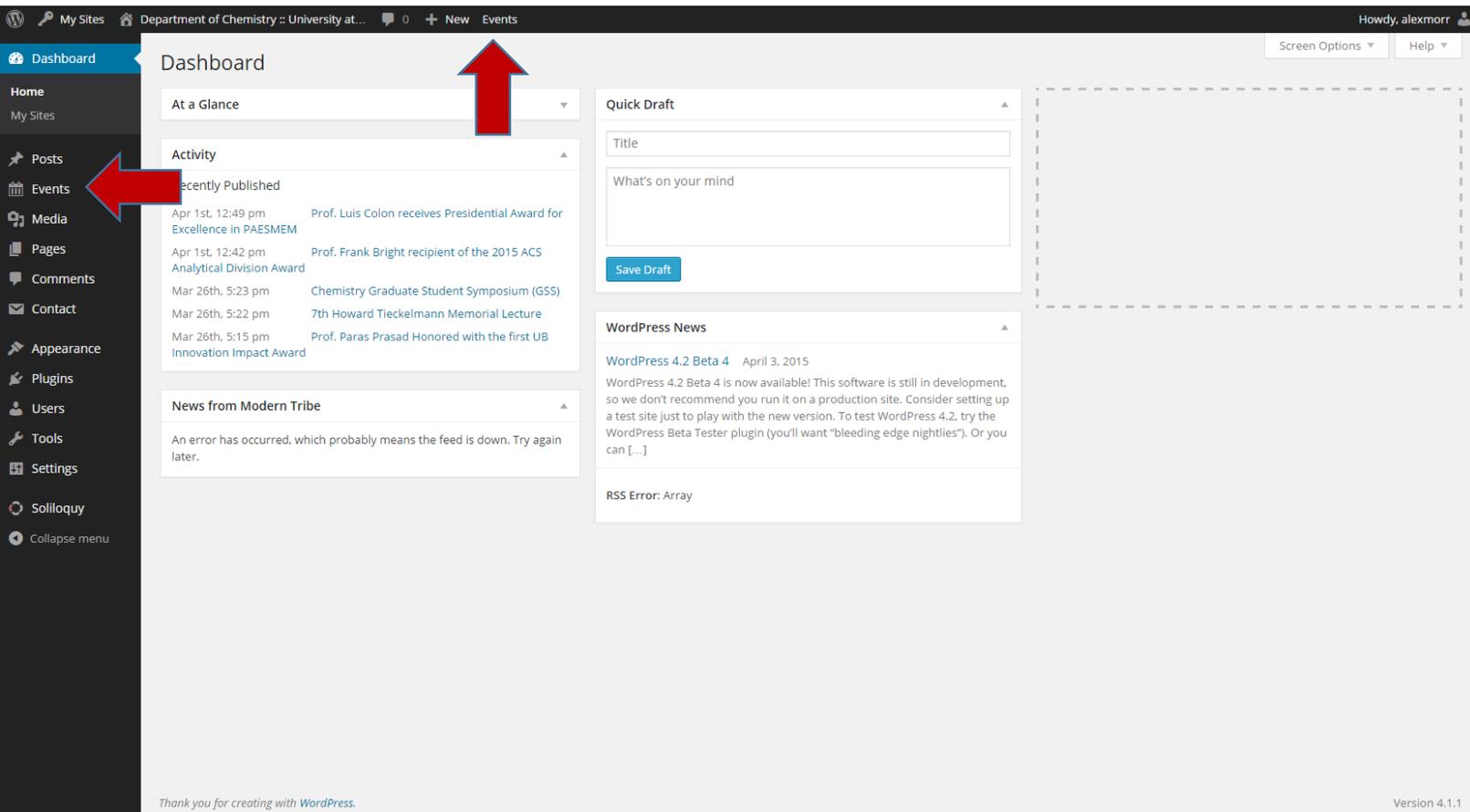# Events Calendar Training Manual

The following is a brief training guide to the new Events/Calendar feature of your website. We believe it will help streamline the process of creating events and displaying them in an appropriate manner to your users. Adding events now functions very similarly to adding pages or posts. Let's begin.

Creating Events

To create an event you can choose either link at the top or side of the dashboard that reads "Events". Then select "Add Events".

You will then see this screen. Notice how it looks very similar to creating a post or page.

Give a proper title to the event and fill out the event description in the visual editor. You are then given the option to fill in additional details below such as the time, date, venue, etc. When you are happy with the event's information select "Publish" in the upper right hand corner of the page.

Congratulations! You've created an event. Events are automatically ordered by the date on the homepage in the "events" sidebar and on the events calendar.

Below is a screenshot of the default "month" view. Below that is a screenshot of the "list" view. Users can select that by toggling the "view as" tab in the upper right hand corner.

EVENTS IN
Date

SEARCH
Search

FIND EVENTS

VIEW AS
Month

EVENTS FOR APRIL 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 7th Howard Tieckelmann Memorial Lecture	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

May »

+ EXPORT MONTH'S EVENTS

UPCOMING EVENTS

APRIL 2015

7th Howard Tieckelmann Memorial Lecture

April 17 @ 4:00 pm - 5:10 pm

Friday, April 17th, 2015. Lecturer: Prof. William DeGrado, UC San Francisco. More Info

Find out more »

MAY 2015

Chemistry Graduate Student Symposium (GSS)

May 18 @ 8:00 am - May 20 @ 5:00 pm

Chemistry Graduate Student Symposium (GSS): May 18th-20th, 2015. Keynote speakers: Profs. Daniel Nocera, Rohit Bhargava, and Minkui Luo.

Find out more »

+ EXPORT LISTED EVENTS

GIVE ONLINE NOW

To access and edit the events you have created click either of the two events buttons on the dashboard. You will see the following list of created events. From here you can edit and delete them as you see fit.

Any event can be clicked on and viewed from either the list or month view. You can also select view event from the edit menu. If you do so, you will see be a page listing the events details. It looks like the following:

Department of Chemistry

HOME   PEOPLE   UNDERGRADUATE   GRADUATE   RESEARCH   FACILITIES   SEMINARS   FORMS   ALUMNI   CONTACT

« All Events

7TH HOWARD TIECKELMANN MEMORIAL LECTURE

APRIL 17 @ 4:00 PM - 5:10 PM

Friday, April 17th, 2015. Lecturer: Prof. William DeGrado, UC San Francisco.

More Info

DETAILS

+ GOOGLE CALENDAR

Date:
April 17

+ ICAL EXPORT

Time:
4:00 pm - 5:10 pm

Chemistry Graduate Student Symposium (GSS) »

GIVE ONLINE NOW

From this page you can go to the next or previous event or even export it to your iCal or google calendar.