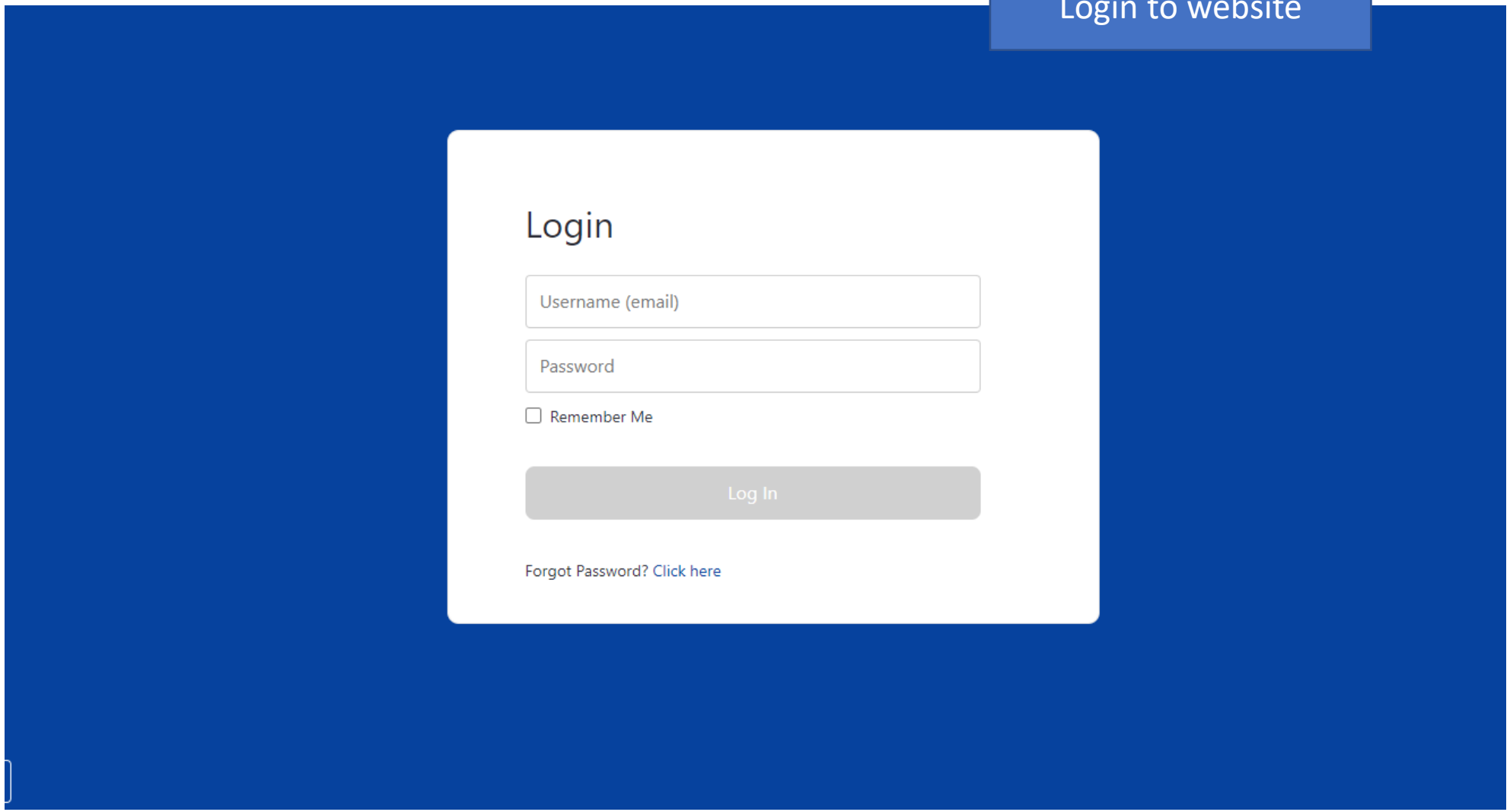
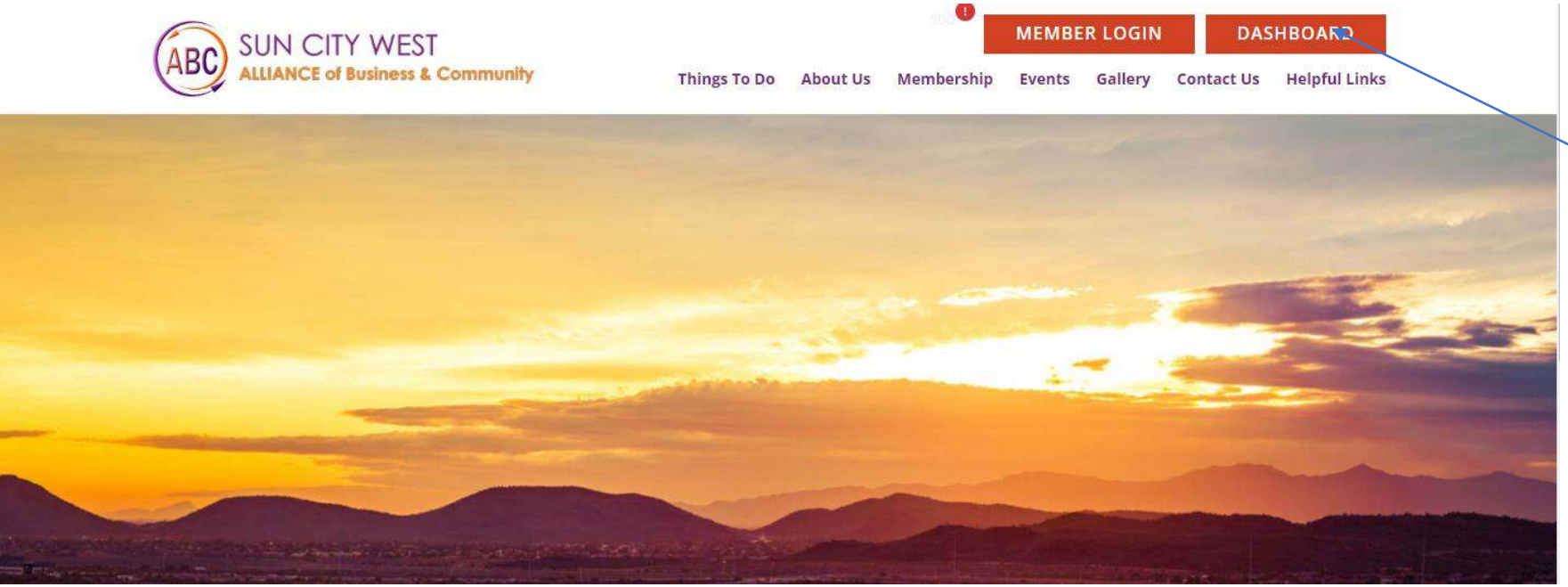
Adding a Calendar Event

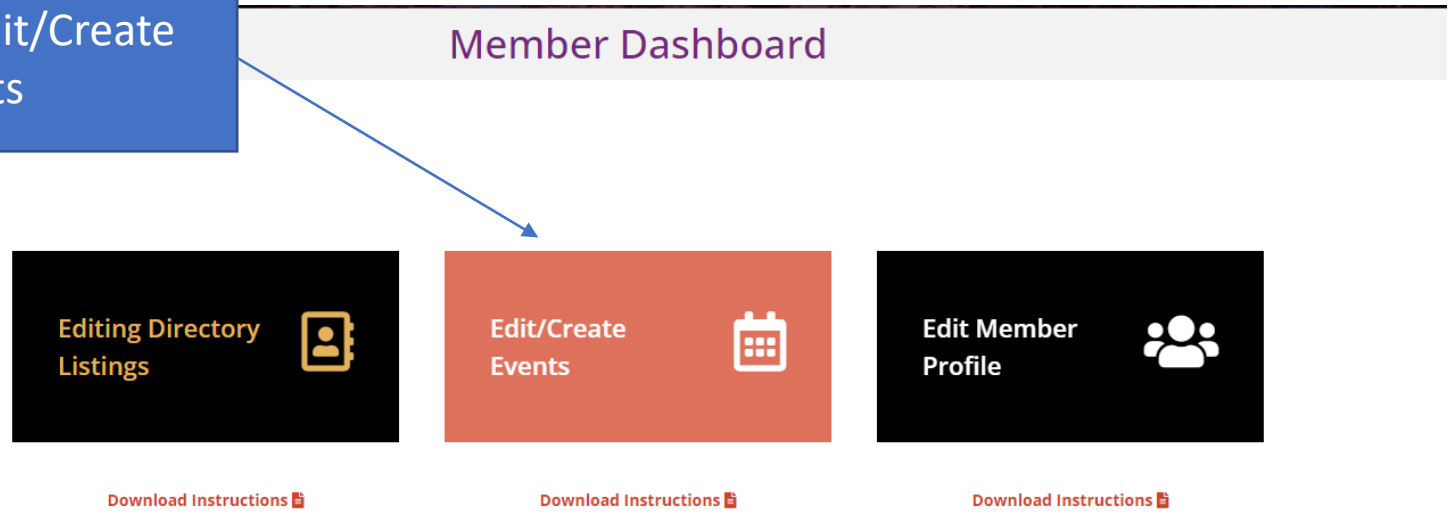
Login to website

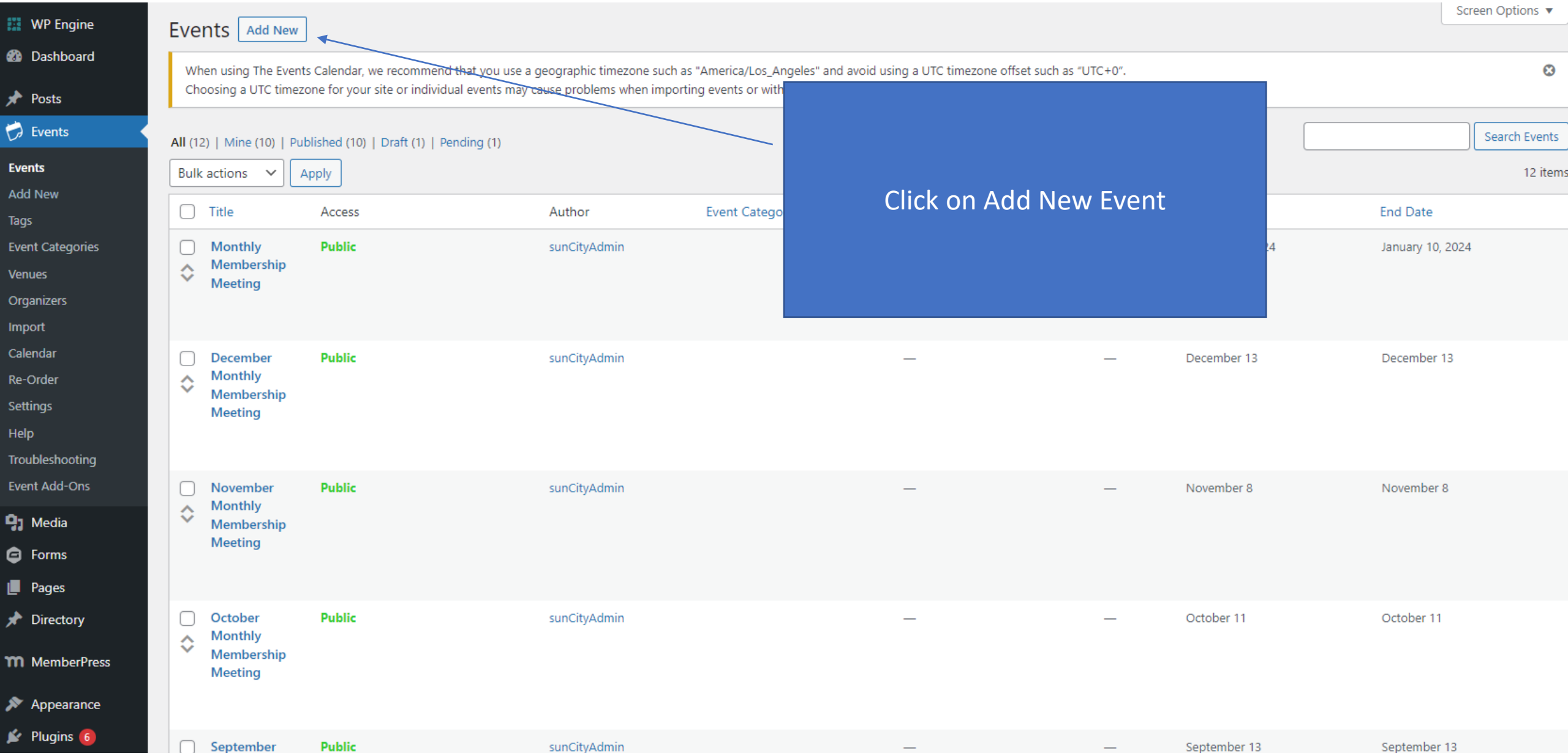




1. click on Dashboard

2. Click on Edit/Create Events




WP Engine
Dashboard
Posts
Events
Events
Add New
Tags
Event Categories
Venues
Organizers
Import
Calendar
Re-Order
Settings
Help
Troubleshooting
Event Add-Ons
Media
Forms
Pages
Directory
MemberPress
Appearance
Plugins 6
Events
Add New
Screen Options
When using The Events Calendar, we recommend that you use a geographic timezone such as "America/Los_Angeles" and avoid using a UTC timezone offset such as "UTC+0".
Choosing a UTC timezone for your site or individual events may cause problems when importing events or with
All (12) | Mine (10) | Published (10) | Draft (1) | Pending (1)
Search Events
Bulk actions
Apply
12 items
Title
Access
Author
Event Categ
End Date
Monthly Membership Meeting
Public
sunCityAdmin
January 10, 2024
December Monthly Membership Meeting
Public
sunCityAdmin
December 13
November Monthly Membership Meeting
Public
sunCityAdmin
November 8
October Monthly Membership Meeting
Public
sunCityAdmin
October 11
September
Public
sunCityAdmin
September 13
Click on Add New Event

Screen Options

Add New Event

When using The Events Calendar, we recommend that you use a geographic timezone such as "America/Los_Angeles" and avoid using a UTC timezone offset such as "UTC+0".
Choosing a UTC timezone for your site or individual events may cause problems when importing events or with Daylight Saving Time. Read more

Add title

Add Media | Add Form

Visual | Text

Paragraph

Add a Title for your event

Add a description for your event

Word count: 0

Excerpt

Publish

Save Draft | Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Don't update the modified date

AIOSEO Score 0/100

Publish

Events Status

Set status: Scheduled

Featured image

Set featured image

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

Social Share Settings

featured images.

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. Learn

Add a few sentences which describe your event

Social Share Settings

Disable Social Share

Upload Social Share Banner

Choose Social Share Platform

Share Now

The Events Calendar

TIME & DATE

Start/End: 3/31/2023 8:00am to 5:00pm 3/31/2023 Time Zone: UTC+0

All Day Event

This event is from 8:00am to 5:00pm on March 31, 2023.

Input the date and times for your event

LOCATION

Venue:

Venue Name:

Address:

City:

Country: Select a Country:

State or Province:

Postal Code:

Phone:

Input location for your event

ORGANIZERS

Organizer:

Organizer Name:

Phone:

Website:

Email:

The e-mail address will be obfuscated on this site to avoid it getting harvested by spammers.

Add another organizer

Input Organizer information (optional)

EVENT WEBSITE

URL: example.com

EVENT COST

Currency Symbol: Before cost

ISO Currency Code:

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

Input Event website and cost (optional)

To add an image for your event select Set Featured Image

Word count: 0

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. Learn more about manual excerpts.

The Events Calendar

TIME & DATE

Don't update the modified date

AIOSEO Score 0/100

Publish

Events Status

Set status: Scheduled

Featured image

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

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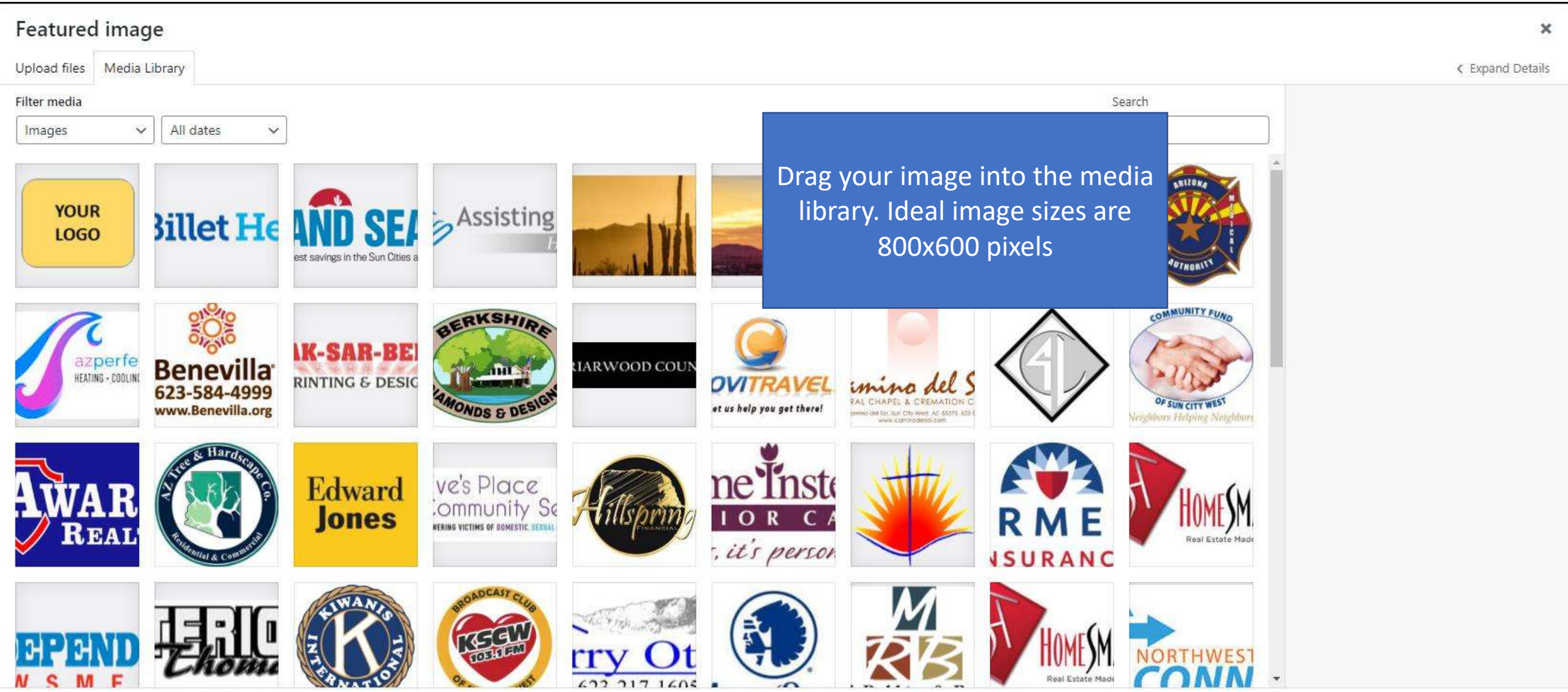
Featured image
Upload files
Media Library
Expand Details
Filter media
Images
All dates
Search
Drag your image into the media library. Ideal image sizes are 800x600 pixels
Set featured image

Screen Options

Add New Event

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Add title

Add Media | Add Form

Visual | Text

Paragraph

Word count: 0

Excerpt

To publish your event on the calendar, press the Publish button.

Please note that all events will be reviewed and approved by the website admin prior to final publication

Publish

Save Draft | Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Don't update the modified date

AIOSEO Score 0/100

Publish

Events Status

Set status: Scheduled

Featured image