Published & Not Published

'Published' refers to whether an event can be seen on the customer facing site or not.

If an event is **published** (which is the **default**), it will have this icon next to it:

If an event is **not published**, it will have this icon next to it:

This can be useful for saving events that are no longer needed but may be needed again in the future.

It will also be useful for creating events in advance. For example, if Mother's Day is coming up, and you want to create the event several months in advance but don't want to publish it to the site until a few weeks before.

These icons are shown here: