

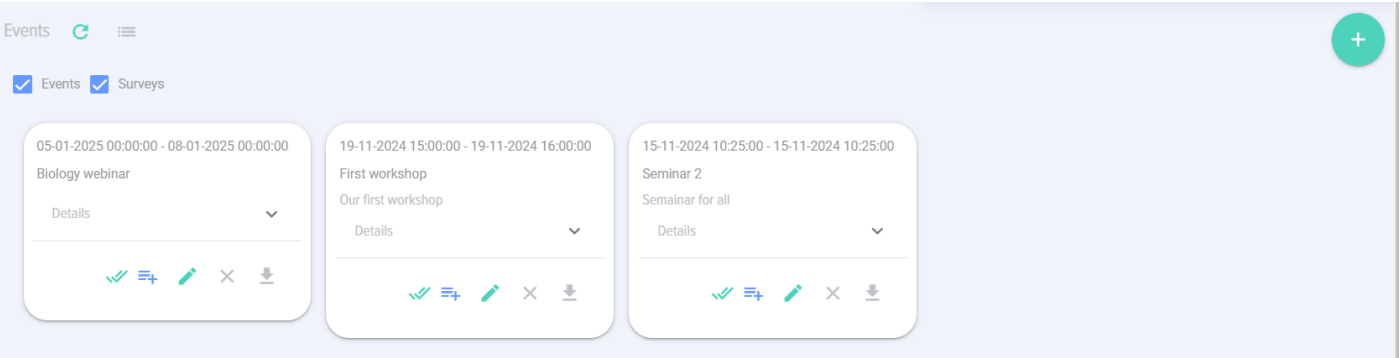
External/In-Person Events

- [Events Catalog](#)
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- [Event in the employee's personal account](#)

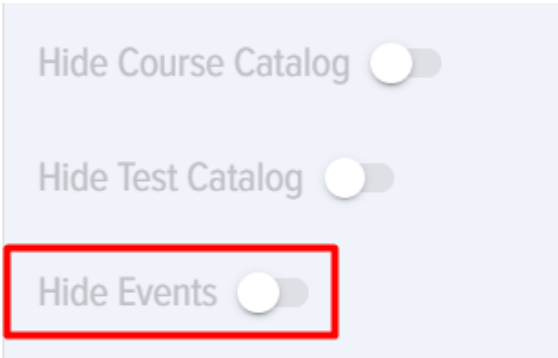
Events Catalog

The module "External/In-Person Events" is designed for planning, organizing, and accounting for external and in-person educational events.

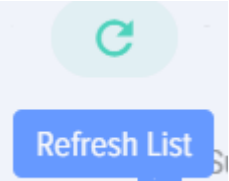
The Events Catalog is presented in the main menu, accessible to all employees by default.



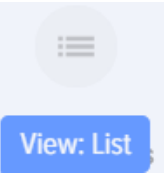
In the application settings (Settings - Other), you can hide the catalog. However, it will still be accessible to the application moderators.



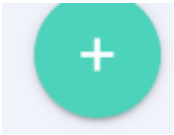
The Events Catalog contains the following elements:



- Element for list update

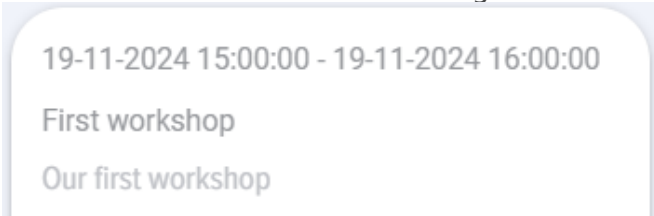


- Type: list, cards.

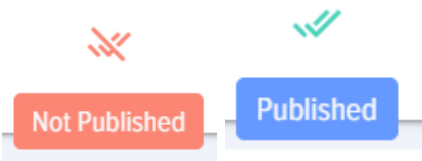


- Element for adding an event.

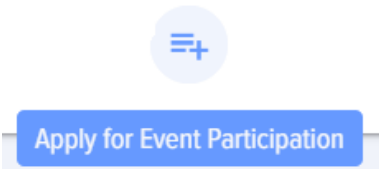
An event card in the event catalog contains the following elements:



- Dates, title, and description of the event.



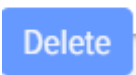
- event statuses.



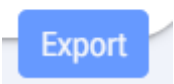
- Apply to participate in the event.



- Edit the event. An event editing card opens.

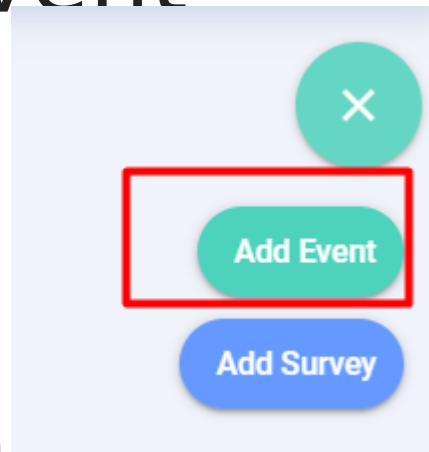


- Deleting an event.



-Export. When clicked, the event is automatically downloaded to the local machine in Excel format.

Creating an event



To create an event, click the "Add event" button a creation card will open for the event.