



Event Calendar Instructions

Create a new event

1. Log into the WordPress Dashboard.
2. Under the **Events** menu, click the **Add New** menu item.

You'll be taken to the **Add New Event** screen where you can fill in the information about your event.

3. Enter the name of your event in the field that currently reads **Enter title here**.
4. Enter a description of your event in the text editor. Upload images, add a video, insert any shortcodes for registration forms or any other objects you want to add. *Note: Save details like date, time, location and contact information for the fields below the text editor, in the **Event Details** field set.*
5. Check the appropriate **Event Categories** for the event in right-hand column. Select only the category that best describes your event. This is important for the organization of the calendar and also makes it easier for people to find events they're interested in.
6. Add some **Event Tags**—keywords that relate to your event. Tags will help your users further filter your events.
7. Enter the details of your event by scrolling down to the section called **Event Details** and enter in the relevant information for your event. If your event is an all-day event, be sure to check the **All-day event?** checkbox at the top of this section.
8. Enter the **Venue name** if the event takes place at a venue.
9. Enter the specific **Address** if you have it. It's recommended you always put in a physical address. For example, don't assume people know where "City Hall" is. By adding the address, you're making it possible for people from outside of your community to attend your event. Type in your address starting with the street address, followed by the town or city. The address will be auto-completed using the Google Maps address database. Check to ensure you have the right location.
10. If you'd like a small Google Map of the address to appear in your event's description, check the **Show Google Map** checkbox.
11. Enter the **Cost** of your event, if there is one. If there's no cost you can leave this field empty or type "free".
12. Enter the event organizer's contact information in the **Contact name**, **Phone**, and/or **E-mail** fields. This information will appear in the event's description.
13. Click the blue **Publish** button (if you are logged in as an author or administrator), or **Submit for Review** (if you are just a contributor).