Create a workshop

The **Create a Workshop** page is intuitively designed to guide administrators through the process of workshop creation, from conceptualization to the setting of specific parameters. By providing both manual input options and innovative AI-powered content generation, WeSolve ensures that each workshop is not only well-structured but also resonates with the intended audience and objectives.

Accessing the 'Create a Workshop' Page

To initiate the creation of a new workshop:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to Workshops**: Select 'Workshops' from the left-side menu to access the workshops overview.
3. **Create a Workshop**: Click on 'Create a Workshop' located in the top right corner of the Workshops page.

Creating Workshop Content

Upon entering the 'Create a Workshop' page, you have the option to input workshop details manually or utilize AI-powered tools to generate content:

Manual Content Creation

- **Title**: Input the title of the workshop, making it concise yet descriptive.
- **Description**: Provide a detailed description that encapsulates the workshop's essence and objectives.
- **Objective**: Define clear and measurable objectives to outline the workshop's intended outcomes.

AI-Powered Content Creation (available in Standard plan)

1. Click on the 'Generate with AI' button on the top right.
2. Specify the topic of the workshop to guide the AI in content generation.
3. Choose the language from the dropdown menu to set the content's language.
4. Select the style from the dropdown menu to determine the tone and approach of the generated content.
5. Press the 'Generate' button to create the workshop content using AI.

Additional Workshop Details

In the creation process, administrators have the flexibility to specify various parameters and attributes:

- **Target Users**: Define the primary audience or participants of the workshop.
- **Notes**: Add any additional notes or instructions that are pertinent to the workshop or its execution.
- **Language selection**: Choose the language in which the workshop content is created.
- **Publishing Date**: Set the date when the workshop content becomes publicly visible.
- **Visibility Settings**:
  - **Public**: The workshop is accessible to all users, including those who are not registered.
  - **Registered Users**: The workshop is visible only to users who are registered on the platform.
- **Start and end date**: Specify the start and end dates, clearly marking the workshop's active period.
- **Category**: Assign a category to the workshop to aid in organization and searchability.
- **Groups**: If applicable, select specific groups to whom the workshop is exclusively visible.
- **Cover Image**: Upload an image that will serve as the cover for the workshop.

Finalizing the Workshop

Once all the necessary details have been inputted and you are satisfied with the content and settings of your workshop, you have two options to proceed:

- **Publish**: By pressing the 'Publish' button, you will save all the entered information and make the workshop immediately available to your specified audience based on the visibility settings chosen (Public or Registered Users). The workshop, along with all its details, will go live, and the publishing date will be set as per your selection.
- **Save as a Draft**: If you are not ready to make the workshop live or wish to review the content at a later stage, you can choose to 'Save as a Draft'. This action will save all the current progress and settings without making the workshop visible to the users. You can return to your draft at any time to make further edits, additions, or to publish it when you are ready.

These options provide flexibility in your workshop creation process, allowing for careful review and timing of your workshop's release. Ensure that all details are thoroughly checked and that the workshop aligns with your strategic objectives before choosing to publish.

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