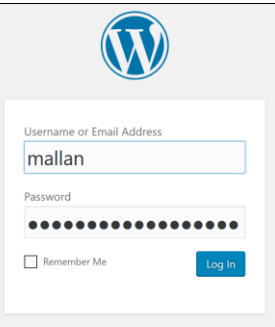
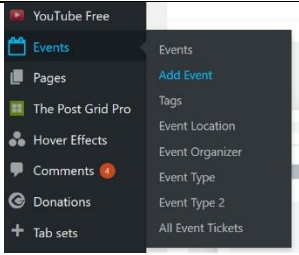
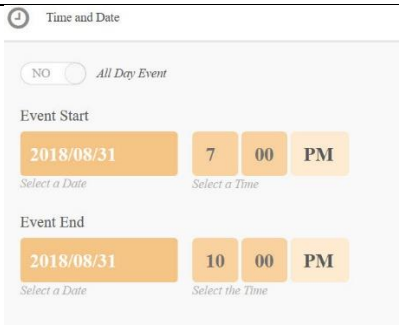


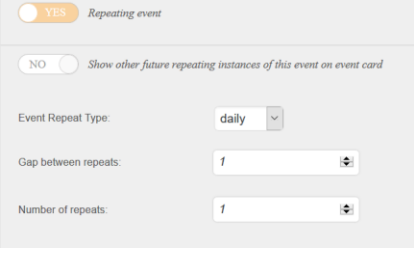
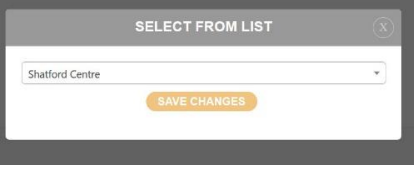
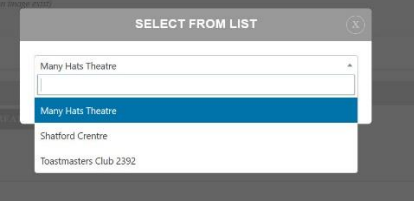
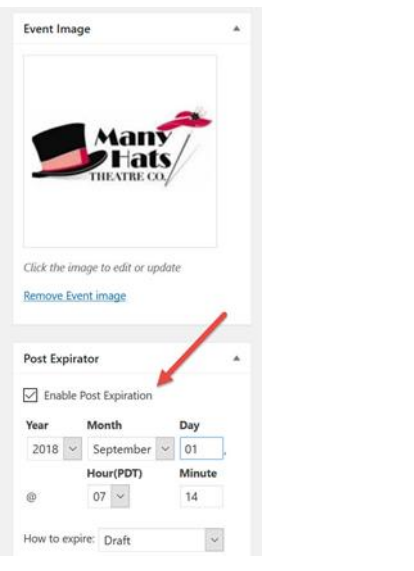
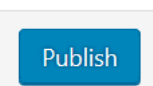
How to add an event to the event calendar

Introduction

The purpose of this document is to explain and demonstrate how to add an event to the event calendar

Instructions

 <p>A screenshot of the WordPress login page. It features the WordPress logo at the top left. Below it is a form with two input fields: 'Username or Email Address' containing the text 'mallan' and 'Password' with a masked password. There is a 'Remember Me' checkbox and a 'Log In' button.</p>	<p>First you must sign into the dashboard of the site with your own userid and password.</p> <p>To get to the dashboard you click on the following link http://www.shatfordcentre.com/admin</p>
 <p>A screenshot of the WordPress dashboard sidebar. The 'Events' menu item is highlighted, and a dropdown menu is visible with options: 'Add Event', 'Tags', 'Event Location', 'Event Organizer', 'Event Type', 'Event Type 2', and 'All Event Tickets'.</p>	<p>In the dashboard create a new event</p>
	<p>Enter the necessary meta data such as the Title, Description, sub title (if required) and the category (Events)</p>
 <p>A screenshot of the 'Time and Date' selection interface. It shows a toggle for 'All Day Event' set to 'NO'. Below are two sections: 'Event Start' and 'Event End'. The 'Event Start' section shows a date of '2018/08/31' and a time of '7:00 PM'. The 'Event End' section shows a date of '2018/08/31' and a time of '10:00 PM'. Each date and time field has a 'Select a Date' or 'Select the Time' label below it.</p>	<p>Fill in the start and end date of the event</p>

	<p>If the event is a recurring event, then set the recurring event switch to “yes” and then more fields will be displayed that require input.</p>
	<p>Select the location from the list (This will likely always be the Shatford Centre)</p>
	<p>Select the Organizer from the list if they is a third party organizer</p>
	<p>Select the event featured image and expire the event (typically one day after the date of the event)</p>
	<p>Now publish the event and this will now automatically create an event in the calendar as well as create a new product.</p>