

## Calendar Edit an Event

Step 1. Click Events.

Step 2. Locate the event in list of events.

Step 3. Click the **title**.

Step 4. **Update** any of the items listed under the “Add an Event”.

Step 5. **Publish** or schedule for a future date.

Step 6. Have a piece of chocolate and beam at the job well done!

## UWE Extension Calendar

- Login into the calendar:  
<http://wyoextension.org/uwecalendar/wp-admin>

- Click **Events**
- Click **Add New**
- Fill out Event Form
- Select **Category**
- Click **Publish**



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Ann Tanaka  
UW Extension  
Web Designer/Developer  
Phone: 307-766-3571  
Email: [atanaka@uwo.edu](mailto:atanaka@uwo.edu)

## UWE Extension Calendar

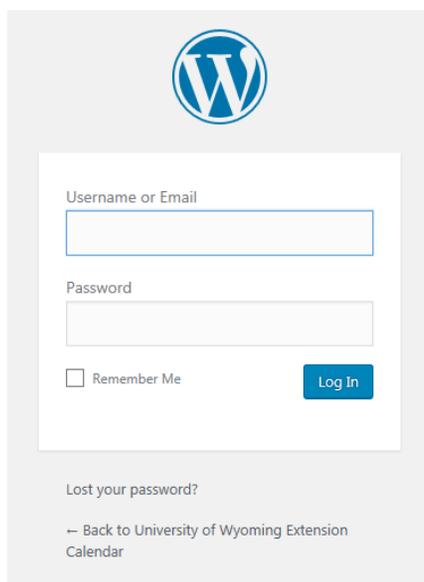
“How To”  
Add  
or  
Edit  
Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
31	1	2 It doesn't time out...	3	4	5	6	7
8	9	10	11	12 Canva presentation	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	1	2	3	4	5	

## Login to the Calendar

Step 1. Go to <http://www.wyoextension.org/uwecalendar/wp-admin/>.

Step 2. Enter your **username** and **password**.



The screenshot shows the WordPress login interface. At the top center is the WordPress logo. Below it is a white login box with a light gray border. Inside the box, there are two input fields: "Username or Email" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. Below the login box, there is a link "Lost your password?". At the bottom of the page, there is a link "Back to University of Wyoming Extension Calendar".

Step 3. You're In! At this point you can see the Profile webpage. If you need to change your password, please, contact Ann Tanaka:  
atanaka@uwyo.edu  
307-766-3571

## Calendar - Add an Event

Step 1. Click **Events**

Step 2. Check to see if you have already added the event.

Step 3. If not, click "Add New".

Step 4. Enter **Title**.

Step 5. Enter **Description**.

Step 6. Enter **Time & Date**.

Step 7. Add **Location**.  
Check for "Saved Venue"

Step 8. Add **Organizer**.  
Check for "Saved Organizer"

Step 9. Add Event Website. (optional)

Step 10. Add Event Cost - leave blank if "FREE".

Step 11. Select **All Event Categories**. Your event will not show up on your county calendar if your county is not selected!

Step 12. Check everything over.

Step 13. **Publish** or schedule for a future date.

Step 14. Shout "I did it!" and do your happy dance!