Manage workshops

The **Workshops** page serves as a central hub for administrators to manage and monitor community engagement sigital workshops. This interface allows administrators to navigate through ongoing, upcoming, and completed workshops, ensuring effective community involvement and workshop oversight.

Accessing the Workshops

To access the workshops dashboard:

1. **Log In**: Ensure you are logged into the WeSolve platform with your administrator credentials.
2. **Navigate to Workshops**: Locate and select `Workshops` from the left-side menu to open the workshops overview page.

Workshops Dashboard

Upon accessing the `Workshops` section, you will be presented with a detailed view of all the workshops, encapsulating a variety of information and actionable options.

Workshop Overview

View all workshop listed along with their current status, which can be 'Published', 'In Draft', or 'Completed'.

Workshop Actions

Each workshop entry provides options to:

- Add new engagement activities, such as challenges, surveys, or articles.
- Edit existing workshop details.
- Delete workshops, if necessary.

Engagement Activities

For each workshop listed, administrators have the ability to:

- View a comprehensive list of all associated engagement activities, including their respective start and end dates.

- Directly edit engagement activities to adjust timelines, content, or other critical parameters.
- Remove specific engagement activities from a workshop, ensuring the workshop's scope and objectives remain aligned with community needs and organizational goals.

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