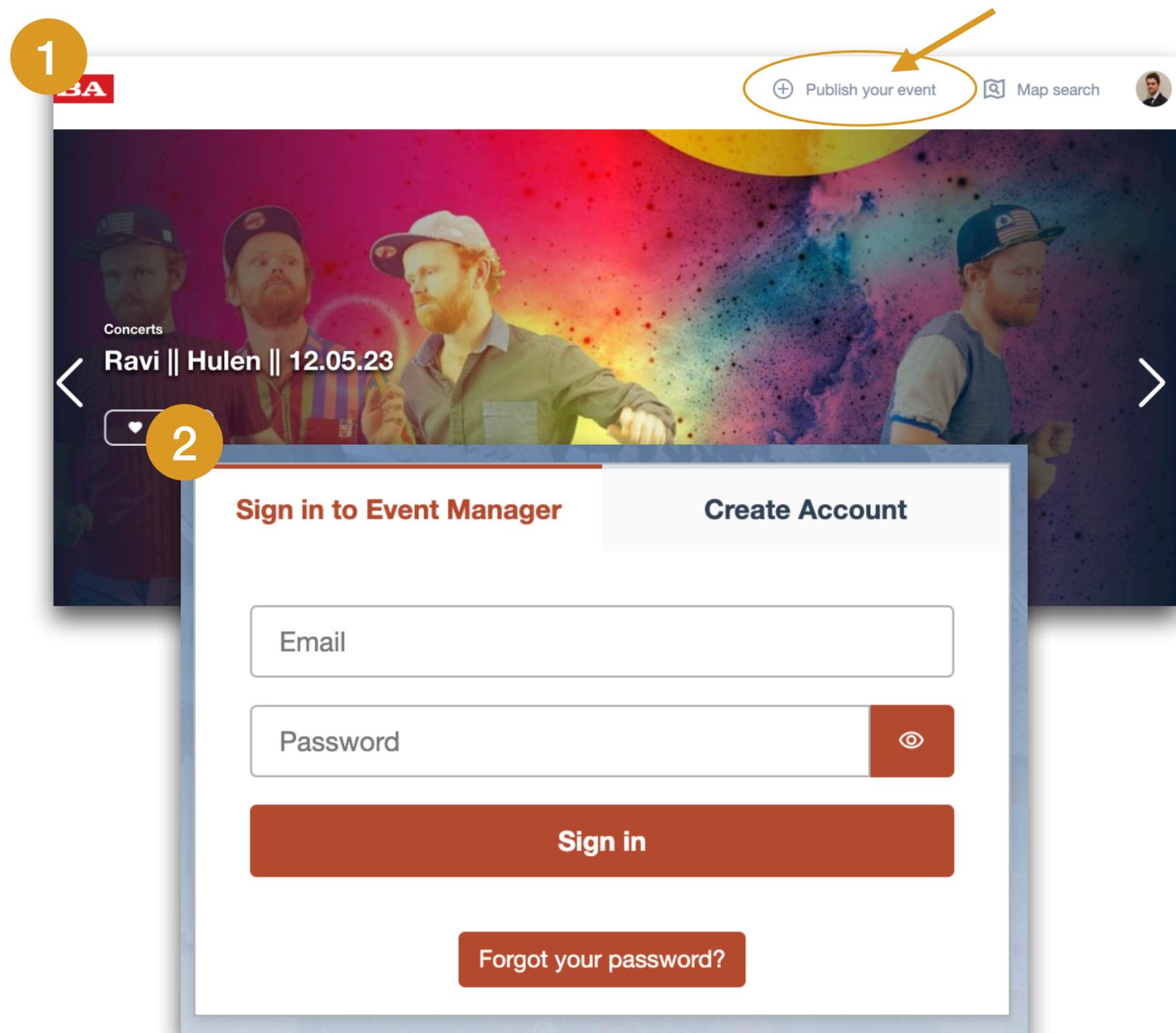


# Event Manager Handbook



# To access the Event Manager



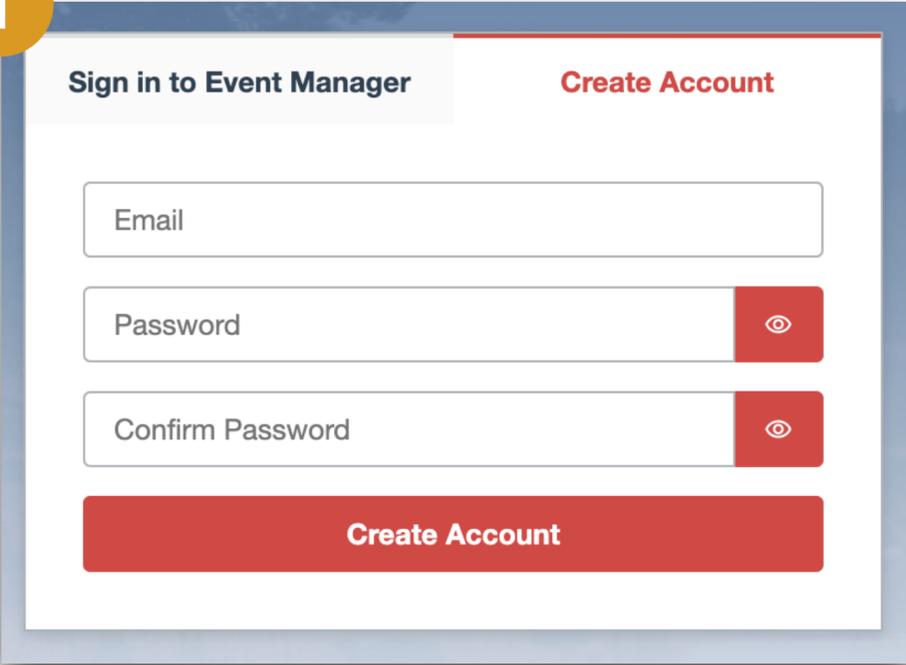
Go to the event calendar you want to post an event on. Then click on the “Publish your event” button, in the upper right corner.

Click on “Create Account” if it’s the first time you’re entering the Event Manager.

Otherwise, simply log in with your credentials and skip the next page.

# Create an account

1



Sign in to Event Manager **Create Account**

Email

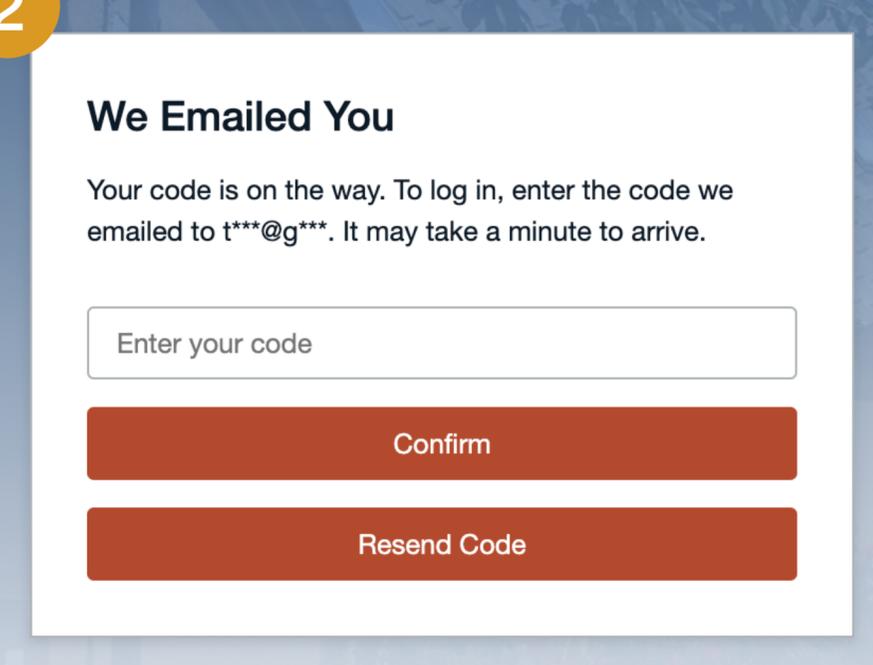
Password 

Confirm Password 

**Create Account**

Enter the email address you will always use when handling events and choose a password. Click on “Create account” and a confirmation code will be sent to your email address.

2



**We Emailed You**

Your code is on the way. To log in, enter the code we emailed to t\*\*\*@g\*\*\*. It may take a minute to arrive.

Enter your code

**Confirm**

**Resend Code**

Enter the confirmation code in the “Confirmation Code” field, click on the “Confirm” button and follow the next steps to create your profile (only needed once).

**PS:** Please check your spam folder in case you can't find the email in your regular inbox.



# Overview of things you can do via the Event Manager

1. Sign in and create new events
2. View, edit or remove the events you created
3. Browse your organizer groups
4. Add labels for your events
5. Add pictures to your local library
6. Browse the organizers' list
7. Add, edit or remove an event template
8. Print the list of all your events

### Events

 [CREATE NEW EVENT](#)[Filter](#)[Current and upcoming events](#)

4 Happening Now - 0 Draft - 0 Pending approval - 201 Approved - 0 Rejected - 201 Total

Name	Date	Place	Created by	Status	Decision	Actions
Livets museum I "Det är långsamt att vara här - om Vipeholms sjukhus"	Happening Now <span>+9</span>	Livets museum	Mattias Nordahn Larsson	Approved		
Sven Fristedt – Mästare i mönster	Happening Now <span>+9</span>	Kulturen i Lund	Facebook	Approved	<input checked="" type="checkbox"/> <input type="checkbox"/>	
Mästarprovet – En rustning blir till	Happening Now <span>+9</span>	Kulturen i Lund	Carina Rundberg	Approved		
Scandinavian Design of Everyday Life	Happening Now <span>+9</span>	Kulturen i Lund	Carina Rundberg	Approved		
Lunchkonserter	26/04/2023, 12:15 <span>5</span>	Lunds Allhelgonakyrka	Madeleine Andersson	Approved		
Lunchmusik	26/04/2023, 12:15 <span>7</span>	Lunds Allhelgonakyrka	Madeleine Andersson	Approved		
Sven Fristedt – Mästare i mönster	26/04/2023, 14:00	Kulturen i Lund	Carina Rundberg	Approved		
Språklek och pyssel	26/04/2023, 15:00 <span>5</span>	Klostergårdens bibliotek	Lina Grahn	Approved		
Veberöds bibliotek visar kvalitetsfilm	26/04/2023, 15:00 <span>2</span>	Veberöds bibliotek	Veberöds bibliotek	Approved		
Sagoonsdag	26/04/2023, 16:00 <span>5</span>	Stångby bibliotek	Stångby Bibliotek	Approved		

First < **1** 2 3 4 5 ... 21 > Last[Past events](#)

This is the **homepage** you will see once you log in to the Event Manager. It is divided in three main sections:

**Filter:** The filter button is a handy tool for facilitating the search of an event you are looking for. You get the possibility to filter your events by keyword, date, status, category and venue.

**Current and upcoming events:** This is the central part of the homepage, containing the list of all the current and upcoming events.

**Past events:** This is the section where you can browse all the past events.

By clicking on the blue button on the top-right, you can create a new event.

# Create event - basic information

1

Basic information

Name\*  
Christmas Market

Label  
● Christmas

[Create or edit labels](#)

Category\*  
Shopping Events Food & Drink

Description\*  
**B** *I* U ~~S~~ ☰ ☷ ☰ ☷ ☰ ☷ ☰ ☷ ☰ ☷

Welcome to the 2023 Christmas Market!

1.1



Fill in the **name** of the event, choose a **label** (optional), type in a **description** text, add one or multiple **categories**.

## Tips:

- You can only choose one label per event. Choose the one that fits your event best at that time, otherwise leave the label section empty. Labels can be created or edited by administrators.
- Add one or multiple categories. Deselect by clicking the 'X'.

# Create event - photos

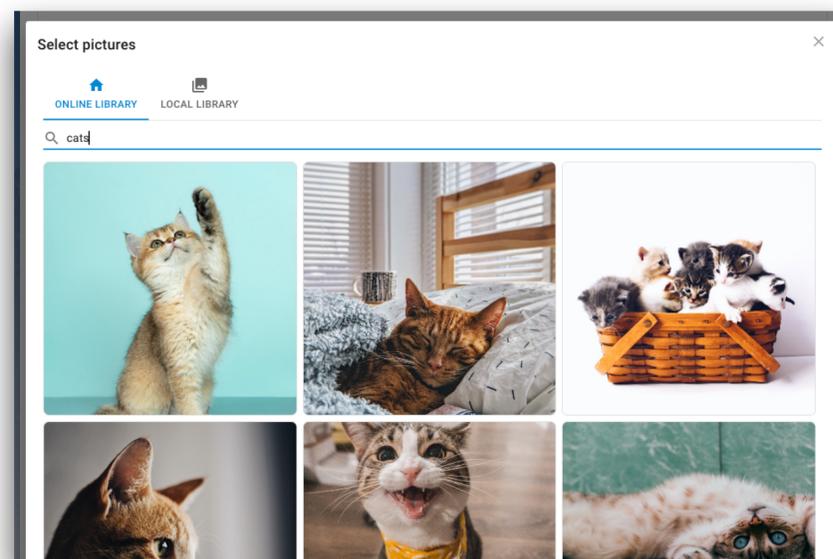
PHOTOS \*

You have 1 file(s) and you can add up to 8.  
Drag picture or click here to add

For the best results, consider using horizontal photos and pictures.

I confirm the ownership and/or copyrights of the images being uploaded.

Add from Picture Library



Add **photos** to your event. You can choose to add your own photos, or choose from a local or online library.

### Tips:

- To add your own picture(s) to the event, please click or drag them into the blue box.
- Otherwise, choose picture(s) from the Picture Library by clicking on “Add from Picture Library.” Utilize the Search function in the Online Library for specific results.
- Feel free to give credit to the photographer in the “Picture Credit” box, as well as adding an Alt Text.
- For best results, consider using horizontal photos and pictures, as horizontal photos work best with our format.

# Create event - video

1

Videos

[ADD A YOUTUBE VIDEO](#)

2

Videos

Youtube URL ×  
[https://www.youtube.com/watch?v=cas9tUzon\\_E](https://www.youtube.com/watch?v=cas9tUzon_E)

Youtube URL ×  
<https://www.youtube.com/watch?v=uCHuTxVYtsk>

Youtube URL ×

[ADD A YOUTUBE VIDEO](#)

- Add one or multiple Youtube videos to the event listing
- To add a Youtube video, click on “Add a YouTube video” and paste the copied YouTube URL of the video in the empty field
- The video(s) will be shown in the detail page of an event, in the 2nd place after the main picture

# Create event - date

Choose a **date** for your event, either ‘Single Time’ or ‘Daily or Weekly.’

## Tips for Single Events:

- If your event occurs only once, choose ‘Single Time’, and fill in the beginning and end times in the “From” and “To” sections.
- Click ‘Add Date’ and ‘Close’ when done, or ‘Clear’ to start over.

## Tips for Recurring Events:

- If your event is recurring, choose ‘Daily or Weekly.’
- Choose start and end dates in the “Recurrence begins” and the “Recurrence ends” sections.
- Select each day and time of the recurrence, then click ‘Add Date.’ Hit “Close” when done, or “Clear” to start over.

2 Pick dates for your event ⓘ

Recurrence  
Daily or weekly

Recurrence begins  
Thu 4 May 2023

Recurrence ends  
Thu 15 Jun 2023

	From	To
<input type="checkbox"/> Monday	16:00	17:00
<input checked="" type="checkbox"/> Tuesday	16:00	18:05
<input type="checkbox"/> Wednesday	16:00	17:00
<input checked="" type="checkbox"/> Thursday	16:00	18:05
<input type="checkbox"/> Friday	16:00	17:00
<input checked="" type="checkbox"/> Saturday	13:00	19:00
<input type="checkbox"/> Sunday	16:00	17:00

**ADD DATE**

Hide ending dates  
Check this box if you prefer to hide the end dates of the event on the listing. Even if you select a date, it will not be shown in the event details when this box is checked.

19 added dates

Thu 4 May 2023, 16:00 - 18:05 × Sat 6 May 2023, 13:00 - 19:00 × Tue 9 May 2023, 16:00 - 18:05 × Thu 11 May 2023, 16:00 - 18:05 × Sat 13 May 2023, 13:00 - 19:00 × Tue 16 May 2023, 16:00 - 18:05 ×

Tue 23 May 2023, 16:00 - 18:05 × Thu 25 May 2023, 16:00 - 18:05 × Sat 27 May 2023, 13:00 - 19:00 × Tue 30 May 2023, 16:00 - 18:05 ×

**CLEAR** **CLOSE**

1 Pick dates for your event ⓘ

Recurrence  
Single Time

Single Time

Daily or weekly

Tue 26 Jul 2022, 10:00

**ADD DATE**

Hide ending dates  
Check this box if you prefer to hide the end dates of the event on the listing. Even if you select a date, it will not be shown in the event details when this box is checked.

**CLEAR** **CLOSE**

# Create event - address & venue

1

Venue

This event has no physical location

Find a location

Stockholm olympic stadium

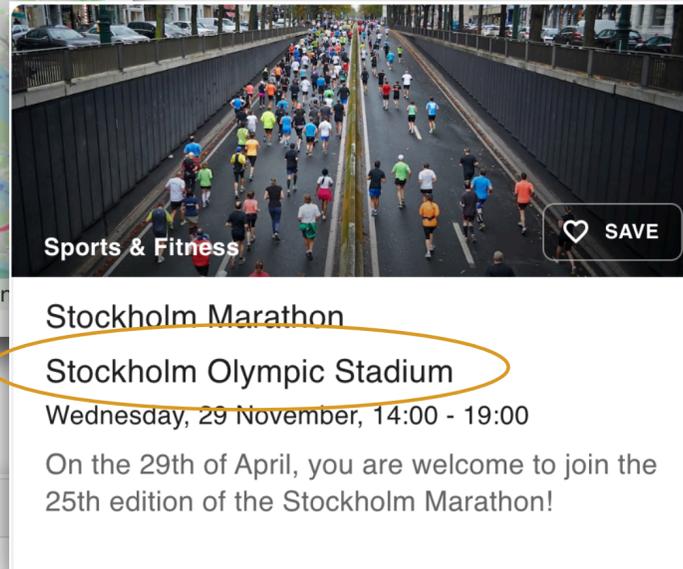
Stockholm Olympic Stadium  
Lidingövägen, Stockholm, Sweden

Venue

Address

This only updates the address text, not the map location

Room/Stage



2

Venue

This event has no physical location

Find a location

Search by city, neighborhood or place name

Venue

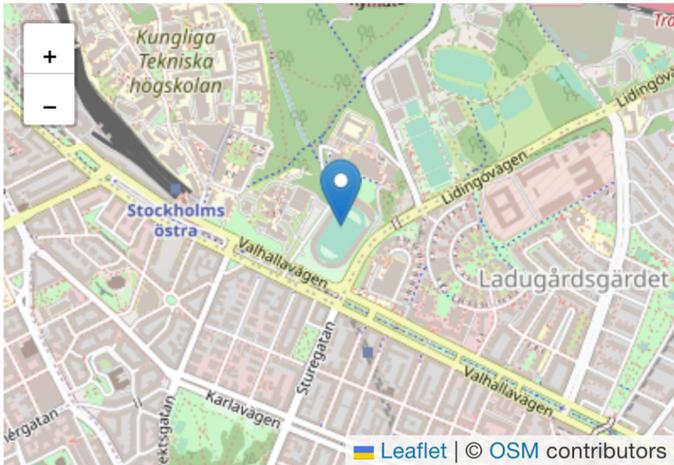
Stockholm Olympic Stadium

Address

Lidingövägen, 114 33 Stockholm, Sweden

This only updates the address text, not the map location

Room/Stage



Add an **address** and **venue** for your event, or mark it as **online/virtual**.

## Tips:

- Start typing in the “find a location” search bar and validate when the venue you were searching for appears. A blue pin will appear on the map and the “Venue” and “Address” details will appear in the respective fields.
- If needed, type in the “Room/Stage” field the details where the event will be held
- If needed, edit the address in the “Address” field
- The name of the venue will appear in the event listing. See the example for “Stockholm Olympic Stadium.”



# Create event - contact

Event contact information

<p>E-mail</p> <p><u>stefano.vertua@cruncho.com</u></p>	<p>Phone</p> <p> +1 (111) 111-111</p>
<p>Website</p> <p><u>https://cruncho.com</u></p>	<p>Organizer name</p> <p><u>Cruncho</u></p>

Add the appropriate **contact** information for the event.

### Contact tips:

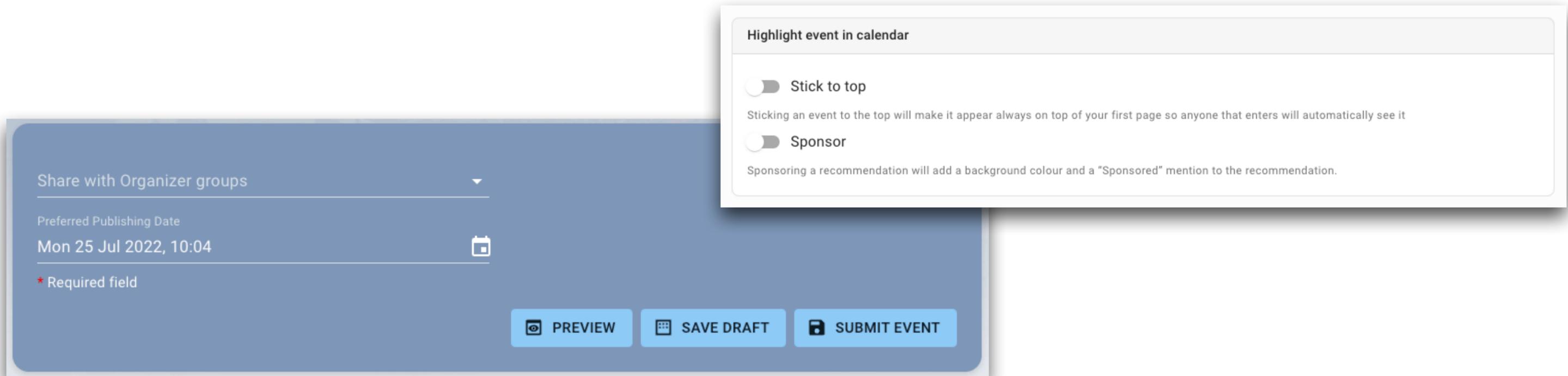
- Add your contact information such as your telephone number and email
- Add a website link if you want to direct users to the official event website

# Create event - publishing event

Choose to **highlight** the event, share with **groups**, and choose **publishing date**

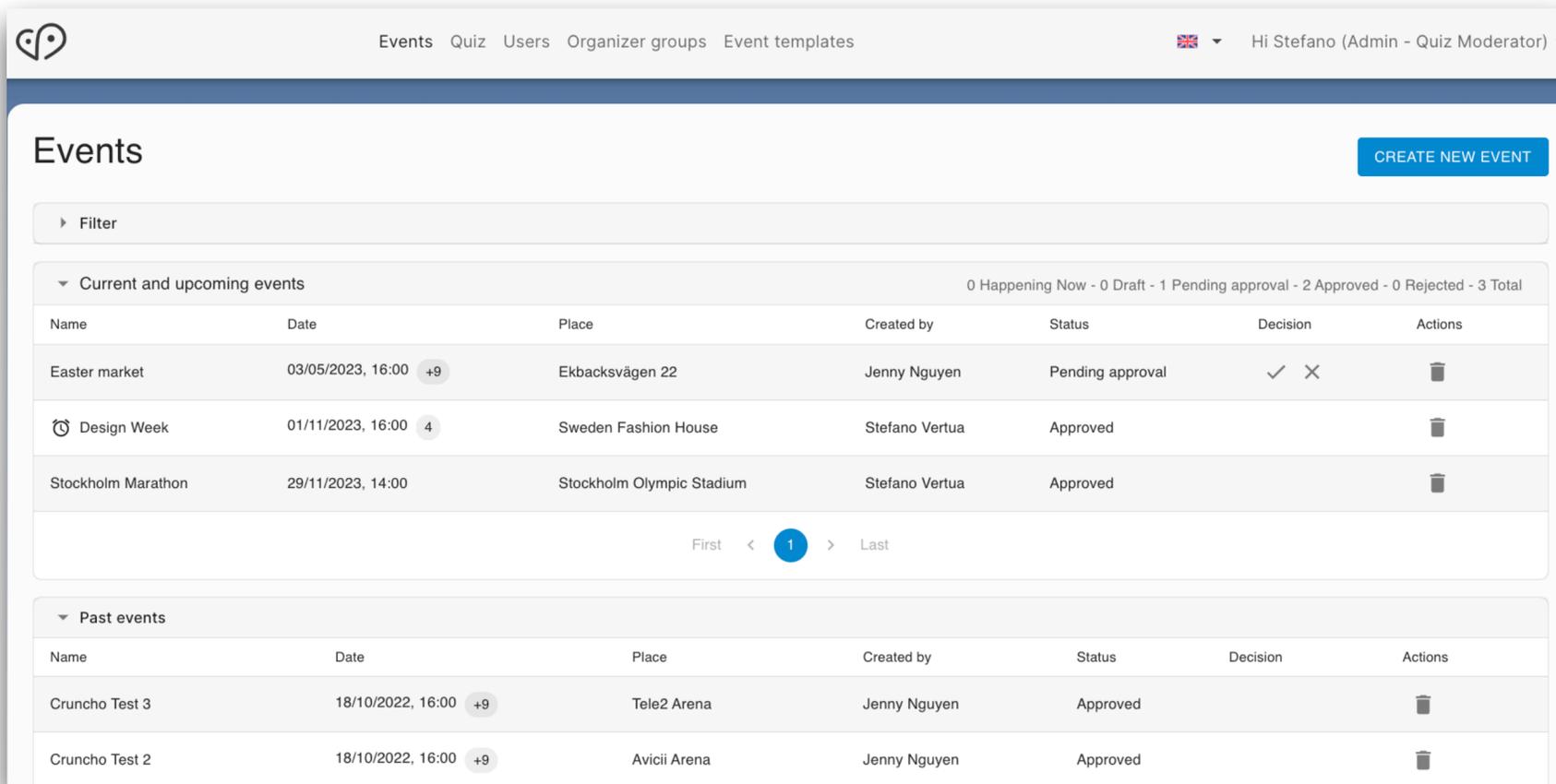
## Tips:

- Choosing “Stick to top” or “Sponsor” will highlight the events in the calendar
- If the event is part of an organizer group, select the group from the dropdown, so that each member of the group can view and edit the event once submitted.
- Choose the preferred publishing date. If no date is chosen, this will default to today’s date and time.
- Click ‘Preview’ to see how your event will look when published, or ‘Save Draft’ if you would like to save your event to return to at a later time.
- Click ‘Submit Event’ to have the event submitted to the Event Manager.



The screenshot shows a form for creating an event. The form is partially obscured by a modal window. The visible part of the form includes a dropdown menu for 'Share with Organizer groups', a 'Preferred Publishing Date' field with the value 'Mon 25 Jul 2022, 10:04' and a calendar icon, and a 'Required field' label. At the bottom of the form are three buttons: 'PREVIEW', 'SAVE DRAFT', and 'SUBMIT EVENT'. The modal window, titled 'Highlight event in calendar', contains two toggle switches: 'Stick to top' and 'Sponsor'. Below the 'Stick to top' toggle is the text: 'Sticking an event to the top will make it appear always on top of your first page so anyone that enters will automatically see it'. Below the 'Sponsor' toggle is the text: 'Sponsoring a recommendation will add a background colour and a "Sponsored" mention to the recommendation.'

# View created events



Name	Date	Place	Created by	Status	Decision	Actions
Easter market	03/05/2023, 16:00 +9	Ekbacksvägen 22	Jenny Nguyen	Pending approval	✓ ✕	🗑️
🕒 Design Week	01/11/2023, 16:00 4	Sweden Fashion House	Stefano Vertua	Approved		🗑️
Stockholm Marathon	29/11/2023, 14:00	Stockholm Olympic Stadium	Stefano Vertua	Approved		🗑️

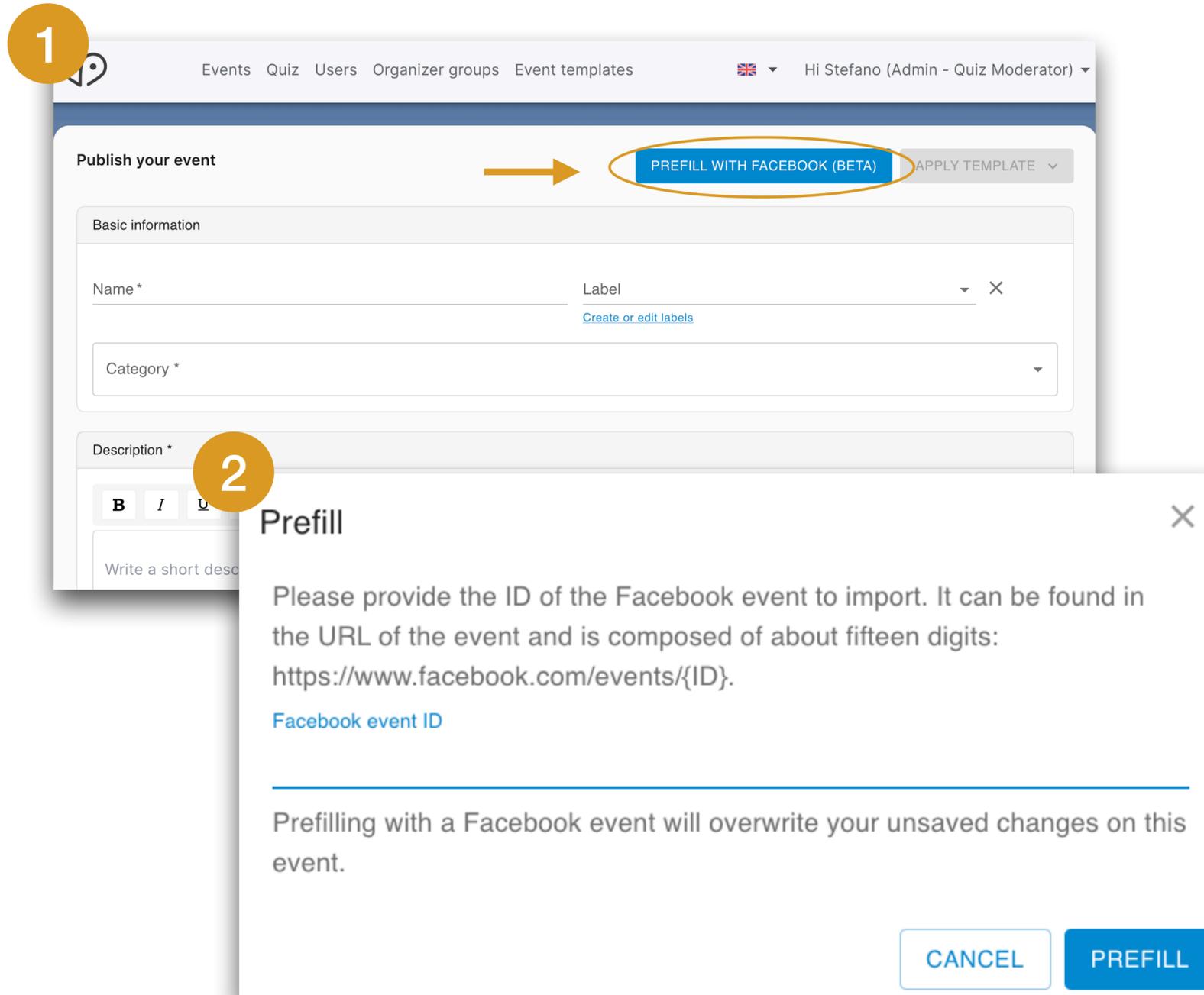
  

Name	Date	Place	Created by	Status	Decision	Actions
Cruncho Test 3	18/10/2022, 16:00 +9	Tele2 Arena	Jenny Nguyen	Approved		🗑️
Cruncho Test 2	18/10/2022, 16:00 +9	Avicii Arena	Jenny Nguyen	Approved		🗑️

**View events** that you created.

- Once the event is created, you'll find it in the "Events" tab, along with all the other events.
- For every event, you have the possibility to click on the trash icon to delete the event. If the event has been fetched directly from Facebook, or if it's been created by an organizer, you have the additional possibility to approve or reject that very same event, by clicking on either ✓ or ✕.
- Only Admins and Moderators are authorised to post or reject events. Events rejected are sent back to the event organizer with a reason/comment for rejection.
- Please note that it's possible to edit already posted/published events. You just need to click again on the event. Make your changes and click on the "Save & Close" button.

# Create event - Prefill with Facebook



The screenshot shows the 'Publish your event' page in the Crunchcho interface. A yellow circle with the number '1' highlights the 'PREFILL WITH FACEBOOK (BETA)' button, which is circled in yellow. An arrow points from this button to the 'Basic information' section. A second yellow circle with the number '2' highlights the 'Prefill' dialog box. The dialog box contains the following text:

**Prefill**

Please provide the ID of the Facebook event to import. It can be found in the URL of the event and is composed of about fifteen digits:  
`https://www.facebook.com/events/{ID}`.

[Facebook event ID](#)

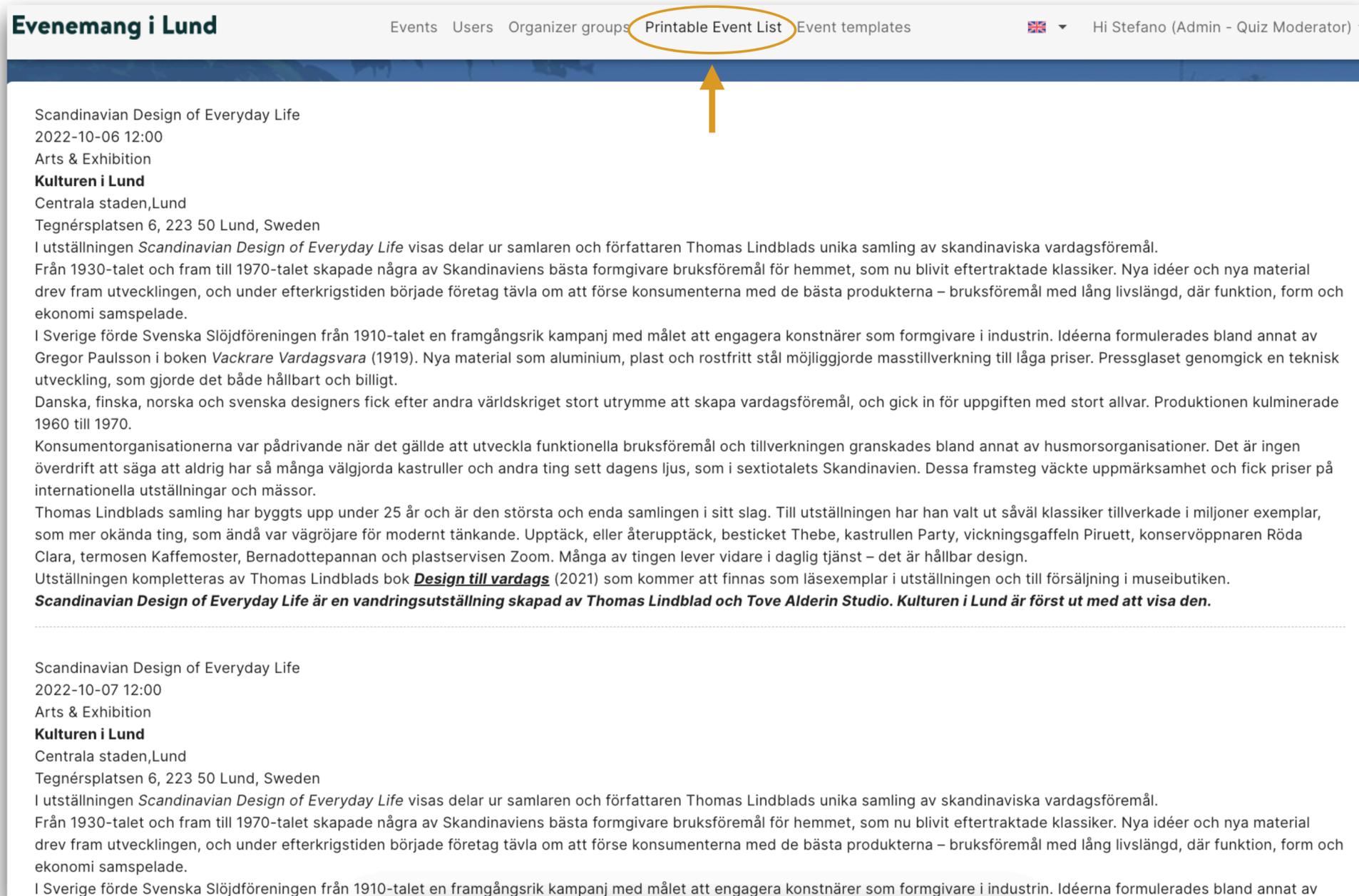
---

Prefilling with a Facebook event will overwrite your unsaved changes on this event.

Would you like to add a **Facebook event** directly to your Event Manager?

We have implemented a brand new feature, in which you just need to copy the link or the **Facebook event ID** from the URL of the event and voilà, the main information (name of the event, description, pictures etc..) is copied in your Event Manager in a breeze.

# Printable Event List



Evenemang i Lund    Events   Users   Organizer groups   **Printable Event List**   Event templates      Hi Stefano (Admin - Quiz Moderator)

Scandinavian Design of Everyday Life  
2022-10-06 12:00  
Arts & Exhibition  
**Kulturen i Lund**  
Centrala staden,Lund  
Tegnérspplatsen 6, 223 50 Lund, Sweden  
I utställningen *Scandinavian Design of Everyday Life* visas delar ur samlaren och författaren Thomas Lindblads unika samling av skandinaviska vardagsföremål. Från 1930-talet och fram till 1970-talet skapade några av Skandinaviens bästa formgivare bruksföremål för hemmet, som nu blivit eftertraktade klassiker. Nya idéer och nya material drev fram utvecklingen, och under efterkrigstiden började företag tävla om att förse konsumenterna med de bästa produkterna – bruksföremål med lång livslängd, där funktion, form och ekonomi samspelade. I Sverige förde Svenska Slöjdföreningen från 1910-talet en framgångsrik kampanj med målet att engagera konstnärer som formgivare i industrin. Idéerna formulerades bland annat av Gregor Paulsson i boken *Vackrare Vardagsvara* (1919). Nya material som aluminium, plast och rostfritt stål möjliggjorde masstillverkning till låga priser. Pressglasets genomgick en teknisk utveckling, som gjorde det både hållbart och billigt. Danska, finska, norska och svenska designers fick efter andra världskriget stort utrymme att skapa vardagsföremål, och gick in för uppgiften med stort allvar. Produktionen kulminerade 1960 till 1970. Konsumentorganisationerna var pådrivande när det gällde att utveckla funktionella bruksföremål och tillverkningen granskades bland annat av husmorsorganisationer. Det är ingen överdrift att säga att aldrig har så många välgjorda kastruller och andra ting sett dagens ljus, som i sextiotalets Skandinavien. Dessa framsteg väckte uppmärksamhet och fick priser på internationella utställningar och mässor. Thomas Lindblads samling har byggts upp under 25 år och är den största och enda samlingen i sitt slag. Till utställningen har han valt ut såväl klassiker tillverkade i miljoner exemplar, som mer okända ting, som ändå var vägröjare för modernt tänkande. Upptäck, eller återupptäck, besticket Thebe, kastrullen Party, vickningsgaffeln Piruett, konservöppnaren Röda Clara, termoserna Kaffemoster, Bernadottepannan och plastservisen Zoom. Många av tingen lever vidare i daglig tjänst – det är hållbar design. Utställningen kompletteras av Thomas Lindblads bok *Design till vardags* (2021) som kommer att finnas som läsexemplar i utställningen och till försäljning i museibutiken. **Scandinavian Design of Everyday Life är en vandringsutställning skapad av Thomas Lindblad och Tove Alderin Studio. Kulturen i Lund är först ut med att visa den.**

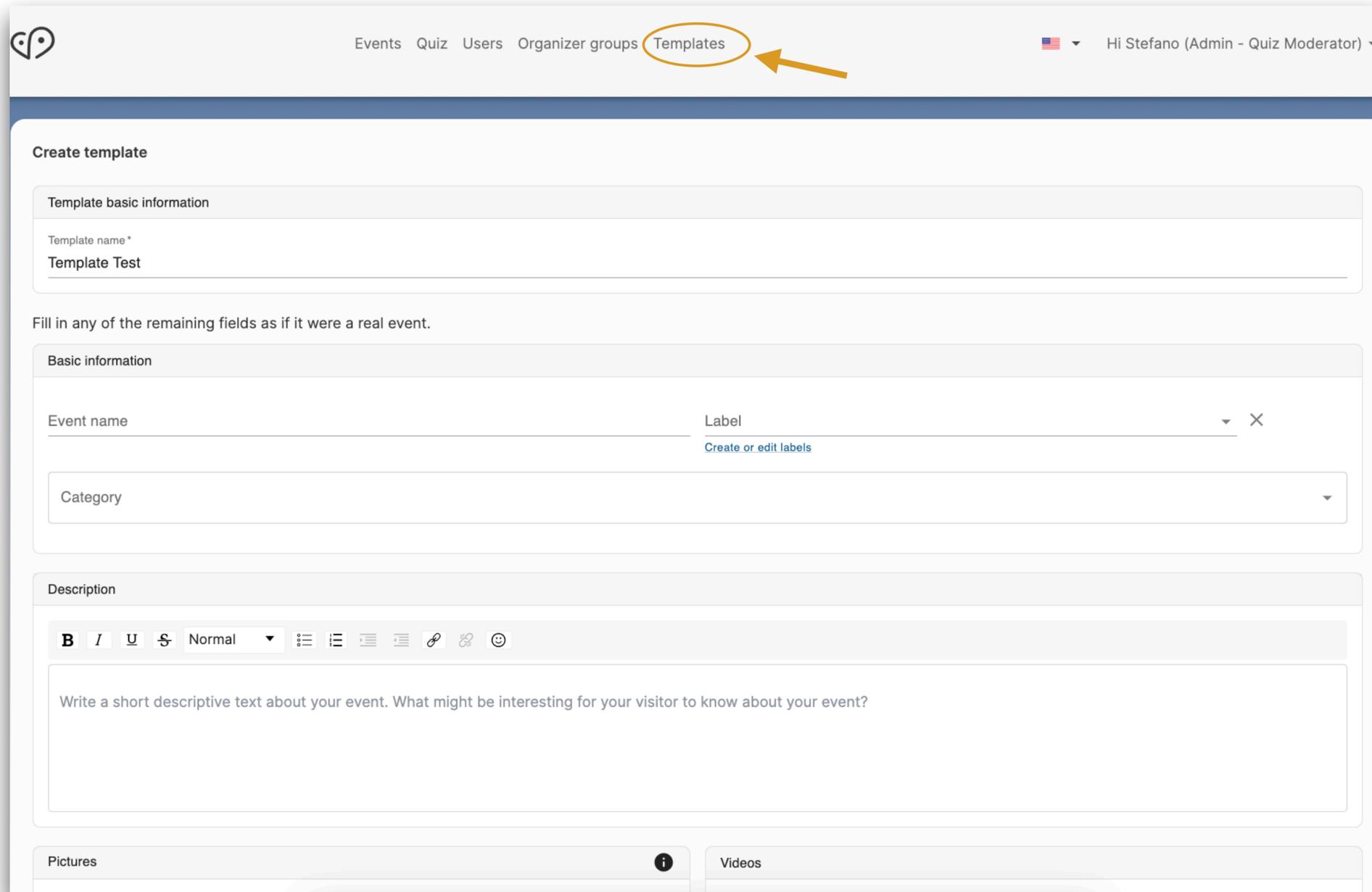
---

Scandinavian Design of Everyday Life  
2022-10-07 12:00  
Arts & Exhibition  
**Kulturen i Lund**  
Centrala staden,Lund  
Tegnérspplatsen 6, 223 50 Lund, Sweden  
I utställningen *Scandinavian Design of Everyday Life* visas delar ur samlaren och författaren Thomas Lindblads unika samling av skandinaviska vardagsföremål. Från 1930-talet och fram till 1970-talet skapade några av Skandinaviens bästa formgivare bruksföremål för hemmet, som nu blivit eftertraktade klassiker. Nya idéer och nya material drev fram utvecklingen, och under efterkrigstiden började företag tävla om att förse konsumenterna med de bästa produkterna – bruksföremål med lång livslängd, där funktion, form och ekonomi samspelade. I Sverige förde Svenska Slöjdföreningen från 1910-talet en framgångsrik kampanj med målet att engagera konstnärer som formgivare i industrin. Idéerna formulerades bland annat av

Would you like to **print** the list with all the events? Look no further!

- By clicking on “Printable Event List”, the whole list of all your events in easily accessible
- It’s possible to see all the relevant information: name, date, category, venue, address and the event’s description
- It is a handy tool if you’d list to print the whole list of all your events

# Event Templates



Events Quiz Users Organizer groups **Templates**  Hi Stefano (Admin - Quiz Moderator)

### Create template

Template basic information

Template name\*  
Template Test

Fill in any of the remaining fields as if it were a real event.

Basic information

Event name  Label   [Create or edit labels](#)

Category

Description

**B** *I* U ~~S~~ Normal

Write a short descriptive text about your event. What might be interesting for your visitor to know about your event?

Pictures  Videos

By Clicking on “**Event templates**”, you get the possibility to create a template, so that you can streamline even more the event creation process.

- Give a name to your template, so that you can retrieve it when you need it
- If you wish, you can share this template with some of your organizer groups
- Create your template as if you were creating an event - the interface is the same!

**If you have any questions, don't hesitate to contact us at**  
**[hello@cruncho.com](mailto:hello@cruncho.com) or call**  
**+46 73 530 3372**

