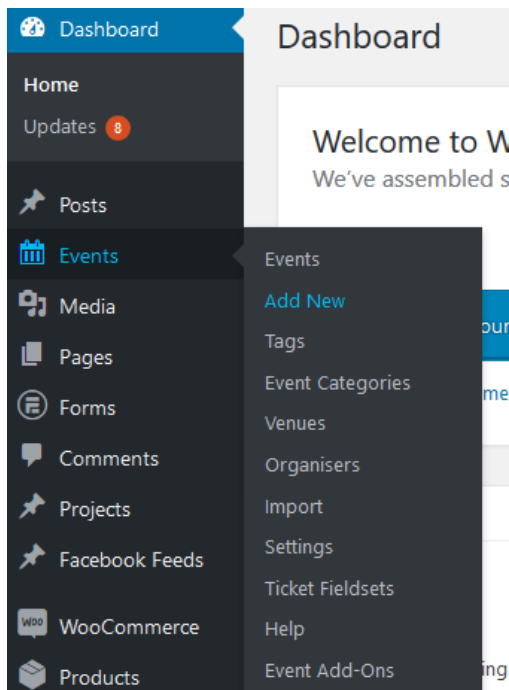


How to Add an Event to your Website in Wordpress

Web Marketing Angels recommend that you use a desktop or laptop running Windows or using your Mactop or Macbook.

We don't recommend using the WordPress app, as not all features are available.

First of all, you need to log in to the backend of your website to get to the WordPress dashboard.



Once you're in, down the left hand is an option called "Events".

Hover over this to bring up its menu, and click on "Add New".

This will bring you to the following screen:

Add New Event

Enter title here

[Use The Divi Builder](#)

Add Media Add Instagram Feed Forms

Visual Text

Paragraph

Word count: 0

The Events Calendar

TIME & DATE

All Day Event:

Start Date & Time: 2016-11-22 @ 08:00 am

End Date & Time: 2016-11-22 @ 05:00 pm

[Timezone: Melbourne](#)

Recurrence Rules: None

[Add Another Rule](#)

LOCATION

Use Saved Venue: Use New Venue

Venue Name:

Address:

City:

Country: Select a Country

State or Province:

Postal Code:

Phone:

Website:

Show Google Map:

Show Google Maps Link:

ORGANISERS

Use Saved Organizer: Tamarua Beauty Academy [Edit Organizer](#)

[Add another organizer](#)

EVENT WEBSITE

URL:

ADDITIONAL FUNCTIONALITY

Looking for additional functionality including recurring events, ticket sales, publicly submitted events, new views and more? Check out the [available add-ons](#).

Tickets

Upload image for the ticket header.
The maximum image size in the email will be 580px wide by any height, and then scaled for mobile. If you would like "retina" support use an image sized to 1160px wide.

[Select an image](#)

Enable global stock:

Hide attendees list on event page:

[Add new ticket](#)

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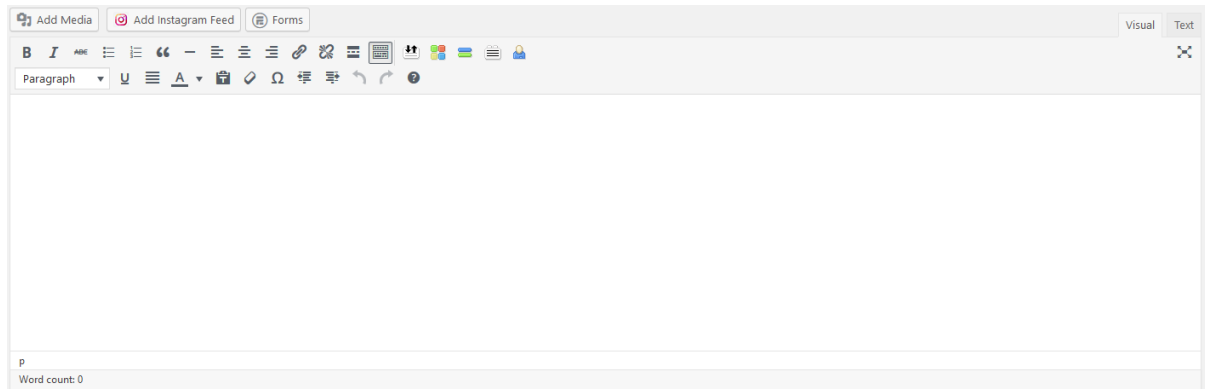
➤ Event Title:

Add New Event

Enter title here

Enter your event / course name. Be sure to add the date or date range of your event.

➤ Event Details



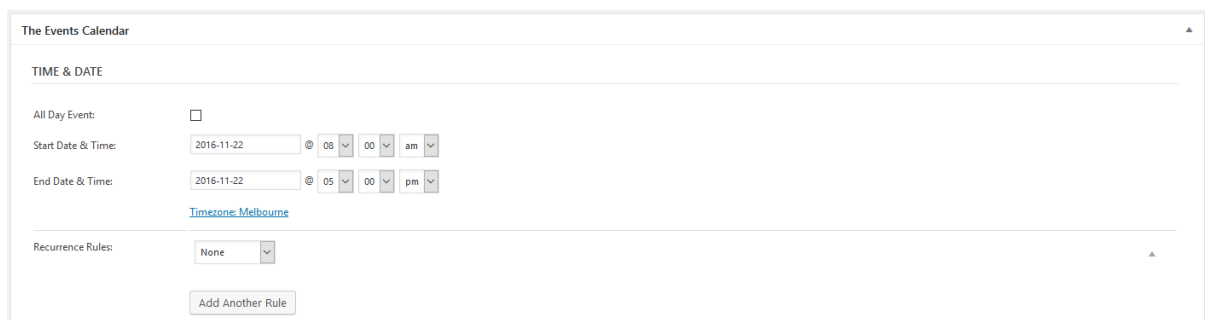
The screenshot shows a rich text editor interface. At the top, there are three tabs: "Add Media", "Add Instagram Feed", and "Forms". Below the tabs is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), alignment, and other editing functions. The main area is a large, empty text box. At the bottom left, there is a small "p" icon and a "Word count: 0" indicator.

This is where to put all the information regarding your event or course. If you're familiar with WordPress posting or from Microsoft Word, you may already know how to use the basics with this type of text editor. All the common text editing formats are there, including bold, italic, bullet points and text colours.

The font use the default font being used across your website.

You can add as much information as you like, and be sure to add all the information that your guests and attendees will need. You can include pictures by using the **"Add Media"** button at the top of this section.

➤ Time and Date



The screenshot shows the "The Events Calendar" form. The title "The Events Calendar" is at the top left. Below it is the "TIME & DATE" section. There are several fields and options:

- "All Day Event": A checkbox that is currently unchecked.
- "Start Date & Time": A date field with "2016-11-22" and a time field with "08:00 am".
- "End Date & Time": A date field with "2016-11-22" and a time field with "05:00 pm".
- "Timezone: Melbourne": A link to the selected timezone.
- "Recurrence Rules": A dropdown menu set to "None".
- "Add Another Rule": A button below the recurrence rules.

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Here is where you add in the time, date and duration of the event.

Just click in these fields to select the **Start Date & Time** and the **End Date & Time** of your event.

2016-11-22 @ 08:00 am

< Nov 2016 December 2016 January 2017 >

M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6				1	2	3	4							1
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
														30	31					

Today Done

➤ Location

LOCATION

Use Saved Venue:

Venue Name:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

Show Google Map:

Show Google Maps Link:

If there have already been venues saved to your Events Software, then all you need to do is click in the **“Use Saved Venue”** box and select the location of your event.

Otherwise, you can enter the details of the location, including venue name, address and other information such as website and phone number. This will save that Location for future use.

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➤ Organisers

Here again you can use a previously saved Organiser or you can create a new organiser.

ORGANISERS

Use Saved Organiser: Use New Organiser

Organiser Name:

Phone:

Website:

Email: The e-mail address will be obfuscated on your site to avoid it getting harvested by spammers.

[Add another organizer](#)

EVENT WEBSITE

URL:

➤ Tickets

Tickets

Upload image for the ticket header.
The maximum image size in the email will be 580px wide by any height, and then scaled for mobile. If you would like "retina" support use an image sized to 1160px wide.

Select an Image

Enable global stock

Hide attendees list on event page

Add new ticket

If your event has limited spots, or to sell tickets to your event or course, here is where you can enter the information for this.

You can add an image to your ticket by clicking the **“Select an Image”** button and you can upload from your computer.

“Enable global stock” allows you to sell this ticket across other event pages that you may make, depending on your circumstances. If you are creating unique events each time, best that this option is left unticked.

It's a good idea to tick the **“Hide attendees list on event page”** option, so your visitors' privacy can be respected.

Once clicking on “**Add new ticket**”, new options will come up, depending on the set up of your Events software.

The screenshot shows a form titled "Add new ticket" with the following fields and options:

- Add new ticket** (button)
- Add new ticket** (text)
- Sell using:** RSVP WooCommerce
- Ticket Name:** [text input field]
- Ticket Description:** [text area]
- Start sale:** [date input field]
- End sale:** [date input field]
- When will ticket sales occur? if you don't set a start/end date for sales, tickets will be available from now until the event ends.
- Stock:** [number input field] (Total available # of this ticket type. Once they're gone, ticket type is sold out.)
- Selling tickets for recurring events** ?
- Attendee information:** **Request information for each attendee during registration**
The name and contact info of the person acquiring tickets is collected by default
- Save this ticket** (button) **Cancel** (button)

Sell using:

If your website has been set up to receive Woo Commerce payments, click on the WooCommerce option and this will use the details configured when your website was built.

Ticket Name:

Give your ticket a unique name, so you and your visitors can easily identify which event they are buying / attending.

Ticket Description:

A short description of the ticket. Details like time, date, price, location would be advised.

Start Sale & End Sale:

Specify the start and end dates to sell these tickets.

Price:

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Enter the price for the tickets. Enter "0" for free tickets.

Stock:

If you limited places for your event, enter the amount of tickets that you have available to sell online.

SKU:

This is a unique code for this event. Not always necessary, but depends on your requirements and set up.

Attendee Information:

Keep this ticked, attendee information (name, address) will be kept.

At the bottom of that section, select "**Save this ticket**" to save the ticket information.

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➤ Publishing the Event

Before Publishing the Event, scroll back up to the top to view the options in the right-hand side bar.

It's important to select the correct category for your event / course under the “**Event Categories**” heading. Depending on the set up of your website, selecting the correct category for your event will ensure that this event is published to the right page.

You can add some “**Tags**” to add some searchable tags if you have the Search feature on your website. If you choose to use tags, think of what your customers would search for and add these to your tags. You can add multiple at once by separating them with a comma (,).

Once all the steps are completed, to publish the event / course, find the blue button on the right-hand side labelled “Publish”. Click on this to publish your event onto the website!

Depending on the set up of your website, this event will now be on its own event page, on the category of the events page, or on an overall events page.

The image shows a vertical sidebar titled "Divi Custom Post Settings" with a purple header. It contains several sections:

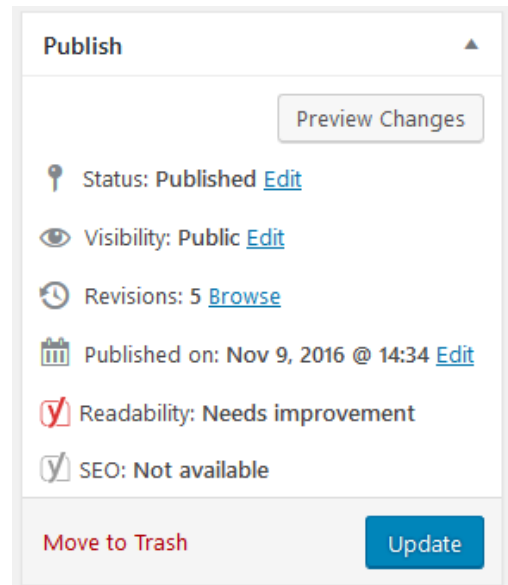
- Page Layout:** Right Sidebar (dropdown)
- Hide Nav Before Scroll:** Default (dropdown)
- Publish:** Contains buttons for "Save Draft" and "Preview". Below are status and visibility options: "Status: Draft [Edit](#)", "Visibility: Public [Edit](#)", "Publish immediately [Edit](#)", "Readability: Needs improvement", and "SEO: Not available". A blue "Publish" button is at the bottom right.
- Tags:** Includes a text input field, an "Add" button, and the instruction "Separate tags with commas". A link "Choose from the most used tags" is below.
- Event Categories:** Has tabs for "All Event Categories" and "Most Used". A list of categories with checkboxes is shown: "Advanced Hair Styling Course", "Advanced Make-up Course", "Beginners Hair Styling Course", "Beginners Make-up Course", "Express Make-up Course", and "Spray Tanning Course". A link "+ Add New Event Category" is at the bottom.
- Event Options:** Contains checkboxes for "Hide From Event Listings" and "Sticky in Month View" (with a help icon).
- Featured Image:** Contains a link "Set featured image".

➤ Making changes to an existing event

If you find you need to make changes to an existing event, go to the WordPress dashboard, and select “**Events**” to list all the events on your website.

Find the event you want to edit and click the “**Edit**” option when you hover your mouse over the event.

This will take you back to the event options where you can make your changes, just make sure to click on the blue “**Update**” button (which you will find in the same spot as the previous “Publish” button).



Web Marketing Angels hope that you find this guide useful for setting up your own events for your website.

If you need any assistance with your Events software, or for any of our other products and services, just let us know here at Web Marketing Angels.

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