

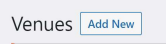
Creating Events and Venues in the Events Calendar

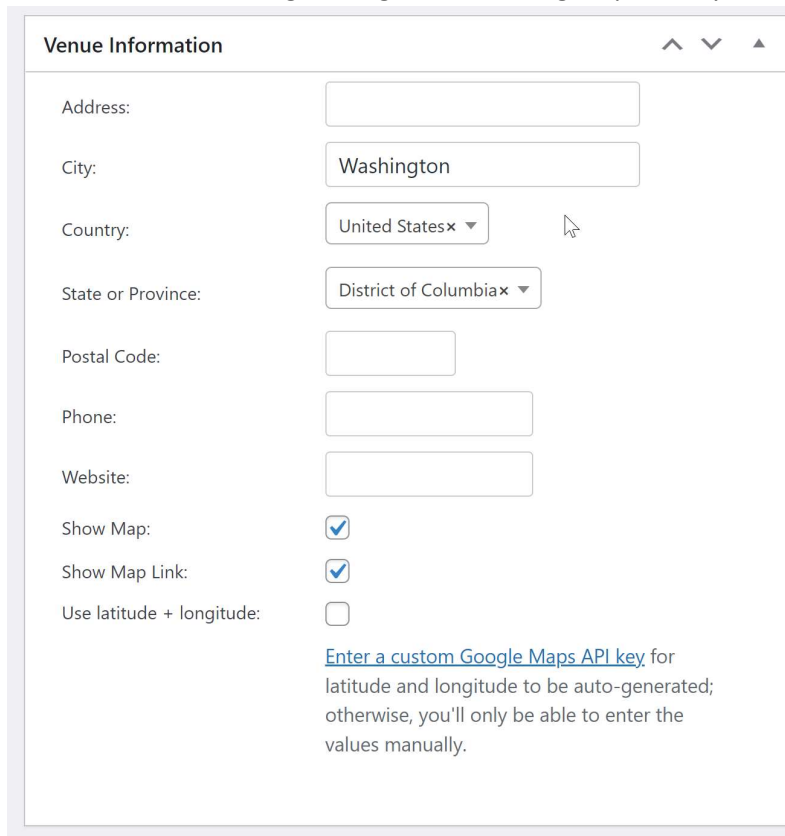
Overview- There are two main steps in creating an event:

1. Adding a venue with address information
2. Creating and populating the event with information

Adding a Venue

TIP: I recommend that you create the venue before adding an event. That way the venue will be available to select when you create an event and reused for other events in the future.

1. In the WordPress Dashboard go to Events→Venues
2. On the Venues page click on the Add New button 
3. On the Add New Venue page fill in the following fields:
 - a. "Add Title" – Venue name
 - b. Leave the text field blank since you will be adding text to the event.
 - c. Scroll down to **Venue Information** to fill in the fields you want to use.
 - d. Double-check to make sure the default values: city, country and state are correct.
 - e. The website field should be the URL for the venue's website page (if available).
 - f. Be sure to unclick the check found in the "Show Map" field. Only the **map link** box should have a checkmark. Google charges for inserting maps after you hit a certain number.



Venue Information

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

Show Map:

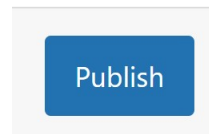
Show Map Link:

Use latitude + longitude:

[Enter a custom Google Maps API key](#) for latitude and longitude to be auto-generated; otherwise, you'll only be able to enter the values manually.

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- g. There is no need to Set the featured image” on the venue since you will be doing that on the Event itself.
- h. When done, be sure to click the blue **Publish** button



Adding an Event

1. In the WordPress Dashboard go to Events→Add New
2. On the Add New Event screen fill in the event title. I recommend you use a standard format for your events, i.e., WED 5:30 PM Dinner at *Restaurant Name* – RSVP required. This way users immediately know the day, time, event name, and if they need to RSVP.
3. In the area under the editing characters type information pertaining to the event. **TIP:** I recommend that you do not use member names, addresses or phone numbers in the text of an event since where they are viewable by the public. Keep that information only where members can see it.

Add New Event

Add title

Add Media Add Form

Paragraph **B** *I* [List] [List] [Quote] [List] [List] [List] [Link] [List] [Table] [Visual] [Text]

ABC - A [Image] [Link] [Omega] [List] [List] [Undo] [Redo] [Help]

I

P

Word count: 0

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4. Scroll down to the **Events Calendar** portion of the page
 - a. Update the date and time for the event. **TIP:** The Events Calendar requires an end time unless it is an all-day event.
 - b. The “Schedule multiple events” box is for recurring events. This feature allows to have events scheduled on a regular basis, i.e., weekly, monthly.
 - c. Under **Location**, click on the down arrow to select the venue you will be using.
 - d. Unclick the “Show Map” box.

The Events Calendar

TIME & DATE

Start/End: to [Time Zone: America/New York](#)

All Day Event

This event is from 8:00am to 5:00pm on 2022-07-11.

Event Series:

LOCATION

Venue:

Show Map:

Show Map Link:

5. As you scroll down you will find and Organizers section. No need to fill out this information.
6. If you fill out the Event Cost information a ticket and dollar amount will appear on the event.
7. Scroll down (near the bottom of the Add New Events screen) until you reach the **Discussion** section. Unclick the “Allow comments” box.

Discussion

Allow comments

Allow [trackbacks and pingbacks](#) on this page

8. On the right side of the screen go to the **Featured Image** section to add the image that will appear on your event.

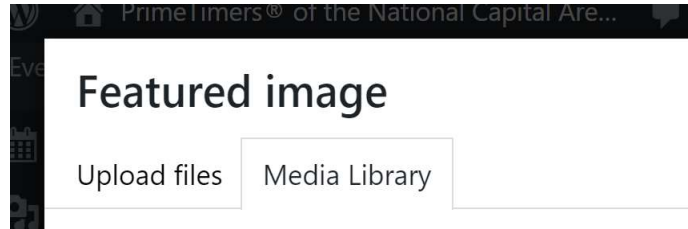
Featured image

[Set featured image](#)

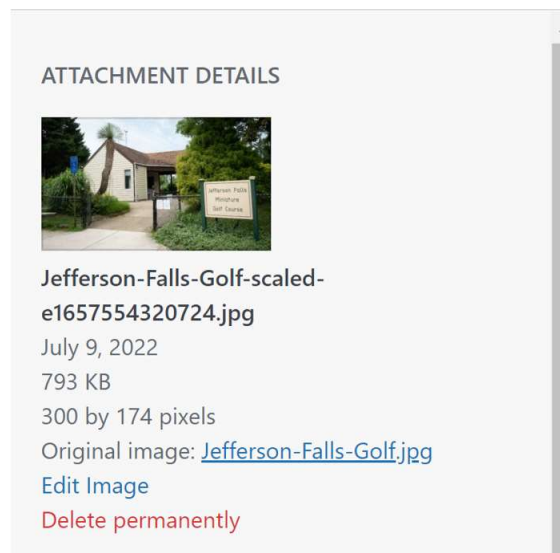
We recommend a 16:9 aspect ratio for featured images.

Creating Events and Venues in the Events Calendar

9. Click on the “Set featured image” link and you will go to the “Featured Image” page.
 - a. If you have already saved the image into you Media library, use the Media tab and click on the image you want to use from your Media library.
 - b. If not, select the “Upload” tab to load an image into your media library from your computer.

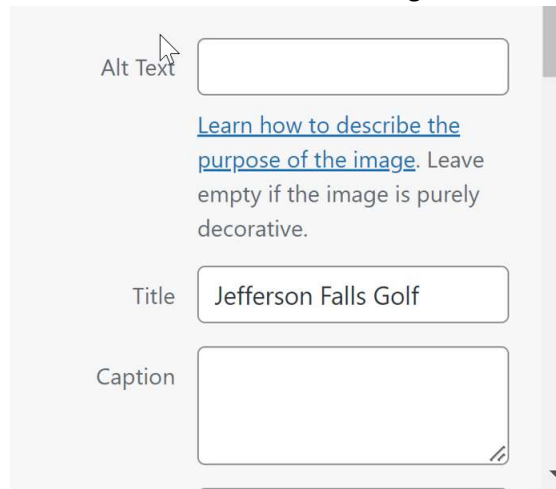


- c. When you have the image, you want to use, click on it and a checkmark will appear in the upper right corner of the image. You will then see the following in the right side of your screen. Here you can edit the image if necessary. **TIP:** I scale most images to 300 x ??? so they do not overwhelm the text in an event. **TIP:** If you use any graphics from the internet be sure that you have permission to use them and no fee is involved.



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10. Be sure to click on the “Set Featured Image” button to save it.



Alt Text

[Learn how to describe the purpose of the image.](#) Leave empty if the image is purely decorative.

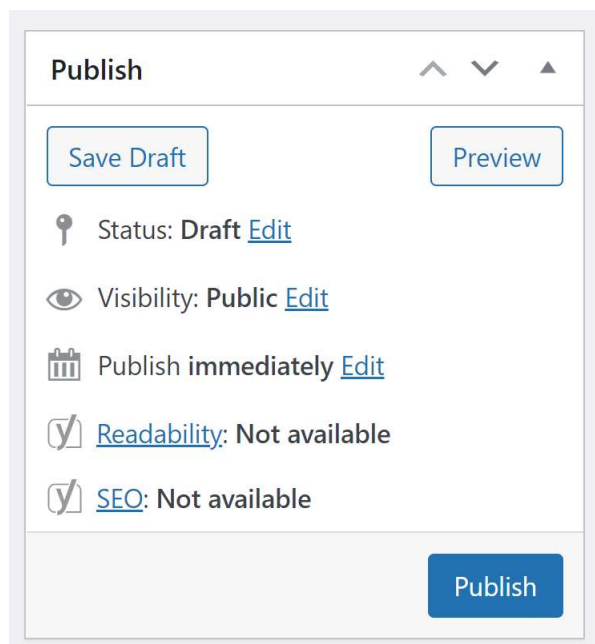
Title

Caption

[Set featured image](#)

11.

12. This will return you to the “Events” page and the image will appear in the **Feature Image** section.
13. Be sure to click on the **Publish** button to the right top to save your work. If you are updating an existing event, then the button will appear as **Update** rather than publish. You are now ready to view the event for accuracy.



Publish ^ v ▲

[Save Draft](#) [Preview](#)

🔑 Status: **Draft** [Edit](#)

👁️ Visibility: **Public** [Edit](#)

📅 Publish immediately [Edit](#)

✓ [Readability](#): Not available

✓ [SEO](#): Not available

[Publish](#)

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Working with Recurring Events

Tip: To edit a recurring event, you must first decide if you want to update the whole series or just a particular occurrence. When you click on a recurring event to edit it, you will have a choice to edit the series or to break the event from the series and edit only that occurrence.