

The event selection

The first step of every backend booking is the event selection. It shows only events that really are bookable — and only from the calendars you have enabled in the plugin options.

What appears in the list

An event appears when all of the following apply:

- It is in an **enabled calendar** (subcalendars do not count automatically).
- It lies in the future, within the **period** configured in the options (default: 365 days).
- Its **registration window** is open — DPCalendar's registration start and end apply in the backend as well.
- It is not fully booked — *unless* it has a **waiting list**, in which case it stays bookable and is marked accordingly.

The columns

Event	title, supplemented where applicable by the markers <i>series</i> and <i>waiting list</i> (see below)
Date	date and time in the format of your DPCalendar configuration
Calendar	the calendar of the event
Occupancy	"12 of 20 taken" or <i>unlimited</i> if no capacity limit is set

Filters

Above the list you find a filter bar:

- **Search event** — full-text search in title and description. With `id:123` you jump straight to an event ID.

- **Calendar** — appears only if more than one calendar is enabled.
- **Location** — filters by the DPCalendar locations.
- **From / to** — narrows the period.

Recurring events

How a series appears in the list is determined by the DPCalendar setting *book series* of the respective event:

- **Book the whole series:** the series appears as *one* row with the marker *series*. One booking covers the complete series.
- **Individual dates bookable** (default): every date appears as a row of its own — you book one specific date.

Waiting list

If an event is full but has a waiting list, it stays bookable and carries the marker *waiting list*. In the booking form the status is then preselected as *waiting*, so the event is not overbooked by accident. When a place frees up, simply change the status of the booking in the DPCalendar booking overview.

When the list gets long

The list shows at most as many entries as configured in the option *max. list entries* (default: 100). When the limit is reached, a notice points it out — narrow the list down using the filters instead of paging through it.

Applies to version 1.0.7.

[Deutsche Fassung](#)

Revision #5

Created 2026-08-16 13:03:53 UTC by Norbert Graup

Updated 2026-09-07 18:23:33 UTC by Norbert Graup