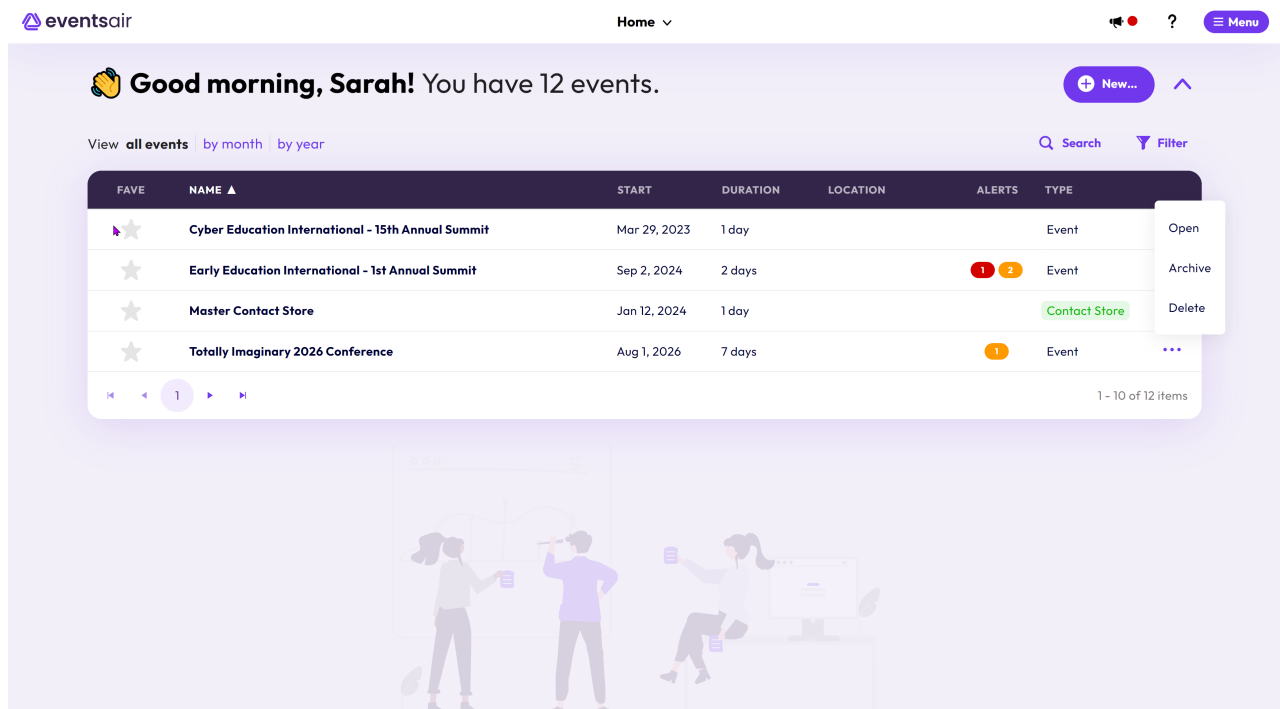


# Exploring the Opening Screen

Last Modified on 02/16/2025 5:38 pm EST

The EventsAir Home screen is the first screen you see when you log in:



You can always return to this screen by clicking on the name of the current event you're working on (the event name is centered at the very top of your EventsAir screen when you're working within an event), and selecting "Home".

It's easy to search / filter for your events, including those you've marked as favorites.

You can also use the "Event Switcher" (top center) to switch between recent events.

- **Type** – indicates if this is an event or a contact store.
- **Favorites** – selecting the star to the left of the event name will turn it yellow and bring this event to the top of your list.

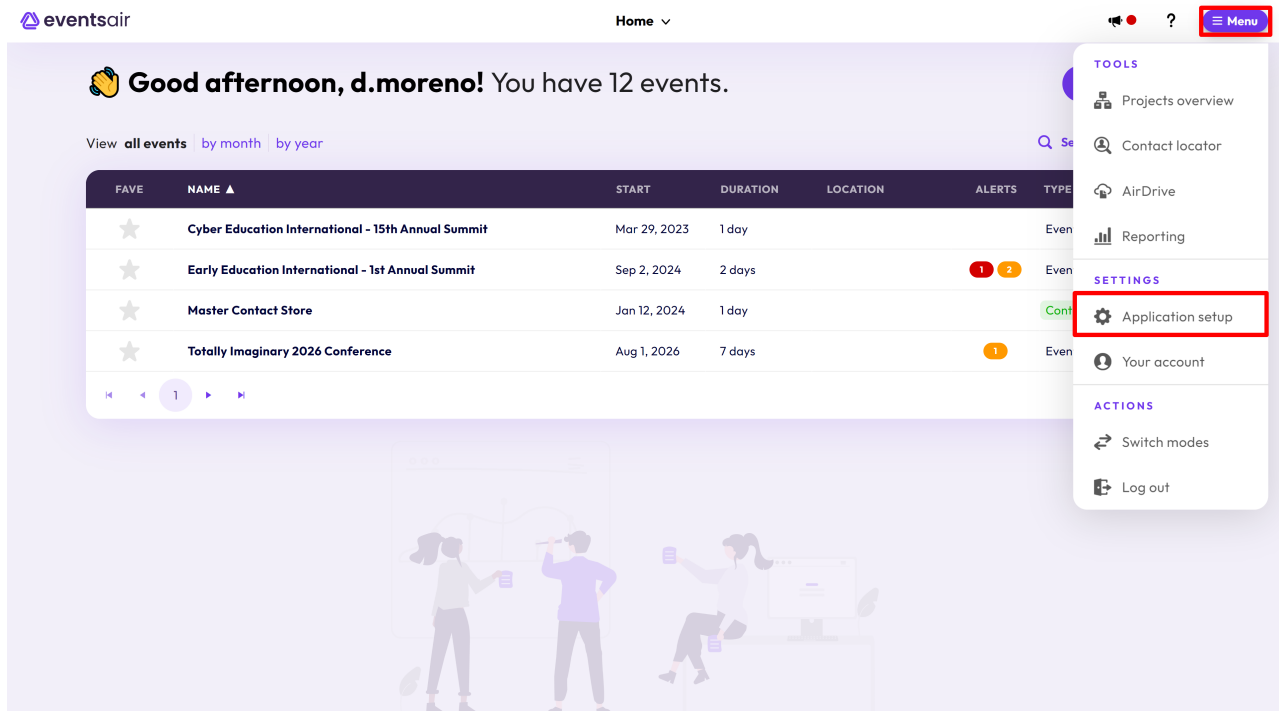
Use the ... menu for each event to open, archive, or delete.

Be sure you understand what this involves before archiving or deleting an event.

## Event Alerts

If you see an orange or red indicator on a specific event, the number displayed indicates the number of high (orange) or critical (red) alerts that are new for this event.

## Application Setup



The screenshot shows the EventsAir dashboard interface. At the top left, the logo 'eventsair' is visible. The user is logged in as 'd.moreno!' and has 12 events. The dashboard displays a table of events with columns for 'FAVE', 'NAME', 'START', 'DURATION', 'LOCATION', 'ALERTS', and 'TYPE'. The 'ALERTS' column shows indicators for new alerts: a red circle with '1' for 'Early Education International - 1st Annual Summit' and an orange circle with '2' for 'Cyber Education International - 15th Annual Summit'. A 'Menu' button is highlighted in the top right corner, and a dropdown menu is open, showing options like 'Projects overview', 'Contact locator', 'AirDrive', 'Reporting', 'Application setup' (highlighted with a red box), 'Your account', 'Switch modes', and 'Log out'.

FAVE	NAME	START	DURATION	LOCATION	ALERTS	TYPE
★	Cyber Education International - 15th Annual Summit	Mar 29, 2023	1 day			Event
★	Early Education International - 1st Annual Summit	Sep 2, 2024	2 days		1	Event
★	Master Contact Store	Jan 12, 2024	1 day			Contact
★	Totally Imaginary 2026 Conference	Aug 1, 2026	7 days		1	Event

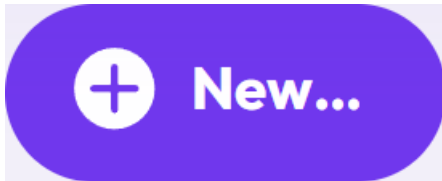
The **Application Setup** button gives you access to overall platform settings for EventsAir:

- **Event Groups** – define different types of events or meetings (a group of events you manage for a particular client, workshop series, sales meetings, etc.)
- **Custom Field Tabs** – create sensible groupings for your custom fields by keeping related items on their own custom tab.
- **Custom Fields** – useful for creating custom fields you can access from multiple events.
- **Text Message Gateway** – this advanced section is used to set up Text Message (SMS) gateways for use with EventsAir.
- **E-Commerce Gateway** – lets you define a credit card gateway for connecting credit card payments in EventsAir to your merchant account.
- **PayPal Accounts** – lets you define a PayPal account for accepting payments into EventsAir.
- **Password Policy** – define the length, content and re-use settings for passwords.
- **Users** – set up all users for EventsAir. Each user will be assigned access/security levels for different areas of EventsAir in addition to their login information.
- **Analytics Accounts** – set the account details for your Google Analytics Account.
- **System Brands** – create different sets of visual elements like fonts, colors and images, to easily re-use a look & feel for different System Apps.
- **System App Store** – mobile apps focused on global, system-level functionality.

- **Currency Library** – set up all currencies you will be using for your event.
- **Language** – set up all languages you will be using for your event.
- **Ports Library** – create a list of all travel ports that can be used by the Travel module.
- **Carriers Library** – create a list of all travel carriers that can be used by the Travel module.

[Read this article](#) to learn more about Application Setup.

## New Event Creation



As the name implies, this is where you set up your new event or meeting:

- Create an alias URL.
- Clone from existing events if you like.
- Define which modules you want to include in the event.
- Define which users of EventsAir can access the event.
- Define custom fields for inclusion in the event.

[Read this article](#) to learn more about setting up a new event. Information about archiving and deleting an event is included.

## Event Dashboard

Clicking on a specific event or meeting will always take you to the Dashboard for that event. This "home base" provides you with key event information in one place organized with helpful widgets. These user-friendly widgets have icons to represent key categories of information. You can customize your Dashboard for each event by adding or removing widgets.

[Read this article](#) to learn more about the Dashboard.

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