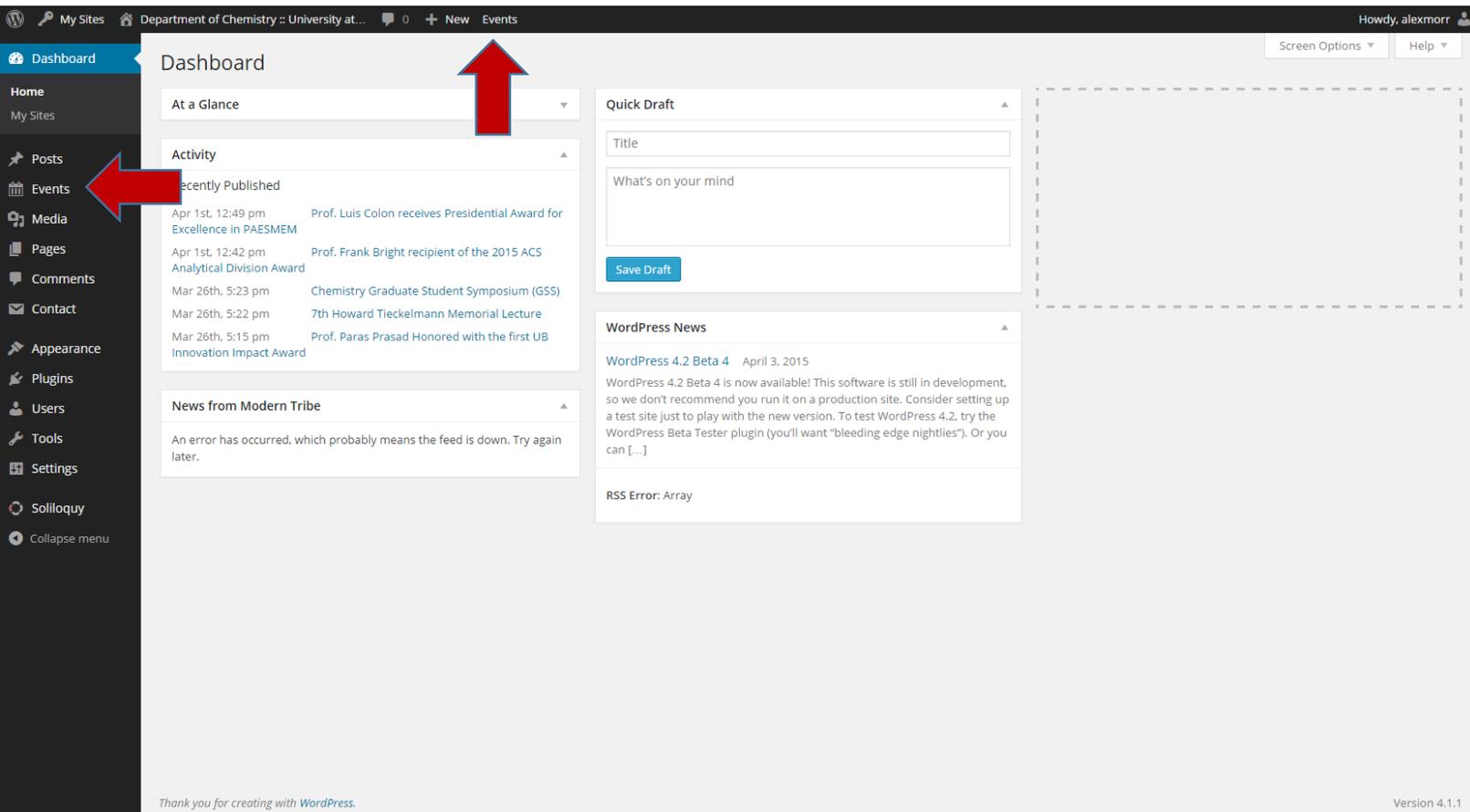


# Events Calendar Training Manual

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".



The screenshot displays the WordPress dashboard for a user named 'alexmorr'. The top navigation bar includes a 'New' menu with an 'Events' option, highlighted by a red arrow. The left sidebar contains a menu with 'Events' highlighted by another red arrow. The main content area shows the 'Dashboard' with sections for 'At a Glance', 'Activity', 'Quick Draft', 'WordPress News', and 'News from Modern Tribe'. The 'Activity' section lists recent events, such as 'Prof. Luis Colon receives Presidential Award for Excellence in PAESMEM' and 'Prof. Frank Bright recipient of the 2015 ACS Analytical Division Award'. The 'Quick Draft' section includes a 'Title' field and a 'Save Draft' button. The 'WordPress News' section features a post about 'WordPress 4.2 Beta 4' dated April 3, 2015. The 'News from Modern Tribe' section displays an error message: 'An error has occurred, which probably means the feed is down. Try again later.'

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<br>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**

EVENTS FROM

*Date*

SEARCH

*Search*

FIND EVENTS

VIEW AS

List

## 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

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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.

The screenshot shows the WordPress Events dashboard. On the left is a sidebar menu with options: Dashboard, Posts, Events (highlighted), Add New, Tags, Event Categories, Venues, Organizers, Import: CSV, Settings, Help, Event Add-Ons, Media, Pages, Comments, Contact, Appearance, Plugins, Users, Tools, Settings, Soliloquy, and Collapse menu. The main content area is titled 'Events' and includes 'Add New' and 'View Calendar' buttons. Below this, there are filters for 'All (2)', 'Published (2)', and 'Trash (2)', a search box, and a 'Screen Options' dropdown. A table lists two events:

| <input type="checkbox"/> | Title                                      | Author   | Event Categories | Tags |  | Start Date | End Date |
|--------------------------|--|----------|------------------|------|--|------------|----------|
| <input type="checkbox"/> | Chemistry Graduate Student Symposium (GSS) | cbarnum  | —                | —    |  | May 18     | May 20   |
| <input type="checkbox"/> | 7th Howard Tieckelmann Memorial Lecture    | alexmorr | —                | —    |  | April 17   | April 17 |

Below the table, there is another 'Bulk Actions' dropdown and an 'Apply' button. The text '2 items' is visible in the bottom right corner of the table area.

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

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[« All Events](#)

## 7TH HOWARD TIECKELMANN MEMORIAL LECTURE

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

Friday, April 17<sup>th</sup>, 2015. Lecturer: Prof. William DeGrado, UC San Francisco.

[More Info](#)

### DETAILS

Date:

April 17

Time:

4:00 pm - 5:10 pm

[+ GOOGLE CALENDAR](#)

[+ ICAL EXPORT](#)

[Chemistry Graduate Student Symposium \(GSS\) »](#)

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[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.