

Creating News Calendar Events on Your Website

Login to your website domain.

Enter the Username and Password provided to you by your website hosting service.

You will now be logged in to the WordPress – DASHBOARD. It will appear as below. In order to create a new Calendar entry, click on Events. The dropdown list appears as below. Then click on “Add New”.

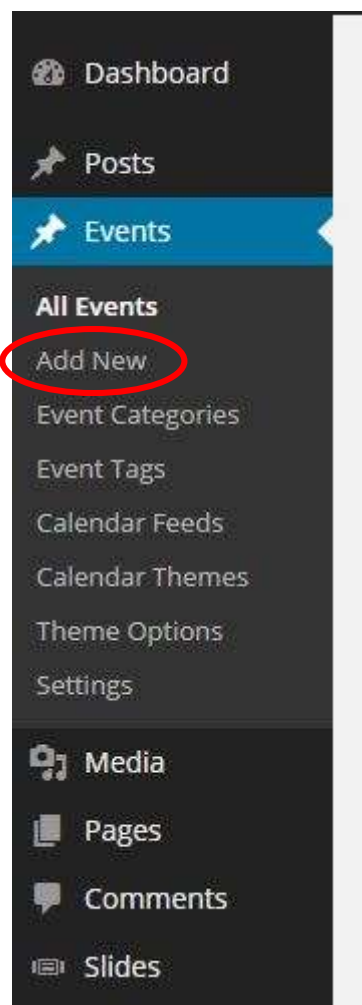


Image 1: Wordpress Dashboard - EVENTS

A) EVENT FIELD BASIC OPTIONS

To enter a simple event, you can use the steps below. More options will be detailed in the next section.

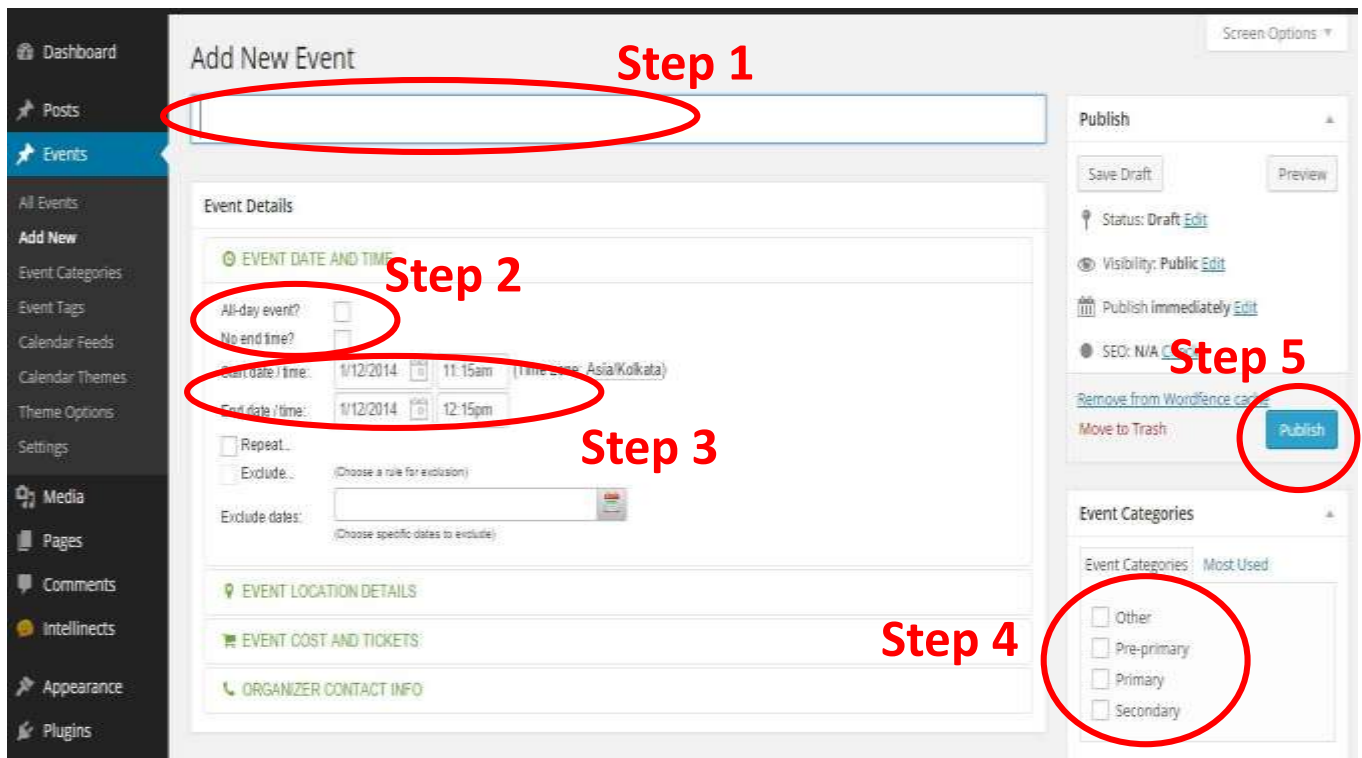


Image 2: EVENTS PAGE - Options

Step 1: Enter a title/name for the Event e.g. Christmas – HOLIDAY or Annual Day.

Step 2: If it is an “All Day Event”, click this box (Holidays are all day events). If the event only has a start time, then click the box “No end time?”

Step 3: Enter the **Start Date and time** for the event. Then enter the **End date and time** for the event. If the event is on multiple days, enter a separate Calendar event for each day.

Step 4: Select the Event Category. It is important that you do this step so that the event gets properly categorized in the mobile app.

Step 5: Click on **PUBLISH**.

B) ADVANCED OPTIONS

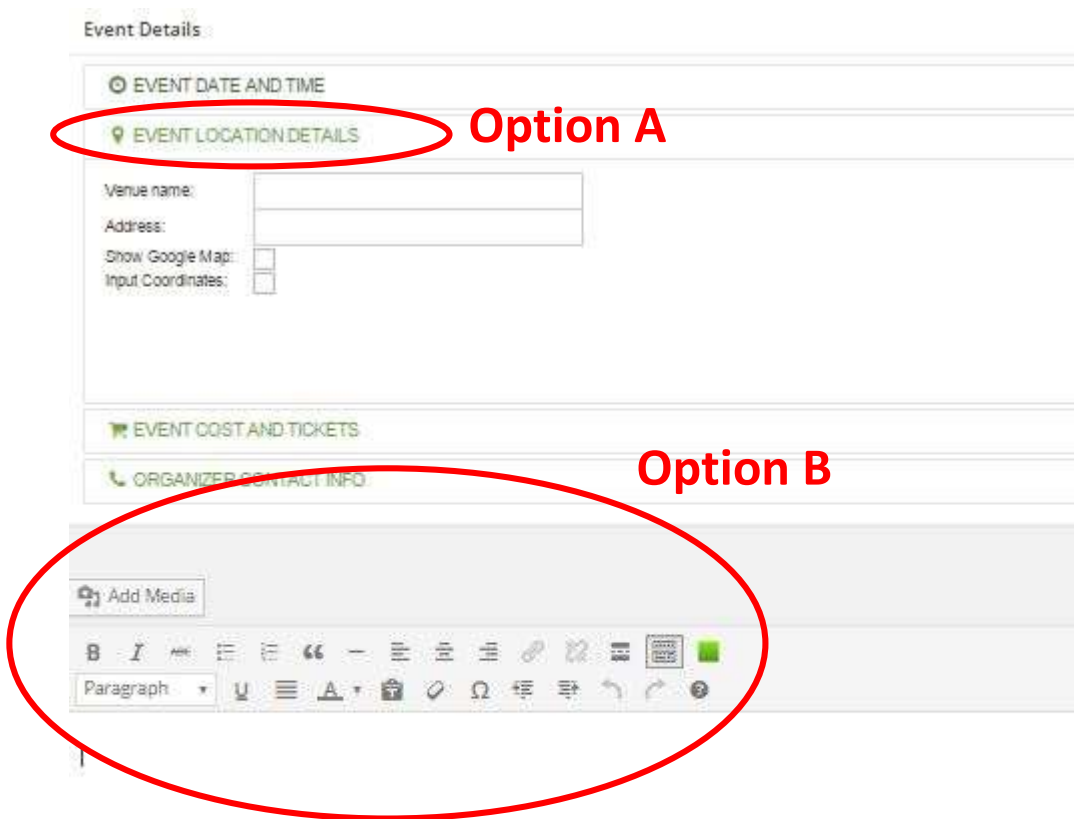


Image 3: Advanced options for Events

Option A: Event Location: If you would need to specify a location for the event, click on the Tab and enter location details. You can also link this to a Google Map.

Option B: Special Message: If you would like to provide any other information related to the event, you can enter the details in the space marked as Option B and type in the message just like a normal post.

Don't forget to click on **PUBLISH** when done.