

Admin & Curator Internal

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Admin dashboard overview

Public help

Admin login is available at `/dashboard/login`. If a non-admin organizer session is active, the website signs that user out and renders the admin login rather than showing a public `403`.

Verified admin resource areas include users, app users, events, orders, organizer verifications, payment provider configuration, checkout fee settings, payouts, fee credits, payments, verification, legal/content pages, and reports.

For published or curated events, review event country, venue country, and source country before publishing or curating. If a country filter looks wrong, treat it as event-record data quality unless the saved event country is correct and the UI still filters incorrectly.

Verification evidence

`Admin And Internal Finance Surface`.

Last verified

Verified against the staging website on 2026-06-13. Mobile apps were not tested in this pass.

Manage users and roles

Public help

Document how admins review users, block accounts, and manage roles safely.

Internal guidance

Use this page as an internal operating guide. Do not expose admin-only procedures to public users.

Implementation note

Confirm the related Filament resource, standalone page, report, model, or legacy fallback before treating the workflow as live.

Implementation status

Expected behavior	Status	Surface	Manual check
Internal workflow exists and is reachable.	Needs Verification	Admin panel / Backend	Open the matching admin page and perform a safe read-only check.
Risky actions have review steps.	Needs Verification	Admin process	Confirm approval, refund, payout, or setting changes require the right role.

Verification checklist

- Open the related admin page.
- Confirm permissions.
- Run a safe test or read-only review.
- Record any mismatch in this article.

Gaps / notes

- Internal pages need role-specific screenshots later.
- Do not publish these pages publicly without permission review.

Review organizer verifications

Public help

Document how internal staff approve, reject, or request more organizer verification information.

Internal guidance

Use this page as an internal operating guide. Do not expose admin-only procedures to public users.

Implementation note

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Approve or reject events

Public help

Document event approval workflow and what to check before publishing.

Internal guidance

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Manage categories and festivals

Public help

Document how categories and festivals support event discovery.

Internal guidance

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Manage orders and transactions

Public help

Admin/internal review should include orders, organizer payment attempts, LinkUp fee payments, and fee credits. For two-step checkout, pay special attention to

- LinkUp fee paid but organizer payment unpaid.
- Available fee-credit states.
- Failed or invalid provider returns.
- Completed organizer payment attempts.
- Ticket child/order records created after successful payment.

Verification evidence

Admin And Internal Finance Surface, Fee Paid, Organizer Payment Incomplete, And Failed Return Handling, PayPal Sandbox Organizer Capture Retest.

Last verified

Verified against the staging website on 2026-06-13. Mobile apps were not tested in this pass.

Review payout requests

Public help

Review payout requests against the organizer's paid unpaid revenue balance. Payout creation rejects no-balance and over-balance requests. Payout records can include rejected and paid examples.

Verification evidence

Organizer Finance Settings And Payout Validation, Admin And Internal Finance Surface.

Last verified

Verified against the staging website on 2026-06-13. Mobile apps were not tested in this pass.

Review scanner conflicts

Public help

Scanner conflict review should include ticket scan audit rows, duplicate scan outcomes, wrong-event outcomes, and invalid-token attempts. Admin routes include `/dashboard/reports/scan-conflicts` and `/dashboard/reports/ticket-scans`.

Verification evidence

`Scanner Door Operations: QR Validation, Duplicate, Wrong Event`, `Admin And Internal Finance Surface`.

Last verified

Verified against the staging website on 2026-06-13. Mobile apps were not tested in this pass.

Use the LinkUp Discover Queue

Public help

Document how curators review discovered events before publishing.

Internal guidance

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Review AI-assisted event drafts

Public help

Document how internal staff should verify AI-assisted event drafts.

Internal guidance

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Implementation note

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Gaps / notes

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Avoid duplicate discovered events

Public help

Document duplicate checks before approving curated events.

Internal guidance

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Implementation note

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Gaps / notes

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Add external ticket links

Public help

Document how curated events link to external ticket platforms before being claimed.

Internal guidance

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Implementation note

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Handle organizer claims

Public help

Document how internal staff verify and approve claims on curated events.

Internal guidance

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Implementation note

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Apply curated vs verified event rules

Public help

Document the difference between a curated event and a verified organizer-owned event.

Internal guidance

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Implementation note

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Gaps / notes

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Manage notification templates

Public help

Document how internal staff review editable email, SMS, or push templates.

Internal guidance

Use this page as an internal operating guide. Do not expose admin-only procedures to public users.

Implementation note

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Implementation status

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Gaps / notes

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Manage site content and legal pages

Public help

Document internal controls for banners, FAQ, home content, organizer landing, branding, contact/social, and legal pages.

Internal guidance

Use this page as an internal operating guide. Do not expose admin-only procedures to public users.

Implementation note

Confirm the related Filament resource, standalone page, report, model, or legacy fallback before treating the workflow as live.

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Manage platform settings

Public help

Payment provider configuration may come from both database-backed settings and Laravel configuration/service binding. Do not assume an empty `payment_provider_configurations` table means all payments are disabled. Confirm the active provider path before changing platform payment settings.

Verification evidence

`Admin And Internal Finance Surface`.

Last verified

Verified against the staging website on 2026-06-13. Mobile apps were not tested in this pass.

Stripe webhook and refund audit checks

Public help

Document how admins inspect webhook idempotency and refund audit records.

Internal guidance

Use this page as an internal operating guide. Do not expose admin-only procedures to public users.

Implementation note

Confirm the related Filament resource, standalone page, report, model, or legacy fallback before treating the workflow as live.

Implementation status

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Gaps / notes

- Internal pages need role-specific screenshots later.
- Do not publish these pages publicly without permission review.

Pull events from sources

Public help

Curators may pull public event information from approved sources for LinkUp Discover review.

What to do

1. Open the relevant LinkUp screen or admin tool.
2. Review the current event, organizer, order, or Discover record.
3. Follow the documented process only after confirming the live UI labels. [VERIFY: confirm exact screen and action labels]
4. Record any gap before publishing this page publicly.

Expected LinkUp behavior

LinkUp should keep discovered events private until reviewed and should record source context.

Implementation status

Expected behavior	Status	Surface	Manual check
The workflow exists and matches this article.	Needs Verification	Web / Panel / App / Backend	Run the workflow with a test record.
Unconfirmed labels are marked for review.	Implemented	BookStack	Search for [VERIFY] before publishing.

Verification checklist

- Confirm the exact menu item and action label.
- Test with a safe local or staging record.
- Confirm the result in the related admin, organizer, or attendee view.
- Update the status label after testing.

Gaps / notes

- This is a first-pass article and needs live UI review.
- Do not publish as final policy until product decisions are confirmed.

Approve or reject discovered events

Public help

Curators should approve only events with enough trustworthy public information and reject duplicates, stale, or unsafe records.

What to do

1. Open the relevant LinkUp screen or admin tool.
2. Review the current event, organizer, order, or Discover record.
3. Follow the documented process only after confirming the live UI labels. [VERIFY: confirm exact screen and action labels]
4. Record any gap before publishing this page publicly.

Expected LinkUp behavior

LinkUp should separate discovered drafts from published curated events.

Implementation status

Expected behavior	Status	Surface	Manual check
The workflow exists and matches this article.	Needs Verification	Web / Panel / App / Backend	Run the workflow with a test record.
Unconfirmed labels are marked for review.	Implemented	BookStack	Search for [VERIFY] before publishing.

Verification checklist

- Confirm the exact menu item and action label.
- Test with a safe local or staging record.

- Confirm the result in the related admin, organizer, or attendee view.
- Update the status label after testing.

Gaps / notes

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Mark events last verified

Public help

Last verified dates help curators know when event details were last checked against a source.

What to do

1. Open the relevant LinkUp screen or admin tool.
2. Review the current event, organizer, order, or Discover record.
3. Follow the documented process only after confirming the live UI labels. `[VERIFY: confirm exact screen and action labels]`
4. Record any gap before publishing this page publicly.

Expected LinkUp behavior

LinkUp should make verification recency visible to internal reviewers and possibly public users when appropriate.

Implementation status

Expected behavior	Status	Surface	Manual check
The workflow exists and matches this article.	Needs Verification	Web / Panel / App / Backend	Run the workflow with a test record.
Unconfirmed labels are marked for review.	Implemented	BookStack	Search for <code>[VERIFY:]</code> before publishing.

Verification checklist

- Confirm the exact menu item and action label.
- Test with a safe local or staging record.
- Confirm the result in the related admin, organizer, or attendee view.
- Update the status label after testing.

Gaps / notes

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Apply source attribution rules

Public help

Source attribution protects trust by showing where curated event details came from and avoiding misleading ownership claims.

What to do

1. Open the relevant LinkUp screen or admin tool.
2. Review the current event, organizer, order, or Discover record.
3. Follow the documented process only after confirming the live UI labels. `[VERIFY: confirm exact screen and action labels]`
4. Record any gap before publishing this page publicly.

Expected LinkUp behavior

LinkUp should preserve source links or notes for curated events and distinguish external ticket links from LinkUp checkout.

Implementation status

Expected behavior	Status	Surface	Manual check
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Unconfirmed labels are marked for review.	Implemented	BookStack	Search for <code>[VERIFY:]</code> before publishing.

Verification checklist

- Confirm the exact menu item and action label.
- Test with a safe local or staging record.
- Confirm the result in the related admin, organizer, or attendee view.

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