

Adding or Editing Tags in a Tag Group

Updated: December 8, 2014

This document will walk you through adding or editing tags in an existing tag group. Please note that you must have System Administrator permissions to access this function. If you need to have a tag group added, please contact the EventBooking support team at support@eventbooking.com.

1. Hover over your name in the upper-right corner of the browser window.
2. Click on **Company Settings**.



3. Click **Tag Group** on the left side of the page.

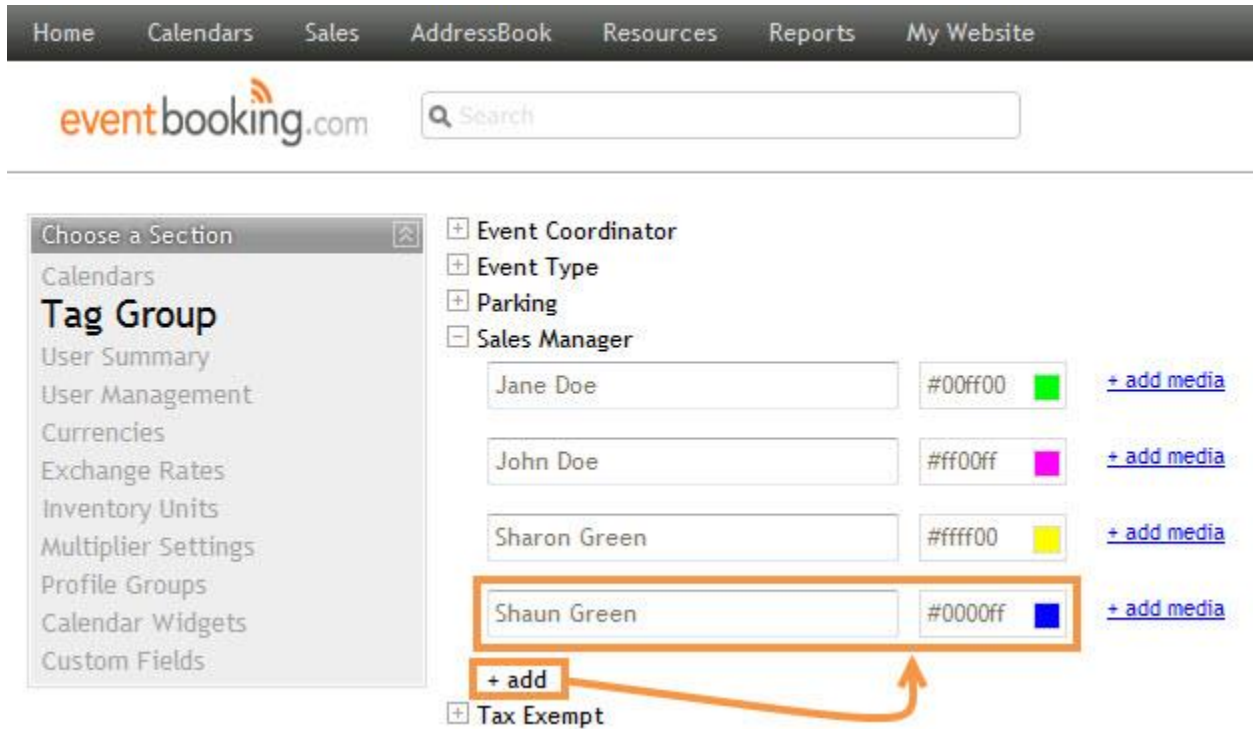
The screenshot shows the eventbooking.com website interface. At the top, there is a navigation bar with links for Home, Calendars, Sales, AddressBook, Resources, Reports, and My Website. Below the navigation bar is the eventbooking.com logo and a search bar. The main content area is divided into two columns. On the left, there is a sidebar titled 'Choose a Section' with a list of options: Calendars, Tag Group, User Summary, User Management, Currencies, Exchange Rates, Inventory Units, Multiplier Settings, Profile Groups, Calendar Widgets, and Custom Fields. The 'Tag Group' option is highlighted with an orange box. On the right, there is a form for editing a calendar. It includes a 'Default Day of Week Start' dropdown menu set to 'Start on Sunday', a 'Calendar Name' field, and a list of venue types: Arena, Half-House Theatre, Loading Dock, Lobby, Convention Center, and Ballrooms. To the right of these venue types is a table with the heading 'Abbreviation' and five rows of text input fields containing: ARENA, HH THEATRE, DOCK, AR LOB, and BALLRMS.

- 4. Click the name of a tag group to expand it, revealing the tags in that group.
- 5. From here, you can rename tags and/or assign a different hexadecimal color code. Please note that the color codes must begin with # (a number sign/hash) and contain six alphanumeric characters from 0-9, a-f.

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	Tag Name	Tag Color	
<input type="checkbox"/>	Jane Doe	#00ff00	+ add media
<input type="checkbox"/>	John Doe	#ff00ff	+ add media
<input type="checkbox"/>	Sharon Green	#ffff00	+ add media
+ add			
<input type="checkbox"/>	Tax Exempt		

6. Click **+ add** to add a new tag, which you can then assign a name and optional color code.



7. Once you have made the additions and/or edits that you would like, click the **Save** button in the yellow field that appeared over your name in the upper-right corner of the browser window. (If you have made a single change, you might not see the save button appear until you click away from the field you were editing.)

