How to Create an Event in The Events Calendar for the Mylor Yacht Club Website

Step-by-Step Instructions

Contents

Introduction

Creating events for the Mylor Yacht Club website is a straightforward process. Follow these steps to ensure your event is published correctly and effectively.

Tip: it is easier when working on websites to have at least two website tabs open.

Creating an Event

## Step 1: Log In to Your WordPress Dashboard

1. Open your web browser and navigate to the Mylor Yacht Club website.

2. Click on the log-in tab on the menu.

3. Enter your username and password to log in to the website.

4. Go to top left area of the page and click on Mylor Yacht Club.

5. This will open up the WordPress Dashboard menu on the left side of the page (it may take a few seconds to open).
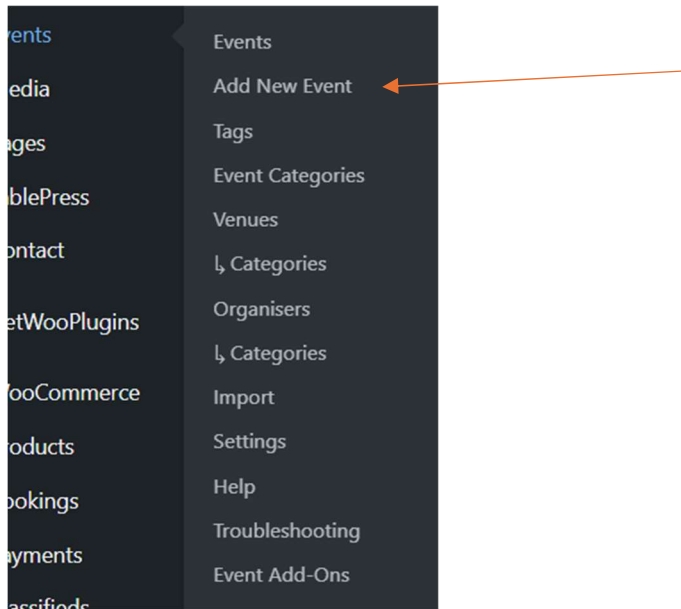

Step 2: Access The Events Calendar

1. Look down the left-hand menu and locate the 'Events' option which should be near the top.

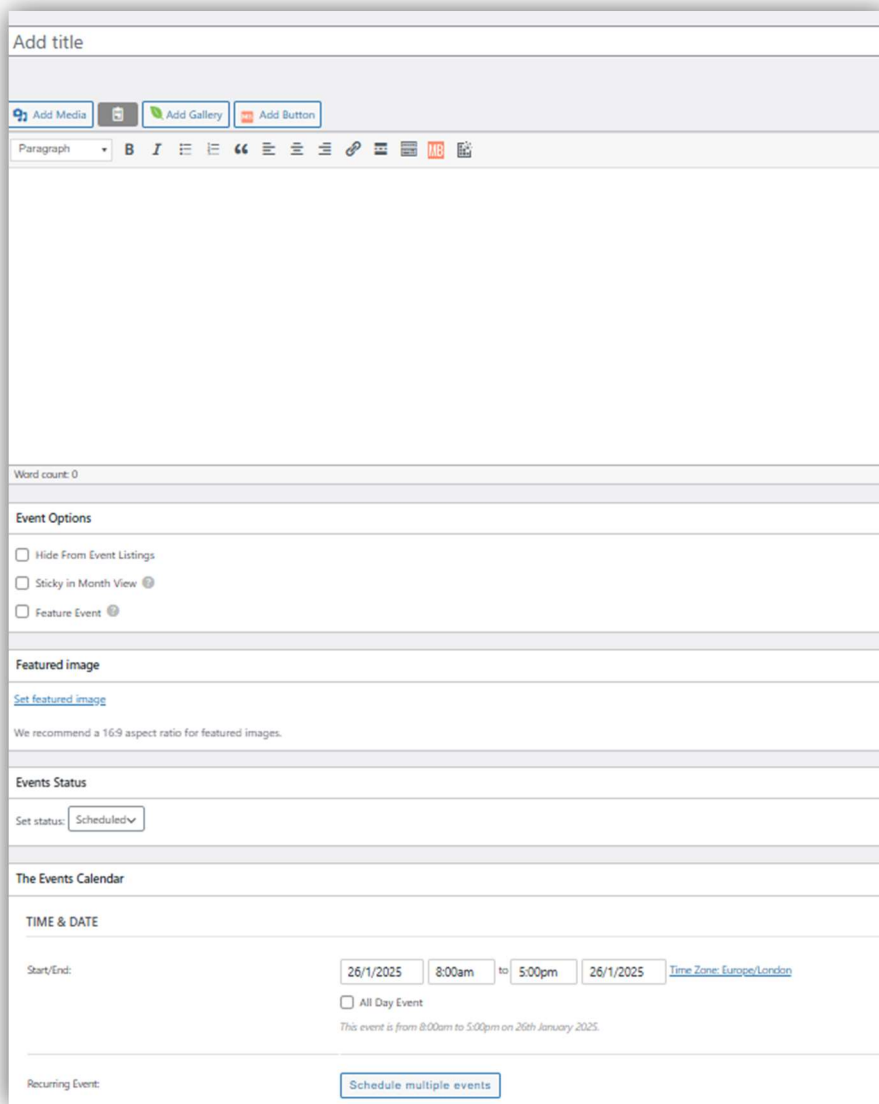2. Click on 'Events' to expand the submenu.
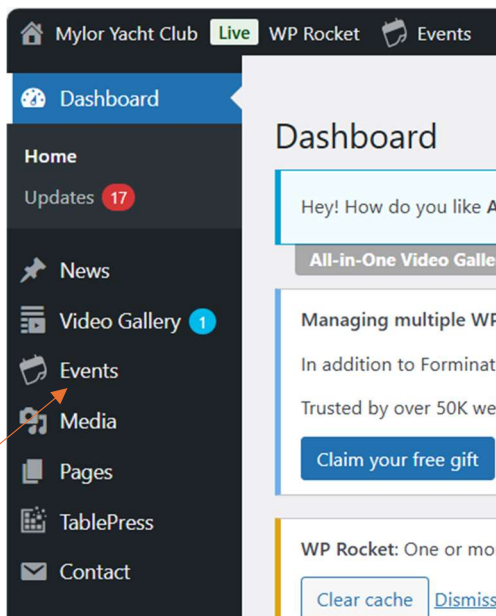
Step 3: Add a New Event

1. In the 'Events' submenu, click on 'Add New'.

2. You will be redirected to the 'Add New Event' page.

Step 4: Enter Event Details

1. **Title**: Enter the title of your event in the 'Add Title' field, example: "Talk: Sailing Around the South Coast – Ben Philpott".

2. **Description**: In the main content area, provide a detailed description of your event. Include any necessary information such as the schedule, activities, or special guests.

3. **Event Time & Date**:

- Scroll down to the 'Events Calendar' section.

- Set the start and end date and time for your event.

- For all day events, check the "All Day Event" box.

4. **Event Location**:

- Enter the location details in the 'Location' section. The ones used by the Club are pre-set.

5. **Event Organizer**:

- There are a number of preset organiser names, but add yours if it is not there.

6. **Event Website**:

- If the event has an external website or registration link, you can add it in the **Event Website** field.

7. **Event Cost**:

- Enter the cost of attending the event in the 'Event Cost' field, if any, otherwise leave blank

Step 5: Set Additional Options

1. **Featured Image**:

- On the right-hand side of the page, in the 'Featured Image' box, click on 'Set Featured Image'.

- Upload a new image or select one from the media library.

2. **Event Categories**:

- On the right-hand side of the page, assign relevant **Categories** or **Tags** for your event to make it easier to find, and to ensure that this shown on the Events listing on the Home page. These are all preset with toggle boxes.
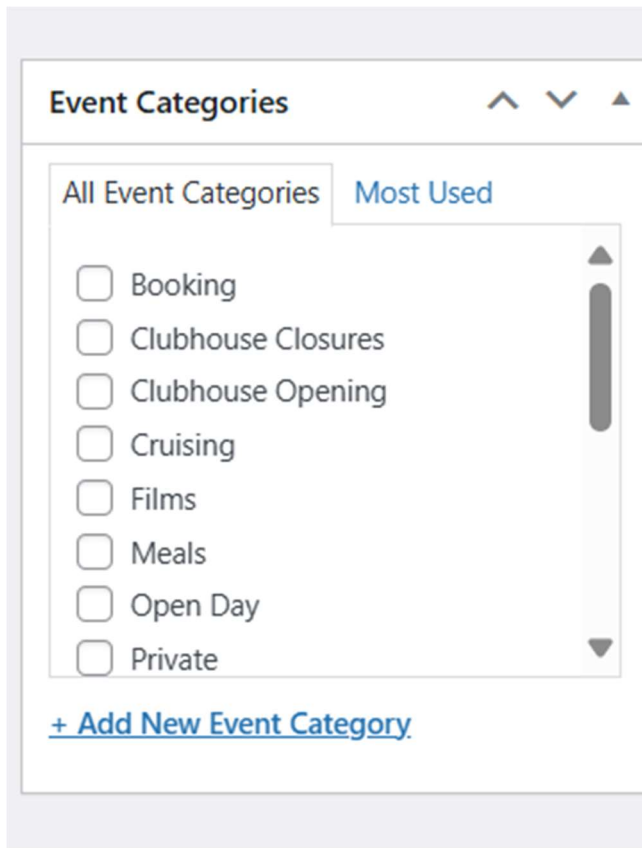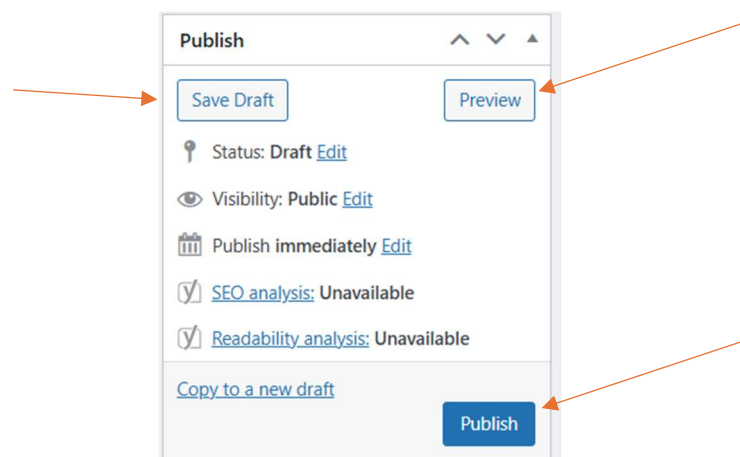
Step 6: Preview Your Event

1. Before publishing, click "Preview" to see how the event will look on the front end.
2. If you are creating a draft, then click SAVE DRAFT.

Step 7: Publish Your Event

1. When you're satisfied, click the blue "Publish" button to make your event live.
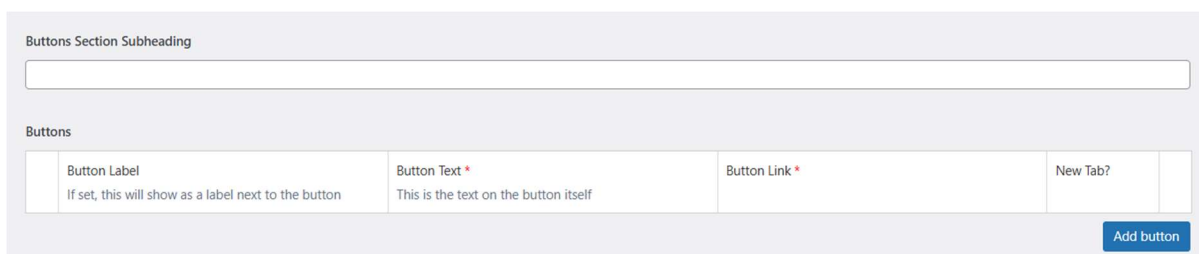
Tips and Best Practices

Recurring Events: If your event occurs regularly, you can use the recurring events feature

Making Changes: After each change, it is necessary to PUBLISH to save or SAVE DRAFT if you are working on a draft, to save the changes made.

Setting up a Link to the Shop

If your Event is linked to a Product being sold in the shop, i.e. if this is a ticketed event, then it is possible to set up a link to the Shop Product by using the Buttons feature.

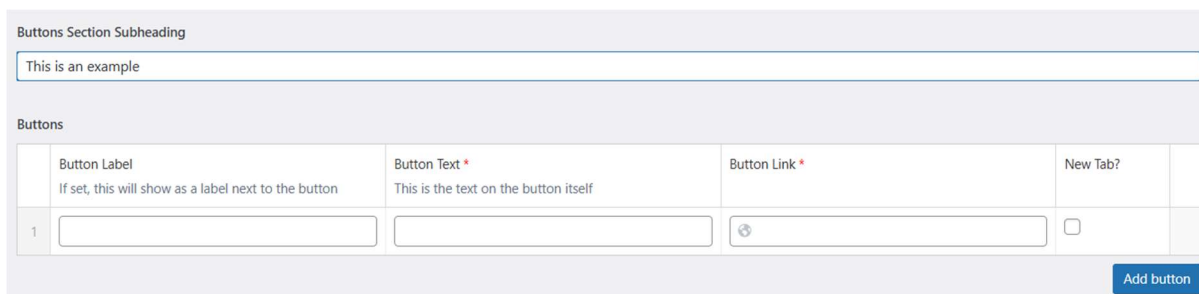1. Scroll down to near the bottom of the page to the Buttons Section Subheading.

2. Enter a subheading if required.
2. Now create a button to add a URL link by clicking Add button.
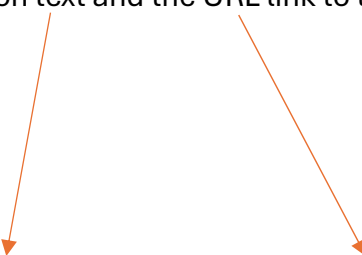3. This will present the following row.

4. Now enter details for the button text and the URL link to the shop

5. Save your changes be clicking PUBLISH to save or SAVE DRAFT

Shortcuts to Creating an Event

If there is already an event listed which is similar to the one to be added to the Events Calendar, then there is a shortcut, where an existing event can be duplicated, but it is still necessary to log in first:

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Step 2: Find an Event that can be Duplicated

1. Select a listed Event and click on it.

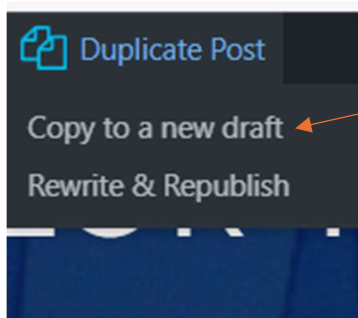2. On the black header at the top of the page see Duplicate Post.
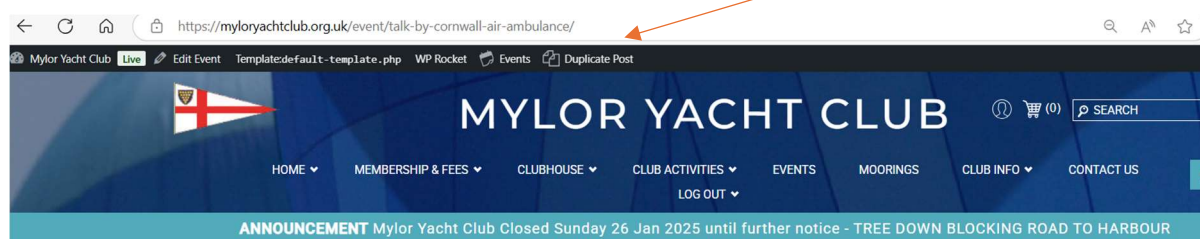
3. Click on Duplicate Post.

Created 26 Jan 2025 – Joanna Walpole (Webmaster)
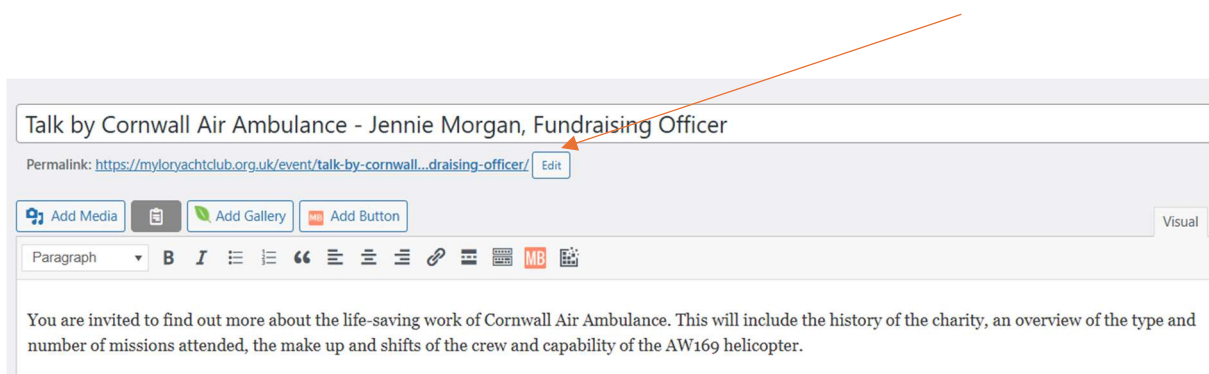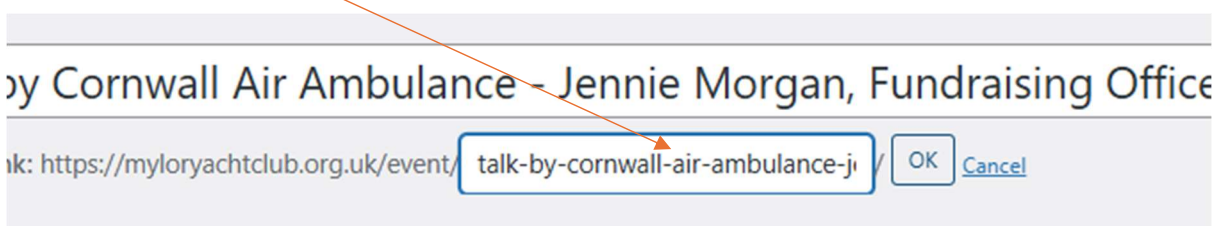
4. Select copy to a new draft.

  1. This will open a duplicated event which is now possible to edit accordingly. It will be necessary to manual change the permalink. Just click the EDIT box
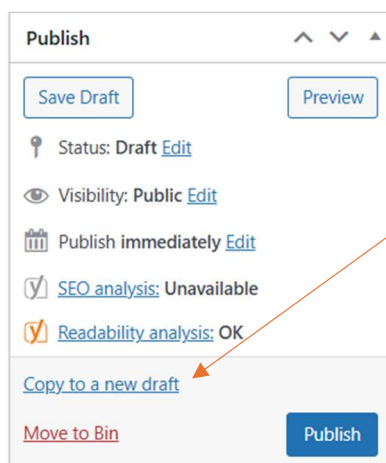

Then type in the new name separated-by-hyphens

An alternative way is to copy an event to a new draft.

  2. Open an event.

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3. Go to the Publish box and click on COPY TO A NEW DRAFT.

Follow the same process in editing the new event.

Remember to make all the changes necessary and PUBLISH otherwise, the changes will not be saved.

Change or Delete a Recurring Event

Sometimes it is necessary to either make a change to a series of recurring events, delete only one or some of them, of make an amendment to just one of them. This can be done by:

1. Open the Event that needs to be deleted, amended, or the Event that falls on the date from when a series needs to be changed.
2. On the black header line, click on Edit Event.

3. This will produce a drop-down menu from where Edit Series or Break from Series can be selected. If the requirement is to edit then entire series, click on Edit Series and the changes can be made. If it necessary to Break the Event on the particular date chosen either because it is to be deleted or amended for that date, chose, Break from Series.
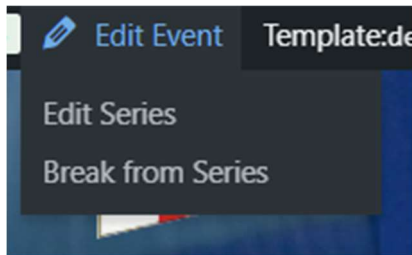
If you are making amendments, remember to PUBLISH to save the changes.

Delete an Event

If there is already an event create that needs to be deleted, open the Event, go to the Publish box and click MOVE TO BIN
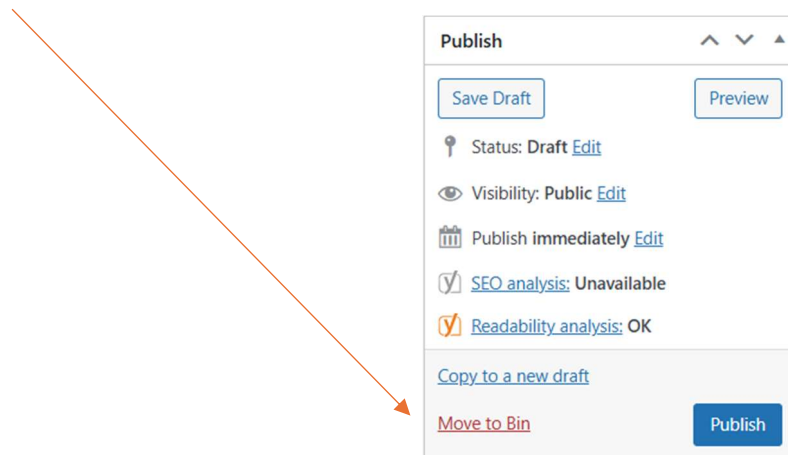
Conclusion

By following these steps, you can successfully create and publish events for the Mylor Yacht Club website. Ensure that all information is accurate and up-to-date to provide the best experience for attendees.