

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

Step-by-Step Instructions

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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

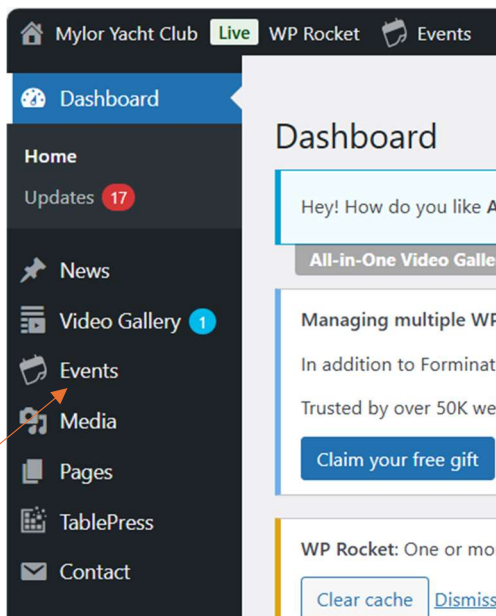
1. Open your web browser and navigate to the Mylor Yacht Club website.
2. Click on the log-in tab on the menu.
3. Enter your username and password to log in to the website.
4. Go to top left area of the page and click on Mylor Yacht Club.
5. This will open up the WordPress Dashboard menu on the left side of the page (it may take a few seconds to open).



MY ACCOUNT

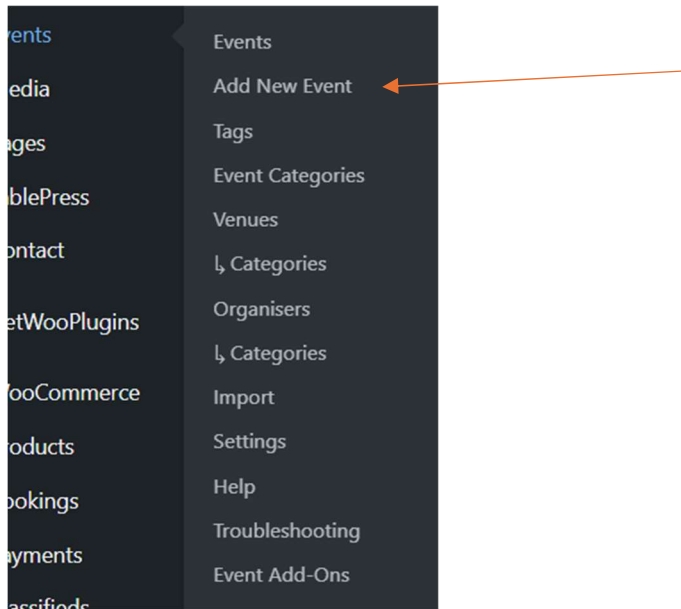
Step 2: Access The Events Calendar

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.



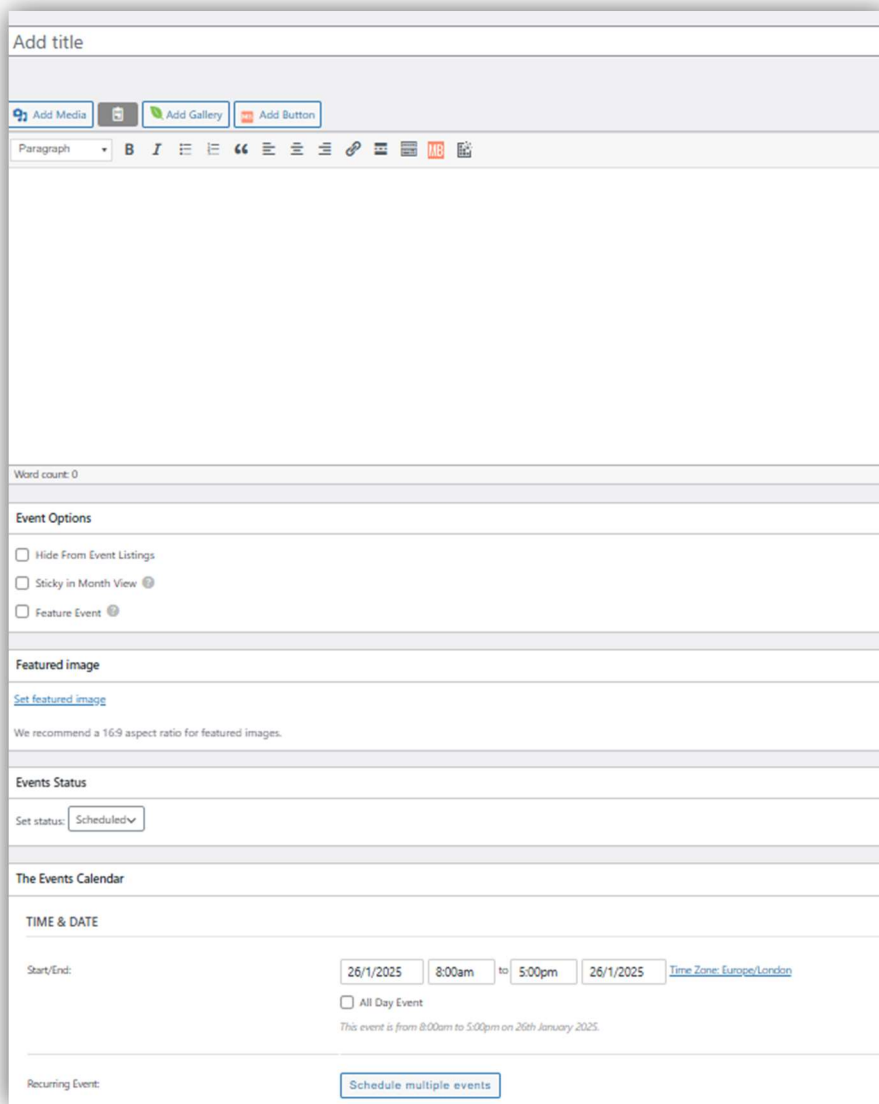
Step 3: Add a New Event

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.



The screenshot shows the 'Add Event' form in The Events Calendar plugin. It includes a title field, a rich text editor with 'Add Media', 'Add Gallery', and 'Add Button' buttons, a word count, 'Event Options' (Hide From Event Listings, Sticky in Month View, Feature Event), 'Featured image' (Set featured image), 'Events Status' (Set status: Scheduled), 'The Events Calendar' section with 'TIME & DATE' (Start/End: 26/1/2025 8:00am to 5:00pm 26/1/2025 Time Zone: Europe/London), 'All Day Event' checkbox, and 'Recurring Event' (Schedule multiple events).

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**:

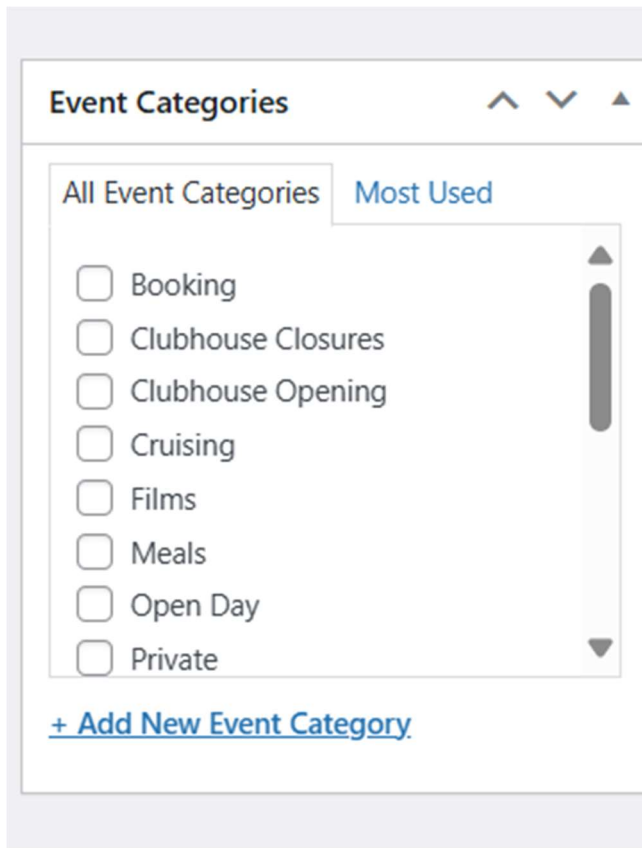
- On the right-hand side of the page, in the 'Featured Image' box, click on 'Set Featured Image'.
- Upload a new image or select one from the media library.

The screenshot displays a form for configuring event options, organized into several sections:

- LOCATION**: Includes a 'Venue' dropdown menu with the text 'Create or Find a Venue' and a 'Map' section with two checked options: 'Show map' and 'Show map link'. A note below states: 'This setting applies to all of the venues added to the event.'
- VIRTUAL EVENT**: Contains a button labeled 'Configure Virtual Event'.
- ORGANISERS**: Features an 'Organiser' dropdown menu with the text 'Create or Find Organiser'.
- EVENT WEBSITE**: Includes a 'URL' text input field containing 'example.com'.
- ADDITIONAL EVENT FIELDS**: Lists 'Room bookings' with four checkboxes: 'Penrose room', 'Bar area', 'Chartroom', and 'Whole club', all of which are currently unchecked.
- EVENT COST**: Contains three fields: 'Currency Symbol' (set to '£'), 'ISO Currency Code' (set to 'USD'), and 'Cost' (an empty text input). A 'Before cost' dropdown menu is also visible next to the currency symbol. A small note at the bottom right of this section reads: 'Enter a 0 for events that are free or leave blank to hide the field.'

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.

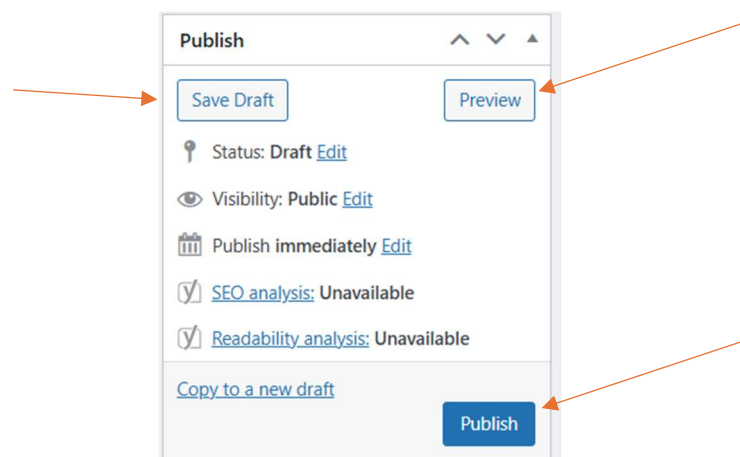


Step 6: Preview Your Event

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

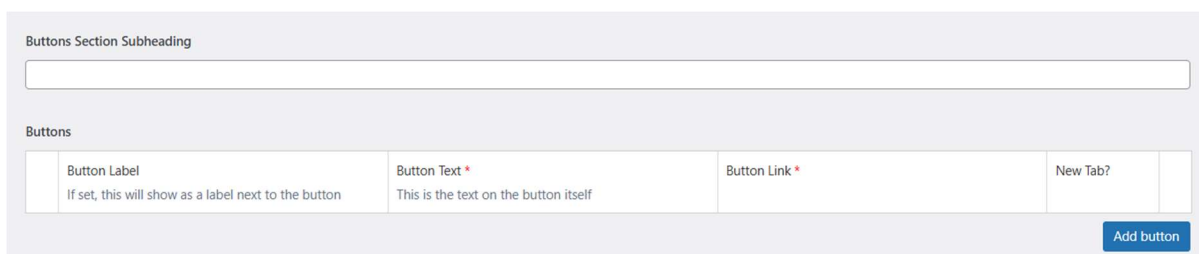
Recurring Events: If your event occurs regularly, you can use the recurring events feature

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.



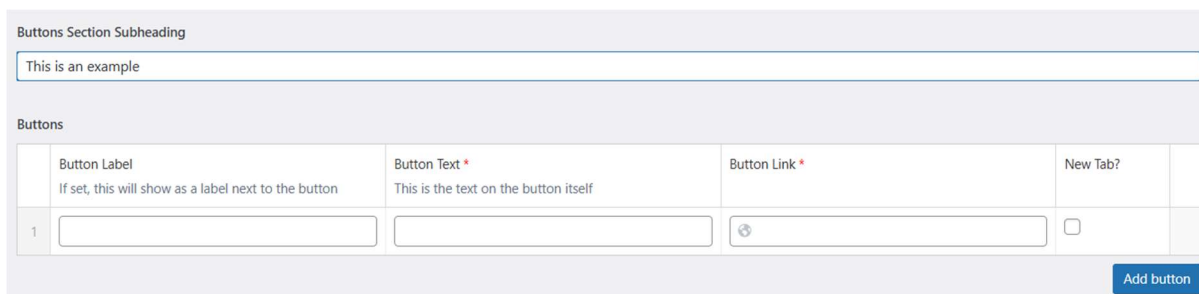
Buttons Section Subheading

Buttons

Button Label <small>If set, this will show as a label next to the button</small>	Button Text * <small>This is the text on the button itself</small>	Button Link *	New Tab?
			<input type="checkbox"/>

[Add button](#)

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.



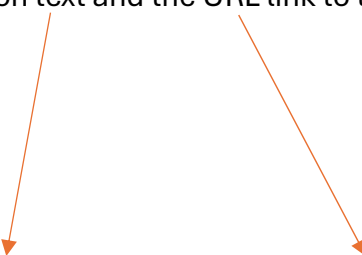
Buttons Section Subheading

Buttons

Button Label <small>If set, this will show as a label next to the button</small>	Button Text * <small>This is the text on the button itself</small>	Button Link *	New Tab?
1	<input type="text"/>	<input type="text" value="https://www.mylor-yacht-club.co.uk"/>	<input type="checkbox"/>

[Add button](#)

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



Buttons Section Subheading

This is an example

Buttons

	Button Label If set, this will show as a label next to the button	Button Text * This is the text on the button itself	Button Link * night-dirty-rotten-scoundrels-jan-25th-2025/	New Tab?
1		Purchase Tickets		<input type="checkbox"/>

Add button

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

Shortcuts to Creating an Event

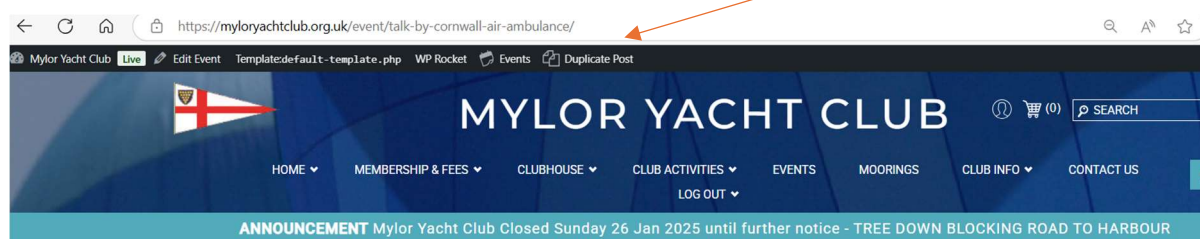
If there is already an event listed which is similar to the one to be added to the Events Calendar, then there is a shortcut, where an existing event can be duplicated, but it is still necessary to log in first:

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.

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.

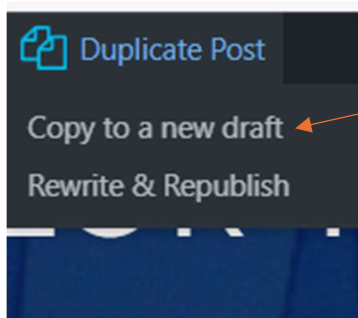


This event has passed.

TALK BY CORNWALL AIR AMBULANCE – JENNIE MORGAN, FUNDRAISING OFFICER

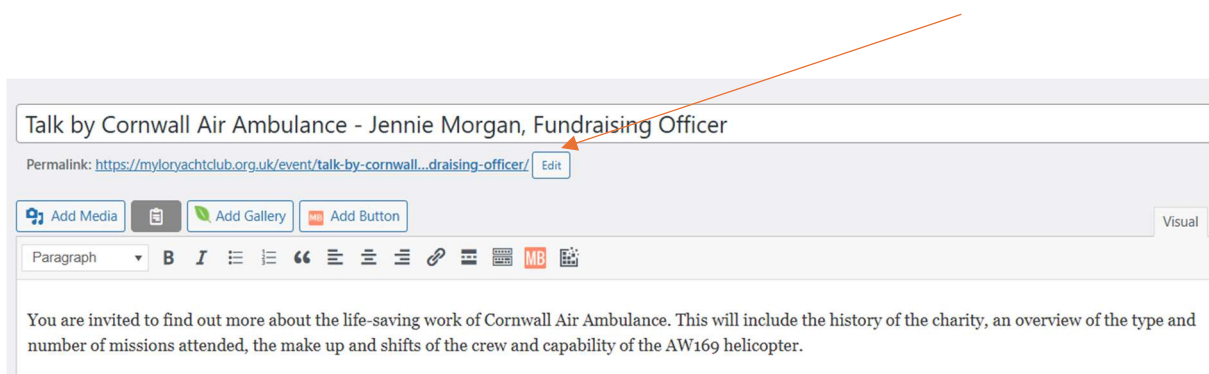
SOCIAL

3. Click on Duplicate Post.

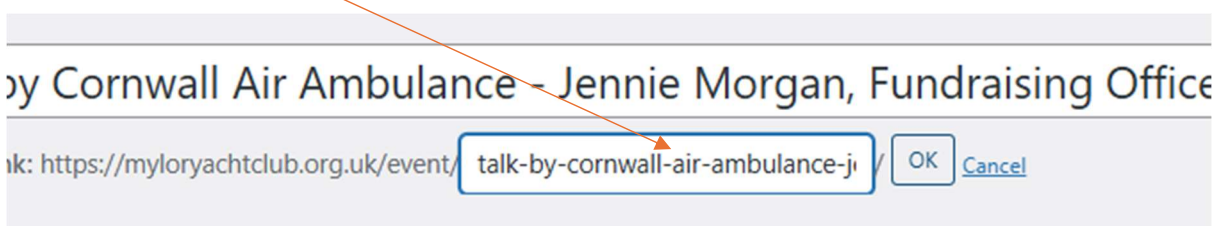


4. Select copy to a new draft.

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



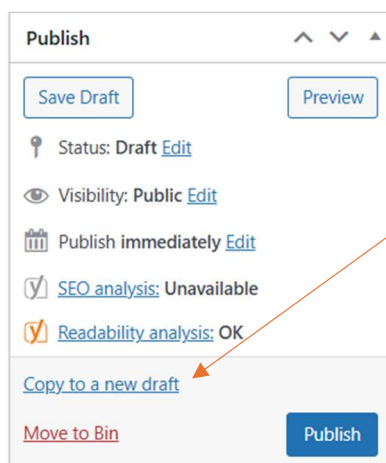
Then type in the new name separated-by-hyphens



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

2. Open an event.

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, or 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.

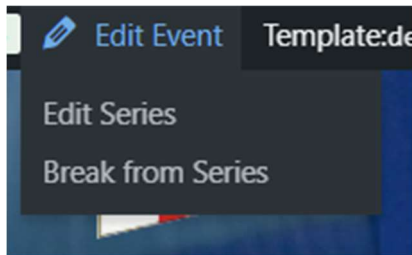


This event has passed.

BRIDGE CLUB

SPECIAL

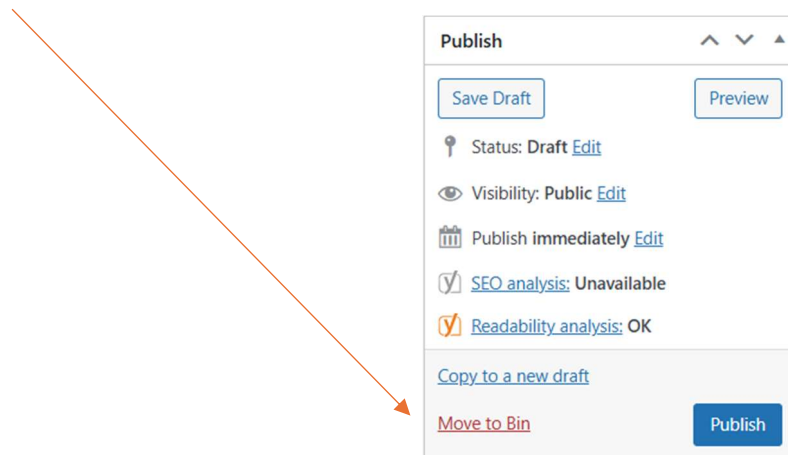
3. This will produce a drop-down menu from where Edit Series or Break from Series can be selected. If the requirement is to edit then entire series, click on Edit Series and the changes can be made. If it necessary to Break the Event on the particular date chosen either because it is to be deleted or 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.