

## Steps to add a Calendar event on the SCCSS website.

A brief hands-on introduction by **Mike Short, 2018-09-19**

Login using <http://southcoastcss.org/login> or <http://southcoastcss.org/wp-admin>.

After login you are at the dashboard, the amount of links you see on the left depends on your role, you could be admin, editor, author, or subscriber.

You will now be at the dashboard, which is the command center, from here you can do anything that your permissions allow. Along the top is a colored bar, and down the left is a list in the same color. When logged in and viewing our site you also have a black bar at the top, called the 'Admin Bar', which allows you to add posts and events.

In the Dashboard, to view the list of events click on 'Events' in the menu on the left. You will see the events list. There is an 'Add New' button near the top. To edit or view an existing event click on it's name in the list.

You can also start a new event quickly by cloning an existing one (Copy to a new draft).

See the document: [Duplicating \(cloning\) posts or events](#)

A good way to learn is to add a new event as a test, view it in the calendar, then go back and re-edit it. You can delete it by clicking Trash or Delete in the events list afterwards.

### *Screen Options*

When in "Edit Event" you will see, at the top right of the page, "Screen Options" which allows you to choose what you see on the "Edit Events" screen.

IMPORTANT - Make sure the following are checked: The Events Calendar, Excerpt, Slug, Event Categories, Post Expirator, and Featured Image. Any others can be checked but may just complicate the view.

Make sure 2 columns is checked so the description below makes sense, if you have a narrow screen you may want to return to 1 column later.

Click "Screen Options" again to hide it.

### *Start editing*

Each event needs a title and a date, other fields are optional.

Try it out, enter a title and a date (under **The Events Calendar**), then click Preview towards the top left. A new page opens in your browser showing the page so far, probably in a new tab depending on your browser settings. Close that tab or whatever the preview opened in to go back to editing.

### *Event Fields – Left Column*

#### **Title**

Replace "Enter Title here..." with your title. It's probably a good idea to include the year in the title if it's an event that occurs in more than one year.

#### **Content**

The area below the button "Add Media" is for the content. It can contain simple text and images, or more

sophisticated elements. This site has an editor called Visual Composer (VC), you do not need to use VC and it's extra features to add content, classic mode is OK but only for simple text and images.

As VC is a complicated topic it is covered in detail in another document of mine named "Getting Started with Visual Composer in Wordpress" (visual-composer-getting-started.pdf).

For now you can just put 'TBD' in this box and plan to add more content later.

## **The Events Calendar**

This is the clever part of the event system we use, it is written by Modern Tribe.

There are many fields displayed in the following sections:

### **EVENT TIME & DATE**

Click in the "Start Date & Time" box to choose a date. Then set the end date and the times.

The event will end up being sorted by the start date+time in lists, and will be classified as a Past Event after the end date+time.

### **EVENT LOCATION DETAILS**

If this is the first time the venue for the event has been used you can enter the fields starting with the box below "Use New Venue". If the venue has already been entered click "Use New Venue" and select the venue.

Make sure the two "Use Google ..." boxes are checked.

[Note: once a new venue has been entered it can be managed from the dashboard menu by clicking "Venues" under the "Events" heading.]

### **EVENT ORGANIZER DETAILS**

If this is the first time the organizer (or club) for the event has been used you can enter the fields below "Use New Organizer". If the venue has already been entered click "Use New Venue" and select the venue.

[Note: once a new organizer has been entered it can be managed from the dashboard menu by clicking "Organizers" under the "Events" heading.]

### **EVENT WEBSITE**

If there is a different web address for the event other than that for the organizer enter it here.

### **EVENT COST**

You know.

### **Exerpt**

When an event is viewed in a list or on the home page the first 30 or so words of the content are shown unless this excerpt is filled in. Fill this in if the beginning of the content text is not what you want to appear.

Unfortunately extra white space, including new lines, is stripped when displayed.

### **Slug**

This is the name of the event as it will appear in the address bar. It is automatically filled in when you publish the event. Sometimes you may want to change it to something more appropriate.

### **Author**

That's you.

## *Event Fields – Right Column*

### **Publish**

When you are done click “Publish”. Once you have published the button reads “Update”.

### **Event Categories**

Each event can have one or more categories that may be used on other pages to select the event.

The category “front-page-event” causes an event to be shown on the home page under “Special Events”.

The category “Meetings” causes an event to be shown on the home page under “Next Meeting” if it is the next event with this category.

Categories can also be selected in certain sidebars to view only those events using that category.

### **Featured Image**

When an image is selected here it, or a thumbnail of it, is shown in some displays of the event including on the front page. An image can make an event easier to find in a list, or even make it more attractive.

There is an official page by Modern Tribe at <https://theeventscalendar.com/knowledgebase/creating-an-event/>