

# Events Manager

Tell Bruno the idea. Review the draft. Publish when you are ready.

Bruno can prepare an event from a conversation and your references. You choose existing people and a place, check the proposed schedule and admission, then decide when to publish. This guide also shows optional manual edits, the public free-ticket experience and the owner's attendee desk.

## Before you start

- Use the account with Events Manager access and select the correct available website. If no connected website is listed, use Connect WordPress to set one up first. If your site is already available, you do not have to reinstall plugins before every event.
- Bring the factual date, timezone, location, admission and useful references. Bruno prepares the proposal; you do not need to write a complete event page or flyer yourself.
- Saving a draft and publishing an event are different actions. Publishing can create a public page and promotional artwork. The walkthrough uses fictional content and mocks every write, registration and email.
- Free admission means the attendee ticket costs zero. It does not mean the Events Manager service or every generation action is free. Review current service access and billing separately.

All event, person, venue, attendee and email details are fictional. Dashboard screenshots use the current Bruno templates and original JavaScript. The public page uses the actual WordPress event renderer, shell and assets with local WordPress data stubs; ticket output uses the current ticket template. Artwork is illustrative sample content. Every save, publication, RSVP, invitation and access change is mocked: no customer records, public sites, paid generation or real emails were changed.

**Open the correct event workspace**

**Reuse a saved venue**

**Reuse a person you already saved**

**Tell Bruno what you have in mind**

**Choose the right existing person**

**Open the saved draft**

**Optional: review the generated fields**

**Choose or add people inside the review**

**Review the proposed program**

**Publish the checked event**

**Guest view: choose the admission**

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**Manage the event from its expanded row**

**Check delivery and the reply separately**

**Reinstate without another email**

**Read Bruno's proposal before saving**

**Find the event without publishing it**

**Optional: correct a time**

**Check the venue**

**Set the admission and save the draft**

**Check what guests will see**

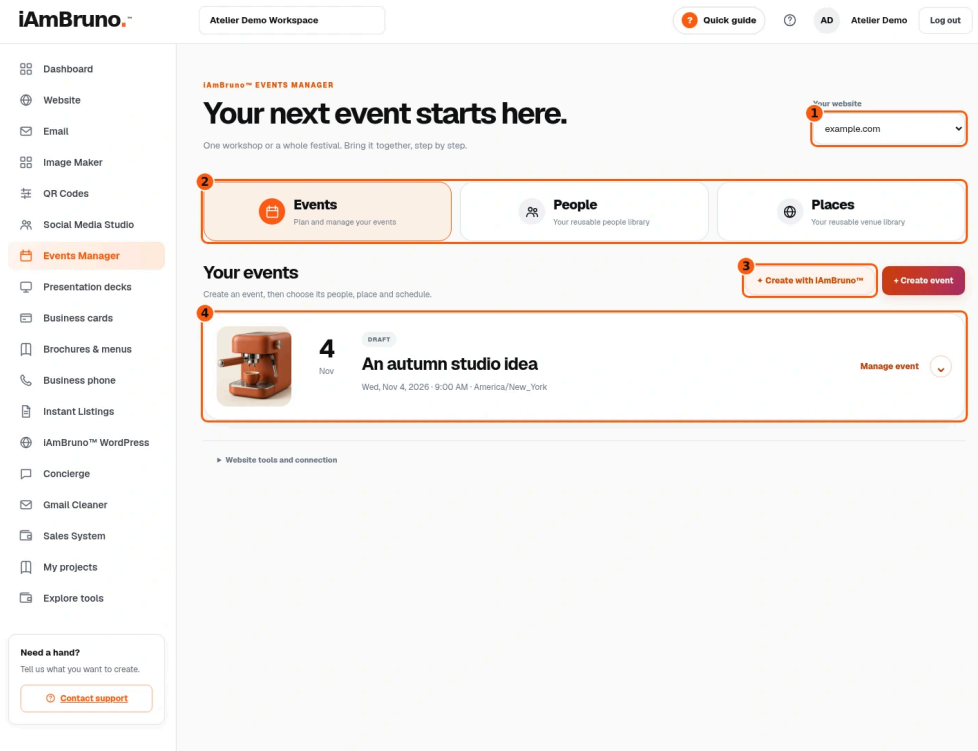
**Guest view: name every attendee**

**Guest view: keep the individual ticket**

**Invite someone personally**

**Revoke access when intended**

# Open the correct event workspace



Atelier Demo - Example account and simulated responses.

- 1 The selected website.
- 2 Events, reusable People and reusable Places.
- 3 Start a conversation with Bruno.
- 4 Your saved event rows.

Choose Events Manager and check Your website. Saved events are associated with that selected site.

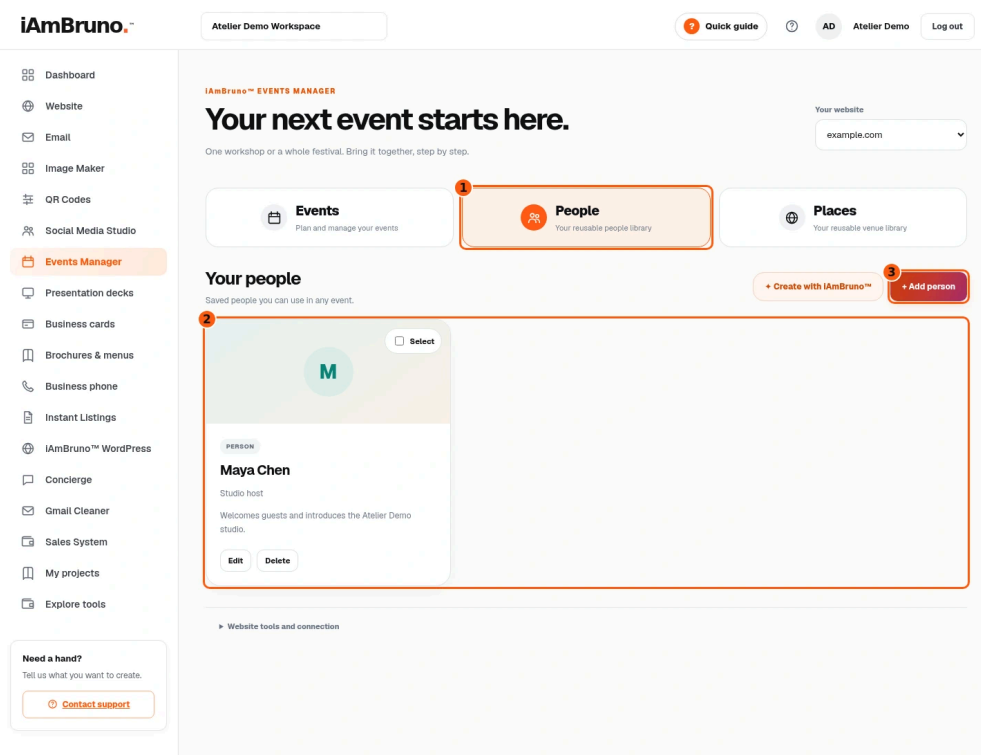
Events, People and Places are separate tabs. Existing event rows stay saved while you create another one.

Use the conversation action to tell Bruno your idea. Create event is the optional manual form if you prefer direct field entry.

## WHAT HAPPENS NEXT

You can start a new idea or open an existing saved event.

# Reuse a person you already saved



Atelier Demo · Example account and simulated responses.

- 1 The People tab.
- 2 Saved people you can reuse.
- 3 Add a missing person.

Open People to see your reusable hosts, presenters and other participants.

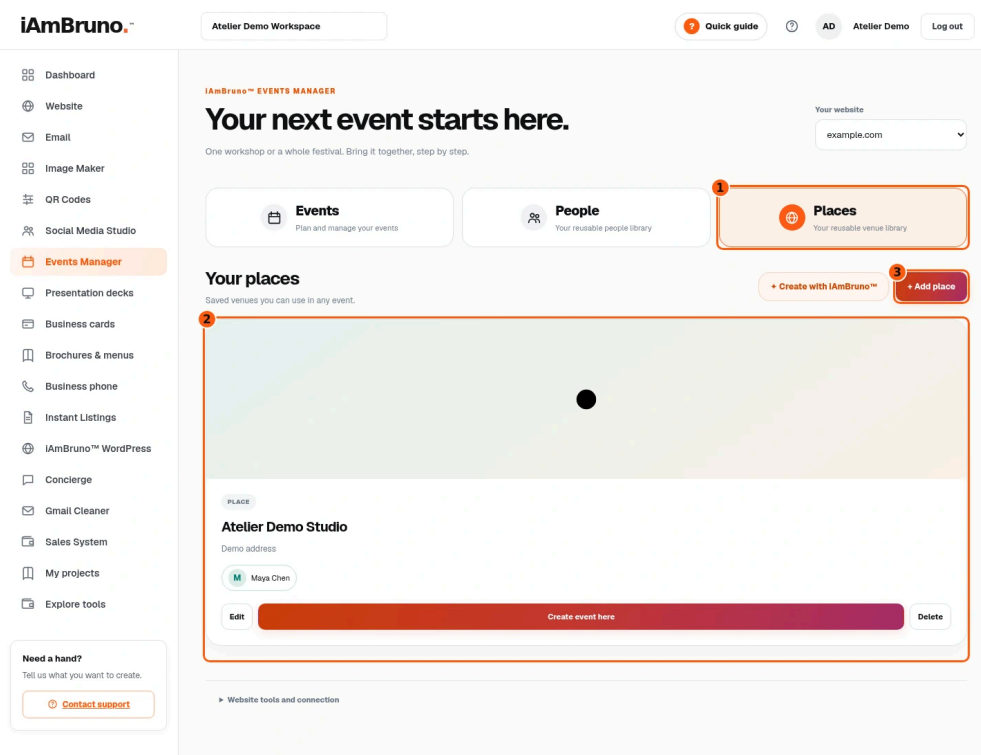
Keep each person's correct name, role, bio and reference photograph where you have one. You can edit the saved profile rather than creating a duplicate.

Add person is available for someone missing. The example uses fictional host Maya Chen and a neutral avatar, not an invented photograph of her.

## WHAT HAPPENS NEXT

Saved people are available to select during the event conversation or manual review.

# Reuse a saved venue



Atelier Demo · Example account and simulated responses.

- 1 The Places tab.
- 2 The reusable venue library.
- 3 Add a new place if needed.

Open Places to find your saved venues. Check the address, city and other location details.

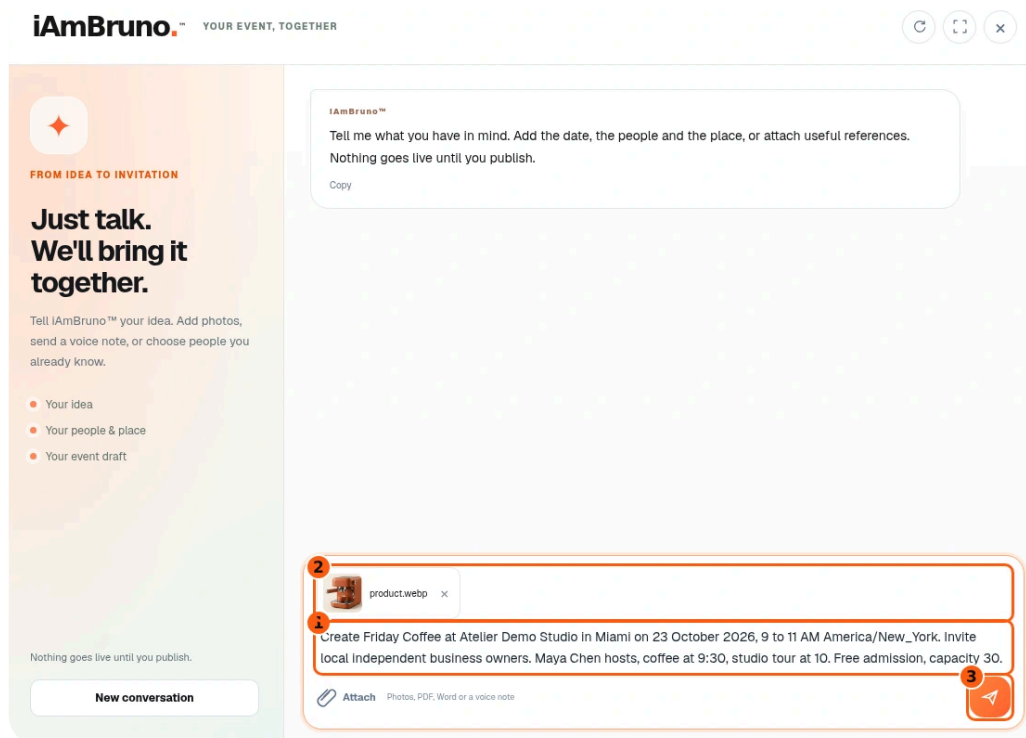
A saved place can be reused for another event. Add place is for a genuinely new venue.

Return to Events when you are ready to bring the idea together.

## WHAT HAPPENS NEXT

The intended venue is ready to use in an event.

# Tell Bruno what you have in mind



Atelier Demo - Example account and simulated responses.

- 1 Your factual brief in ordinary words.
- 2 The selected reference attachment.
- 3 Send this request to Bruno.

Open the event conversation and describe the purpose, audience, date, timezone, venue and admission. Plain notes are enough; Bruno prepares the proposed event.

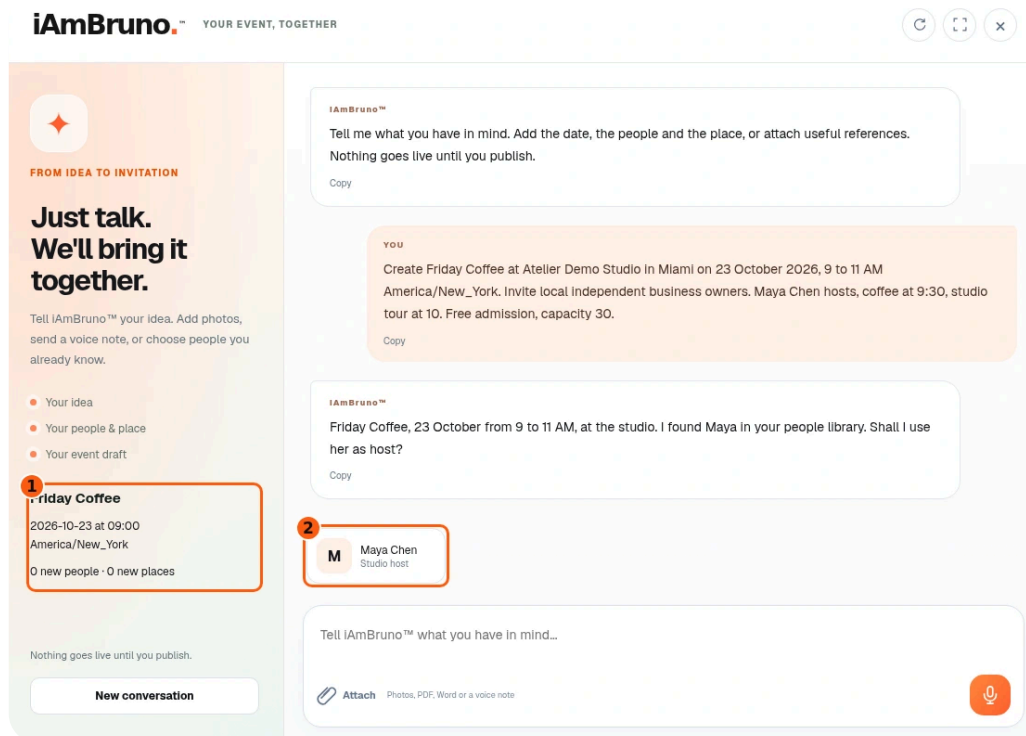
Attach useful images or documents if you have them. The interface also supports voice notes, but recording is optional. This example uses typed notes and a coffee reference picture.

Check the facts, then choose Send. With text or attachments ready, the button sends the message instead of starting a microphone recording.

## WHAT HAPPENS NEXT

Bruno asks useful follow-up questions or proposes the event details.

# Choose the right existing person



Atelier Demo · Example account and simulated responses.

1 The developing event summary.

2 The actual saved-person choice.

Bruno offers Maya from the existing people library. Read the name and role before selecting her.

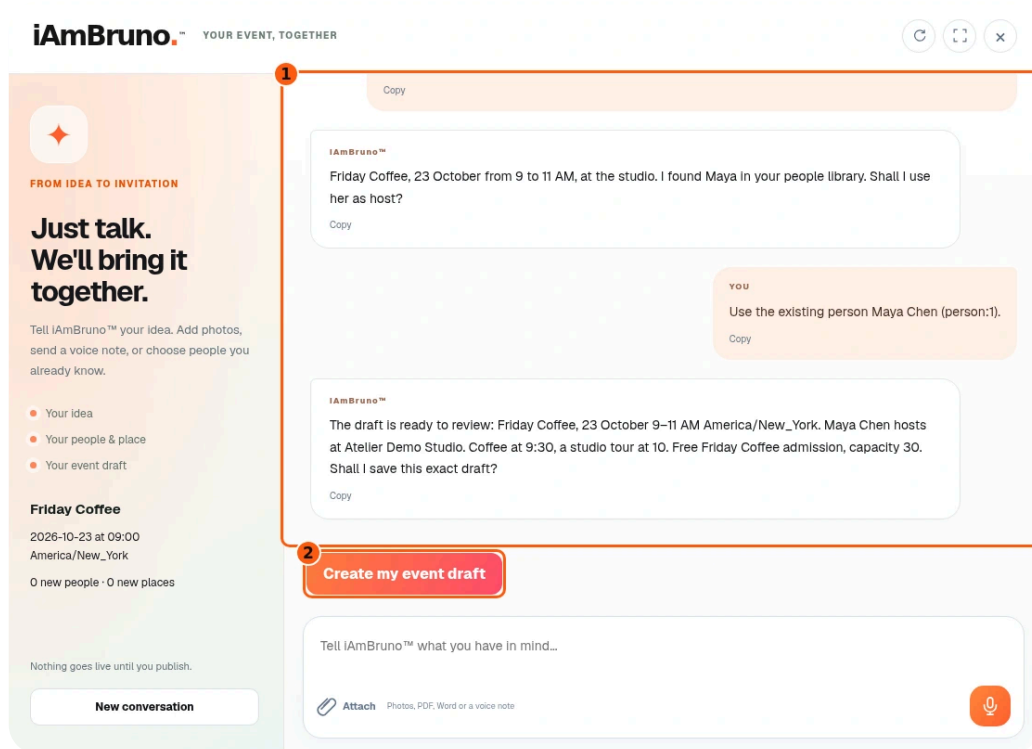
Choose the saved person when it is the right one. You can explain a different person or place in the conversation when needed.

The developing event summary helps you check which idea this conversation is shaping.

## WHAT HAPPENS NEXT

The selected person becomes part of the proposal without requiring a duplicate profile.

# Read Bruno's proposal before saving



Atelier Demo · Example account and simulated responses.

- 1 The actual proposal and conversation.
- 2 Confirm these details as a saved event draft.

Bruno proposes the title, date, time, timezone, place, host, sessions and ticket details. Read them as a complete event, not just a title.

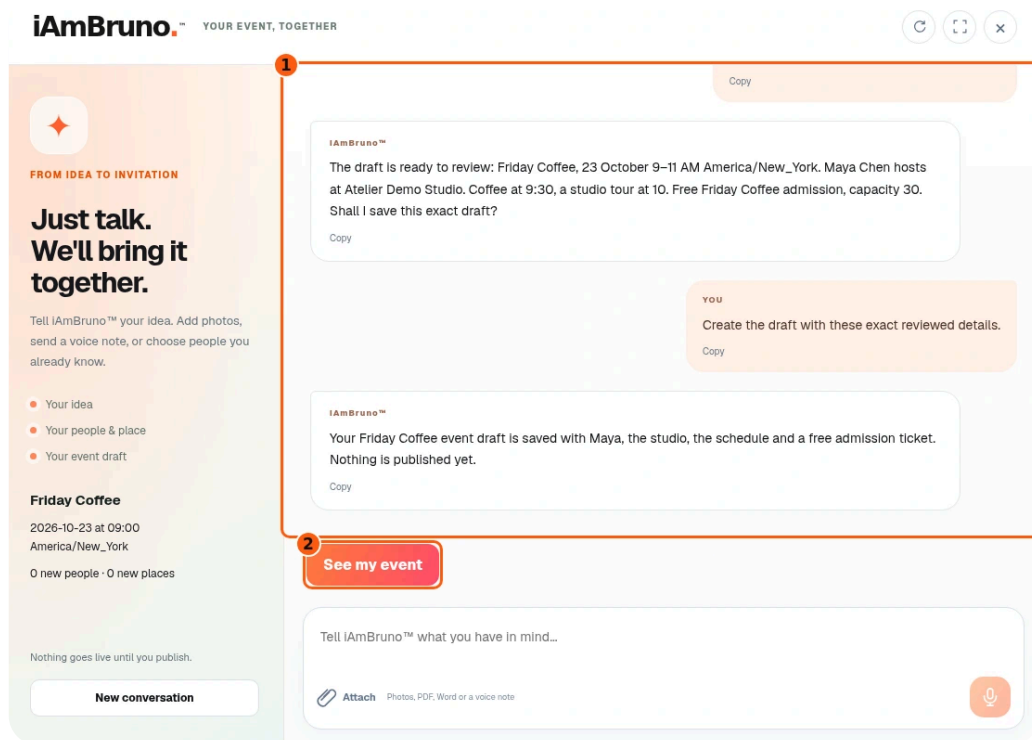
If something is wrong, reply with the correction before using the confirmation. You do not have to rewrite the whole proposal.

Choose Create my event draft only when the proposed details are right. This saves a draft; it does not publish the page.

## WHAT HAPPENS NEXT

The event is saved with its intended people, place, schedule and admission.

# Open the saved draft



Atelier Demo · Example account and simulated responses.

- 1 The saved-draft confirmation in the conversation.
- 2 Return to the saved event.

Wait for Bruno's saved confirmation. A running or failed turn is not proof that the event was saved.

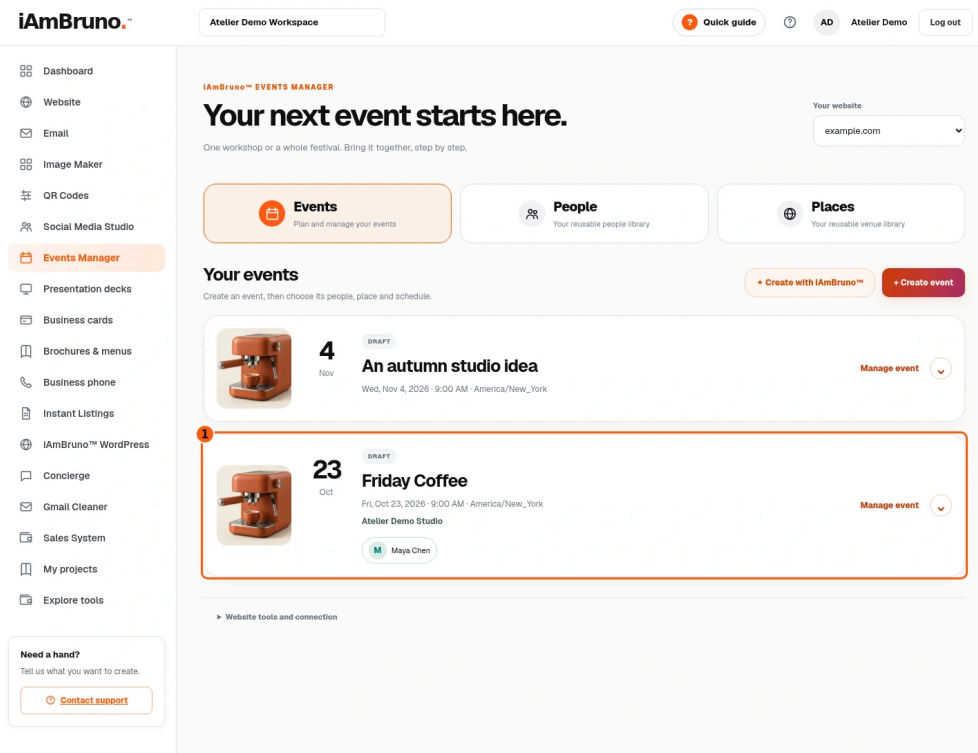
Choose See my event to return to the event list. The conversation and its work stay together.

If you leave during a running turn, return to the saved conversation rather than immediately repeating the same request.

## WHAT HAPPENS NEXT

The new event appears in the Events tab with draft status.

# Find the event without publishing it



Atelier Demo · Example account and simulated responses.

**1** The new saved draft row.

Find Friday Coffee in the saved rows. It is a draft alongside the earlier saved idea.

Expand the event row to reach its actions and event desk. Edit event opens the optional manual editor.

Publish event is a separate action. Do not choose it simply to inspect or save the draft.

## WHAT HAPPENS NEXT

You can review or optionally refine the saved event before publication.

# Optional: review the generated fields

**YOUR EVENT**  
**Edit event**  
A few clear steps. Everything stays editable.

**BRING PEOPLE TOGETHER**  
**A little planning. A great experience.**  
Your idea, your people, your place. Let's make it happen.

**01 About the event**  
Tell your story

**02 Date & time**  
Set the timing

**03 People**  
Choose or add people

**04 Place**  
Find the right setting

**05 Schedule & tickets**  
Optional sessions & tickets

**TAKING SHAPE**  
**Friday Coffee**  
Atelier Demo Studio  
Oct 1 person

Yours to shape. Nothing goes live until you publish.

**YOUR IDEAS, WITH IAmBruno™**  
**EVENT DETAILS - 1 OF 2**  
**Start with a great idea.**  
Give it a name and tell people what makes it worth coming to.

**1 Event name**  
Friday Coffee  
A clear name people will remember.

**2 What is the event about?**  
Start your Friday with fresh coffee and good conversation. Meet local independent business owners and explore the Atelier Demo studio.

Speak your idea, paste your notes or drop a brief into **Let AI do it**. IAmBruno™ fills the details. You stay in control.

**3 Next: date & time ->**

Atelier Demo - Example account and simulated responses.

- 1 The saved title.
- 2 The saved proposed description.
- 3 Continue through the review sections.

Choose Edit event if you want to inspect or directly adjust the saved draft. Bruno has already supplied the title and description.

The five sections are About, Date & time, People, Place and Schedule & tickets. Follow Next or the section navigation.

Keep the proposed words if they are right. Direct manual editing is an option, not a required writing task after the conversation.

## WHAT HAPPENS NEXT

The next section shows the actual date, time and timezone.

# Optional: correct a time

**YOUR EVENT**  
**Edit event**  
A few clear steps. Everything stays editable.

**BRING PEOPLE TOGETHER**  
**A little planning. A great experience.**  
Your idea, your people, your place. Let's make it happen.

01 About the event  
Tell your story

**02 Date & time**  
Set the timing

03 People  
Choose or add people

04 Place  
Find the right setting

05 Schedule & tickets  
Optional sessions & tickets

**TAKING SHAPE**  
**Friday Coffee**  
Atelier Demo Studio  
Oct 1 person

Yours to shape. Nothing goes live until you publish.

**YOUR IDEAS, WITH IamBruno™**  
**Let AI do it**

**EVENT DETAILS - 2 OF 2**  
**Make a date of it.**  
When does it happen? Add the timing, then bring your people together.

**Starts**  
1 10/23/2026, 09:00 AM

**Ends**  
2 10/23/2026, 10:30 AM

**Timezone**  
3 America/New\_York

Optional  
Event photographs & logo

**Back** Event details - 2 of 2 **Next: people** 4

Atelier Demo · Example account and simulated responses.

- 1 The event start.
- 2 The optionally corrected end.
- 3 The timezone used for the event.
- 4 Continue to people.

Check Starts, Ends and Timezone together. A correct clock time in the wrong timezone is still wrong.

Our optional edit changes the event end from 11 AM to 10:30 AM. Use the timing that fits your actual event and sessions.

Continue. Your edit is not stored until you save the draft at the end of the review.

## WHAT HAPPENS NEXT

The revised timing is included in the draft being reviewed.

# Choose or add people inside the review

**YOUR PEOPLE**

## Who is taking part?

Choose from your library, or add someone new.

1 Search by name or title

+ Add new person

Select your people one by one. Saved profiles are ready for any event.

2 Maya Chen  
Studio host

Back to event 1 person selected

3 Use selected people

Atelier Demo · Example account and simulated responses.

- 1 Search saved people.
- 2 Maya's existing selected profile.
- 3 Use these selections in the event.

In People, choose Choose or add people. Search the reusable library and select the intended participants.

Maya is already selected in this example. Add new person is available if someone is missing; you can save and select them without abandoning the event.

Choose Use selected people when the list is correct. Removing someone from this event is different from deleting their saved profile.

## WHAT HAPPENS NEXT

The People section reflects the selected saved participants.

# Check the venue

**YOUR EVENT**

## Edit event

A few clear steps. Everything stays editable.

**BRING PEOPLE TOGETHER**

### A little planning. A great experience.

Your idea, your people, your place. Let's make it happen.

- ✓ About the event  
Tell your story
- ✓ Date & time  
Set the timing
- ✓ People  
Choose or add people
- 04 Place**  
Find the right setting
- 05 Schedule & tickets  
Optional sessions & tickets

**TAKING SHAPE**

**23 Friday Coffee**  
Atelier Demo Studio  
Oct 1 person

Yours to shape. Nothing goes live until you publish.

**YOUR PLACE**

### Set the scene.

A studio, a conference hall, a garden or online. Choose a saved venue or make a new one.

**1**

**A** **Atelier Demo Studio**  
Demo address, Miami

Choose or add a place

**2** Next: schedule →

← Back Step 4 of 5

Atelier Demo · Example account and simulated responses.

- 1** The selected venue and its choose/add control.
- 2** Continue to schedule and tickets.

In Place, inspect the selected venue's name and address.

Use Choose or add a place to select another saved location or add a missing one.  
No venue for now is available when a physical place is not needed.

Continue when the location matches the intended event.

## WHAT HAPPENS NEXT

The event retains the selected place for its page and ticket details.

# Review the proposed program

Atelier Demo - Example account and simulated responses.

- 1 The proposed sessions; scroll to review each one.
- 2 Optionally add another session.

Read each saved session, including its start, end, people and place. Scroll inside the form to inspect the whole list.

The example includes coffee and conversation, then a studio tour. Add session is optional when you need another part of the program.

Keep the overall event times and session times consistent before saving.

## WHAT HAPPENS NEXT

The program is checked before reviewing admission.

# Set the admission and save the draft

**YOUR EVENT**  
**Edit event**  
A few clear steps. Everything stays editable.

**BRING PEOPLE TOGETHER**  
**A little planning. A great experience.**  
Your idea, your people, your place. Let's make it happen.

- About the event  
Tell your story
- Date & time  
Set the timing
- People  
Choose or add people
- Place  
Find the right setting
- 05 Schedule & tickets**  
Optional sessions & tickets

**23 Friday Coffee**  
Atelier Demo Studio  
1 person

Yours to shape. Nothing goes live until you publish.

See the studio and meet the team.

How can people register?  
For the whole event

**Tickets** + Add ticket

A price of 0 means free admission. No tickets means an information-only page.

| Ticket name             | Price (USD) | Capacity | Admission covers |
|-------------------------|-------------|----------|------------------|
| Friday Coffee admission | 0.00        | 30       | Whole event      |

0 means no capacity limit. Limit applies to this ticket type.

Save a draft first. Your page goes live only when you choose Publish event.

Back Step 5 of 5 Save event draft

Atelier Demo · Example account and simulated responses.

- 1 The named ticket, price, capacity and coverage.
- 2 Save the checked event draft.

Scroll to Tickets. Our explicit named Friday Coffee admission ticket has price 0, so it is free, with a capacity of 30.

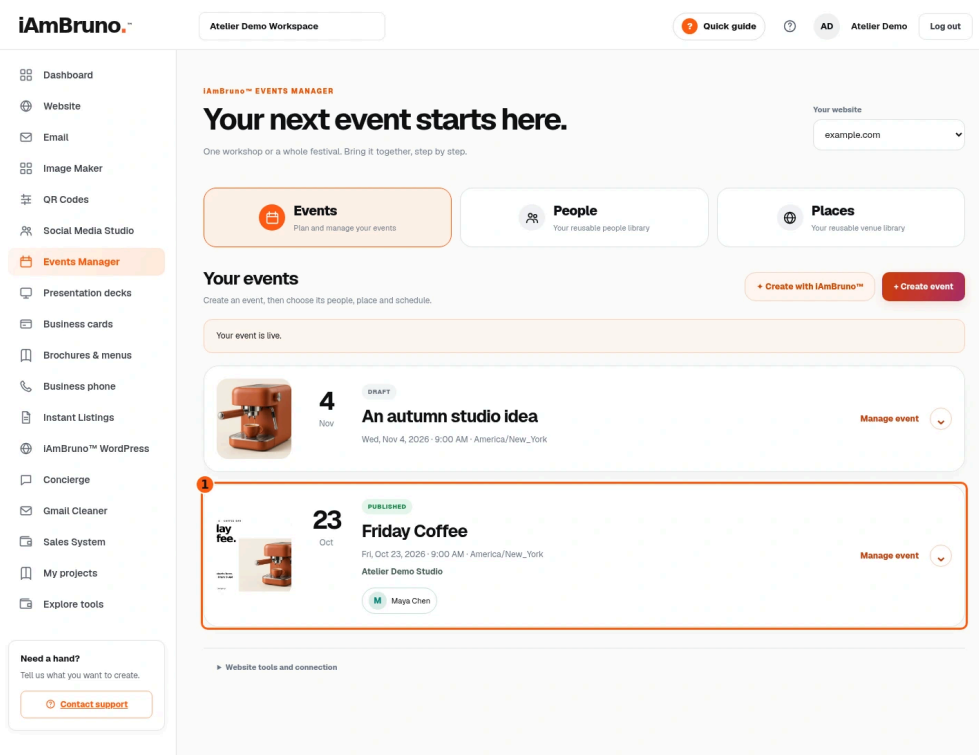
Check whether admission covers the whole event or a session. Capacity applies to that ticket type; 0 means no capacity limit.

Choose Save event draft. This stores the checked event and optional edits. Publishing is still a separate decision.

## WHAT HAPPENS NEXT

The event list returns with the saved details, ready for deliberate publication.

# Publish the checked event



Atelier Demo · Example account and simulated responses.

- 1 The published event row and its actions.

Choose Publish event to create its public page and save the page QR in your QR Codes library. Bruno creates a flyer automatically if you did not supply one; an uploaded flyer is kept.

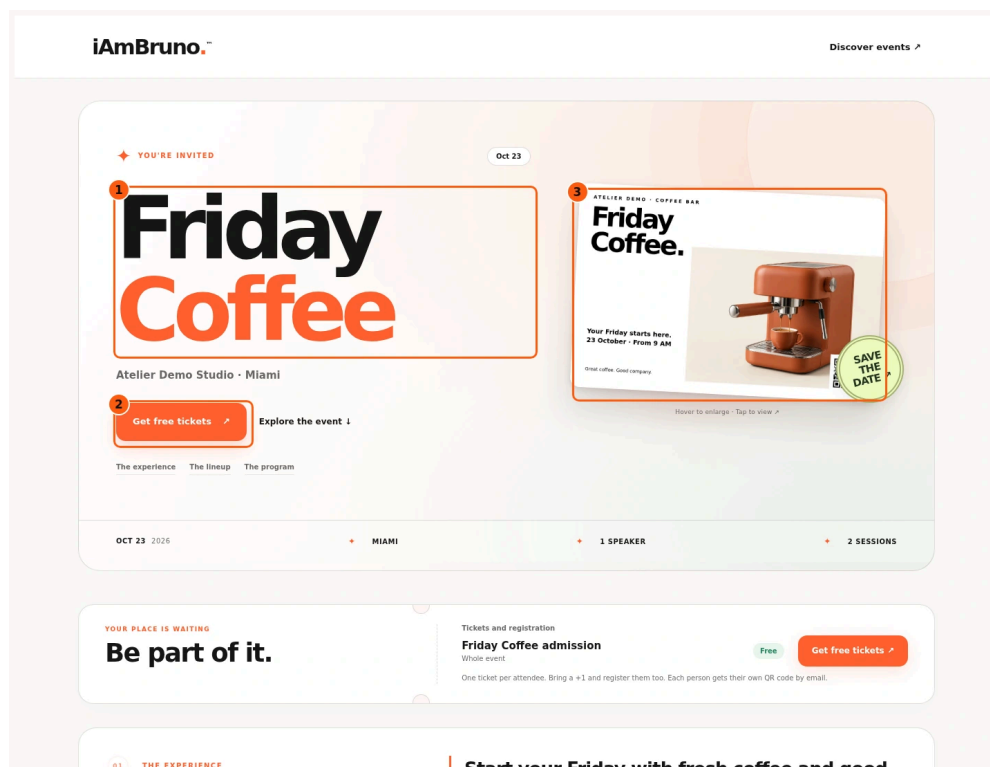
Wait for the live confirmation rather than treating a queued job as finished. Use View event when it is available.

If the event is already public, Update page applies later saved changes. Check the correct event and site before updating.

## WHAT HAPPENS NEXT

The public event page can be opened for a final check.

# Check what guests will see



Atelier Demo · Example account and simulated responses.

- 1 The public event title.
- 2 Open free-ticket registration.
- 3 The flyer can be enlarged.

Choose View event. This is the current public event renderer with the fictional Friday Coffee details and illustrative flyer.

Check the title, venue, date, schedule, speakers and admission on the full page. Tap the flyer for a larger view where offered.

Get free tickets opens the public registration flow. A guest does not need a Bruno dashboard login to use that free RSVP form.

## WHAT HAPPENS NEXT

The guest can inspect the event and request the offered admission.

# Guest view: choose the admission

**YOU'RE INVITED**

**Get your tickets.**

Friday Coffee

**Admission**

1 Friday Coffee admission · Free

**How many tickets?**

2 1 ticket

You can add one +1 for each person in the next step.

3 **Next: your people** ↗

Atelier Demo · Example account and simulated responses.

- 1 The admission type.
- 2 The number of primary attendees.
- 3 Continue to named attendee details.

Choose the offered free admission. Check the ticket name and what it covers.

Select how many primary tickets you need. The next step allows one +1 guest for each person.

Choose Next: your people. The screenshot is the actual public form; no real registration is being made in this manual.

## WHAT HAPPENS NEXT

The form asks for the name and email of each person.

# Guest view: name every attendee

YOU'RE INVITED

Get your tickets.

Friday Coffee

A name and email for every person. We'll send each attendee their own ticket.

Ticket 1

Full name

1

Nora Lane

Email address

2

nora@atelier.example

☒ Bring a +1

3

Your guest gets their own ticket.

Guest's full name

Eli Lane

Guest's email

eli@atelier.example

Back

4

Confirm free tickets ^

Atelier Demo · Example account and simulated responses.

- 1 The primary attendee's name.
- 2 Their email address.
- 3 The separately named +1 guest.
- 4 Confirm the checked free-ticket request.

Fill the attendee's full name and email. Each person receives their own ticket.

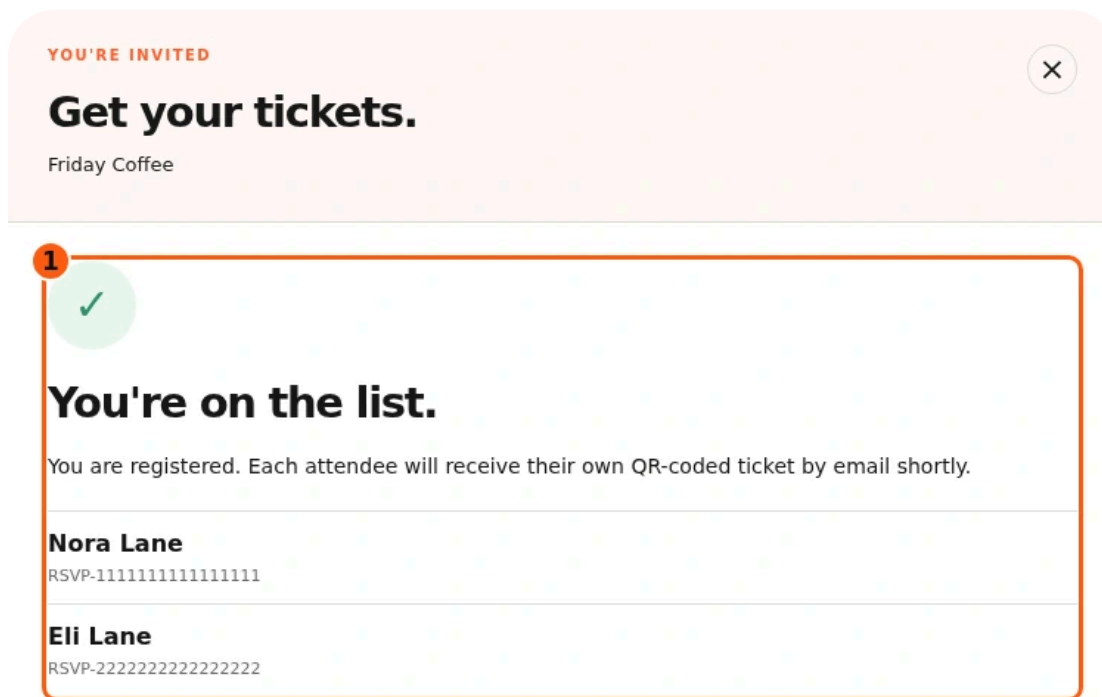
If bringing a +1, select Bring a +1 and provide that guest's own name and email. Our fictional example uses Nora and Eli Lane.

Read the details, then Confirm free tickets only when you intend to register. For this walkthrough the confirmation request is fully mocked and sends no email.

## WHAT HAPPENS NEXT

A successful registration lists the separate attendee ticket references.

# Guest view: recognize the confirmation



Atelier Demo · Example account and simulated responses.

- 1 The registration result and individual references.

You're on the list confirms the successful registration response. Each listed person has their own reference.

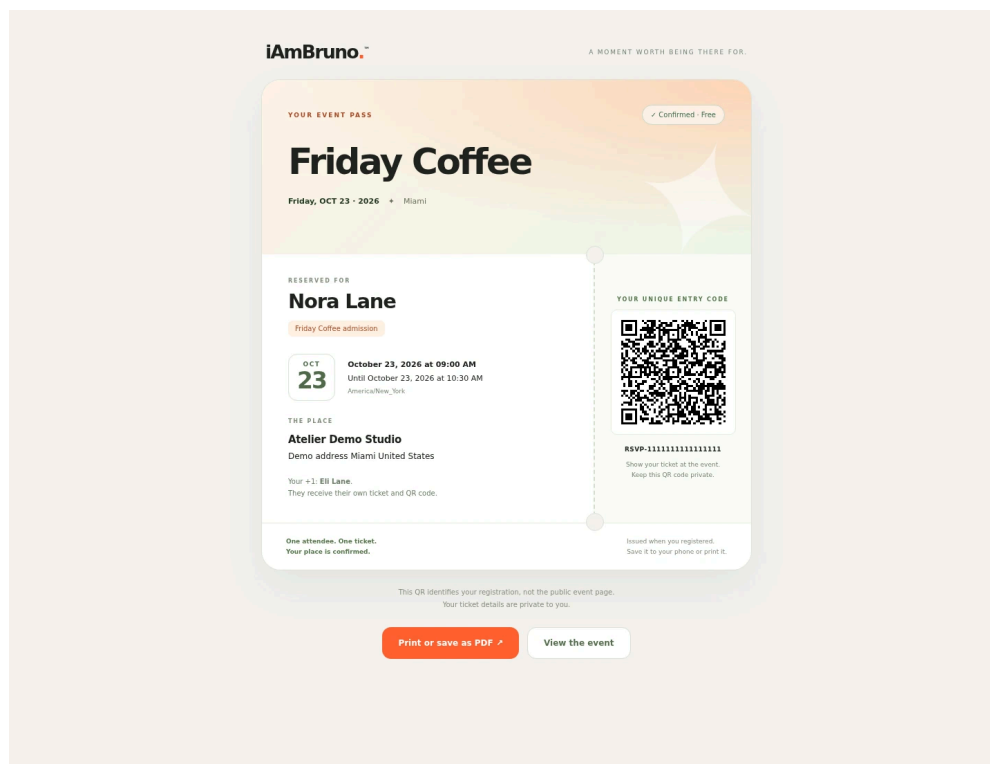
In normal use, each attendee's ticket is sent to the supplied email. If there is an error instead, keep the page open and follow the displayed retry instruction.

The pictured confirmation is fictional; it does not prove real email delivery or reserve a place at a real event.

## WHAT HAPPENS NEXT

The attendee can keep their own ticket when it arrives.

# Guest view: keep the individual ticket



Atelier Demo - Example account and simulated responses.

The ticket shows the event, named attendee, admission, timing, timezone and venue. The example continues with Nora and her separately registered +1, Eli.

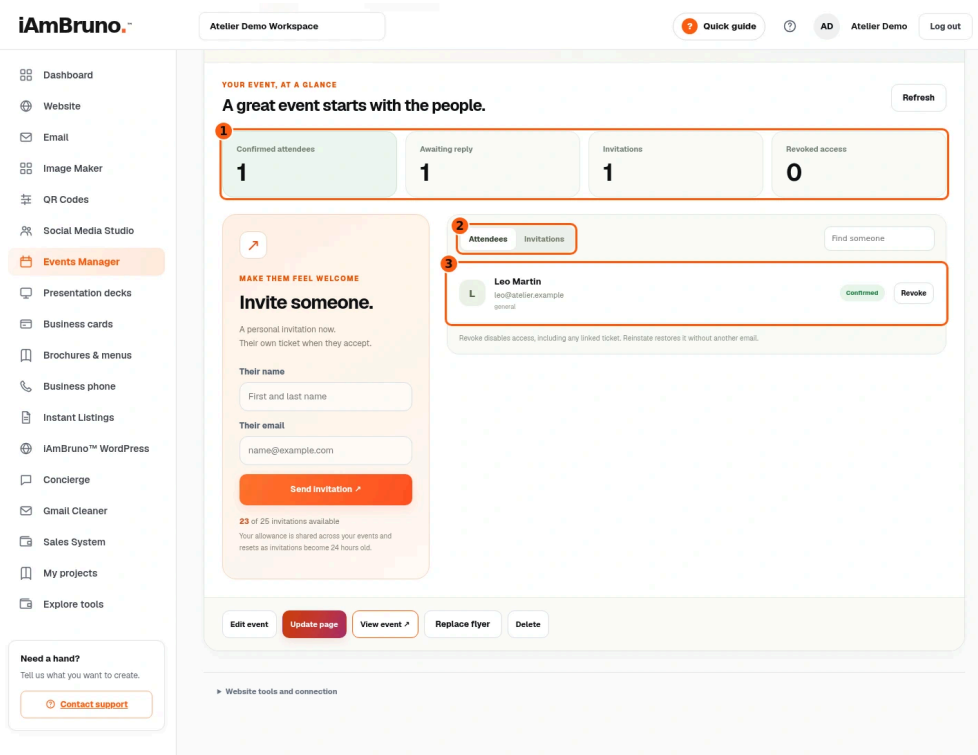
This QR identifies one attendee's registration. It is different from a public flyer QR that opens the event page. Keep a real attendee ticket private.

Use Print or save as PDF to save a browser copy, or keep the ticket on your phone to show at the event.

## WHAT HAPPENS NEXT

Each attendee has their own admission pass and QR code.

# Manage the event from its expanded row



Atelier Demo - Example account and simulated responses.

- 1 The event's actual KPI row.
- 2 Attendees and Invitations are separate lists.
- 3 The selected roster and statuses.

Return to Events Manager and expand the intended event. The event desk shows confirmed attendees, awaiting replies, invitations and revoked access.

Attendees lists completed registrations and +1 guests. Invitations is the separate list of personal invitations and their delivery/reply states.

Use Refresh to check the latest state and search for a specific person. Do not infer attendance from an invitation that is still awaiting a reply.

## WHAT HAPPENS NEXT

You can identify the right person and the current state before taking an action.

# Invite someone personally

Atelier Demo - Example account and simulated responses.

- 1 The invitee's name.
- 2 Their email address.
- 3 The remaining shared invitation allowance.
- 4 Queue this personal invitation.

The event must be published, have eligible free admission and have invitation allowance remaining before this form can send.

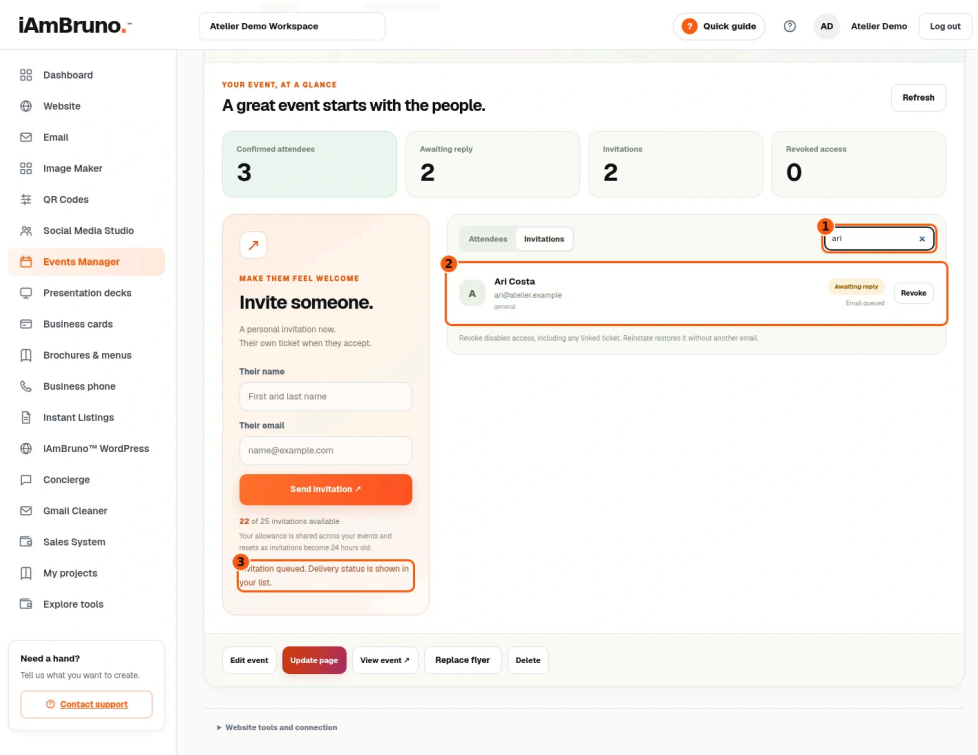
Fill the intended person's name and email. If there are multiple eligible tickets, choose the admission. Check the address before Send invitation.

The allowance is 25 invitations across your owner account's events in a rolling 24 hours. It is not 25 per event and does not reset at midnight; capacity returns as individual invitations become 24 hours old.

## WHAT HAPPENS NEXT

The invitation is queued and appears in Invitations with delivery status.

# Check delivery and the reply separately



Atelier Demo - Example account and simulated responses.

- 1 Search the selected roster.
- 2 The matching invitation and delivery state.
- 3 The queued confirmation.

After Send invitation, look for Invitation queued and the list entry. Queued is not the same as Email sent or Accepted.

Use Find someone to search by name or email. The example searches for Ari.

An accepted invitation becomes a confirmed attendee with linked admission. In this walkthrough, queuing and every status are simulated; no real email was sent.

## WHAT HAPPENS NEXT

You can tell whether the invitation is pending, delivered, accepted or needs attention.

# Revoke access when intended



Atelier Demo · Example account and simulated responses.

- 1 The revoked row and its Reinstate action.

Choose Revoke for the correct person and read the confirmation before accepting it.

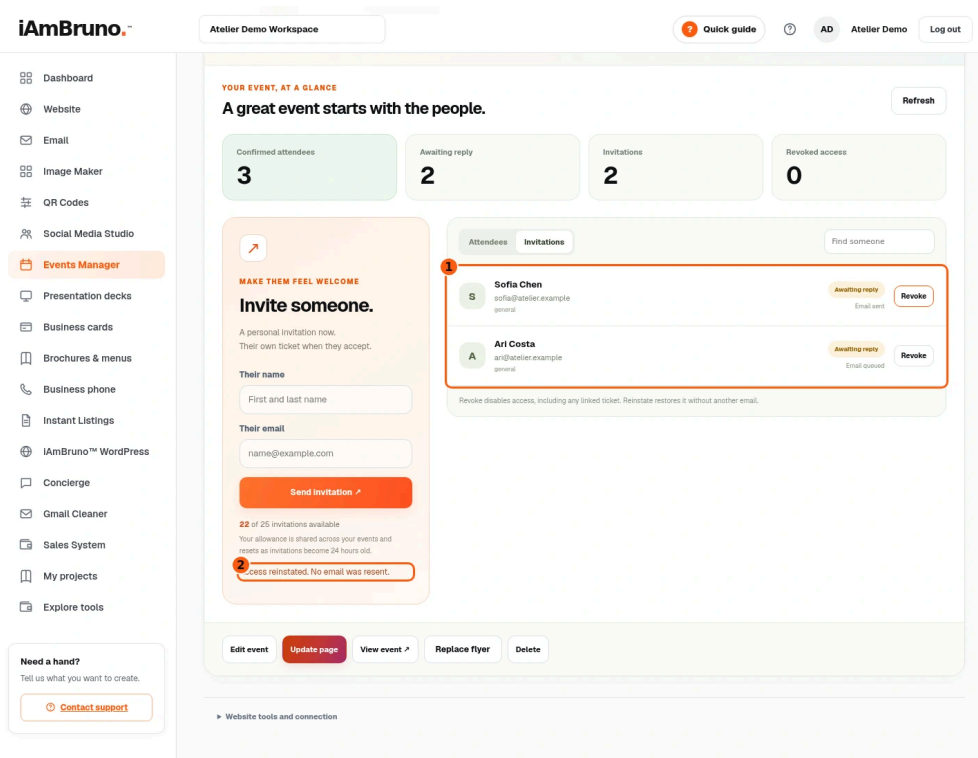
Revoking disables access, including any linked ticket. It is not a reminder email and does not delete the event.

The row changes to Revoked and offers Reinstate if the action needs to be reversed.

## WHAT HAPPENS NEXT

The person's linked access is disabled until reinstated.

# Reinstate without another email



Atelier Demo · Example account and simulated responses.

- 1 The restored roster state.
- 2 Confirmation that no email was resent.

Choose Reinstate on the intended revoked row. Check the resulting status.

Access reinstated. No email was resent means the existing linked access was restored; it did not send another invitation.

Use the Attendees/Invitations tabs and search again to confirm the person you intended was changed.

## WHAT HAPPENS NEXT

Access is restored while the original event and invitation history remain in place.

## Come back whenever you need it.

Use Quick guide for a short reminder of the main controls. Keep this full manual for the complete task and its different choices.

In your dashboard, choose **Quick guide → Show me around** to replay the short tour. Use **Read the guide** or **Download PDF** for these complete instructions.

Need help? Email [help@iambruno.com](mailto:help@iambruno.com) with the service name and what happened. Do not send passwords or connection keys.