Creating, Publishing and Editing an Event

Creating a New Event

Step 1. Just like with creating a new post, Go to the dashboard (linked), hover over the “New” button, and click “Event.”

This will take you to the New Event page showing you the process similar to creating a post.
Before you begin creating your event, it’s important to make sure that your screen options look like this:

This is so that you don’t get confused or overwhelmed by everything on the screen, and to make the entire process easier on your end. If you accidentally click a checkbox and remove something you didn’t want to remove or add something you didn’t want to add, click the checkbox again.

You can find your screen options in the upper right hand corner of your screen.

After this, you’ll never need to change these settings again. They’ll stay this way whenever you come back to this screen, so this is a one-time process.

**Step 2. Title**

Just like a post, you’ll want to name your event. I’m going to name mine “Example Event” for simplicity.

**Step 3. The Event Details**
Develop a rundown of your event in this section. The buttons are all the same as when you’re making a post. I’m using filler text.

Step 4. The Events Calendar Section

Now here’s where things get different. This whole section underneath the text area is where you fill in the event details including date, time, place, and a contact or link for more information and questions.
**Time and Date:** Enter the time and date of your event and specify the timezone, if appropriate, and if it’s an all-day event.

**Event Series:** As the button says, you can schedule multiple events from this page. Neat!

**Location:** Select from a list of previously entered venues, or create a new venue. Show a map of where the location is, or turn off. When creating a venue, fill out the information it asks for including event address, city and name of building/site, if appropriate. Once you enter that information and create the venue, you won’t need to enter that information again when it’s selected from the dropdown menu. This is all pictured below, going from left to right.
Organizers: Create a new organizer or select from a previously entered one. We prefer you use your organization’s name for simplicity. If you’re creating a new organizer, enter your organization’s phone number, website and/or email, (all optional). Once you create this organizer, it'll be saved and you won’t need to enter this data again when you select it from the dropdown menu. This process is pictured below, from left to right.
Event Website: Add url for either the page of this event, or just your organization’s website address.

Event Cost: If your event has a cost, this is where to list it. Choose the currency symbol, whether the symbol appears before or after the cost, and the cost itself. As it says right below the box, “Enter a 0 for events that are free or leave blank to hide the field.”

Step 5. Featured Image

The featured image will be displayed with your event description. Below you will see the featured image for Sierra Club in the event description, Upcoming Events section of the home page, and in the calendar view of the events page.
To set your featured image, scroll up until you see this box, and click “Set featured image.”

If the image you want to use has already been uploaded, simply select it and click the “Set featured image” button, which is in the bottom right hand corner.
If you want to upload an image, click on the “Upload Files” tab on the upper left, and you’ll see this page. Click the “Select Files” button to browse your files and choose the image file you wish to use.

Step 6. Publishing your Event

Now that you’ve completed all of the previous steps, it’s time to publish your event! Yay! Here’s a basic rundown of what the buttons do:

**Save Draft:** Does not publish the event, instead it saves it and allows you to come back to it later. Nobody can see it except for you and the administrators.

**Preview:** So you can see what your event will look like when it’s published and how it’ll look to readers.

**Move to Trash:** This deletes the event.

**Publish:** Allows you to publish the event to the public immediately.
**Editing an Event**

In order to edit an event, go to the dashboard (linked), hover over the “Events” tab at the top of the page, and click “Edit Events.” There, you’ll be able to see a list of all of your events.

Once again, you’ll need to check your screen settings. Again, this is so that you don’t get confused or overwhelmed by everything on the screen, and to make the entire process easier on your end. If you accidentally click a checkbox and remove something you didn’t want to remove or add something you didn’t want to add, click the checkbox again. Click the “screen options” tab in the top right hand corner of the page and make sure they look like this:

After this, you’ll never need to change these settings again. They’ll stay this way whenever you come back to this screen, so this is a one-time process.

After your screen settings are set, you can click the edit button to edit your event.
Once again, you’ll need to check your screen settings. Again, this is so that you don’t get confused or overwhelmed by everything on the screen, and to make the entire process easier on your end. If you accidentally click a checkbox and remove something you didn’t want to remove or add something you didn’t want to add, click the checkbox again. Click the “screen options” tab in the top right hand corner of the page and make sure they look like this:

After this, you’ll never need to change these settings again. They’ll stay this way whenever you come back to this screen, so this is a one-time process.
After that, the process is simple. You can make any edits you need, correcting typos, updating information or adding new information. Once you're done with your edits, click the “Update” button in place of the “Publish” button.

You’ll know that the update was successful when you see this little pop-up above your event title. You can also click “View Event” to go to your event’s page on the site and see it in real-time.