

## Legend Manage Events



### Preview

The preview opens in a second window or tab. Thus, the back button does not work. Click on the window or tab with the list of events.



### Edit

The report is displayed in the form. You can edit the text or adjust a publishing date. The title of the event becomes part of the email subject.



### Not published

The report is not displayed on the WebPortal. Click the icon to publish the event.



### Published

The report is displayed on the WebPortal. Click the icon to remove the event from the WebPortal.



### Invitation

You see all sent emails and their status in a list. You can create and send a new email for the event. You can still edit unsent emails.



### Participation list

Participants who register on the event page are stored in a list of participants. For each participant you see the first name, last name, company, email address and if they are tekomp members or not.



### Number of Participants

You see how many participants are registered on the event page.



### ZOOM Participation List Available, Download the List

You see the number of registered participation. Click on the circle to download the ZOOM participant list with the real attendees.



### Delete

The report is deleted without a prompt.