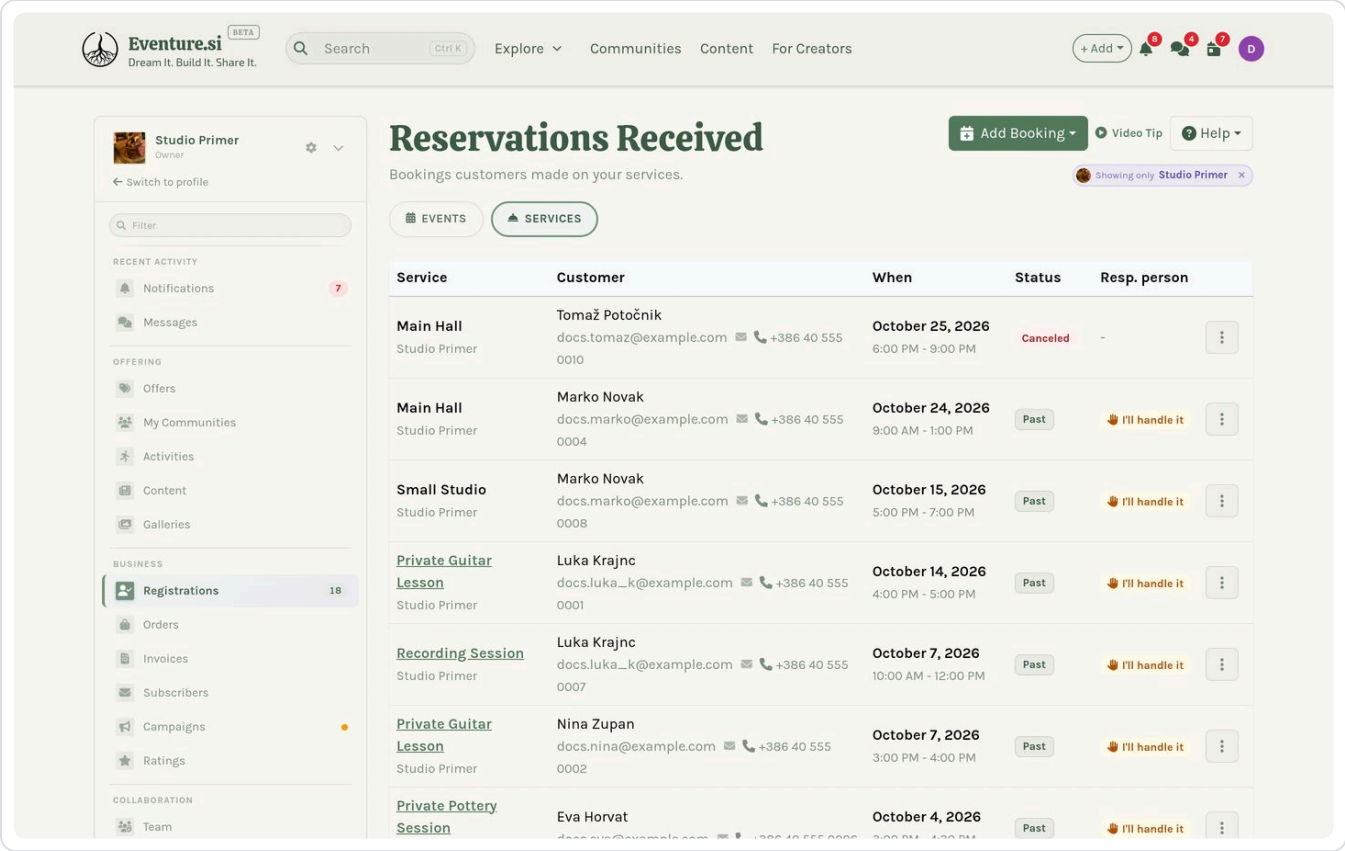
> **Owners and admins only, for now**
>
> Members with the plain **member** role do not see bookings yet. Giving a therapist or teacher access to just the bookings of their own services is still to come.

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 14.1. The bookings calendar: pending, confirmed and completed appointments.

CHAPTER 14

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 one-offs 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.

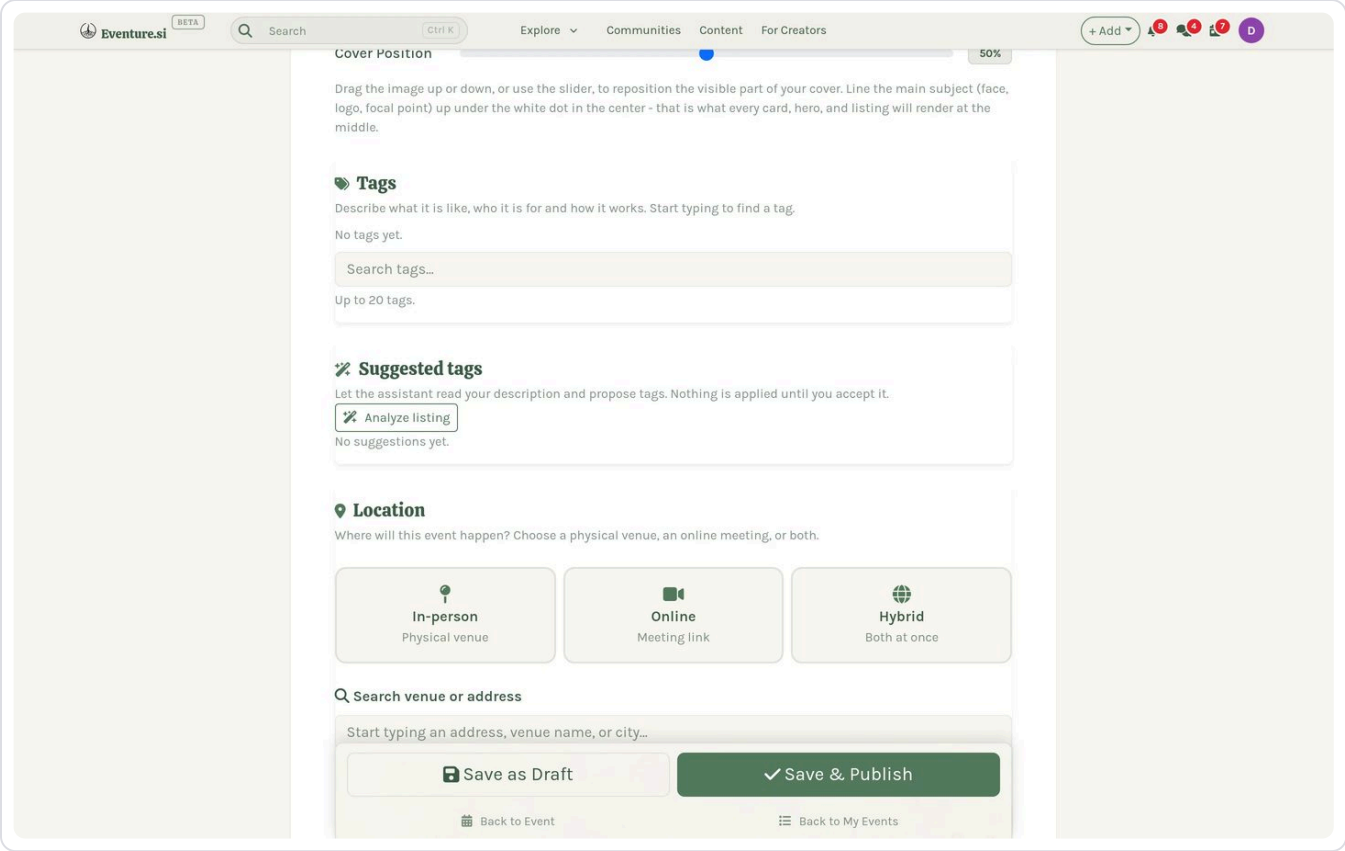
Save the listing before you press **Analyze listing**. It reads what is stored, not what is still sitting unsaved on your screen.

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

PART IV - CONTENT AND MEDIA

CHAPTER 15

Content & Blog

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



Scan to watch the video https://eventure.si/en/user-manual#video-content-blog-and-articles

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.

Cover images with AI (Staff preview)

Under the featured image, **Generate with AI** makes cover images from what you wrote. Pick a **style** - hover a card for a larger preview; your organization's favourite is already selected - add an **idea** if you want to steer it, and switch on the **angles** you want: Symbolic, People, Place, Detail, Wide. Every switch that is on gives one image, and the button shows the price in euros before you press it. Click an image to use it: it lands in the featured image field like an uploaded file, so saving the piece keeps it. Not quite right? The chips under your pick (**Warmer**, **More people**, **Calmer** and more) adjust that image. Everything you generate is kept in **My AI images**. This tool is still in preview, so only staff see it for now.

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.

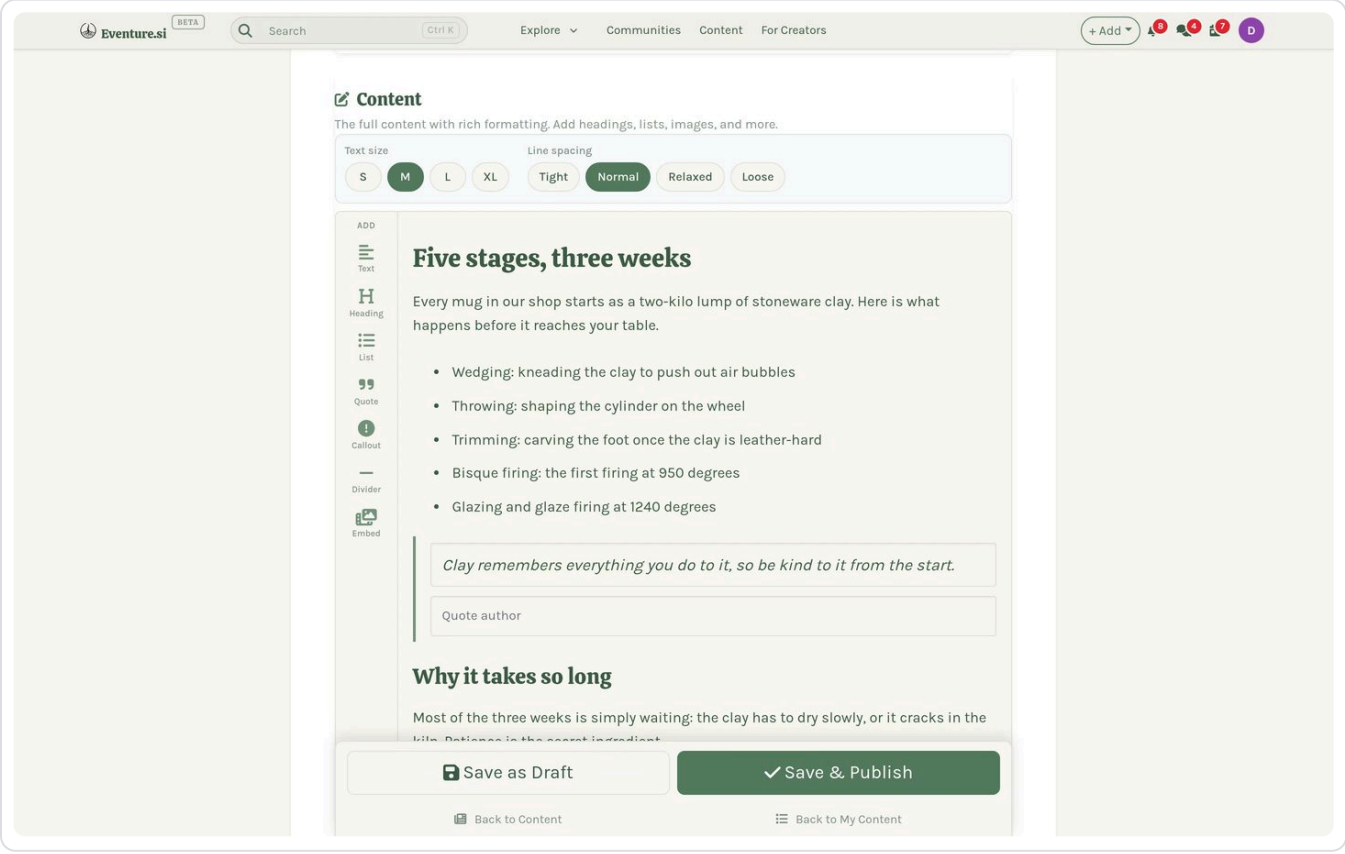
How visitors browse the Content page

The public **Content** page (eventure.si/content) opens with an illustrated banner, then one tab per content type (**All content**, News Article, Article, Guide, Recipe, Story, Video, Podcast). Courses are not listed here: find them under **Explore** > **Courses**. A tab switches the page in place and the address always shows the type, so you can share or bookmark it. Under the tabs a **Promoted content** carousel shows three cards at a time (it moves on by itself, pauses while you hover it or use the keyboard, and has arrows at the top right): paid boosts first, marked **Sponsored**, then content its organization has flagged as **Featured**. It follows the tab you picked and is hidden while you search or pick an organization. Below it the page mixes

everyone's stories. An organization with one to three posts shows them as single cards among the others; an organization with more than three gets one **carousel** with its name above it, three cards at a time, arrows to move on and **See all** to open all of its posts. So a busy organization never pushes the rest out of the feed. The **Organization** menu above the feed narrows it to one organization (and **All organizations** brings everything back), the **Search** box looks through titles and text, and **Sort by** switches between **Date published** and **Name** with separate up and down arrows (newest first is the default). Your posts need a cover image and a short summary to appear.

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. In the SEO card, **Fill from page** builds the title and description from your page title and summary without any AI, and **Regenerate with AI** asks for a fresh suggestion; a link there takes you to the preference. Each SEO field also has the same language chips as the title: translate it, or type your own, and the language chips above the Google preview show how each language will look. A language without a translation shows the original text in search results. 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 16.1. My Content: the block editor building a post.

CHAPTER 16

Activities

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

What an activity is

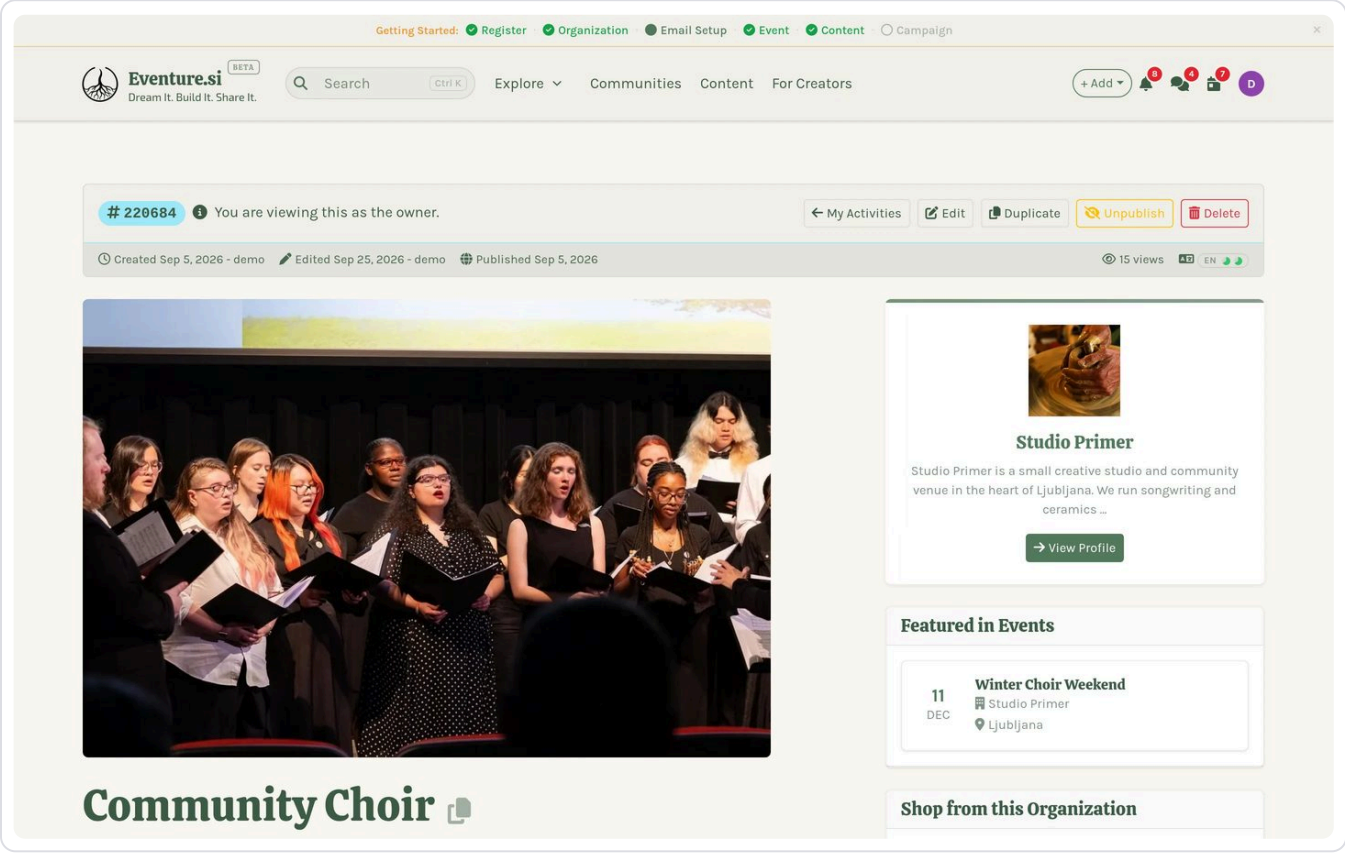
An activity is the recurring thing; an event is one occurrence of it. "Tuesday yoga" is an activity; the specific class on the 14th is an event. You create activities so individual events have a home to hang under - a visitor who lands on one can see the whole series and the group behind it.

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 17.1. My Activities: an activity with its linked events.

CHAPTER 17

Galleries

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



Scan to watch the video https://eventure.si/en/user-manual#video-galleries-galleries

Photos and video, four ways

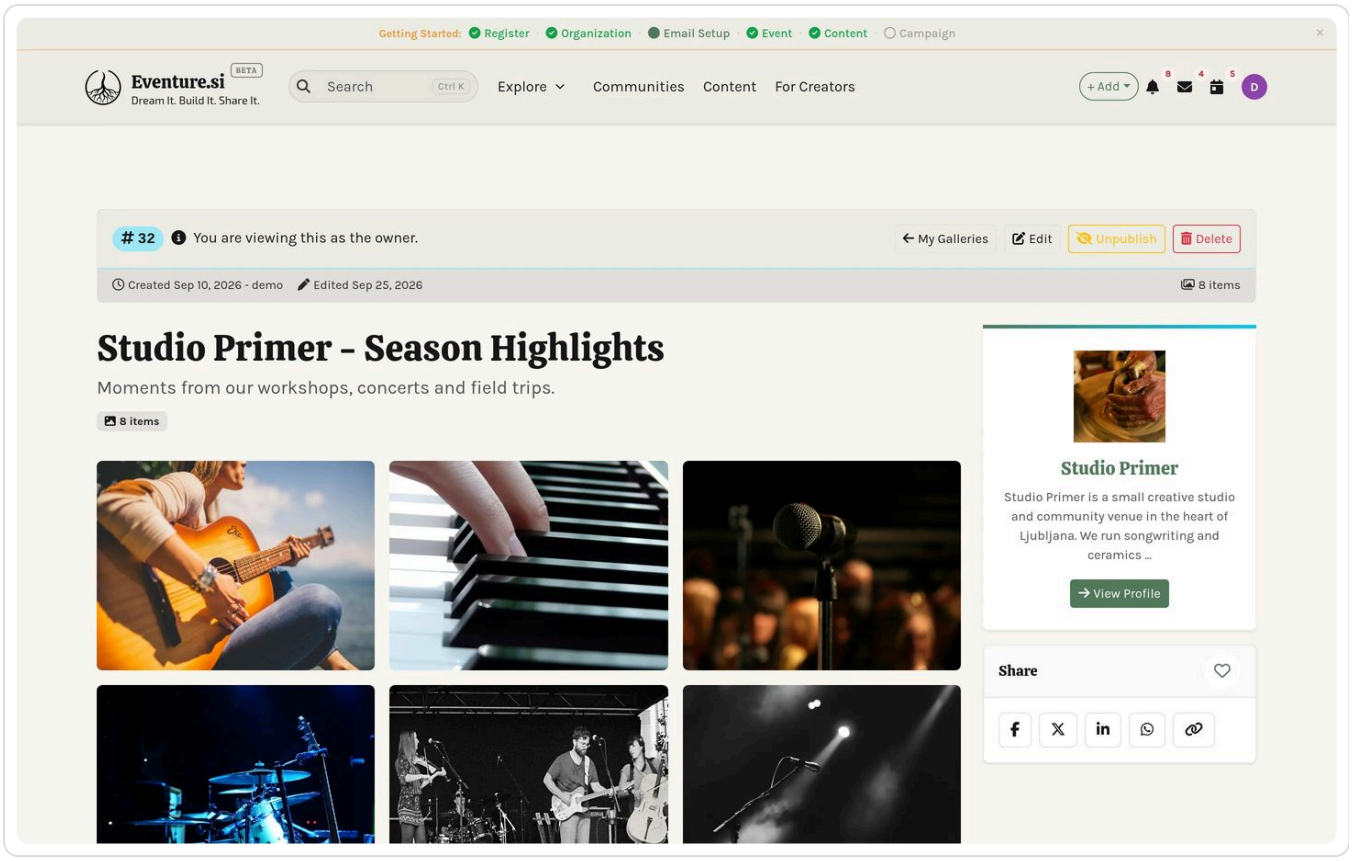
A gallery shows images and video in the layout that suits them: a tidy **grid**, a **masonry** wall that respects each image's shape, a **carousel** that advances one at a time, or a **lightbox** that opens each full-size on click.

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 18.1. A gallery in grid layout with an album open.

PART V - AUDIENCE AND OPERATIONS

CHAPTER 18

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.

Subscribers and campaigns are managed by the **owner** and **administrators** of an organization. Other team members (Member, Moderator, Manager, Billing) do not see these pages and cannot open them.

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.

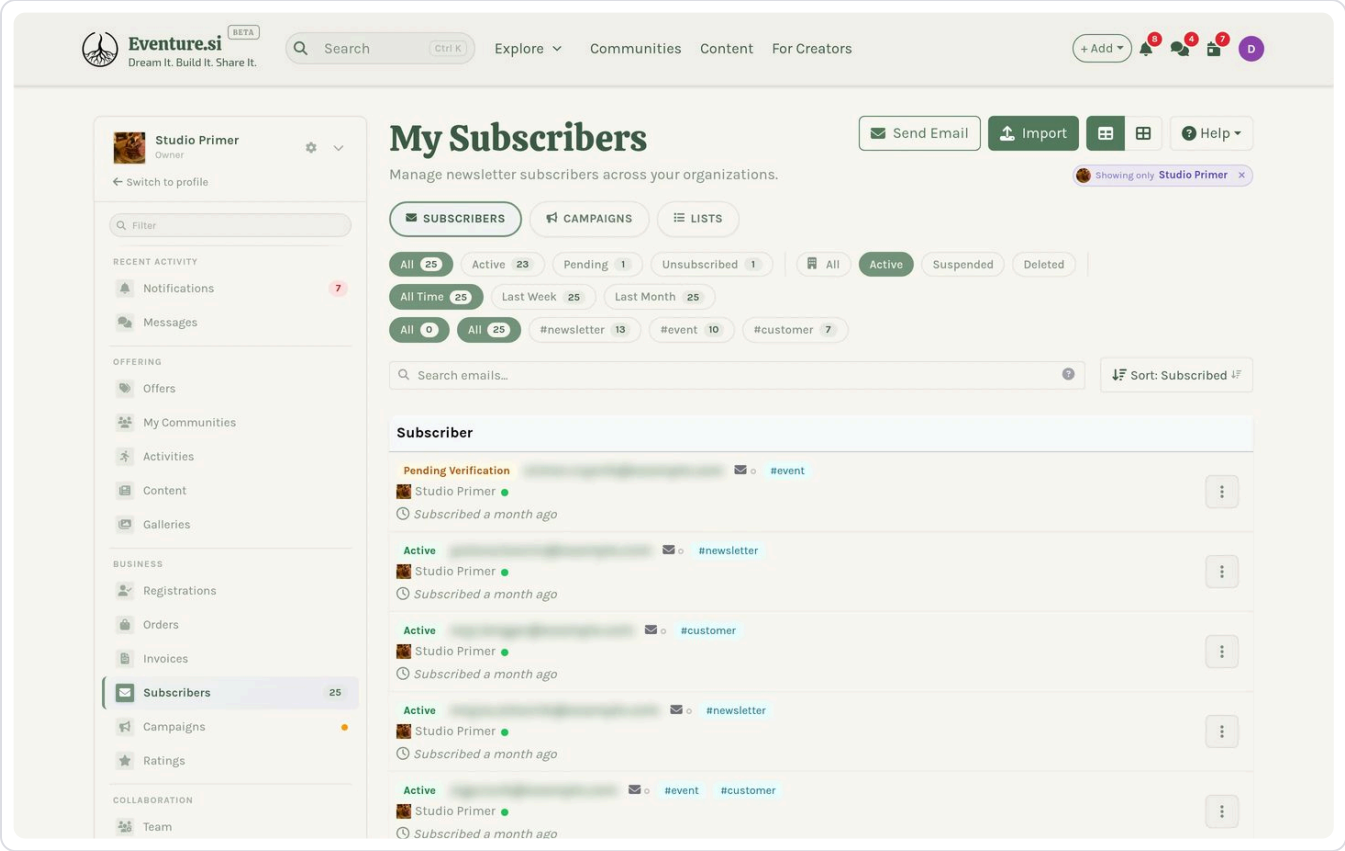
Syncing to your email tool

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.

To address each person by name, type `{name}`, `{first_name}` or `{email}` in the subject or the message - the chips under the message insert them for you. Every recipient gets their own value, so one mailing to fifty people still opens with "Hi Ana", "Hi Marko" and so on. Once an email is sent, the status next to that person's address updates on the spot, and hovering it shows when it was sent, opened and clicked.



Screenshot 23.1. My Subscribers: the verified list with its source tags.

CHAPTER 19

Campaigns

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



Scan to watch the video https://eventure.si/en/user-manual#video-campaigns-subscribers-and-campaigns

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.

Subscribers, Campaigns and Lists in one place

The Subscribers, Campaigns and Lists pages share one tab bar at the top, so you can hop between your addresses, your saved audience lists and your emails without going back to the menu. The **Lists** tab replaces the old Manage Lists button. The Campaigns and Lists tabs appear once campaigns are switched on for you.

Choosing the audience

In the campaign's **Audience** card your saved lists are grouped into sections, each with its live count - hover a list name to see exactly who is on it. Tick a list to **include** it, or press the **minus** next to it to **exclude** those people instead: tick *All subscribers* and exclude *Event attendees*, for example, to reach only the subscribers who never came to an event. With many lists, the filter box above them narrows the choice.

The box under the lists counts every person once, even when they sit on several of your lists, and tells you how many are in more than one list, how many an exclusion removed and how many turned marketing email off - those are skipped when sending. Click a list's count to page through the actual recipients before you send.

Lists come in two kinds, marked on the **Audience lists** page. A **Hand-picked** list is a fixed set of emails you chose - you can edit, sync and delete it. A **Dynamic System** list (all users, Tarok players, new sign-ups and so on) has no stored people: it is recalculated from its rules every time it is used, so new people join and others drop off by themselves. System lists are read-only - there is no Edit, Sync or Delete - and their count refreshes whenever you open them.

Less typing on the form

The **Email Subject** copies the **Campaign Name** while you type it, so a short name is often all you need. As soon as you type in the subject yourself it stops following the name (clear it to switch the copying back on), and a subject you saved earlier is never overwritten.

Right under the **Campaign Name** the form checks your organization for a campaign with the same name. If there is one, a yellow note shows its status, date and number of recipients with an **Open it** link. Saving is still allowed, but a different name keeps the results of the two campaigns apart. A **Start a new run of** row offers your earlier campaign names with today's date added (for example *petek-2026-10-30*); click one to use it.

If you send from more than one organization, up to four **Recently used** pills sit under the **Organization** picker - the organizations you last created campaigns for. Click one to select it; the sender name and email, the content search and the audience all switch with it.

The Look card: email style and layout

The **Look** card, right after Basic Information, holds two pickers, **Email style** (colours, fonts, logo) and **Layout** (how the email is arranged). The **Email style** cards decide how the email looks. **Platform default** keeps the standard look. **Organization website** takes the colours, fonts, logo and button shape from the active version of that organization's website; **Community website** does the same for a community campaign. It works whichever site you create the campaign on, because it follows the organization you picked. A new campaign preselects the website style when the organization has a website. The cards refresh when you pick another organization. On each card the two dots are the primary and secondary colour of the email and **Aa** is its font (hover them for a short explanation); **Platform default** shows the colours of the community you are on. **Preview** and **Test send** use the same style. Some email apps, such as Gmail and Outlook, do not load web fonts and show a similar standard font instead.

Choose **Custom** to set the look yourself. **Start from** picks the style it begins with, and every field you leave empty follows it. You can set the primary, secondary, card background, text and heading colours (type a hex code or use the colour picker, the x goes back to the inherited colour), the heading and body font (Google fonts or fonts your organization uploaded), the buttons (shape square, rounded or pill; fill solid or outline; auto or full width, each drawn as a small tile in your primary colour - your pick wins over the layout) and the logo (pick one from the image library, keep the organization logo or switch **No logo** on to show the organization name instead). A small sample under the fields shows the result as you go.

Your saved looks sit in the same row as the **Start from** choices at the top of the Custom panel, followed by **+ Save as look**, so you can keep a look and reuse it. Set the colours, fonts and buttons, press **+ Save as look**, type a name and press Enter. Looks belong to the organization, so everyone who sends campaigns for it sees the same chips (up to 12). Click a chip to fill all the fields from that look; it is a copy, so changing the look later never touches campaigns you already made. When you change a field after applying a look, a dot appears on its chip with **Save changes** (update that look) and **Save as new**. The **...** menu on a chip renames it, makes it the **default** (the look a new Custom style starts with) or deletes it - **Undo** stays available for a few seconds after a delete. The **Custom** card above shows the colours and font you have set right now.

Layout changes the frame around your content, whatever style you picked: **Classic** (centred logo, white card), **Banner** (a full-width band in the brand colour with the logo), **Letter** (no card or background, reads like a personal letter) and **Newsletter** (a wider column with a divider and a boxed footer). **Preview this look** opens the email with your current picks in a new tab, even before you save, and the preview on the campaign page shows the whole email with header and footer.

The **Email footer text** field in the Look card replaces the standard sentence above the unsubscribe link ("You received this email because you are subscribed...") with your own words, for example your address or why people get the email. Leave it empty to use the default your organization set in **Organization settings** (Newsletter card, **Email footer text**); if that is empty too, the standard sentence stays. Write plain text: line breaks are kept and web or email addresses become links. You can insert `{{organization_name}}`, `{{list_name}}` and `{{unsubscribe_url}}` with the buttons under the field. **Unsubscribe link text** changes only the wording of the link (for example "Unsubscribe from news"); the link itself is always

added and cannot be removed. The preview, the draft preview and **Test send** show the real footer, in both the HTML and the plain-text version. In **Organization settings** the two organization defaults (and the two newsletter email subjects) have language chips underneath: write the text in your organization's language, then add or auto-translate the other languages. A campaign goes out with the translation that matches the campaign's language.

The button at the bottom of a new campaign is **Save draft**: saving never sends anything. Use **Preview** next to it to see the email exactly as it is now (nothing is saved or sent) in a new tab; close it with **Close preview** or the Esc key. The page around the email follows your light or dark theme, while the email itself always shows as the recipient's mail app would. Then review, send a test and send the campaign from its page.

Emoji in the subject and text

Type **:** and the first letters of a name, for example **:smile** or **:fire**, in the **Email Subject**, the **Preview Text** or a text block of the email, and a small list of emoji appears next to the cursor. Press Enter or Tab, or click one, to insert it; Esc closes the list. A finished name such as **:smile:** turns into the emoji by itself. English and Slovenian names work, and the small smiley next to a field's label tells you that the field supports it. Emoji are plain characters, so they show in every mail app and in the inbox subject line. The same works in comments and community replies.

Linking content

Open the **Link to Content** panel above the message to pull events, activities, articles, offers, games, surveys, courses, songs or songbooks into the email. It is collapsed until you need it, and the number on its bar tells you how many items are linked right now. Search, or use a **Quick add** shortcut such as *Upcoming Events*; remove an item with its x and the number follows. Every linked item becomes a ready-made section in the email, so you only write the text around them.

Seeing what a campaign brings

Every web link in a sent email is tagged for you with *utm_source=newsletter*, *utm_medium=email* and *utm_campaign* set to the campaign name and number, so a visit that comes from the email is recognised as that campaign. When that visitor registers or buys, the order or registration shows the campaign in its **Source** badge, and the funnel on your dashboard lists it in **By traffic source**. Links you have already tagged yourself, the unsubscribe link and *mailto:* links are left as they are.

Pictures and your own items in the text

The **Add** column on the left of the editor has an **Image** block (it stays in view as you scroll a long email). Upload a file, drop one in, paste a screenshot or paste an image link. Hover the picture and choose **Full width**, **Medium** or **Small** in its toolbar - the smaller sizes sit centred. Three alignment buttons next to them place the picture **left**, in the **centre** (the default) or **right** - the caption follows it. Pictures are stored for email: scaled down to 1200 px and compressed, and they count towards your organization's storage. Delete a draft and its pictures go with it; a campaign that was sent keeps them, so the old emails still show them.

To place one of your own items exactly where it belongs, add an **Item** block: search your events, offers and content, pick one and a ready-made card (image, title, date and button) appears at the cursor. To turn a few words into a link instead, select the text, click the calendar button in the text toolbar (**Link to my item**) and pick the item. Both only offer items of the campaign's organization.

Sending from your own SMTP server

Campaigns go out only through your own SMTP server, never through the platform's address. A card at the top of the campaign list, the campaign form and the campaign page shows where you stand: **SMTP is not set up**, **saved but not tested**

yet, **not working**, or **Sending from you@yourdomain.com** when it is connected. If you are the owner of the organization, press **Set up SMTP** (or **Edit**) and the card opens right there: fill in the server, port, encryption, username, password and the sender name and email, then press **Save and test connection**. It saves, tries to log in to your server and turns green, or shows what the server answered so you can fix one field and try again. Leave the password empty to keep the saved one; **Send me a test email** mails you a real message. On the campaign form the card follows the **Organization** picker. Everyone else sees a red notice and has to ask the owner. If a server you already set up stops working, the same red notice also appears at the top of your organization's **Dashboard** and **Settings** pages (for owners and admins only), with a **Fix SMTP settings** button that jumps to the SMTP settings.

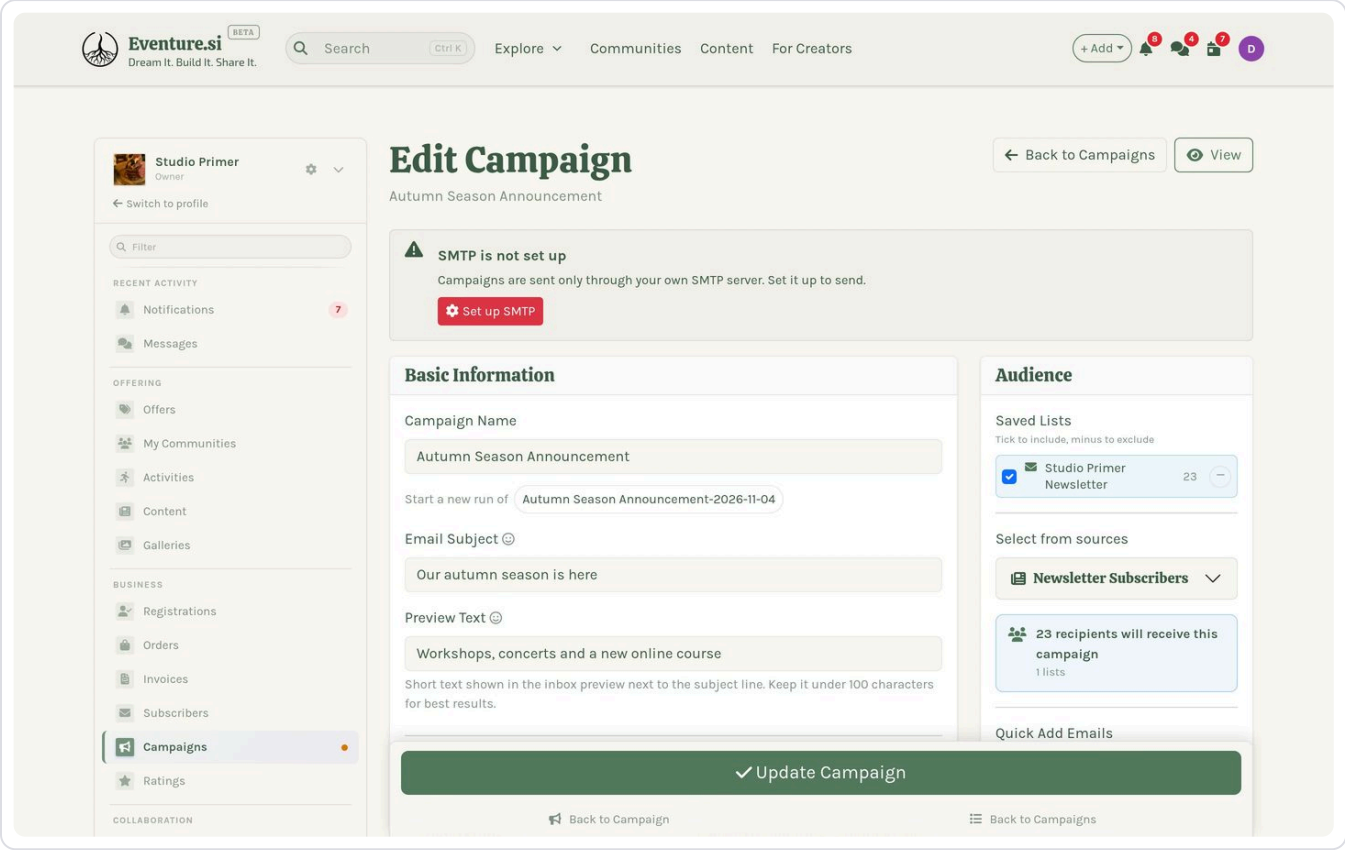
From draft to sent

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.

The campaign page itself shows the email the way a recipient gets it: an inbox header (sender, time, subject, preview text, how many people it went to) above the real email, with a **Desktop** / **Mobile** switch to check both widths. Each linked event, offer, course or survey is a card with its picture, date, place and status. Once the campaign is sent, a **From this campaign** row on each card counts how many people viewed it, started and signed up or bought through this email, next to the item's total. The **Timeline** shows where the campaign is: created, scheduled, started, completed.



Screenshot 24.1. The campaign editor with a list attached and a test send ready.

CHAPTER 20

Notifications

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

★ TIPS



Scan to watch the video https://eventure.si/en/user-manual#video-notifications-bell-tricks

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. The page has a **Personal / Organization / All** switch, each with its own unread count: Personal is only yours, Organization is the organization you are working in (or all of yours), and All puts everything in one list with each notification marked with its organization. **Mark all as read** and **Delete all** only touch the list you are looking at.

Working from the bell

Click the bell to see your latest notifications without leaving the page. A notification about something specific - an order, a registration, a post - takes you straight to it and is marked read on the way. One that only tells you something opens up right in the list, showing the whole message, and is marked read there; the list stays open. The dot on each notification switches it between read and unread, so you can flag one to come back to, and the **x** removes it. **Mark all as read** clears the count at once.

You do not need to reload the page to see new ones: while the page is open, the bell checks on its own, and when something new arrives the count pops and the bell gives a short ring.

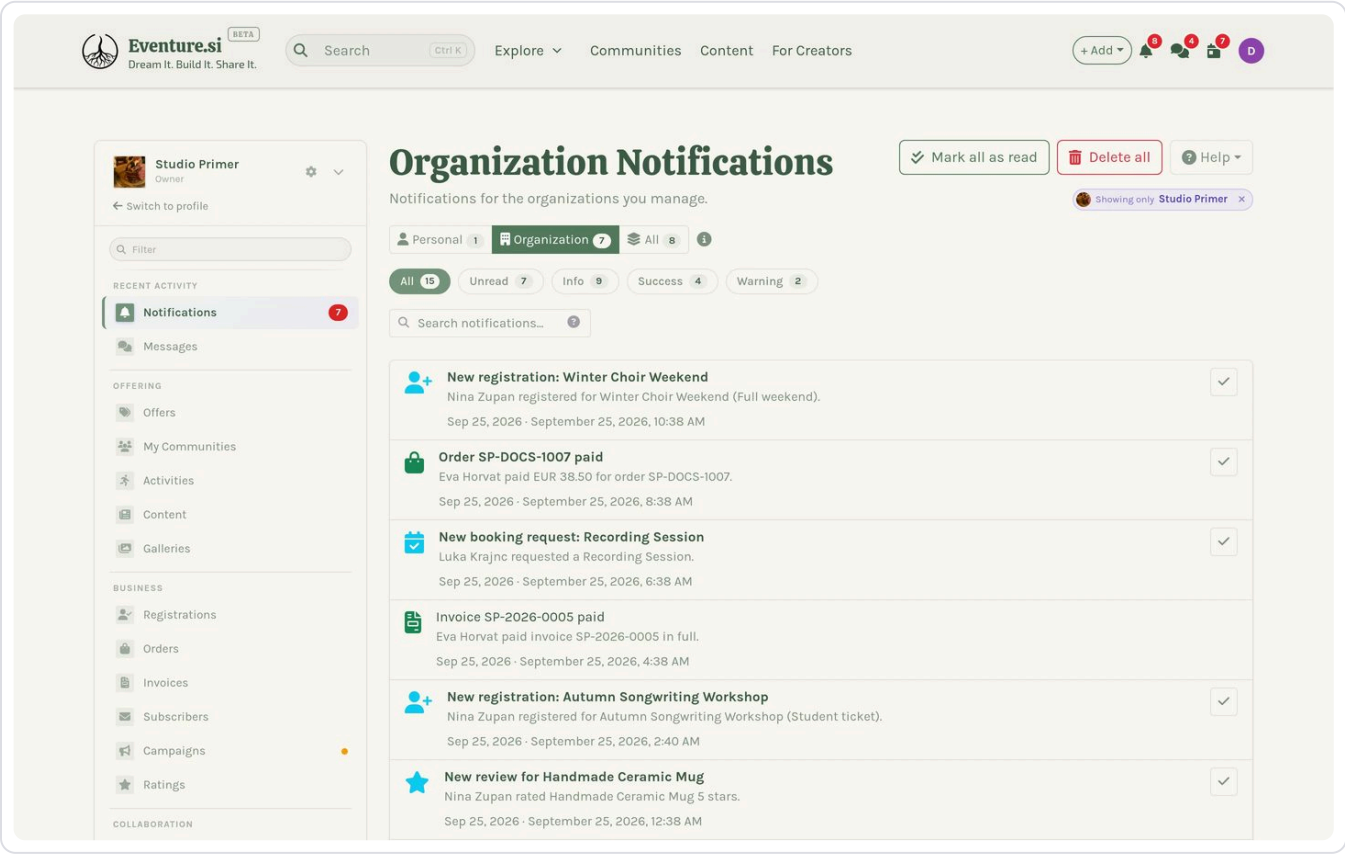
Choosing what reaches you

The **Notifications** tab in your account `Settings` is one table: each row is a topic, with an **Email** switch and an **In app** switch. In app means the bell in the header; switch on **Push on this device** at the top of the tab and the same notifications also reach that phone or browser. A dash means that topic has no such channel. Everyone sees unread messages (direct messages, team and project chats, task comments), planner reminders, the daily planner agenda and news and offers; administering an organization adds messages from customers, new bookings, registrations, orders, content and subscribers. The choices are yours alone; another admin of the same organization keeps their own.

Turn off all optional email notifications at the top stops every message, planner and organization email in one go and greys out those switches. News and offers keeps its own switch. Your choices per row are kept, so turning the master switch off

again brings back exactly what you had.

Emails you can switch off end with a line that says why you got them, with **Unsubscribe from these emails** and **Manage email preferences**. The unsubscribe page works without signing in and changes nothing until you press a button: **Unsubscribe** turns off just that kind, **Turn off all optional email notifications** is there as well, and if you come back later the page shows the current state with **Turn back on**. Notifications in the app are never touched. Gmail and other mail apps also show their own Unsubscribe button for them. Some mail always arrives, because you need it: sign-in and password emails, receipts and invoices, and confirmations of your own registrations, bookings and orders.



Screenshot 25.1. The notification center: personal and organization feeds.

CHAPTER 21

Messages

Messages are conversations with people, organizations, projects and tasks, all in one inbox.

★ TIPS



an to watch the video https://eventure.si/en/user-manual#video-messag reply-and-pin



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an to watch the video https://eventure.si/en/user-manual#video-messag notify-level



Scan to watch the video https://eventure.si/en/user-manual#video-messag smart-task-line

One inbox for every kind of conversation

Messages gathers all your conversations in one inbox: **direct messages** with people you work with, conversations with an **organization**, the **team chat** of an organization you belong to, and discussions that belong to a **project**, a project **group** or a single **task**. The chips above the list - Personal, Groups, Projects, Organizations - narrow it down and show how many unread messages each holds. In the My menu, **Personal Messages** lists your personal conversations and **Messages** the ones that belong to the organizations you are working in right now. If you work in an organization, a control above the chips switches the list between **Personal**, **Organization** (the organization you are working in, with a link to show all your organizations) and **All** (everything in one list, each thread marked with its organization). The inbox opens on the view you used last.

Your first message

When you join, a short welcome waits in your inbox: on Eventure.si it comes from the Eventure.si team, and in a community from the organization behind it - just reply if you need anything, a real person reads it. In Tarok and Remi the welcome is a bell notification inside the game.

Contact support

Contact support (in the **Help** group of the account menu, the footer and at the end of every chapter of this guide) opens a conversation with the Eventure team, ready to type, in the chat window - a green dot says when someone from the team is online. Optionally pick what your question is about - billing, website builder, events, shop, account, a bug or something else - and write your message. The owners and admins of Eventure answer in the same conversation, you get a bell notification

when they reply, and a short automatic note tells you we usually answer within 24 hours. The conversation is marked **Case open** until a team member marks it **solved**; if you write again afterwards it reopens by itself. Team members find all cases under the **Support** chip of their inbox, with Open cases, Solved and All; two dropdowns narrow the list by **topic** and to cases that are **waiting for us** (the customer wrote last) or **unread**. A case is marked solved or reopened from the **...** menu of the conversation header.

The sliders button in the header of the chat window lists the message groups as icons (Personal, Groups, Projects, Organizations, Communities, AI tutors and, for the team, Support). A green, glowing icon means the group is listed; a dimmed one is left out of the chat window list and its unread count. Click an icon to switch it. Projects and Organizations unfold into finer switches (whole project, project groups, rooms, tasks; customer inbox, team chat), and **All**, **None** and **Invert** at the top change everything at once. A green number on the button shows how many groups are still listed; it disappears when all are. The chips on the Messages page always show every group.

Starting a conversation

New Message opens one search box for people and organizations together, ready for typing. Before you type it already lists the people you talked to recently, then your teammates and project colleagues; your own organizations come before all the others. Use the arrow keys and Enter, or click: the conversation with that person or organization opens at once, and it shows at the top of your list as **New conversation** until the first message is sent. You can message people you share an organization, a project or a planner share with. An organization's **Team chat** opens from the **Discussion** button in the header of its dashboard and Settings.

Group chats

New group (button at the top of Messages) starts a chat with several people at once. Give the group a **name**, optionally a **picture**, and pick its members from one search box: people you already work with (a teammate, a project colleague, a planner share partner or someone you have written to) and **whole organizations** you belong to. An organization stays in the group as a whole: whoever joins it later can read the group, whoever leaves it loses access. Only the people you pick can see the group; nobody else can find it in search, notifications or unread counts. Open the **members** icon in the conversation header to see who is in, add more people or organizations, rename the group, change its picture, remove members and make other members **admins**. The creator and the admins decide **who can add members**: only the creator, the group admins or everyone in the group. Anyone can **leave** the group (the same menu); somebody else takes over as admin if the creator leaves, and a group nobody belongs to any more is archived. Mute, pin and unread work as in every other conversation. The chips above the list now read **Personal** (one-to-one), **Groups**, **Projects** (projects, project groups, rooms and tasks) and then Organizations.

Writing to an organization or an event's organizer

Two round icons mean two different things everywhere on the platform: the **envelope** is always and only **email**, the **two speech bubbles** are always **messages** inside Eventure. On an organization's profile (in the Contact Information card) click the speech bubbles - tooltip **Write** - and the chat window opens with that organization; the envelope next to it opens the email form. On an event page the organizer card has the same speech bubbles (**Write to the organizer**): the conversation is the same one as from the profile, and your message is tagged **Regarding: the event** with a link to it (you can remove the tag above the text field before sending). The icon is hidden when the organization does not accept messages from you. If you are not signed in, the icon asks you to log in or register for free and, once you are back on the same page, the conversation opens by itself.

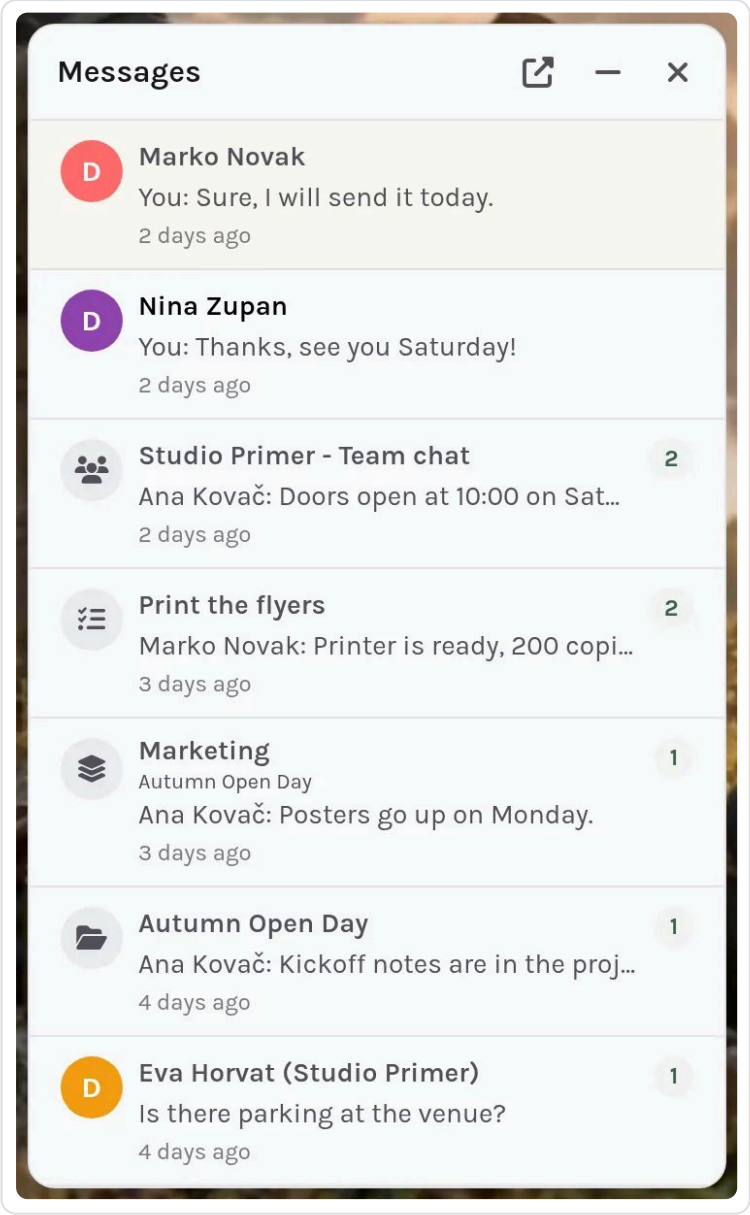
The chat window on any page

You do not have to leave the page you are on to read or answer a message. Click the two speech bubbles in the header and then a conversation (or **View all messages**): a small chat window opens at the bottom right with that conversation, and you can read and reply right there. The window lists every conversation you have had - open any of them and use the arrow to go back to the list - and its link button takes you to the full **Personal messages** page. Only one window is open at a time. **Minimize** turns it into a round chat button with the number of unread messages; drag the button anywhere on the screen, click it to open the window again, or use the small x that appears when you point at it to close it. On a phone the window fills the screen; drag the button onto the bin that appears at the bottom, or press and hold it and choose the x, to close it. The window and the button remember their state while you move between pages. The **Discussion** button of an organization, the **Comments** of a planner task and the **Send message** buttons open in the same window. On a phone, the Back gesture or button steps back one level at a time - from a conversation to the list, then out of the window - instead of leaving the app.

What the icons mean

Every conversation in the chat window and in the Messages list starts with a round picture that tells you what kind of conversation it is. A person shows their photo, or a coloured circle with their initial. When there is no picture, a grey circle with an icon says the type:

- **Person** - a direct message with one person.
- **Building** - a conversation with an organization.
- **Group of people** - the team chat of an organization you belong to. When the organization has a logo, the row shows that logo instead, with a small blue group-of-people badge in its corner.
- **Open folder** - the discussion of a whole project.
- **Stacked layers** - the chat of one project group; the title reads *Project / Group*.
- **Checklist** - the comments of a planner task.



Screenshot 26.1. The messages list: each round icon shows the kind of conversation, the number counts unread messages.

A title such as **Name (Organization)** is a customer writing to your organization. A small red **heart** or **diamond** after a name (platform operators only) shows that the person plays Tarok or Remi. A **number** on the right is how many messages you have not read in that conversation, and the row is highlighted until you open it. **You:** in front of the preview means you wrote the last message; in a group or project chat, the name of whoever wrote it is shown instead. The time under the preview updates by itself (14 minutes ago, then the date).

Organizations answer as a team

A message to an organization reaches all of its owners and admins, not only the owner. Any of them can reply, and with **Reply as** the organization switched on, the sender sees the answer in the organization's name, with the name of the person who wrote it. In its settings, an organization decides whether it receives messages and from whom.

Projects and tasks

A project page has a **Discussion** section with a tab for the whole project and one for each group you can talk in (the **Discussion** button at the top and the **Group chat** icon on each group open the chat window instead, where chips switch

between the project and its groups), and the details of a planner task have a **Comments** section. Everyone involved in that project, group or task can read and write there, and people who join or leave the project follow along automatically. A red number on a tab or chip shows how many messages you have not read yet in that part of the project (your own messages never count, and nothing shows at zero); it clears when you open it and updates as new messages arrive. The same chips sit above a project chat on the **Messages** page. Groups can have subcategories and those can have their own: the first row of chips holds the project and its top-level groups, and a further row appears under it for each group on the way to the chat you have open (subcategories, then their subcategories), each stepped in a little. A group that has subcategories shows their number after its name, for example **Documentation (3)**, and on the small chips as **Do(3)**. A subcategory row is joined to its parent by a thin line; the row for the third level starts right under the subcategory you have open (in the chat window and on the Messages page without the line). The groups above the open chat are outlined, a small red dot on a parent means unread messages somewhere below it, and a row that is too wide scrolls with the mouse wheel or by dragging it.

Rooms. A room is a chat about one topic, for example **Launch day** or **Budget**, that is not tied to a group. Anyone who can see the project can open and read every room, and anyone who works in the project can start one: press **+ Room** at the end of the chip row in the chat window, **+ Room** in the Rooms row under the groups in the **Discussion** section, or **New room** in the menu next to the **Discussion** button at the top (on the board and the timeline), type a name and press Enter. Room chips and tabs have a **#** and a dashed edge, so they are not mistaken for groups. A room does not ring your phone for every message at first, only when someone @mentions you: press **Join** in the bar above the room to follow it (then **Following** shows), or press it again to go back to mentions only. The person who started a room and anyone who can edit the project can rename it (**pen**) or archive it (**box**); an archived room leaves the chips and the list, its messages are kept. The chevron next to the **Discussion** button lists the whole project, its groups and its rooms (newest first, with unread numbers and the time of the last message), so you can jump to any chat from the project page or the timeline.

Open the task. A task conversation has a small arrow icon after its name in the thread header (it slides in when you point at the name, and always shows on a phone). Press it to open the task in the side sheet without leaving your messages; the chat window folds down to its bubble so the sheet is not covered, and the bubble brings the same conversation back.

Messages inside a community

When a community has **Private Messages** switched on, you can write to its members. Open the community's **Members** tab and press **Message** under a member. The community decides who may start a chat: **Members** (anyone can write to anyone), **Members to staff** (members can only write to moderators and admins) or **Staff to members**. A first message always arrives as a **message request**: the other person sees it in a **Message requests** block above their list and in a notification, and nothing more can be sent until they press **Accept**. **Decline** closes it for the sender, and **Block** also stops all future messages in both directions (the block button is also in the header of every direct conversation). Replying counts as accepting. A member who is muted in the community cannot start new chats. In **Settings**, under custom fields, you can switch off **Community members can message me** to stop new requests; conversations you already have keep working.

Chat rooms. When creating a channel, choose **Chat room** instead of Discussion board. A chat room is a live group chat for a small group: open to every community member or by invitation only, with the same invitations, hosts, mute and archive as other channels. It opens on the channel page, and rooms you take part in appear in Messages under the **Communities** chip. Moderators can read every room; a muted member can read but not write, and a banned or removed member loses access at once. An archived room leaves your list and its conversation stays readable.

Writing, mentions and files

On the Messages page the open conversation fills the height of the screen and stays in view while you scroll the list; only the messages scroll inside it. You write in the bar at the bottom, which grows with your text. On a computer Enter sends and Shift+Enter starts a new line; on a phone or tablet Enter always starts a new line and only the round send button sends. The send button lights up once there is something to send - it spins while sending and shows a progress ring while files upload. Type **@** to mention someone in the conversation; they get a push and a line in their notification bell that opens the conversation (a muted conversation still tells them about a mention). Attach files with the paperclip, by pasting a screenshot or by dropping files onto the conversation; they wait as small cards you can remove before sending. The paperclip opens a small menu: **Photos** picks existing pictures (on a phone this opens your photo gallery), **Attach files** picks any other file, **From Drive** (where Drive is available to you) picks files from your own Drive or from an organization you belong to - you get a copy in the message, so renaming or deleting the file in Drive never changes the conversation - and **New document** starts a Markdown document. Common text smileys such as :) ;) :D and <3 show as emoji, and a message of only one to three of them shows large. Type **:** and a few letters of a name, for example **:smile**, for a list of emoji to pick from; a finished **:smile:** turns into the emoji by itself. A web address in a message becomes a link that opens in a new tab, whether you type it with **https://** or just as **meet.google.com/abc**. For the first link to another website, a preview card appears under the message a moment after sending, the same way WhatsApp shows one: the page's picture, title and short description, and a click on the card opens the page. Links to Eventure itself get no card. On your own message, hover the card and click the **x** to remove it for everyone.

Messages can be formatted. Put ****** around text for **bold**, **_** for *italic*, **~~** for ~~strikethrough~~ and a backtick on both sides for `code`; **Ctrl+B** and **Ctrl+I** do the first two while you write. Three backticks on their own line before and after a few lines make a code block (a **Copy** button appears when you point at it); use Shift+Enter for the new lines. A line starting with **>** is a quote, and lines starting with **-** or **1.** make a list. Put **||** around a part you want to hide, for example **||the answer is 42||**: it shows as a dark bar until someone clicks it, and it stays hidden in the conversation list, notifications and email, and a link inside it gets no preview card. Smileys and web addresses inside code stay as typed. The **Chat tips** button (the **i** in the thread header, also in the small chat window) lists all of these with examples; the **?** next to the message box stays for tasks.

Searching your messages

The **search box** above the list (and at the top of the chat window) looks through the names of your conversations and the **text of your messages** at once. Type at least two characters: matching conversations are listed first, then the messages, newest first, each with the matching word highlighted. Click a message and the conversation opens at exactly that message. **Show more** brings older hits. Search only covers conversations you are in right now; messages you deleted for yourself or for everyone never show up. Inside an open conversation, the **magnifier** in its header opens a find bar: type a word, then use the arrows (or **Enter**) to step through every match in that conversation.

Documents in chat (Markdown)

Send a **.md file** like any other file (paperclip, paste or drop) and it shows in the conversation as a **document card**: title, word count and reading time, and the first lines. The same menu has **New document**, which opens an empty editor so you can write one right there, and pasting a Markdown text of five lines or more (with headings, lists, a table or similar formatting), or a list copied from Word, Google Docs or a chat page (bullets or "Name - description" lines), offers **Send as a document?** - choose **Make document**, or **Keep as text** to send it as an ordinary message. Click the card (or **Open**) to read it in a large sheet with a table of contents; **- [ ]** checklist items can be ticked straight in the reader. Everyone in the conversation can switch to **Edit** (or **Split** for a live preview) and press **Save** or Ctrl+S. Every save is a new version: the **Version** button lists them (who saved each one and how long ago) and **Restore** puts an old one back as the newest, so nothing is lost. If someone

saved while you were typing you are told and choose between showing theirs, keeping yours or copying yours. Others see a quiet "X edited ..." line and the card updates by itself. Download gives the current text as a .md file, and the **PDF** button on the card (or **Download PDF** in the sheet's **...** menu) a clean A4 PDF of the text you are looking at, including an older version while you view it.

See what changed. Next to the **Version** button sits a small compare button (**Changes**) that shows what the latest edit changed: the document looks as usual, added text is green, removed text is red and struck through, and in a reworded sentence only the changed words are marked. The same view opens from **Show changes** under each version in the **Version** list, from the banner shown while you look at an old version and, when someone else edited the document since you last opened it, from the banner **Edited by Maja since you last read.** with **See what changed** (ticking a checklist item does not count as an edit). In the view, **Compare with** chooses what to compare against - the previous version, any older one or the latest - the arrows (or the N and P keys) jump from change to change (**Change 2 of 7**), **Changes only** folds long unchanged stretches into a dotted line you can click to open, and **Restore this version** puts the version you are looking at back as the newest (it is only offered when it is not already the latest). Esc closes the view. The first version has nothing to compare with, so the button is missing there. The times in the **Version** list are live ("3 minutes ago"); point at one for the exact date.

In the reader, **A-** and **A+** change the text size (Ctrl + and Ctrl -, Ctrl 0 resets it), the arrows button switches between a normal and a wide page, and a line under the title tells you how long the document takes to read (in Edit mode that line tells you whether there are unsaved changes, and **Save** sits in the header). A thin bar under the header shows how far you are, and in the table of contents the part you are reading is highlighted. Your text size and page width are remembered on this device. The **...** menu in the header holds copy, download and PDF; on a phone it also holds the text size and page width buttons. The Edit mode has the same formatting row as task descriptions, which folds extra buttons into a **...** menu when the window is narrow (bold, italic, strikethrough, headings, lists, checklist, quote, link with Ctrl+K, code, divider, table and emoji; typing **:smile:** works too), and Ctrl+E switches between reading and editing. Closing the sheet with unsaved changes asks whether to **Save**, **Discard** or **Cancel**; if you leave the page without choosing, your draft is kept and offered back next time.

Reading a conversation

Messages are grouped by day (Today, Yesterday, then the date), and several quick messages from the same person sit together under one name. When you open a conversation with unread messages, a **New messages** line marks where you left off. Scrolled up while new messages arrive? A round arrow button with a count takes you back to the latest. Hover a message (or tap it on a phone) for the **Copy** button, which copies the text exactly as written. Every attached file has a download button, and a message with several files has **Download all**. Click an image to open it full size and browse every image of the conversation with the arrows. A **PDF** or plain **.txt** file also has an **eye** button that shows it in a large window right in the conversation, with a **Download** link; Esc or the cross closes it. Every file and every Markdown document of the conversation is also listed under **Files** in the conversation header: click a file to preview or download it, a document to open it.

Replying to a message

Hover a message (or tap it on a phone) and press the **Reply** arrow; on a phone you can also swipe the message to the right. A "Replying to ..." bar appears above the writing box and your message carries a quote of the original. Tapping the quote jumps to the original message, even if it is older and not loaded yet. If the original is deleted later, the quote only says so and shows no text. The author of the message you reply to gets a notification as if you had tagged them with @, even when they only follow mentions; a muted conversation stays quiet. Close the bar with the cross or the Esc key.

Reactions

Hover a message (or, on a phone, hold your finger on it for about half a second - or tap the small smiley next to it) and press the smiley button to react with one of six emoji: like, love, haha, wow, sad or angry. You have one reaction per message: pick another emoji to change it, or pick the same one again to remove it. The reactions appear as a small pill on the corner of the message with a count. Tap it to see who reacted with what: the list has a tab per emoji, your own reaction comes first (tap it to take it back) and you can pick another emoji from the row at the bottom. Reactions show up for everyone in the conversation within a few seconds. The author of the message gets a bell notification about a minute later, and none at all if the reaction was taken back in the meantime. It follows your thread settings: a muted thread, or notifications set to mentions only or off, stay silent. You can switch these notifications off under **Settings > Custom fields** ("Notify me about reactions to my messages").

Quick love and small celebrations. Double-click (or double-tap on a phone) a message to love it with a big heart; do it again to take it back. A message that is only a heart, or that says congratulations, happy birthday or the like, plays a short celebration for you and the other person, once per message. New reactions pop, and the check marks bounce when a message is delivered or seen. All of it is switched off when your device is set to reduce motion.

Pinned messages

Something everyone should keep seeing - the meeting time, a link, the agreed price? Hover the message (or tap it on a phone) and press the **pin** button. A slim bar appears under the header of the conversation for **everyone in it**, showing the newest pinned message and how many there are. Click the bar to unfold all pinned messages, with their files and voice messages; **Go to message** takes you to the spot in the conversation, even when it is far back, and **Unpin** removes the pin. Anyone in the conversation can pin and unpin, up to 20 messages per conversation. In a conversation with an organization only the organization's team pins; the customer sees what is pinned. A short line in the conversation says who pinned something, without a notification. Deleting a pinned message also removes its pin.

A conversation that has pinned messages also shows a small amber **thumbtack with a number** in the lists: next to the conversation's name in your inbox and in the messages menu, and on a task's conversation icon in the header Planner menu. Point at it to see how many are pinned.

A conversation opens on its latest messages. **Scroll to the top** and the older ones load, page by page, back to the very first message.

Add a task from the chat

Agreeing on work in a conversation? Type a line that starts with **task:** and press Enter - instead of a message you get a real **planner task**, and a small card in the conversation shows its title, day, priority and who it is for. It works in project group, whole project, team, direct and task conversations (in a task's comments the new task is filed where that task is). Small chips above the box show what was understood; click the **x** on a chip to drop it, or on the first chip to send the line as a normal message. Once you type a kind word, dashed chips suggest what to add next (a day, a time that fits the current clock such as the next half hour, **!**, **@**, **#**) - click one to put it in the line, just like in the planner quick add. The same words as the planner quick add work: **idea:**, **call:**, **meet:** (also **ideja:**, **klic:**, **sestanek:**, **naloga:**), **!** or **!!** for priority, **tomorrow**, a weekday, **15.10.** and **14:30** for the time, or **someday** (**kadarkoli**) for a task with no date at all (not for meetings). A link in a **meet:** line (full or short, like **meet.google.com/abc**) becomes the meeting's **Join** link. Type **@** to give the task to someone in the conversation (in a direct conversation it goes to the other person by default). In a whole-project conversation the group is picked for you (the one of your last task here, else the only group you belong to, else **Other tasks**) and shown on a dashed chip; type **#** to pick another group, or press the cross on the chip to send the line as a normal message. In the **@** and **#** lists

use the up and down arrow keys and press Enter or Tab to pick the highlighted row. The card is live: tick it to complete the task, click it to open the planner sheet. **Undo** under the box removes the task for five minutes. The **?** icon inside the box lists the keywords. Every member of a group can add tasks to that group this way and from the group's **Add a task** button; changing or deleting other people's tasks stays with the group lead.

The conversation header

The header of a conversation keeps the name first. Next to it you always see **Find in conversation** (search this conversation) and the **bell** (which messages notify you). Everything else sits in the **...** menu: **Open** (the project or task the thread belongs to), **Pin conversation**, **Chat tips** (a short reminder of the / actions and emoji, with a short video when there is one), **Block** in a direct conversation (it turns into **Unblock** once you have blocked the person; someone you blocked sees "You cannot message this person." when they try to write), and **Delete conversation**. In a support case the Eventure team also finds **Mark solved** / **Reopen** there.

Pinning a conversation

Pin conversation in the **...** menu of a conversation header pins that conversation to the top of **your** list, above newer ones. It is the same pin as for messages, but only you see it. A small pin marks such a conversation in the list; click it there, or choose **Unpin conversation** in the menu, to unpin it.

Voice messages and audio

Press the **microphone** in the message bar to record a voice message (up to 5 minutes). Your browser asks for microphone access the first time. A red bar shows the running time: press the square to stop, or the cross to throw the recording away. A stopped recording waits as a small card like any file, so you can remove it or add text, then press send. Audio files (mp3, m4a, wav, ogg) can be attached with the paperclip too. In the conversation both play right in the message, with a download button. Press the speed button to play at 1x, 1.5x or 2x (your choice is remembered on this device), and drag the bar to jump. Before sending, press play on the recording's card to listen to it first. Voice messages count toward storage like any other file.

Files, storage and deleting

Files in a conversation take up storage, and who pays depends on the conversation. In a conversation that belongs to an **organization** - its inbox, team chat, or one of its projects or tasks - files count toward the organization's storage, even when a customer sends them. In a **direct message**, or a personal task, they count toward the sender's **personal storage**. Photos are made smaller before they are saved. If there is not enough room, nothing is sent: your text and files stay in the message bar and a note says why. Your account settings show how much of your personal storage message files use.

To free space, hover one of your own messages (or tap it on a phone) and use the bin to **delete** it: it disappears for everyone, together with its files. **Delete conversation** in the **...** menu at the top of a conversation **deletes the conversation for you**: it leaves your list and its history is hidden from you, while the others keep their copy. If someone writes again, it comes back with only the new messages. Once both people in a direct conversation have deleted it, its files are removed for good.

Sent, seen and typing

In one-to-one and organization conversations one check mark means **Sent**, two grey check marks mean **Delivered** (the other person has Eventure open, so the message has reached them) and two coloured check marks mean **Seen**; under your latest message you see when it was read. In project, group, task and team conversations small avatars under a message show who has read up to there. Point at them (or tap them) for the list: who saw it first, second and so on, with the time, and an chat icon to write to that person directly. People who hide their activity are listed without a time. While someone writes, you see

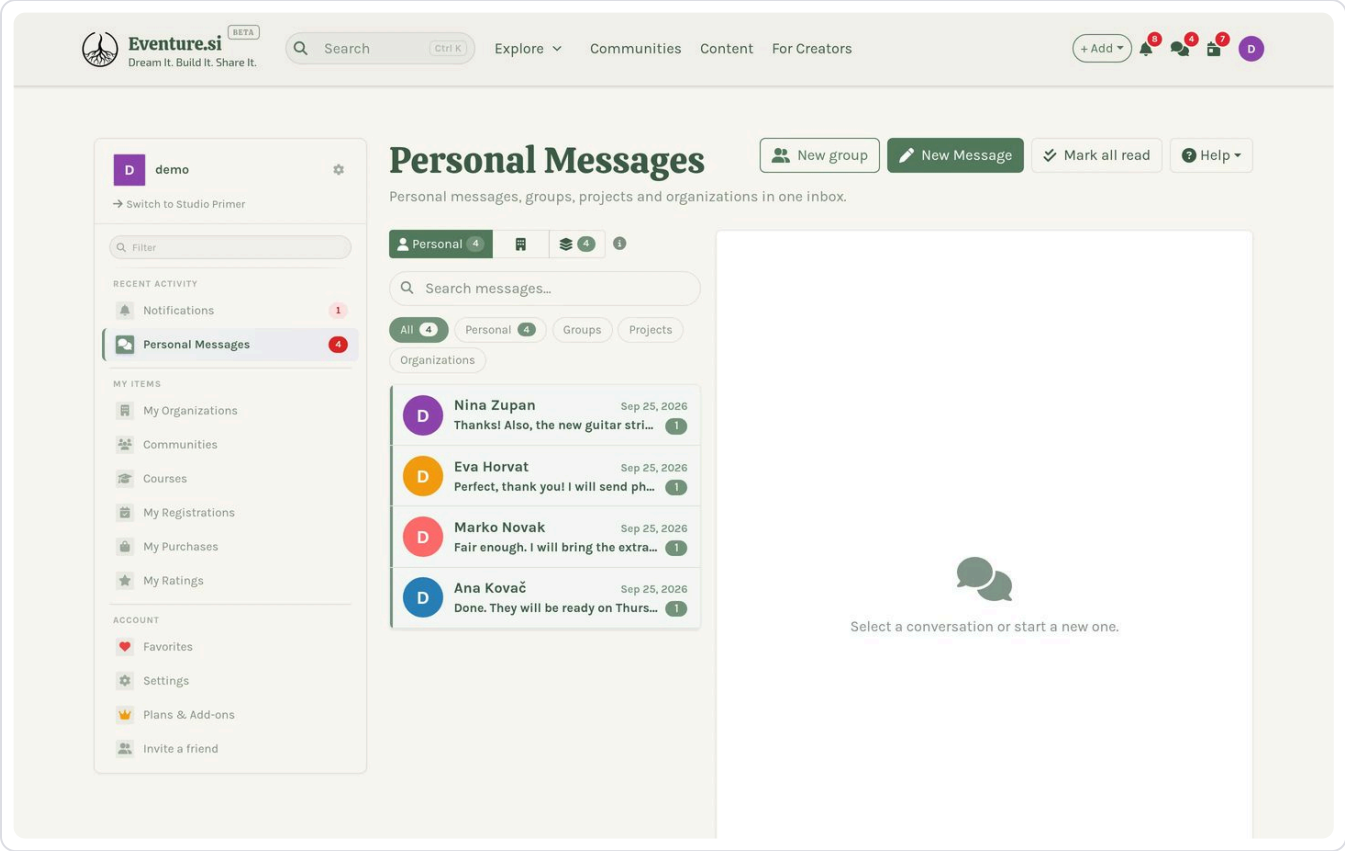
"*name* is typing..." above the message bar. The top of a one-to-one conversation shows **Active now** or when the other person was last active (up to seven days back); a customer sees whether the organization is active, never which person. In the conversation list a green dot on the picture means the person is active now, a grey one that they were active within the last day.

You decide what others see about you: **Settings → Privacy → Messages and activity** has switches for your activity, your read receipts (the coloured check marks), your typing, whether community members may message you and whether push notifications show the message text. All are on by default. Switching your activity, read receipts or typing off also hides other people's from you.

Staying in control

New messages appear without reloading the page, and the two speech bubbles in the header carries the unread count. Every conversation notifies you of every new message, on your phone too. The bell button inside a conversation opens a small menu: **All messages**, **Mentions only** (you hear only when someone mentions you) or **Mute** (a mention still reaches you). A muted conversation shows a crossed-out bell in the list, and one set to Mentions only a crossed-out bell with a small **@**; click it and you get all messages again straight away. Messages left unread for a while arrive as one email. Do not reply to that email - replies are not read; answer in the conversation instead. Switch each kind off under `Settings` > **Notifications**: direct messages, messages from customers, team and project chats, and task comments each have their own email switch, and the email groups what is left under those headings. Every heading in the email has its own stop link, and the link at the very bottom stops all message emails at once. If you prefer others not to see when you are active, switch off **Show when I'm active in messages** under `Settings` > **Custom Fields**.

The title of a project, group or task conversation follows renames: rename the project, group or task and its conversation is renamed too. When a task, group or project is deleted, its conversation leaves the inbox and the unread count while the messages stay stored; restoring the task or project brings the conversation back with its full history.



Screenshot 26.2. My Messages: conversations grouped by person and organization.

CHAPTER 22

Orders

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



Scan to watch the video https://eventure.si/en/user-manual#video-orders-shop-and-orders

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.

Mark refunded is bookkeeping only - it does not send any money back. It has a **Return items to stock** box (ticked when the order holds physical goods) and it voids the order's invoice; an invoice already fiscalized cannot be voided, so a note on the order asks you to issue a credit note yourself. An order whose total is 0 (a 100% coupon, say) skips the payment step and is confirmed as paid straight away.

Payment and what follows

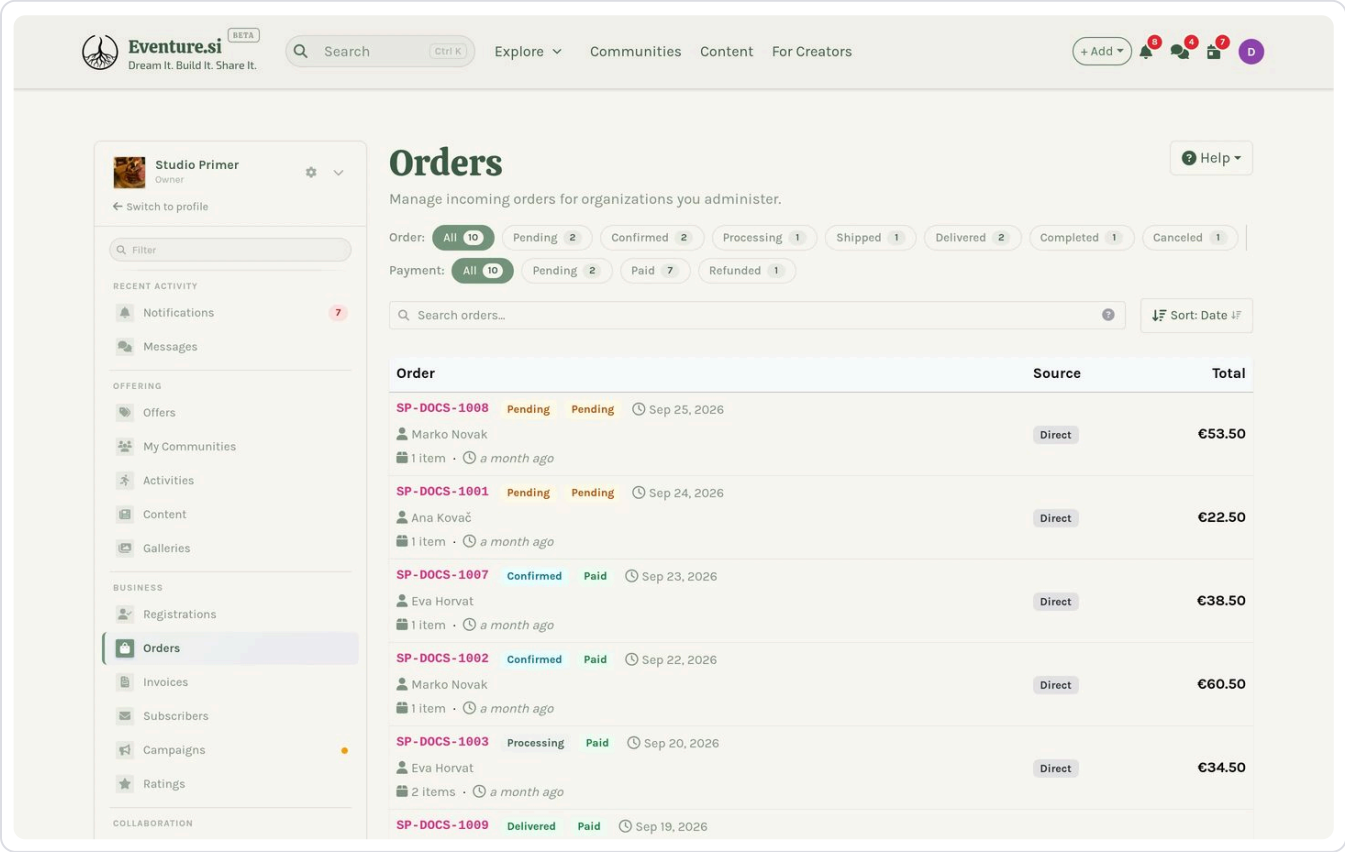
Each order records how it was paid and whether it cleared, and a paid order can set the rest in motion on its own - a ticket, a course enrolment, a download, a CRM contact - so marking it paid is often the only action you take. While a payment provider is still in test mode, its payment method at checkout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

Where the sale came from

Each order and each event registration remembers the visitor's **first source**: the campaign tags on the link they arrived with (*utm_source*, *utm_medium*, *utm_campaign*, *utm_content*, *utm_term*) or, without tags, the website that sent them. The **Source** column shows it as a small badge such as *facebook / cpc - spring-sale* (hover for every field), and the order opens with a **Source** block. *Direct* means they came straight to you. The first visit wins and is remembered for 30 days, so someone who clicks an ad on Monday and buys on Wednesday still counts for the ad - unless they later arrive through a tagged link such as

a campaign email, which then takes over. Tag your ad links with UTM tags to make this useful. Orders and registrations you create by hand have no source.

Share links. You do not have to type the tags yourself. On your event, activity, product, course, content and organization pages, the owner bar at the top has a **Promote** menu with **Share links** in it (when it is the only action, it shows as a plain **Share links** button). It opens a list with one ready link for each place you share - Instagram, Facebook, TikTok, LinkedIn, WhatsApp, Viber, Messenger, email and a newsletter tool - and a **QR code** you can download for flyers and posters. Press **Copy** next to the place you are posting to. The **Campaign name** starts as the page's name; change it (for example *spring-sale*) and every link updates. Names you used before appear as **Used before** buttons under the field (click one to reuse it); if you type a name that already had visits, a note shows how many visits and sign-ups or sales it had and warns that the results will be merged, and when the page's own name was used before the field starts with the month added (for example *akusticni-petek-2026-10*) so the new round starts clean. Nothing is saved, so you can open it again any time. Links your visitors pass on with the share buttons on your pages are tagged as *share*, so word of mouth shows up as its own row in **By traffic source**.



Screenshot 27.1. My Orders: the order list with its status filters.

CHAPTER 23

Invoices

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



Scan to watch the video https://eventure.si/en/user-manual#video-invoices-invoices

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.

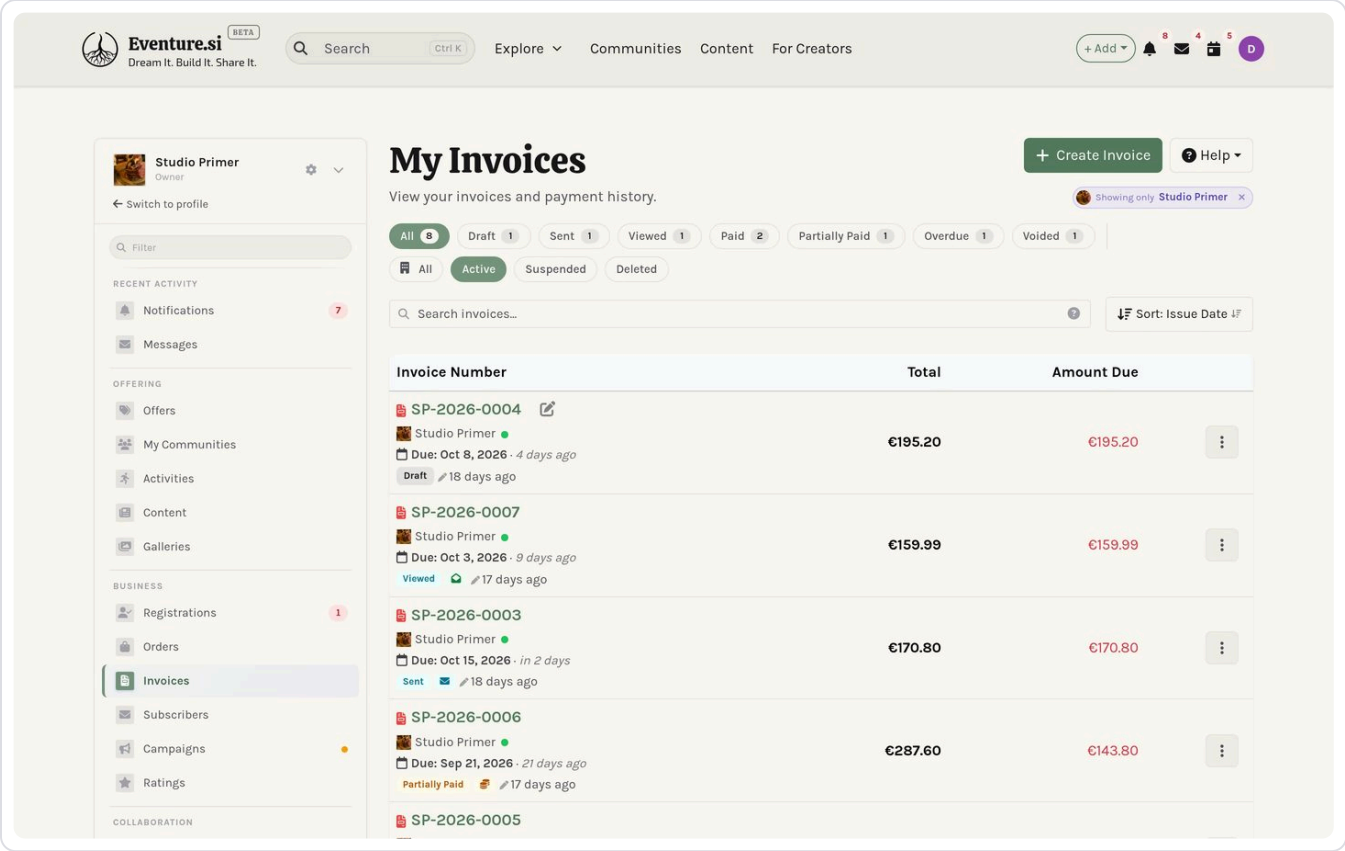
Payment is rarely one clean lump. **Record Payment** logs what actually arrived and when, so an invoice can sit part-paid with the remainder still counted rather than being all or nothing. An invoice raised in error is **voided**, never deleted - the number stays spent, which is exactly what your books 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. The link only works once the invoice has been sent: a draft or voided invoice shows nothing to anyone but you, so a link that leaks early reveals nothing.

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

CHAPTER 24

Affiliate Program

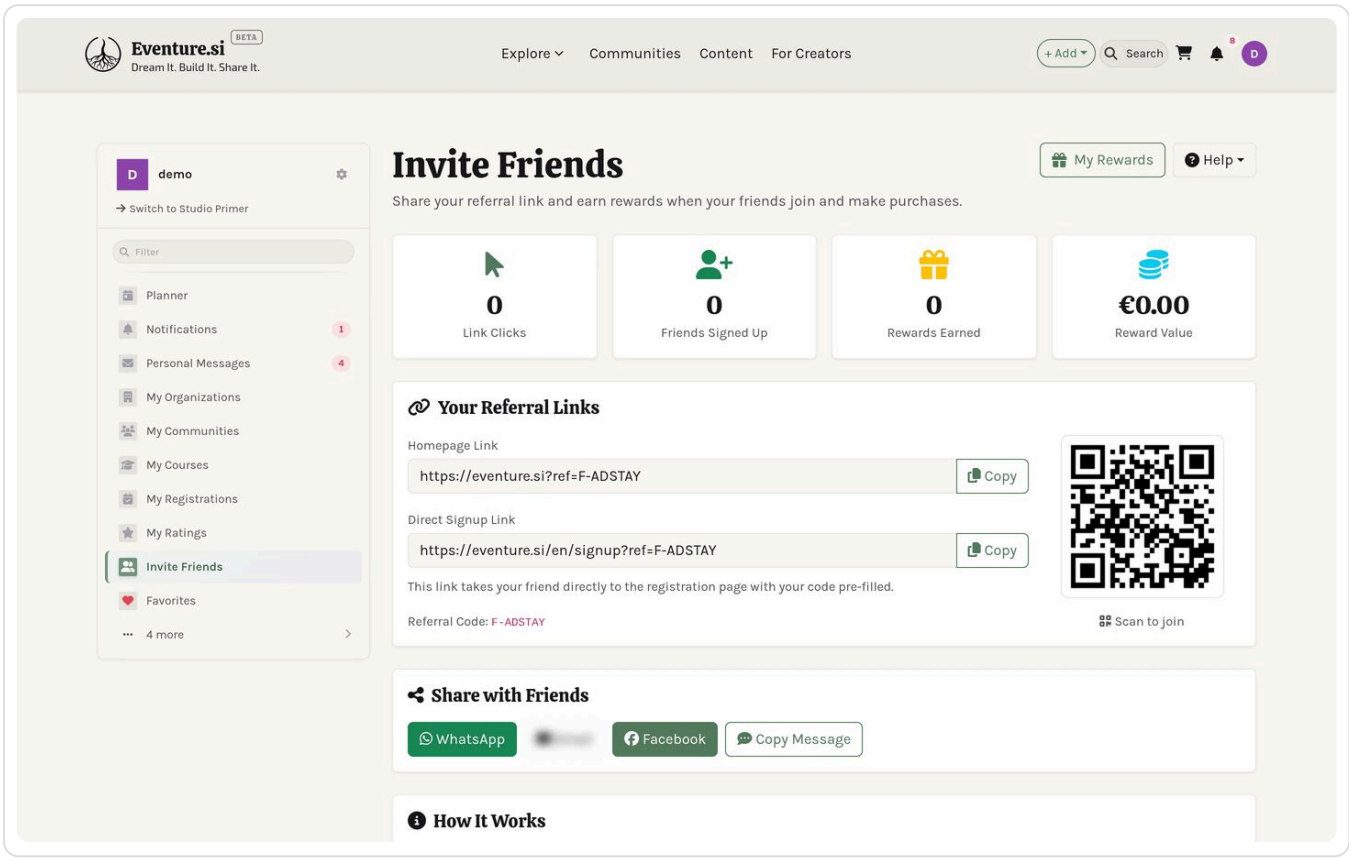
The affiliate program pays a commission when someone you referred joins or buys.

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 30.1. The affiliate dashboard: clicks, conversions and earnings.

CHAPTER 25

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 26

Planner

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

★ TIPS



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can to watch the video https://eventure.si/en/user-manual#video-planner-duplicate-follow-up



Scan to watch the video https://eventure.si/en/user-manual#video-planne edit-description



can to watch the video https://eventure.si/en/user-manual#video-planner-task-list-sort



Scan to watch the video https://eventure.si/en/user-manual#video-planne quick-add-goes-to



can to watch the video https://eventure.si/en/user-manual#video-planner-header-badges



Scan to watch the video https://eventure.si/en/user-manual#video-planne routine-wake



can to watch the video https://eventure.si/en/user-manual#video-planner-routine-actions

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. Double-click a chip 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.

If you belong to more than one organization, an **Organizations** dropdown opens the row below the chips. Leave it on **All organizations** to see everything your membership reaches, or switch it to **Only organizations I own** to drop everything that comes from an organization where you are only an administrator - hosted events, appointments received, invoices, campaigns, contract dates and course dates all narrow together. Your own tasks and the appointments and events that are personally yours stay either way; being an owner rather than an administrator only changes which organizations' work rides along with them. Whichever you choose is remembered for next time, on the calendar and in `Tasks` alike. If one of your organizations is a demo or a preview, a **Hide demo organizations** switch sits at the right of the counts row to take its items out. And once you have picked a single organization in the sidebar or your user menu, a small **Showing only** chip with that organization's name appears under the page buttons, with an **x** that takes you back to every organization in one click - the calendar does not narrow silently.

Once you have teammates, an **Assigned to** picker joins that row: search by name or email, pick 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 header keeps **New task** and a link to the task list in reach; the links you use less often - **Routines** and **Settings** - sit behind the round **...** button, the same on the calendar and the task list. The expand icon 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. On the task list the video tip sits right after the line under the title.

Reading the calendar

Click the **(i) Legend** button in the calendar bar, next to the Month, Week, Day and List buttons, and a small panel explains every border and shape. The **dot colour** is the source and matches the chips above the calendar. A **red ring** means overdue, a

thin red ring urgent and a thin yellow ring high priority. A **stripe on the left** marks a project task, a **diamond** a milestone, and a **faded, crossed-out** entry is done or cancelled. For events a yellow ring means nearly full, a red ring sold out and a dashed outline that it starts soon with nobody signed up. The panel only lists what applies to the sources you have switched on, and closes when you click elsewhere or press Esc.

Project work on the calendar

Tasks and milestones from your `Projects` land on the Planner like any other task, but they are easy to pick out. Each one carries a thin **stripe in its project's colour** down its left edge, so a project's work lines up across the month at a glance, and a **milestone** shows a small diamond instead of the usual dot. Hover over one and the card names the project and group it belongs to - **Website Relaunch > Design** - and the organization it belongs to, with a **Milestone** badge where it applies. In `Tasks` the same project and group appear under the task's title, with a link through to the project.

A searchable **Project** picker sits beside **Assigned to**, on the calendar and in the task list alike. Pick a project and you see only its work - its tasks and milestones, its end date and the time you logged on it - while **All projects** brings everything back; like the person filter, it is a question for the moment and resets when you reload. The **Project tasks** chip right after **Tasks** is the standing version: switch it off and project work steps out of the calendar, the task list and the counts alike, leaving only your own tasks. It stays off until you switch it back on - **Select all** does that too - though picking a single project in the dropdown still shows that project's work.

Finding tasks in the list

The filter rows above the task list read top to bottom. First the same coloured chips as on the calendar: **Created by me**, **Assigned to me**, **Organization** and **Shared with me** say whose tasks you see, and **Tasks**, **Project tasks**, **Meetings**, **Calls** and **Ideas** say what kind (only the ones you have appear). Click a chip to switch it on or off, double-click it to see only that one (double-click the lone lit chip again to bring the others back), and use **Select all**, **Select none** and **Invert** above the chips for the rest. Below them come the labelled **Assigned to**, **Project**, **Priority** and **Sort** controls. Hover or focus a control for a short card that explains it. The people list shows an avatar, their role and how many open tasks they have in this view; the project list shows its colour, organization, progress and an overdue count, with projects that need attention first. The two are linked: pick a project and only its members are offered, pick a person and their projects move to the top.

The **Search tasks** box sits right above the quick-add bar, on the right. It looks in titles and notes across every page of the list, not just the 20 on screen, and understands the same tips as the other `My` lists (click the **?**): `"exact phrase"`, `-word`, `a OR b`, `sea*`, `org:`, `status:`, `after:` and `before:`. Every filter, the status pills and the pager refresh the list in place, keep the address up to date so Back works, and the counts on the pills follow what you filtered. When there is more than one page, **Load more** above the page numbers adds the next page to the bottom of the list instead of replacing it. Each row you may manage also has a **trash** icon next to the pencil: it asks first, then removes the task.

Each row shows what matters at a glance. On the right is the **date** - the day and, under it, how far away it is (*in 2 days*, *2 days ago*); it turns red when the task is overdue, and a task without a date says a faint **No date**. A finished task shows when it was completed. Small pills sit after the title only when they tell you something: a microphone for a voice note, **In progress** for work already under way, and a flag for **High** or **Urgent** (the coloured bar on the left edge still shows every priority). Under the title are the category with its own icon, notes, project, organization, who it is assigned to, and when it was added. The **Sort** dropdown next to the priority filter orders the list by **Due date** (the default - tasks without a date come last), **Priority**, **Newest** or **Title A-Z**, and the choice stays while you filter and page.

Quick actions on a row. Click a task's date to open a menu of changes, so you can change it without opening anything; a caret appears beside it when you point at the row. An **overdue** task offers **Today**, **Tomorrow**, **Next Mon** and **Pick date** (a calendar); a task with a date adds **+1 week** and **No date**, and one with no date offers **Weekend** too (a day that is already the task's date is left out). On an **idea** the same choices also turn it into a task. A round play / pause button beside the date starts a task (**In progress**) or puts it back; a finished task offers **Reopen** and **Reopen for tomorrow** in the menu. The time of day stays as it was. After a move the row leaves the list if it no longer fits the filter, and a message at the bottom offers **Undo** for a few seconds. On a phone or tablet there is no pointer, so the caret and the play / pause button are always shown. Meetings and repeating tasks have no quick buttons, and neither do tasks you may not change. On the **Overdue** view the bar above the list has **Move all overdue to...** (Today, Tomorrow or Next Mon): it asks first, moves every overdue task you may change and can be undone in one click.

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 - and the same bar tops the task list in `Tasks`, where the list refreshes once the new task is filed: type "call the venue Thursday at 2pm" and it is filed for you. The bar works without an AI key too: start the line with **task:**, **meet:**, **idea:** or **call:** (or pick a person with **@** or a project with **#**) and it is added at once with the same words and chips as the header Planner, no AI involved - a small **Quick** or **AI** badge on the send button shows which way the line will go.

The same sentence can also hand the task to someone and attach it to an organization: "ask Ana to call the venue Thursday at 2pm for Riverside Chorus" creates it assigned to Ana under that organization, exactly as if you had set both by hand. Leave the organization out and it stays personal, as usual. Only people you could already assign a task to yourself - someone in an organization you share, or someone your planner is shared with - can ever be matched this way, and only organizations you belong to can ever be matched either. If a name fits more than one of them, or nothing matches at all, you are asked to pick before anything is created rather than have it guess. Once the task is filed, the line under the box grows into a short summary - the title, when it falls, who it went to and which organization - with an **Edit** link straight to it, not just a bare confirmation.

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. A small **Delete** link sits at the far left of the footer, away from **Save Changes**, with a note beside it saying who created the task and when. **Save Changes** stays greyed out until you change something, and **Ctrl+Enter** saves from anywhere in the box. 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 **Milestone** 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.

A meeting never shows Pending, a priority or a **Complete** button; it shows where it is in time instead - **Upcoming**, **In progress** or **Ended**. A one-off meeting that is called off gets **Cancel meeting**: it stays on the calendar and in the list, faded and struck through, and **Restore meeting** brings it back; cancelling asks you to confirm first, because everyone invited then sees the meeting as cancelled, while restoring is one click. Once a meeting is under way, its page offers **Meeting notes** for minutes and decisions. The **...** menu (**Edit** is its first item) holds **Add to calendar** (a single .ics file), **Duplicate** (a copy without the date, handy for a follow-up), **Add voice note** and **Delete**. The task page and the side panel on the calendar show the same thing, and the page adds the notes, voice notes, checklist and the whole discussion. Every task also carries a **Created by** row - who made it and how long ago - so on a shared project you can always tell who a task came from. Lists stay quiet about it when you made the task yourself or it was made by the person it is assigned to; otherwise it shows as a small **by** tag, or in the hover text of the assignee's picture.

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, for anything but a task, 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**, **Reopen** or **Delete** 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.

From the header, on any page

The **Planner** icon in the header (next to the bell and the two speech bubbles) lists what is overdue, due today and coming up in the next 7 days, and lets you add a task for today or tick one off without leaving the page you are on. The line under the field - **Goes to: Private** or the name of an organization - says where a task typed there is filed, and it is a switch: click it and pick **Private** or any of your organizations. The list is ordered like every organization list (yours first, then **Shared with me**, brands indented under their organization); with many organizations a search box at the top finds one as you type (accents do not matter), and the ones you used most recently are listed first under **Recent**. Your last pick is remembered. If you pick a person with **@** and no project, the line suggests an organization you share with them; remove the person and it goes back, and a choice you made yourself is never changed. Keep in mind that a task filed under an organization is seen by everyone in that organization, so jot private things down as **Private**. After you press Enter a short note says where the task went, with **Undo** to delete it again and **Make private** to take it out of the organization. You can also change it later on the task's **Organization** row.

The field understands a few short words, so one line is often a whole task. Start with **idea:**, **call:**, **task:** or **meet:** (in Slovenian **ideja:**, **klic:**, **naloga:**, **sestanek:**) to pick the kind. Add a day - **today**, **tomorrow**, a weekday or **15.10.** - and a time like **14:30**; **!** marks it high priority and **!!** urgent. An idea without a day is saved without a date, everything else is for today - add **someday** (**kadarkoli** in Slovenian) to any other task to save it with no date too, so it is never overdue. A meeting with only a start time lasts an hour, **9:00-9:30** sets the end, and **every day**, **every week**, **every month** or **every monday** make it repeat. On a meeting line, type or paste its link too - a full address or a short one such as **meet.google.com/abc-defg-hij** or **zoom.us/j/123** - and it becomes the meeting's **Join** link instead of part of the title (a chip shows the site; click its x to keep the text in the title). Type **@** to pick a person to assign it to, or **#** to pick a project group (the task joins that group) or a whole project (it becomes a milestone); a project task always goes to the project's organization. Once you have picked a **#**, the **@** list puts the people of that group first, then the rest of that project, then everyone else - and it can reach project people who

are not in your team list. Without a **#**, the people you gave tasks to most recently come first. What the field understood shows as small chips under it - click the x on one to drop it. Once you have typed a kind word such as **task:**, dashed chips next to it suggest what you can add next (a day, a time, **!**, **@**, **#**); click one to put it in the line. The **?** in the field opens a card with every word as an example; click one to add it.

Clicking a row opens the same side panel as on the calendar - details, **Complete** and the **...** menu, where **Edit** is the first item - right over the page you were reading. Ctrl-click (or middle-click) a row to open the full page in a new tab instead.

The round tick circle only appears when you point at a row (on a touch screen it is always there) and gives a small pop when you press it. When a task belongs to someone else - they are the one assigned to it - their picture shows on the row, so your own tasks stay clean.

The panel for one of your tasks has quick actions, so a small change does not need the edit form. The chips under the due date - **Today**, **Tomorrow**, **Next Mon** and **Pick date** - move the task to another day and keep its time; they are not offered for repeating or finished tasks. **No date** next to them removes the date altogether (a task with no date is never overdue and sends no reminder); meetings, repeating tasks and project milestones need a day, so they do not get it. The same **No date** choice is under the date in **Quick Add**. Two rows under them are pickers in their own right. **Organization** files the task under one of your organizations, so that team can see it, or keeps it private when you clear it; a project task always belongs to its project's organization, so there the row is plain text. **Assigned to** is a searchable list of people (the same ranked list as in quick add - for a project task, the project's people first). Both save as soon as you pick or clear. **Voice note** records a note straight onto the task, and **Add follow-up** adds a new task in the same organization and project group, on the same day (or today, when that day has passed). When the task is assigned to someone, the follow-up goes to the same person: their name shows under the field, and the **x** next to it adds that one follow-up without an assignee. The panel stays open: each follow-up you add is listed under the field and opens in the panel when you press it. **Duplicate** in the **...** menu opens the quick add window filled in from the task, so you can adjust it and save a copy.

Shared tasks. Pick more than one person in **Assigned to** (in quick add or on the panel; each person is a small pill with a picture, a name and an x to remove them, and the last pill, **+ Add person**, opens a list with a search box that stays open so you can add several people in a row; the first pill carries a star = the task's lead, meetings have no lead) and it becomes one shared task: everyone sees the same task, checklist, comments and status in their own Planner. Each person presses **Acknowledge task** (at the top of the task, with the hint "Let your team know you've seen this task") to say they have noticed it; the button then reads **Acknowledged** and the **Assigned to** row shows who has (for example **1/2 acknowledged**, a green tick on their pictures and **Acknowledged** / **Not acknowledged yet** next to each name). Acknowledging is only for yourself, counts once, cannot be taken back, and does not complete the task or change its status - the task is finished with **Mark complete**. It is not offered on a task you assigned only to yourself, nor on meetings (they keep **Confirm attendance**). The person who created the task gets a notification when someone acknowledges it. The others get a notification when the date or status changes and when the task is completed; edits to the title, description or checklist stay quiet. Prefer the old way? On a new task, the **Copy for each person** switch under the picker makes a separate copy for every person instead. Repeating tasks have no status to finish, so they keep a single assignee. On a project task each person logs their own time; the task's total is the sum, and ticking the task on the project card confirms your own part. Click a face in the row to open a chat with that person.

The coloured chips at the top of a task's panel are controls too. **Status** switches between Pending and In progress (finishing a task stays with **Mark complete**, which is also why a finished task shows a plain label), **Priority** picks Low, Medium, High or Urgent, and **Category** picks one of the ordinary categories or **No category**; a task without one shows a dashed **Category** chip. Meetings and milestones keep their category and have no status or priority menu. Each choice saves as soon as you

make it. The description is edited in place as well: click it (or **Add description**), type, and leave the field or press Ctrl+Enter to save; Esc undoes the edit and leaves the panel open. The description (and the description of a meeting, project, milestone or group) can be formatted: the small row of buttons above the box makes text **bold** (Ctrl+B), *italic* (Ctrl+I) or ~~struck through~~, turns a line into a heading (a small menu: large, medium, small or normal text), starts a bulleted (Ctrl+Shift+8) or numbered (Ctrl+Shift+7) list or a checklist, makes a quote, adds a link (Ctrl+K), marks `code`, draws a divider line, inserts a table (point at the grid to pick its size - it grows as you move to the edge - and click) and an emoji from a small grid (when the box is too narrow for every button, the least used ones fold into a **...** menu at the end of the row; typing **:** and a name, like **:smile:**, offers emoji too); the same works typed by hand with ****bold****, **_italic_**, **~~struck~~**, **- [ ]** and **- [x]** for a checklist (shown as small boxes in a description; in a chat document you can tick them), lines starting with **-** or **1.** (two spaces in front make a sub-item), a line starting with **#** for a small heading and **[text](https://...)** for a link, **`code`** in backticks (three backticks on their own line before and after a few lines make a code block), a line starting with **>** for a quote, **---** on its own line for a divider, and a table written as rows between bars (**| Name | Value |**, then a **|---|---|** row, then the data rows). Plain web addresses become links by themselves, and text without any of this looks exactly as before. The **Preview** button at the end of the row shows the text as it will look (**Write** goes back to editing), and the last button, **Expand editor**, opens the box full screen for long texts (Esc or **Collapse editor** shrinks it again, and Ctrl+Enter saves): the Edit window opens a task's description that way, and on a task's own page, while previewing, a click outside the box saves it. On a task's own page there is no **Edit** button: everything is changed where it is shown - click the description, the date and time (the **When** or **Due** card, with all-day, start and end, and the repeat for a meeting), the **Location** card, a chip, the organization or the people, and it saves without leaving the page; a small pencil appears when you point at something you can edit. **Back** at the top returns to the page you came from (the task list, the calendar, a project...) and keeps doing so after you save or reload; next to it sit **Mark complete** (or **Cancel meeting**), the discussion icon and a **...** menu with **Duplicate**, **Add to calendar** and **Delete**. The title works the same way: click it, type a new name and press Enter (or leave the field) to save; an empty title is not saved. **Notes** are a chat-style log that several people can fill in at the same time: type in **Add a note...** and press Enter (Shift+Enter starts a new line) to add a line with your picture, name and time. Type **@** and a name to mention someone on the task, who gets a notification. Everyone assigned to the task (except you) also gets a notification when you add a line, which opens the task at that line; while it is still unread, further lines update the same notification instead of adding new ones, and a voice note counts as one line. Meetings do not send it. Turn it off with **Task notes** under **Tasks & Planner** in the Notifications tab of your settings. Lines from other people appear within a few seconds, without reloading. Point at a line for its tools: mark it as a **Decision**, an **Action** or a **Question**, **Edit** or **Delete** your own line (whoever runs the task can delete any line), or **Make task**, which creates a task in the same group or organization (the action items of a meeting are due the next day). A message says where the task went and offers **Open task** and **Undo**; the line then shows **Task created** with the task's name and whether it is open or done, and a small x unlinks it (the task stays). If an open task with the same text already exists, you are shown it first, with **Create anyway** as the other choice. **Add voice note** (the microphone next to the field) is written out and split into one line per sentence, the first one with a play button for the recording. **Summarize** (it needs two or more notes) asks the AI for a short summary with **Decisions**, **Action items** (each with **+ Task**) and **Open questions**, based on the title, description, people and your notes. A badge says how many notes came after it was made, and **Refresh** redoes it and keeps the task links of items that did not change. The buttons on the card copy it, download it as a .md file, post it to the task's discussion or email it to the people on the task. A list row shows a small note icon with the number of lines. A voice note that only repeats a sentence or is just silence is tidied up or left out. The recorder names the task it is recording for, and when it finishes the panel stays open and the lines appear at once; Undo in the message removes them together with the recording. **Mark complete** fills the row beside the **...** menu, and the **Comments** icon, with its red count of unread messages, sits at the right of the task's title.

Guests (people without an account). To invite someone who is not on Eventure, open the meeting and look at the **Guests** row under **Participants** (platform staff only for now). Every guest is a pill with their initials, name and a plain-language status - **Not opened yet**, **Opened 2 hours ago**, **Coming** or **Cannot come** - and point at the pill to unfold three small buttons: **Copy message** (a ready sentence with the title, the date and the guest's private link, to paste into WhatsApp, Viber or a mail), **Send by email** (the invitation with a calendar file; only for a guest with an email address) and **...** with **Withdraw invitation**, which stops the link at once. On a phone the buttons are always there, a little faded. The dashed **+ Guest** pill opens a small form in place. Start with the **Search your contacts** field: it lists, in this order, people you invited before, your team and teammates, the contacts of organizations you own or administer (event attendees, verified newsletter subscribers, customers), and people you emailed before; platform operators also get a **Platform** group once three letters are typed. Use the arrow keys and Enter or click to pick someone and their name and email are filled in; when the person has an Eventure account a small switch appears with **Participant** (they get a notification and see the meeting in their planner; the default for your own team) or **Guest by link** (they only get the private link; the default for everyone else), so a client who does not know Eventure just receives an invitation. You can also type a new email address and pick **Invite** at the bottom of the list. Then fill a name and/or an email by hand if you prefer, and press **Create link** (the message is copied for you straight away) or **Create and email**. The guest opens the private link without signing in and sees your organization, the meeting with its countdown, place and **Join meeting** button, answers **I will come** or **Cannot make it** and can **Add to calendar**; you get a notification for every answer. If the email already has an Eventure account the page offers **Log in**, otherwise **Create free account** with the email filled in. The link works until the meeting is a week over, is not shown to search engines and stops working when you withdraw it.

A small **conversation** icon (two speech bubbles) appears after a task's title. When the task already has comments it is always shown, and a red number on it counts only the comments you have not read yet; the number disappears once you have. Press the icon to read and answer the task's conversation straight away in the chat window. A task nobody has commented on shows a dimmed icon only while you point at its row; press it to start the conversation.

At the bottom of the Planner dropdown a **Projects** block lists up to five of your projects that need you most: the ones with unread chat first, then the ones with the most overdue tasks, then the most recently active. Each row shows the project's progress bar, a red **overdue** count, the chat icon, which opens the project's conversation in the chat window, and a small flag with the date of the next milestone (red when it is already late). Point at the date to see a card with the milestone's name, the full date and how many days are left or how late it is. On an organization page the block only lists that organization's projects; **N more** takes you to all of them.

The dropdown is yours to arrange. The sliders button in its title row (next to today's date) opens **Customize planner dropdown**. Switch **Overdue**, **Today**, **Coming up** and **Projects** on or off, drag them into the order you want, and set how many rows each shows (and how many **days ahead** Coming up looks). **Coming up grouping** lists the next days **by day** or **by source** (tasks, meetings, events and so on). Under **Include** choose whether meetings, tasks finished today and routines appear, and whether project tasks follow the calendar's own **hide project tasks** setting or are always shown or hidden. **Save** applies it at once; **Reset to default** brings back the original layout. The choice belongs to you and follows you across devices.

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 (the **Created by me**, **Assigned to me**, **Organization** and **Shared with me** chips, any combination), 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. Click a task's name to open it in the side panel without leaving the list. 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 and the full form, and on the task's side panel as the **Organization** and **Assigned to** rows.

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.

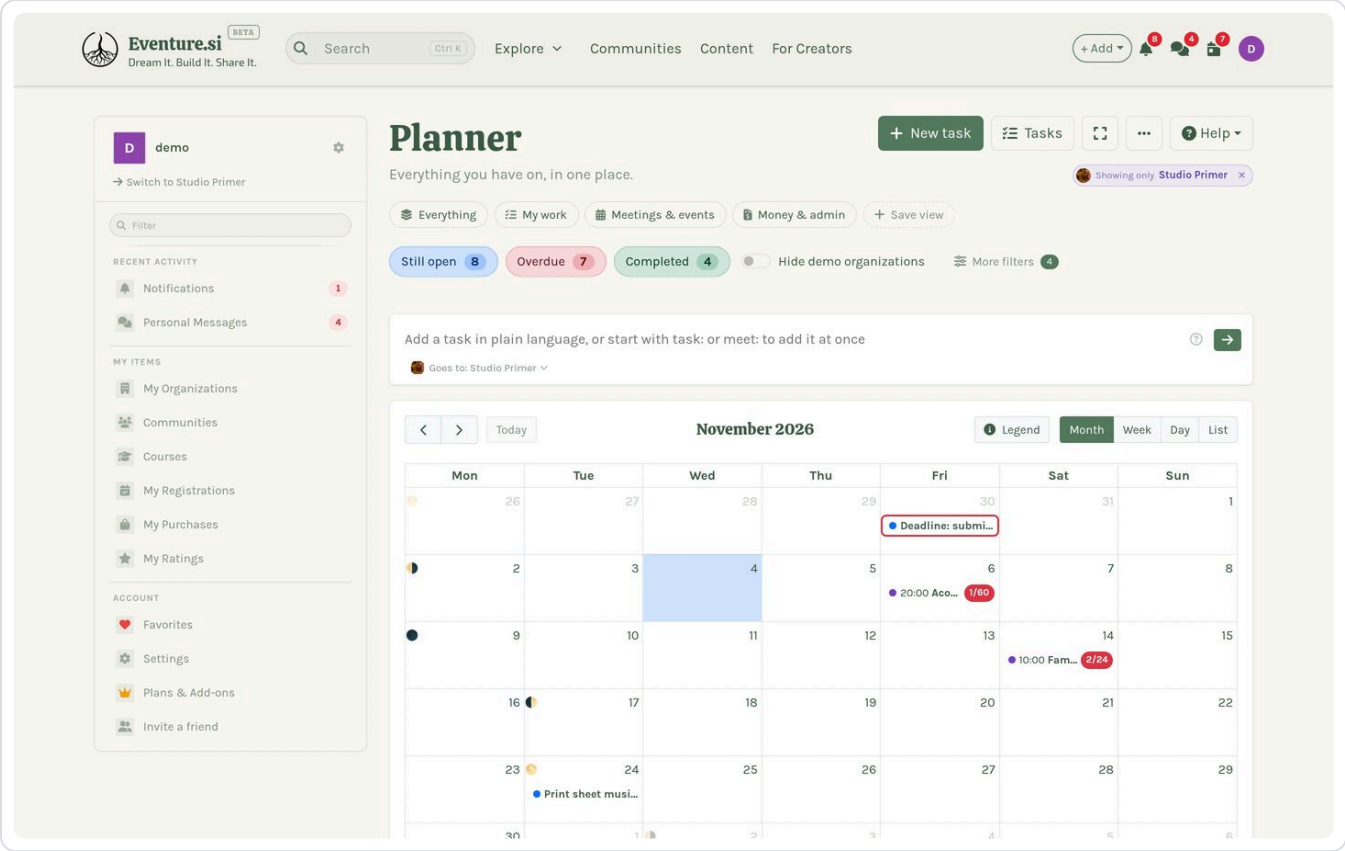
The same card is where you see who you can actually work with: **People you can assign tasks to**, **My organizations** with the size of each team, and both directions of direct sharing. Each list has its own filter box and folds its long tail away, so the card stays readable when you belong to a dozen 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. The summary counts tasks, appointments, events and deadlines; routine steps are not included, because each of those reaches you on its own at its time.

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

CHAPTER 27

Routines

Routines turn your daily rhythm - wake-up, coffee, walks, work blocks, meals - into reminders that reach your phone at the right moment, and let you tick them off as the day goes.

What a routine is

A **routine** is a named list of small things you do every day, such as *Early morning* or *Work day*. Each **item** has a title, an optional note, the days it applies to and a time. You can keep several routines and switch each one on or off, so a weekend routine can sit beside a weekday one without getting in the way. Open them at `Planner` > `Routines`.

The top of the page keeps **New routine**, **Team rhythm**, the expand icon (**fullscreen**) and **Help** in reach, and the video tip sits right after the line under the title. The buttons you use less often - **Planner**, **Tasks**, **Templates** and **Settings** - sit behind the round **...** button. When you arrive from another screen (the planner, the task list, a project...), an arrow button comes first: **Back** returns to the page you came from. It is not shown when you open Routines from the home-screen shortcut or a notification.

Two kinds of time

An item is either **At a time** (12:00 for lunch) or **After waking up** (30 minutes after you get up). Items tied to waking up follow your real morning: get up late and the whole early block moves with you. Both kinds have one-tap chips beside the field - Wake-up, Breakfast, Lunch, Dinner and Bedtime for clock times, +15 minutes to +3 hours for waking offsets - or use the **-** and **+** buttons, hold them to repeat, or type the value.

Ready-made routines

Not sure where to start? With no routines yet, the page itself offers three packs as one-click tiles and a big **See all templates** button. Once you have routines, **Templates** sits beside the **My routines** heading.

At the top of the gallery, **Stacks** are curated combinations of packs that work well together - a morning, a day and an evening in one click, for example *Calm Creator*, *Focused Builder*, *Body First* or *Lifelong Learner*. **Preview** on a stack shows every item of all its packs in one ordered list: first the items that follow your wake-up (**After waking up**), then the ones at a fixed clock time (**At a time**), each with the pack it comes from and the days it runs on. **Add the whole stack** copies all its packs at once.

Below, **Single packs** can be filtered by **Morning**, **Day**, **Evening**, **Whole day** or **Weekly** (the filter is remembered). Morning packs follow your wake-up time, so they fit any morning. A badge on each card shows its theme - mind, body, create and learn, or rhythm and rest. **Preview** shows every group and time, **Add to my routines** copies it. Whatever you add is yours to edit and starts **Paused**, so nothing reaches your phone until you switch each routine on.

Telling it you are up

At the top of the page the wake-up card shows today's wake time in large digits. Tap **I'm up** the moment you get up. Woke earlier or later than you tapped? Nudge the time with **-15, -5, -1, +1, +5, +15**, press **Now**, or tap the time and type it. Every change saves on its own and the list below re-times at once. A small bar with the wake time and -5 / +5 follows you down the

page. Tapping **I'm up** also ticks off the wake-up item itself (the one set to 0 minutes after waking), so it never shows as **Missed**; an item you already skipped stays skipped.

If you never check in, your **default wake-up time** (04:00 until you change it) takes over after the time you set under **Default wake-up time** on the card, so the day still runs.

Changing the wake time never rewrites what already happened: items already sent keep their time, and items your new wake time puts in the past are marked **Missed** instead of being pushed late.

Your day at a glance

Below the wake card you see how many items are **done** today and the day's list. The item coming next is highlighted in the list with an **Up next** line and a live countdown, and the one running right now carries a **Now** line with the time left - an item never appears twice. If you tick the running item done early it keeps its **Now** mark and the time left, with a green **You ticked this** note, until its block really ends - only then does it fold away. Each item has **Done**, **Skip** and - once it has been sent - **Snooze** (10 minutes, up to three times); **Undo** takes a tick back. On a phone these are compact icon buttons (tick, forward arrow, bell, undo arrow). Items you finished or missed fold into **Earlier today**, so what still needs you stays in view. A small flame counts how many days in a row you have done an item.

Today's routines on every page

While you have routine items today, a small pill stays in the bottom corner of every page (except the Routines page itself). It always shows one routine to act on: the one sent to your phone that waits for you, otherwise the one running right now, otherwise the newest one you missed in the last three hours, otherwise the next one. **Done** (the tick) ticks it off and **Skip** (the X) skips it for today, both without opening the Routines page. A small ring at its start shows how many items are done today (for example **5/12**), with a red number for the items you missed. When nothing is left to show, the pill shrinks to just the ring.

Tap the name or the ring to open **Today's routines**. **Needs you** lists what was sent to you, what you snoozed and the three newest missed items (the rest hide behind **Show more missed**); **Up next** shows the next three; **Earlier today** folds what you finished. Every row has **Done**, **Skip** and, for an item that was just sent, **Snooze**; you can also tick an upcoming item early, and **Undo** takes back a finished one. **Skip all missed** clears the missed items in one go and offers **Undo** for a few seconds. At the bottom, **Team now** shows teammates who share their progress with you and are on a routine right now (for example *Ana - Stretching*); a tap opens **Team rhythm**. If an action does not go through, a red note at the top of the panel says so. Esc, a tap outside or the X closes the panel.

Tasks and meetings in the same pill. When a task, meeting or deadline of yours starts (one you created or that is assigned to you, with a start time or a due date), the pill makes room for it: the routine text slides away, the progress ring stays on the left and the task slides in with its title, **Starts now** or **Started 5 min ago**, and the buttons **Join** (meetings with a link), **Open**, **Done** (tasks only) and an X. A meeting stays until it ends (or an hour), a task for half an hour; the X hides it for the rest of the day, and the routine comes back. A due date with no time shows at 09:00 as **Deadline today**. Without any routines the pill simply pops up when something starts, with no ring. The panel gets an **Agenda** list of what is coming next. The bell and phone reminder 30 minutes before is unchanged.

On a phone: swipe the pill. On a small screen the pill has no Done or X buttons, so the title always has room. Swipe it to the right to tick the item off (a green tick appears behind it), or to the left to skip it - for a task or meeting the left swipe hides it, like the X. A task you cannot complete opens instead when you swipe right. Drag about a thumb's width: the pill flies out, the action is done and the next item slides in from the other side; a shorter drag springs back and does nothing. The first time

the pill shows on a phone it nudges right and left once to show the gesture. The pill also sits on a solid bar with room reserved under the page, so the last lines of a page are never hidden behind it.

Choose where routines show. Open the **...** menu on the Routines page and pick **Where routines show** (the pill's panel has the same link, a small sliders icon next to **Open Routines**). Four switches, all on to begin with: **Routines in the floating bar** (the pill), **Tasks and meetings in the floating bar**, **Line in the account menu** (the "Now: ..." line under your name in the account menu and the phone menu) and **Progress ring on your avatar**. Switch off what you do not want to see; with both floating-bar switches off the bar is gone completely. The choice is yours alone, it does not change the Routines page or your phone reminders, and the page reloads once when you save.

Tap an item's title to change it without leaving the page: its time, its note, whether it sends a push, **Skip today** or **Turn this item off**. These changes apply to every day, not just today. **Edit full routine** opens the editor.

Reminders on your phone

Items that come due are sent as a **push notification**, to your phone if you installed Eventure as an app and turned on **Push on this device** under `Settings` > **Notifications**. The notification has **Done** and **Snooze** buttons, so you can answer without opening anything. Right after you tap one, the notification is replaced by a short confirmation - *Marked done* with an **Undo** button, or *Snoozed until 05:11* with a **Mark done** button - so a wrong tap is one press to fix. Tapping a wake-up item opens the wake card instead, in case the time needs correcting. Routine reminders do not appear in the notification bell - the Routines page is where you review them. Every item has its own **Push notification** switch (the **i** beside it explains the channel) if you only want it on the timeline. Items that send a push show a small **bell** in the grey line under their title on the timeline, so you can see at a glance which ones will ring your phone. If the bell turns into a crossed-out one with a yellow note above the list, push is on for those items but no device receives it yet - use **Turn on notifications** there to set up your phone.

Building a routine

Click a routine in **My routines** (or its **Edit** button) and the editor opens right inside the row, with no new page: change the name, the weekdays or the items, then **Save routine**. The row folds back with its new summary and the day's list above updates; **Cancel** closes it without saving. One editor is open at a time, and if you open another routine with unsaved changes you are asked first. **New routine** opens the same editor in an empty card at the top of the list: name it, choose the weekdays it runs on, then **Add item**. Rows fold into a one-line summary, can be dragged into order and have a **Duplicate** button for the third near-identical walk of the day. Give an item its own days when only some apply, like client calls on weekdays.

In the calendar

Your routine items also appear in the Planner calendar as a **Routines** source, switched on or off with its chip like any other. They are read-only there - tick them off on the Routines page.

Team rhythm

Want to keep each other going? Under `Planner` > `Routines` > **Team rhythm** (also linked in the footer of **Today's routines**) you can share how your day is going with an organization or a project you belong to. Sharing is **off** until you switch it on, separately for every organization and project, and you choose what colleagues see:

- **Off** - nothing is shared with that team.
- **Progress** - your ring for today (for example 8/12) and your streak, meaning the days in a row on which you did at least 80% of your items.

- **Progress + now** - the same, plus the title of the routine you are on right now, while one is running.

A live preview under the choices shows exactly what colleagues see, with your own numbers. Colleagues never see the names or times of your other routines, what you skipped or missed. The round **?** buttons explain each part.

The people who share appear in a **Team rhythm** card on the organization dashboard and on the project page: ring, flame with the streak, and the clapping hands to **cheer** someone on (one cheer per person per day; they get a notification). When someone reaches a streak milestone (7, 30 and 100 days by default) the team chat or the project discussion gets one line about it, and an optional Monday recap says how many people kept a streak last week, without ranking anyone.

Organization owners and admins find **Organization settings** in the organization's card on the same page. Every switch saves as you change it: turn team rhythm on or off for the organization and all its projects, allow cheers, switch on the weekly recap, choose the milestone days and where milestones are announced (the team chat and project discussions, or nowhere). The person who leads a project can hide the card for just that project with **Show team rhythm** in the project settings. Team rhythm is available to platform staff for now and opens to everyone later.

With your AI assistant

If you have connected an AI assistant (see the AI assistant chapter), it can read your routines and today's timeline, check you in when you say you are up, and mark an item done, skipped or snoozed - "I'm up, what is next?" is enough. It only ever sees your own routines; creating or changing a routine stays on the Routines page.

CHAPTER 28

Drive

Keep files in Eventure, sort them into folders and share any file or folder with a link. You have a personal Drive, and every organization you belong to has its own.

> **Staff preview**
> Drive is being tested with a small group first, so you only see it if it has been switched on for you.

Open your Drive

Open `Drive` in the menu. At the top right, **Personal** is your own Drive and the organization button next to it switches to the Drive of one of your organizations. The list there is the same as everywhere else in Eventure: your own organizations first, the others under **Shared with me**, and a filter box for long lists. A bar under the title shows how much space is used.

Upload and organize

Press **Upload** or drop files anywhere on the list. Big files are sent in small pieces, so up to 2 GB is fine and a slow connection only makes it slower. Progress for each file shows at the bottom right of the screen. **New folder** creates a folder; click a folder to open it and use the path above the list to go back up.

The **...** menu at the end of each row has **Download** (a folder downloads as a zip), **Share link**, **Rename**, **Move** and **Delete**. Delete is permanent and a folder is deleted together with everything in it, so you are asked first. You can search by name and sort by name, newest or largest.

Share with a link

Choose **Share link** on a file or a folder. Pick when the link stops working (1, 7 or 30 days, or never), optionally a **password** and a **download limit**, then press **Create link** and copy it. Anyone with the link can download without an account; a shared folder can be browsed and downloaded as one zip. Every link you made is listed in the same window with its downloads so far, and **Turn off** stops it immediately. Deleting a file or folder also stops its links.

Organization Drive

Everyone in the organization can open and download its files. Only owners and admins can upload, rename, move, delete and share; members see a **View only** notice. Files you put in an organization Drive count against the organization's storage.

Storage

A personal Drive uses your personal storage, and an organization Drive uses the organization's storage from its plan. When it is full, new uploads are refused with a message and nothing else is lost. **Add storage** opens the packs you can buy for more space.

Hover over **Drive** in the menu to see a small card with a progress bar, how much is used, how much is left and the percentage. In the organization menu it shows the organization you are working in. From 80% the bar turns amber and a percentage badge appears next to **Drive**; from 95% it turns red, so you notice before uploads stop.

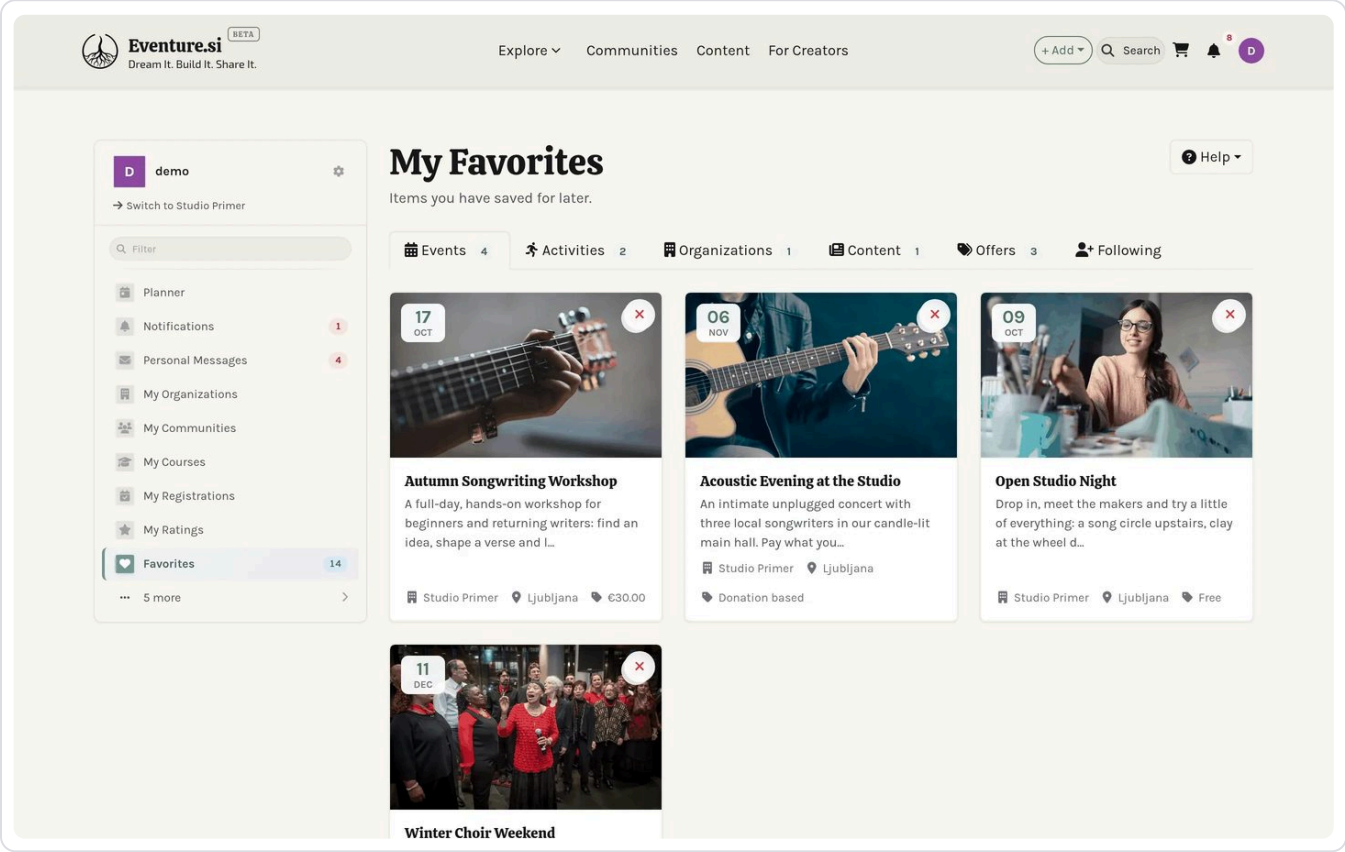
CHAPTER 29

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 39.1. Favorites: saved items filterable by kind.

PART VII - ACROSS EVERYTHING

CHAPTER 30

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.

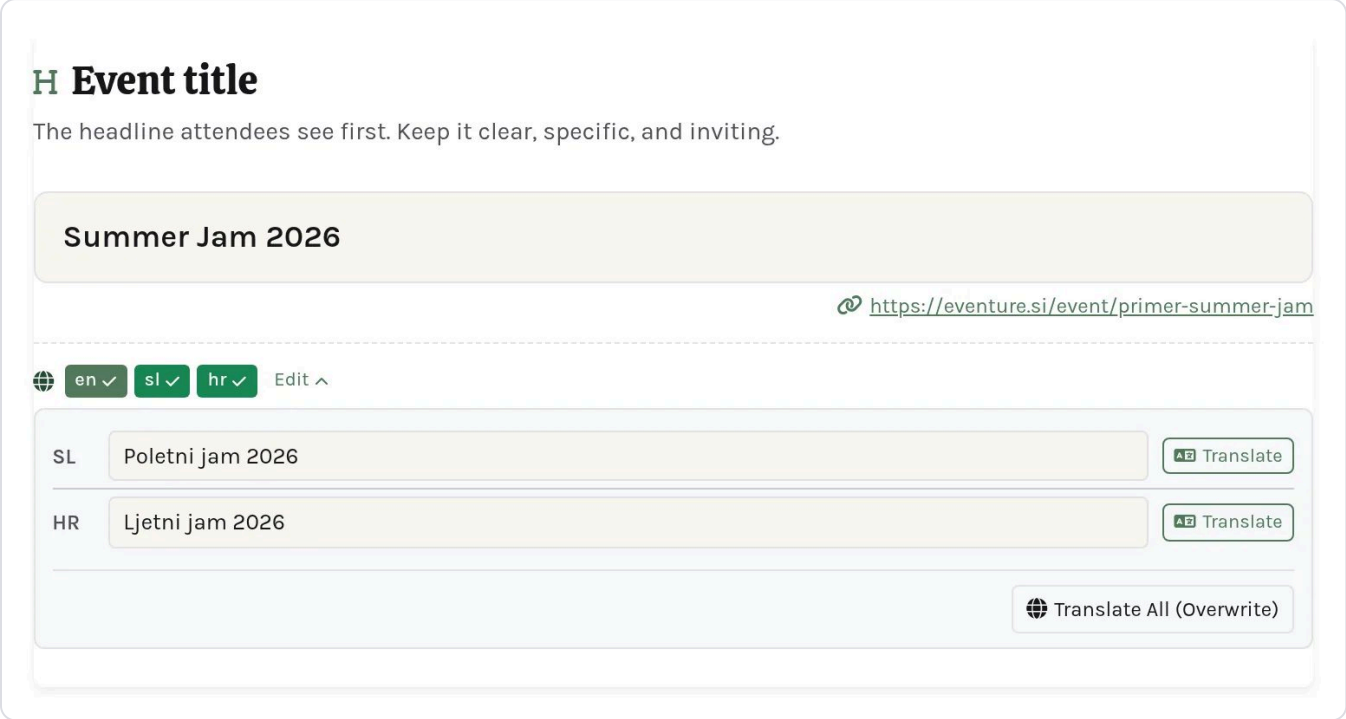
Who does the translating

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.

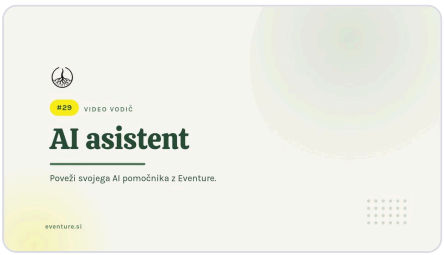


Screenshot 40.1. The translation badge row under a field, mid-translate.

CHAPTER 31

AI Assistant

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



Scan to watch the video https://eventure.si/en/user-manual#video-ai-assistant-ai-assistant

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.

No organization yet, or showing someone else how it works? The public **MCP Connector** page (footer, `Create` column, or `/mcp-connector`) has the same link, setup steps for Claude, ChatGPT, Gemini, Le Chat and Perplexity in tabs, and example requests to copy. It needs no sign-in to read.

> **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.

Your planner and projects

The same connection reaches your `Planner`: ask what is coming up this week, add a task or a meeting, hand it to a teammate, or tick it off. Where `Projects` is available to you, it can also set up a project with its groups and weights, add people and their shares, place milestones, log your hours or run a timer, approve hours waiting on you, and prepare a draft invoice from billable time.

Here the assistant follows the same rules you do, not your admin rights: it sees the tasks and projects you can see, a group lead only runs their own group, and nobody approves their own hours. A task can only go to a teammate or someone who shared their planner with you (in a project, anyone the project page lets you add) - for anyone else the assistant refuses and saves nothing. A task has one person, so asking for the same task for several people creates one task each. After an update adds new abilities, disconnect and reconnect the connector once so your sign-in picks them up.

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.