🛠️④ Admin Guide

4.1 Overview

This guide assists admins in managing events, viewing registrations, and monitoring feedback.

4.2 Roles & Permissions

Name	Description
x_1798866_event_ma.Event Admin	Full control of Event Management App
x_1798866_event_ma.Event Manager	Can create/manage events and view registrations
x_1798866_event_ma.Event mentor	have access to view all events and feedbacks, registrations. not for create catalogs.
x_1798866_event_ma.Event User	Can register and submit feedback

4.3 Managing Events

1. Navigate to **Event → All Events**.

2. Click **New** to create an event.

3. Enter details like Event Name, Date, Session, and Description.

4. Set the status to **Published** for visibility in Catalog.

4.4 Viewing Registrations

- Go to **Registration → All Registrations**.

- Filter by **Event Name** or **Approval Status**.

- View or update details as needed.

4.5 Feedback Review

- Go to **Feedback → All Feedbacks**.

- Filter by event or rating.

- Use the dashboard to visualize average feedback scores.

4.6 Dashboard

The **Event Admin Dashboard** shows:

- Total number of events

- Number of registrations per event

- Average feedback rating

- Recent feedback comments