A GUIDE TO HELP YOU USE THE EVENTS CALANDER PLUGIN

CONTENTS

SETTING UP

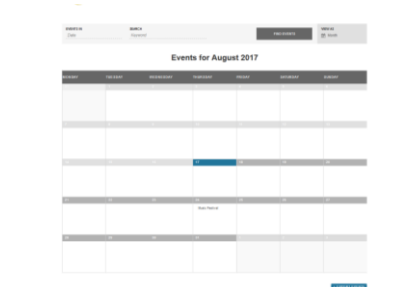To Set up your events calendar click on events.
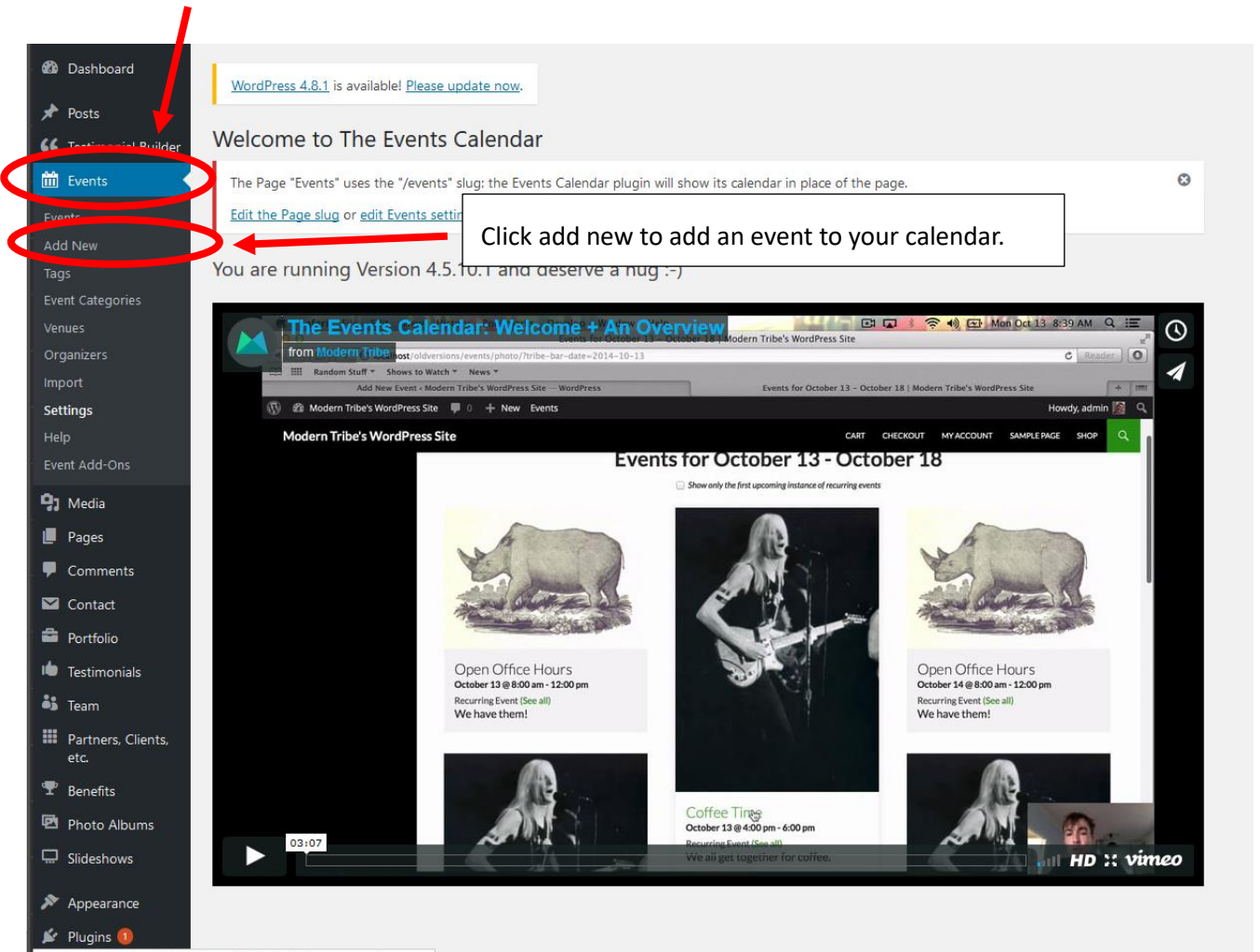
To see your calender of event you need to go to the calander page. To do this in you browser. Type your site url/events in. Example: "www._your website address___.co.uk/event" or "www._your website address___.com/event".
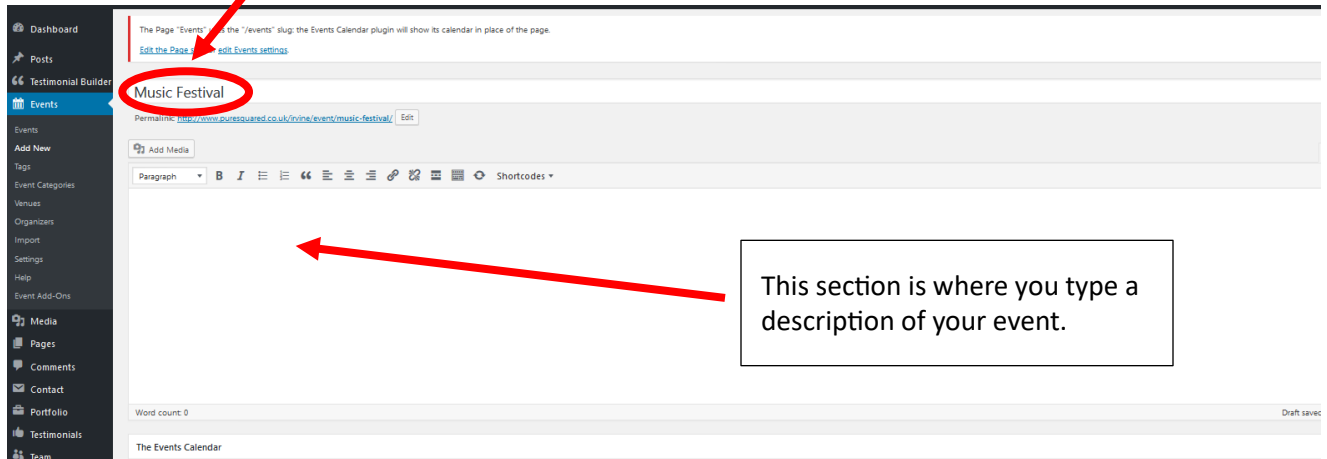
An Example of this is http://puresquared.co.uk/sktcoventry/event/ this will show up the calander like below.
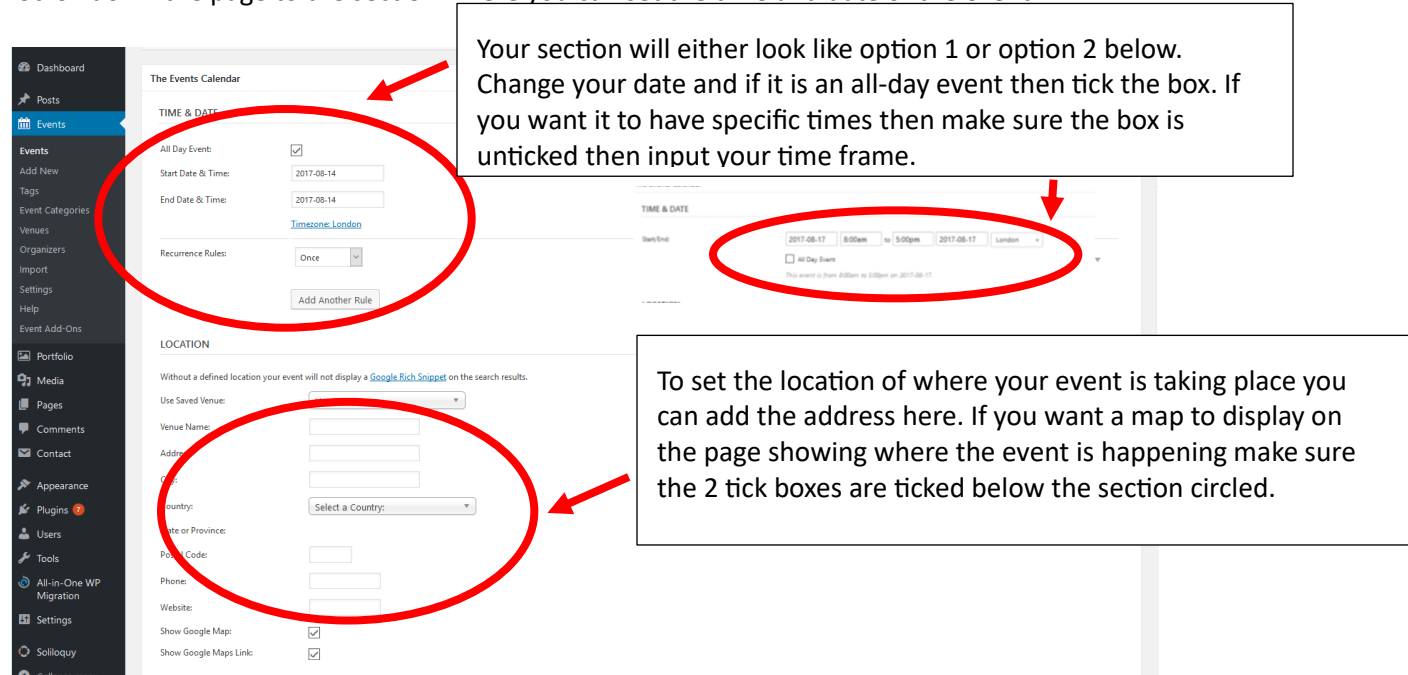
ADDING AN EVENT

To set up an event you will need all the information, images, times, location in order to be able to set up correctly.

Start by adding the title of your event as an example the event is called "Music Festival".

This section is where you type a description of your event.

Scroll down the page to the section where you can set the time and date of the event.
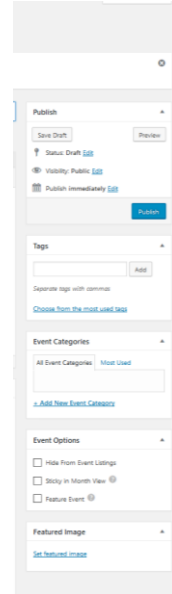
Your section will either look like option 1 or option 2 below. Change your date and if it is an all-day event then tick the box. If you want it to have specific times then make sure the box is unticked then input your time frame.

To set the location of where your event is taking place you can add the address here. If you want a map to display on the page showing where the event is happening make sure the 2 tick boxes are ticked below the section circled.

Continue to find out how to add a price if your event is a payed event or to add a link to the events website. If you don't want to add a price to your event then scroll back to the top of the page and hit the publish button.

To publish you event you will find a button like the one to the right, from here all you need to do is click the button.

Publish
Save Draft   Preview
Status: Draft Edit
Visibility: Public Edit
Publish immediately Edit
Publish

Tags
Add
Separate tags with commas
Choose from the most used tags

Event Categories
All Event Categories   Most Used
+ Add New Event Category

Event Options
Hide From Event Listings
Sticky in Month View
Feature Event

Featured Image
Set featured image

Dashboard
Posts
Events
Events
Add New
Tags
Event Categories
Venues
Organizers
Import
Settings
Help
Event Add-Ons
Portfolio
Media
Pages
Comments
Contact
Appearance
Plugins 7
Users
Tools
All-in-One WP Migration
Settings
Soliloquy
Collapse menu

Website:
Email:
You may want to consider obfuscating any e-mail address published on your site to best avoid it getting harvested by spammers.

Add another organizer

EVENT WEBSITE

URL: example.com

EVENT COST

Currency Symbol: [ ] Before cost
Cost: [ ]
events that are free or leave blank to hide the field.

ADDITIONAL FUNCTIONALITY

Looking for additional functionality including recurring events, ticket sales, publicly submitted events, new views and mor

Place your website address here.

For free events leave blank. If not free in the box next to currency symbol but the symbol of your currency e.g. £, $. Then in the box next to cost place in your price.

Excerpt

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

Discussion

Allow comments.
Allow trackbacks and pingbacks on this page.

Once you have completed all the information you then need to go and scroll back up to the top of the page and hit the publish/ update button.

ADDING AN IMAGE TO THE EVENT

To add an image to the event all depends on how you want the photo to be displayed below we have to images of how they will be displayed. decide which of the images is your desirable layout and follow that tutorial.

Option 1

This design has the image shown when you go on the calendar and when it opens up the event page you shall have the image at the top of the page.
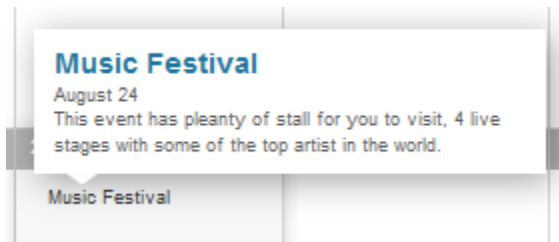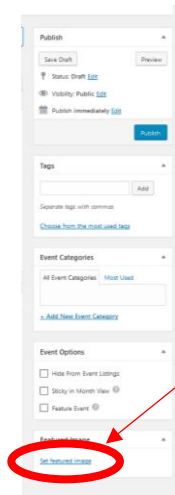

Option 2

If you only want the image to be displayed when you click on the even then this is the best option to use.
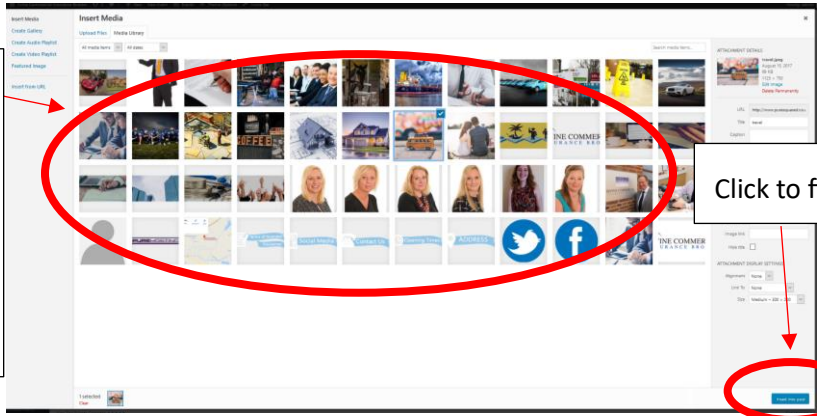
Option 1

To do option two you will need to go back to the event page as shown previously if needed. Once here scroll and on the right-hand side you will need to click "set featured image".

Click here. A pop up will appear so you can choose you photo to upload.

Select the image that you want to be displayed from your media files If it isn't here click the upload files tab. Then browse and upload the file from your computer. Then click insert into post to finish.

Click to finish

Once you have done **DON'T FORGET CLICK UPDATE!!**

Option 2

For this option you need to go to the event page that we were just on above then you need to click add media as shown below.

Select the image that you want to be displayed from your media files If it isn't here click the upload files tab. Then browse and upload the file from your computer. Then click insert into post to finish.

Once you have done **DON'T FORGET TO SCROLL UP AND HIT UPDATE!!**

TO DELETE AND EVENT

Click on the events in the black left sidebar you will then see a list of all your events. Hover over the name of your event and you will see 4 options appear below it. Simply click the trash and your event will be deleted. **WARNING:** Once Deleted There Is No Way To Get It Back.