

Working with The Calendar

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Adding An Event



Howdy, Sauble United Church Staff

Screen Options

Dashboard

Posts

Media

Pages

Comments

FooGallery

Contact

Appearance

Plugins

Users

Tools

Settings

Duplicator

My Calendar

Add New Event

→ Manage Events

→ Event Groups

Add New Location

→ Manage Locations

Manage Categories

Style Editor

Script Manager

Template Editor

Settings

Help

Wordfence

Downloads

Collapse menu

Add Event

Manage events

Publish

Published

Event Title

Give your event a catchy title

Add Media

Add FooGallery

Visual

Text

b

i

link

b-quote

del

ins

img

ul

ol

li

code

more

close tags

The calendar will allow you to add images and text to your event listing.

Categories

☒ Services

Note that you have checked the correct category (see later in this document about 'categories')

Date and Time

Date (YYYY-MM-DD) 2021-03-27 From To

☐ All day event

☐ Hide end time

End Date (YYYY-MM-DD, optional)

Enter start and end dates/times for each occurrence of the event.

Add another occurrence

Remove last occurrence

Click the date and time boxes to select date and time popups.

My Calendar Pro

Buy [My Calendar Pro](#) — a more powerful calendar for your site.

My Tickets

Do you sell tickets to your events? [Use My Tickets](#) and sell directly from My Calendar.

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Adding an event to the calendar Part 1

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Help translate this plugin!

Date and time

Date (YYYY-MM-DD) 2021-03-27 From To

☐ All day event

☐ Hide end time

End Date (YYYY-MM-DD, optional)

Enter start and end dates/times for each occurrence of the event.

Add another occurrence Remove last occurrence

Repetition Pattern

Repeats 0 times, every 1 Does not recur

Your entry is the number of events after the first occurrence of the event: a recurrence of 2 means the event will happen three times.

Event Details

Add an image:

http://yourdomain.com/image.jpg Upload

URL

☐ Link will expire after event

Event Access

☐ Audio Description

☐ ASL Interpretation

☐ ASL Interpretation with voicing

☐ Deaf-Blind ASL

☐ Real-time Captioning

☐ Scripted Captioning

☐ Assisted Listening Devices

☐ Tactile/Touch Tour

☐ Braille Playbill

☐ Large Print Playbill

☐ Sensory Friendly

☐ Other

Notes

Event Location

Choose location:

When you are happy with your event edit click Publish to publish.

Check the Calendar page and refresh if necessary to confirm the event is there.

Manage events Publish

If you have a recurring event (such as Sunday service) you can set the number of recurrences and interval (weekly etc.)

Adding an event to the calendar Part 2



Adding An Event Category



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Add Category

Category Editor

Category Name Color

Category Icon

☐ Private category (logged-in users only) ☐ Default category ☐ Holiday Category

Add Category »

Click to Add

Easy to remember category label and colour.

Note that the colour you select will be the background colour of the date in the calendar your event will appear on!

Category List

Manage Categories

ID	Category Name	Color/Icon	Private	Edit	Delete
1	Services (Default)	#ffffff	No	Edit	N/A

Category Settings

Category Colors

- ☐ Ignore colors
- ☐ Titles are in colors.
- ☒ Titles use colors as background.
- ☐ Hide Category icons
- ☒ Use multiple categories on events

Save Settings

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Adding An Event Location



Add New Location

Location Editor

☐ Default Location

Set if this is the default location

Name of Location (e.g. Joe's Bar and Grill)

Give the location an easy to remember label

Location Address

Street Address

Street Address (2)

City

State/Province

Postal Code

Region

Country

Initial Zoom

Neighborhood

GPS Coordinates (optional)

If you supply GPS coordinates for your location, they will be used in place of any other address information to provide your map link.

Latitude

Longitude

Add a [Google Maps API Key](#) to generate a location map.

Add Location

Fill out this section

Click to add location

Location Contact Information

Phone

Secondary Phone

Location URL

Location Accessibility

- ☐ Accessible Entrance ☐ Accessible Parking Designated ☐ Accessible Restrooms ☐ Accessible Seating
- ☐ Accessible Transportation Available ☐ Wheelchair Accessible ☐ Courtesy Wheelchairs
- ☐ Bariatric Seating Available ☐ Elevator to all public areas ☐ Braille Signage ☐ Fragrance-free Policy
- ☐ Other

Location Controls

Limit Input Options

+ Label

+ City

+ State

+ Country

+ Postcode

+ Region

Save Location Controls

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