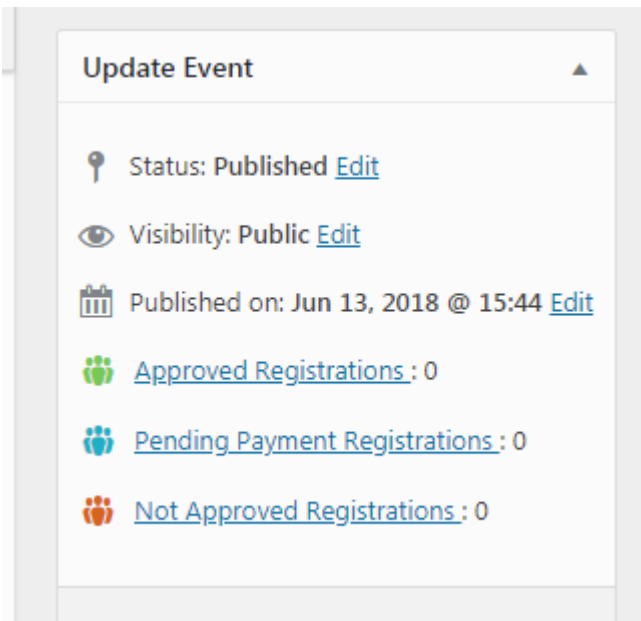


## How to hide an event from search results:

Sometimes you want to have an event open for registration (where you can send people a direct link that will allow them to register), but you don't want it to be publicly available, where it will appear in the calendar or in search results. You'll need to adjust your settings in the right sidebar of the Edit Event page as follows.

### 1 SETTINGS FOR THE UPDATE EVENT BOX:



The screenshot shows the 'Update Event' sidebar with the following settings:

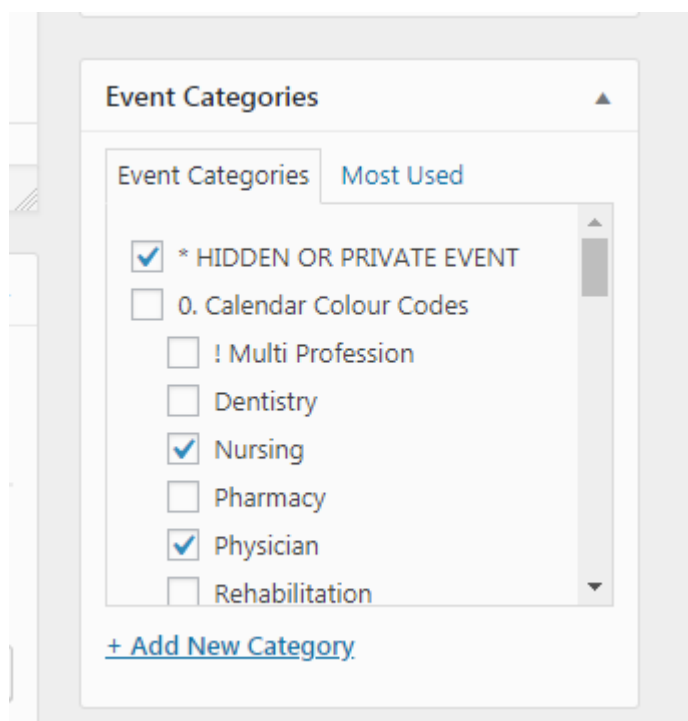
- Status: **Published** [Edit](#)
- Visibility: **Public** [Edit](#)
- Published on: Jun 13, 2018 @ 15:44 [Edit](#)
- Approved Registrations : 0
- Pending Payment Registrations : 0
- Not Approved Registrations : 0

In the right sidebar of the **EDIT EVENT** page, set:

Status = **Published**

Visibility = **Public**

### 2 SETTINGS FOR THE EVENT CATEGORIES BOX:



The screenshot shows the 'Event Categories' sidebar with the following categories and checkboxes:

- \* HIDDEN OR PRIVATE EVENT
- 0. Calendar Colour Codes
  - ! Multi Profession
  - Dentistry
  - Nursing
  - Pharmacy
  - Physician
  - Rehabilitation

[+ Add New Category](#)

Choose **HIDDEN OR PRIVATE EVENT**.

You can also check other categories at this time; they will be useful if you make the event public at a later date.

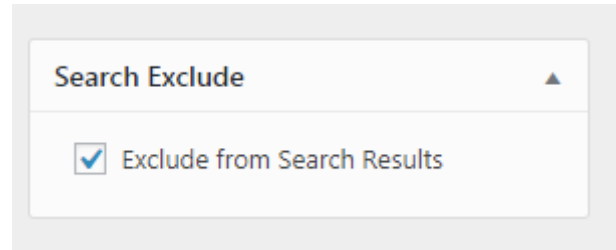
### 3 EXCLUDE FROM SEARCH RESULTS

In the **EDIT EVENT** window, scroll down.

Scroll down.

Scroll down some more.

Check the box for “Exclude from Search Results” at the bottom of the right sidebar.



***If you choose to make the event public at a later date (like after early registration is finished), remember to uncheck BOTH Search Exclude and Hidden Event options!***