GUIDE: Adding an Event to Animal Opps

UW Extension
Communications & Technology

Step 1 – Login

Login into the WordPress Dashboard at:
https://wyoming4h.org/animalopps/wp-admin/
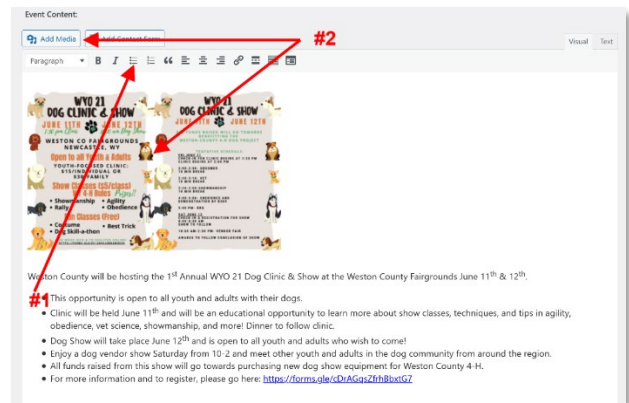
Step 2 – Create New Event

1. Click "Event List" in the left side navigation.

2. Click "Add New" under "Event List".

Step 3 – Add a Title and Event Data

1. Enter the Event Title.

2. Enter the Date, Time (if appropriate), Location. You can check "Multi-Day Event" to enter the start and end dates.
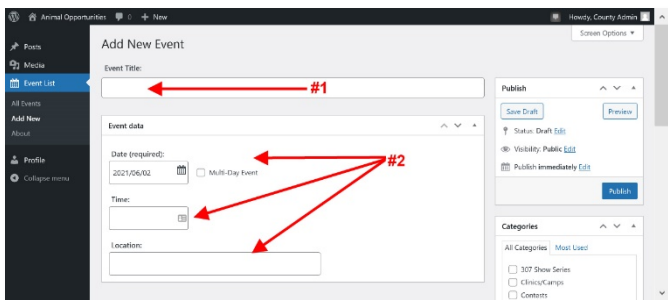

Step 4 – Add Event Content

1. Type your event content into the text area. Consider using bullet points for easier reading.

2. Place your cursor either above or below you content and add an image to the Media Library.
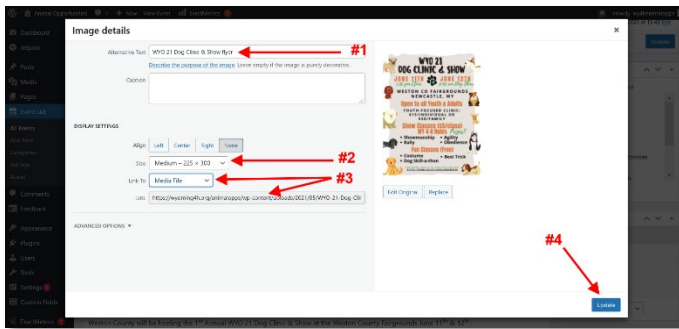

Step 5 – Edit Image Information

If you have entered an image into the Event Content, you will want to make sure you have the following:
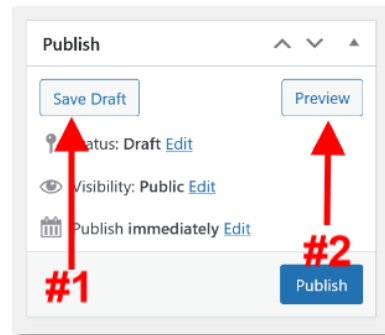
1. Alternative Text (needed for accessibility) - describe what the image is or displays

2. Size - select the smallest size that will adequately display your information.

3. Link to - select Media File if you would like the viewer to be able to see a full size version of the image.

4. Click "Update" to save your changes.
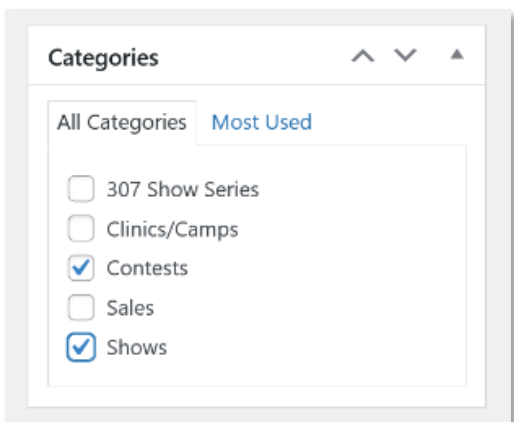
Step 5 (continued)

Step 6 – Select Categories

Check all of the categories for your event. This will determine where your Event will display on the website. If you do not check any categories, your event will not display on the website even if published.

Step 7 – Save and Preview

1. Click "Save Draft".

2. Click "Preview". This will allow you to proof your event for errors and correct.
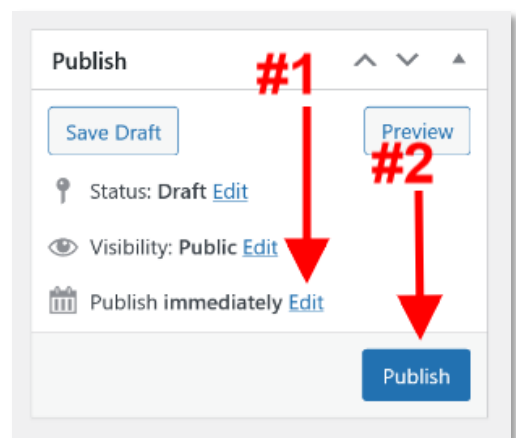

Step 8 – Schedule and Publish

1. To set a future date to publish this event, click the "Edit" next to Publish immediately and set a new date and time.

   To publish immediately, do not click the "Edit".

2. Click "Publish" and check the Public Website for you event.