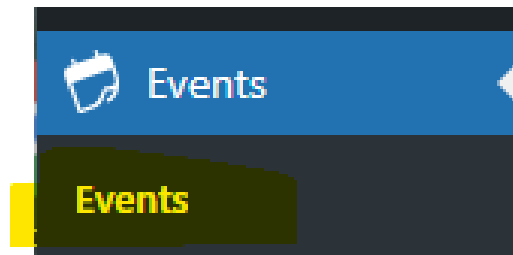
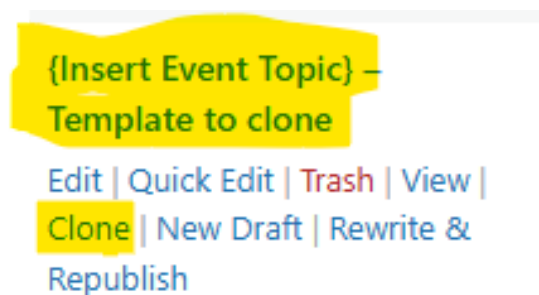


How to Create an Event

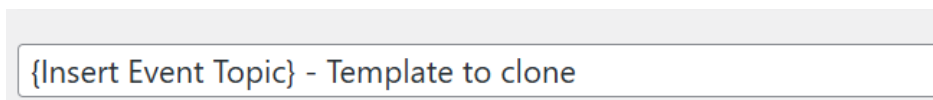
Step 1: Go to events on wp-admin dashboard > events tab



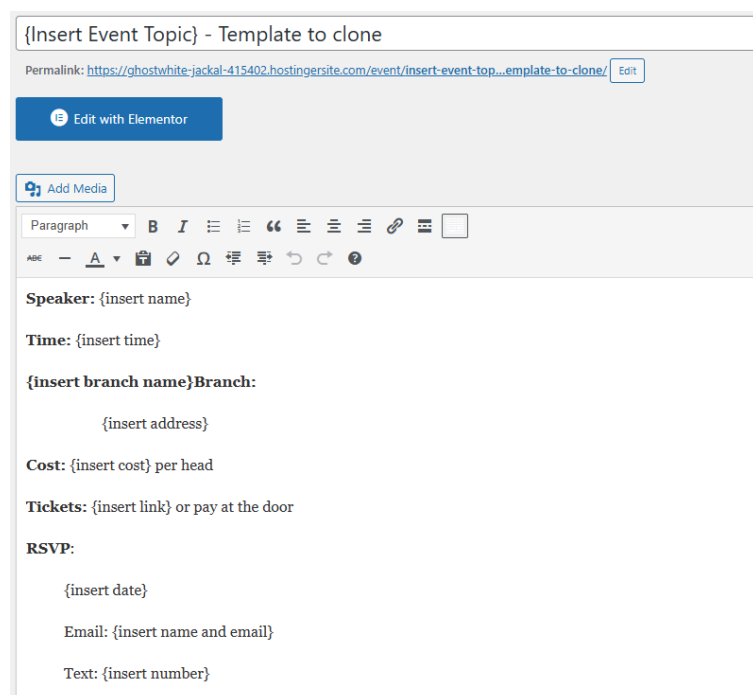
Clone the template called {Insert Event Topic} – Template to clone



Step 2: Click on the cloned event and edit the following:



- Topic of the event
- Speaker
- Time
- Branch name and address
- Cost
- Tickets
- RSVP details



The Events Calendar Box

Step 3: Time and Date

- Set start and end time
- Check time zone is set correctly (Sydney is +10 normally and +11 in daylight savings times)

The Events Calendar

TIME & DATE

Start/End: 19/11/2024 8:00am to 19/11/2024 5:00pm Time Zone: UTC+11

All Day Event

This event is from 8:00am to 5:00pm on November 19, 2024.

LOCATION

Venue: Create or Find a Ven... x

Map: Show map Show map link

ORGANISERS

Organiser: Create or Find Organi... x

EVENT WEBSITE

URL: example.com

EVENT COST

Currency Symbol: \$ Before cost v

ISO Currency Code: AUD

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

ADDITIONAL FUNCTIONALITY

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

Step 4: Location/Venue

Select or create a venue (this only must be done the first time for your venue to show up in the dropdown menu)

- To create a new venue
 - Type venues name in the field
 - Hit Create: Venue 1
 - Edit fields address, city, country, state, postcode, phone (if applicable)
 - Tick show map and show map link
 - Publish or update the page
- Use edit venue link to change any details. Press update on screen that is open to save information

LOCATION

Venue: Create or Find a Ven... x

Map: Show map Show map link

LOCATION

Venue: Create or Find a Ven... x

Venue 1

Create: Venue 1

LOCATION

Venue: Create: Venue 1 x

Address:

City:

Country: Select a Country: v

State or Province:

Postal Code:

Phone:

Website:

Map: Show map Show map link

LOCATION

Venue: Venue 1 x Edit Venue

Map: Show map Show map link

Step 5: Organiser/s

- Select the organiser (this only must be done the first time for your venue to show in the dropdown menu)
- To create a new organiser
 - Type organisers name in the field
 - Hit Create: Organiser New
 - Edit fields Phone, Website (if appropriate) Email
 - Publish or update the page
- Use Edit Organiser link to change any details.
- Press update on screen that is open to save information
- Add additional organiser if appropriate

ORGANISERS

Organiser:

EVENT WEBSITE

ORGANISERS

Organiser:

EVENT WEBSITE

ORGANISERS

Organiser:

Phone:

Website:

Email:

The email address will be obfuscated on this site to avoid it getting harvested by spammers.

ORGANISERS

Organiser:

Step 6: Event website

- Add a url of the event if applicable

EVENT WEBSITE

URL

Step 7: Event Cost

- Leave blank

EVENT COST

Currency Symbol:

ISO Currency Code:

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

Step 8: Require membership:

- Select all

Step 9: Publish Button (Blue button on the left-hand side)

Edit as often as you need however always click on blue Update button on the left hand side.

Require Membership

Select: [All](#) | [None](#)

Monthly

Quarterly

Annual

Free Admin

Publish

Publish the event

The blue Publish button (left-hand side) must be clicked before you leave the page.

Edit as often as you need however always click on blue Update button (left hand side).

If the event is not published or any of the changes updated they will be lost when you leave the page.

