Public events

Control event visibility

Event hosts can control who can see and register for the event by using the visibility settings. There are three options:

- **Private**: Only members with a specific role can see and sign up for the event. This is great for exclusive or invite-only events.

- **Members only**: All members of the group can sign up for the event, but non-members will not see the event listed. This keeps it limited to your existing group members already on Heylo.

- **Public**: The event is visible on the group profile and indexed on Google Search. Both members and non-members can register for the event, making it ideal for marketing to a wider audience.

Public events

Both members and non-members can easily sign up for your events. You can decide if you'd like non-members to also join your group, or just register for the event. When non-members sign up for a public event, they still must complete any member questionnaire or waiver before completing their registration.

To host a public event so non-members can join without becoming members of your group:

- When creating an event, set **Sign-Up Access** to "Event only." This allows anyone with the event link to register without needing to join the group.

- If the group has a waiver, non-members will be prompted to complete it during registration, ensuring everyone's safety.

- Non-members will have access to the full event details and can join the event chat, fostering engagement and connection.

- To hosts and admins, you can see who is a "Non-members" on the attendee list, making it easy to manage attendance.

Promoting public events

1. Use the "Public" visibility setting so your event is discoverable by anyone searching online.

2. Share the event link widely in your marketing efforts, such as social media, email newsletters, or community boards.

3. Encourage attendees to sign up early, complete the waiver if required, and join the event chat to stay informed.

Public events on Heylo are a fantastic way to reach new members while keeping everything organized in one place.