

UW Extension Websites

WordPress Guide:

Adding Events to the UWE Calendar Website

Step 1: Login to the UWE Calendar WordPress website.

URL: <https://wyoextension.org/uwecalendar/wp-admin/>

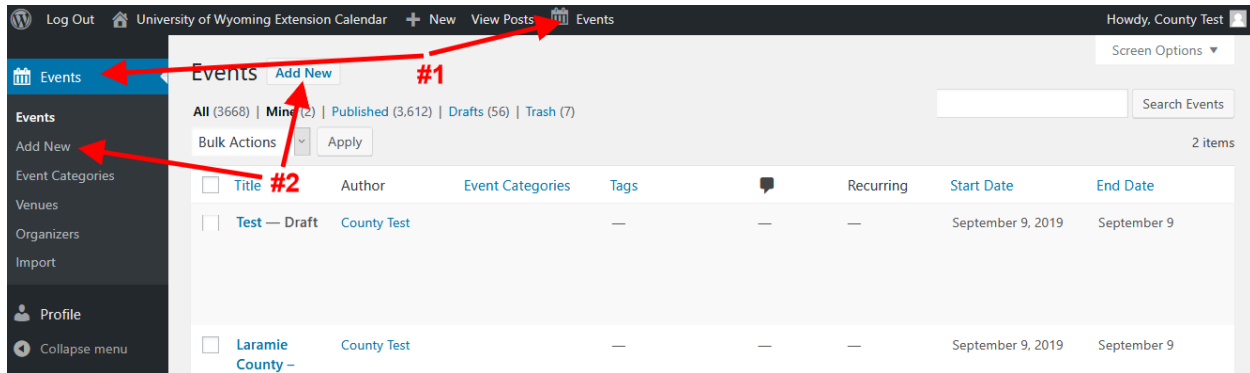
Username: yourcounty (example: albanycounty)

Password: Ask around your office or contact Ann Tanaka (atanaka@uwyo.edu)

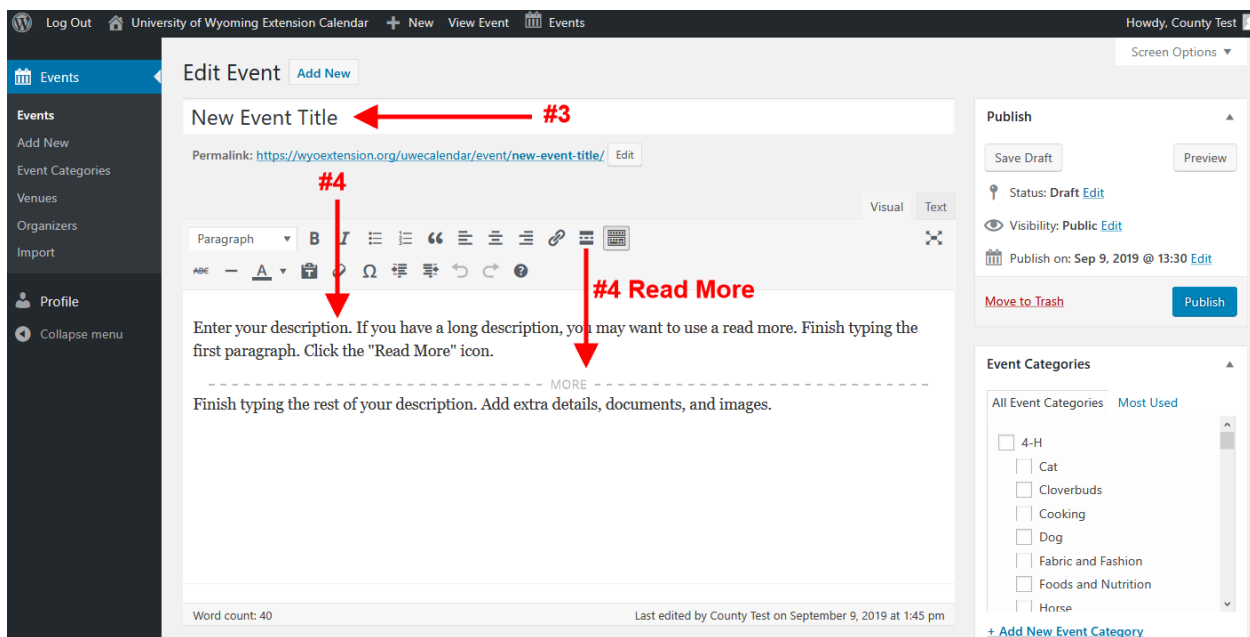
The username and password is shared by everyone in your office. If the original password received in your Welcome to Extension email does not work, check with your office mates. If no one has a working password, contact Ann Tanaka (atanaka@uwyo.edu) and I will reset your password for you.

Step 2: Adding an Event

1. Click **“Events”** to see a list of all events.
Note: Check the list for the event you want to add. Someone else may already have added the event.
2. If event is new, click **“Add New”**.



3. Add a title for your new event.
4. Add a description for your event.



Note: If you have a long description, try using the “Read More” icon.



Using the “Read More” icon will allow you to display a short description on the main calendar page (Figure 1) and a long description on the Event page (Figure 2).

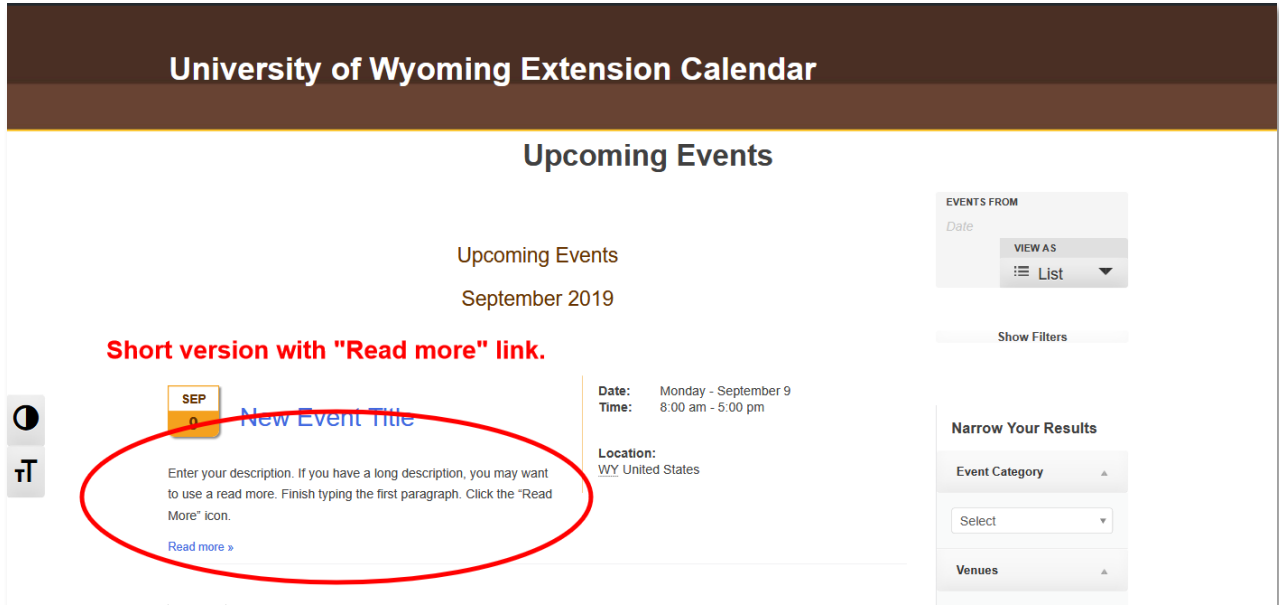


Figure 1. Main Calendar Page

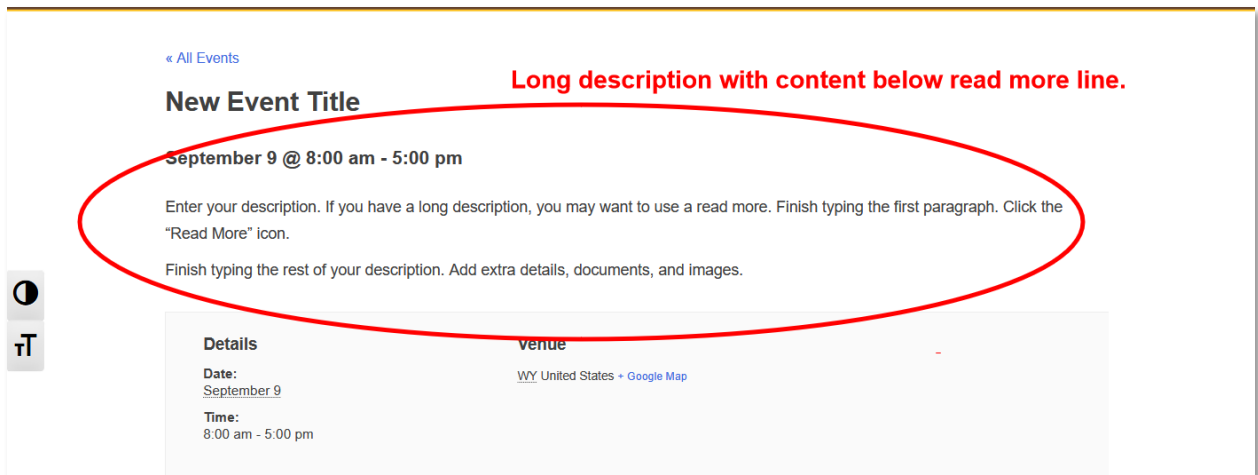
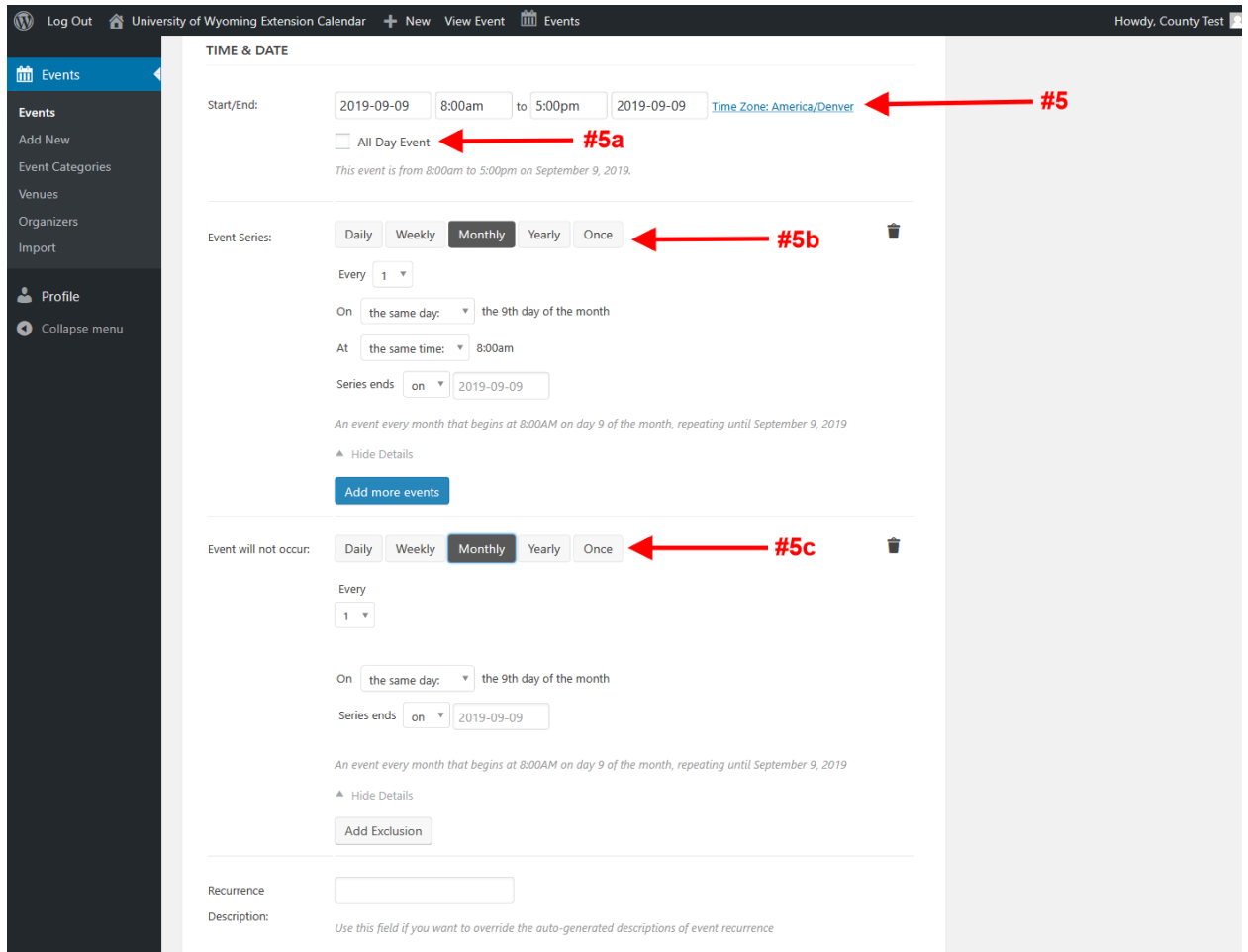
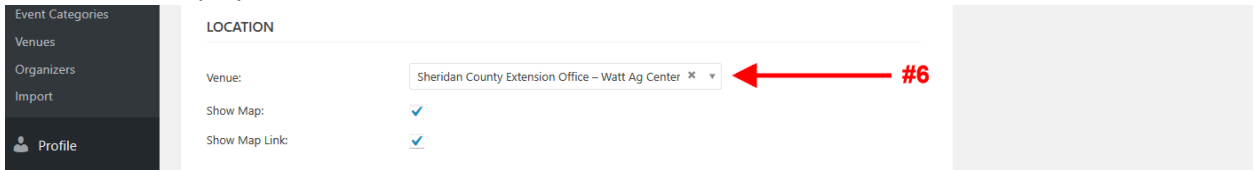


Figure 2. Event Page

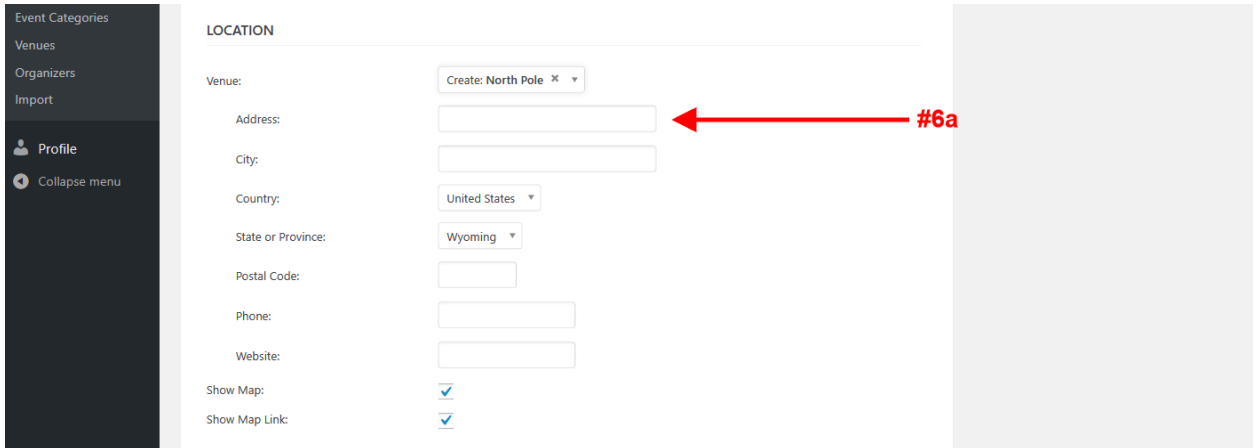
5. Add the Event Date and Time. Additional Options include:
 - a. Make the event an All Day Event
 - b. Make an event series by clicking the “Add more events” next to Event Series. This will allow you to specify how often the events occurs over specific days, weeks, months, years. You can select the frequency, the time and end day
 - c. Add an event exclusion by clicking “Add Exclusion” next to Event will not occur. This will allow you to skip a day, week, month, or year in an event series. This is often times used for holidays. An example would be a series scheduled for every Thursday in October and November. You may want to exclude Thanksgiving or plan on extras for dinner!



- 6. Add a Venue. The text box will search for the venue you enter. If the venue is in the system, the name will be displayed in the box.

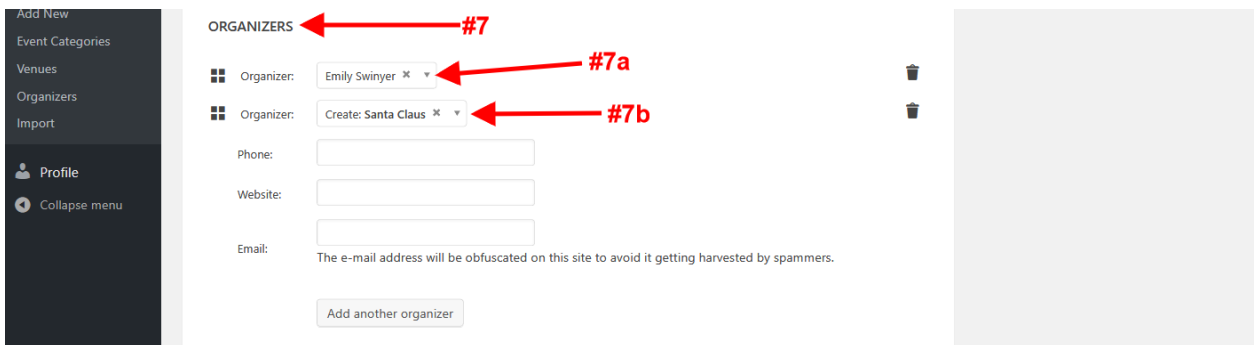


If the venue is not in the system, you will need to enter the venue address (#6a).



Leave the “Show Map” and “Show Map Link” checked this will allow your viewers to use the Google Maps on their phones to navigate to the venue.

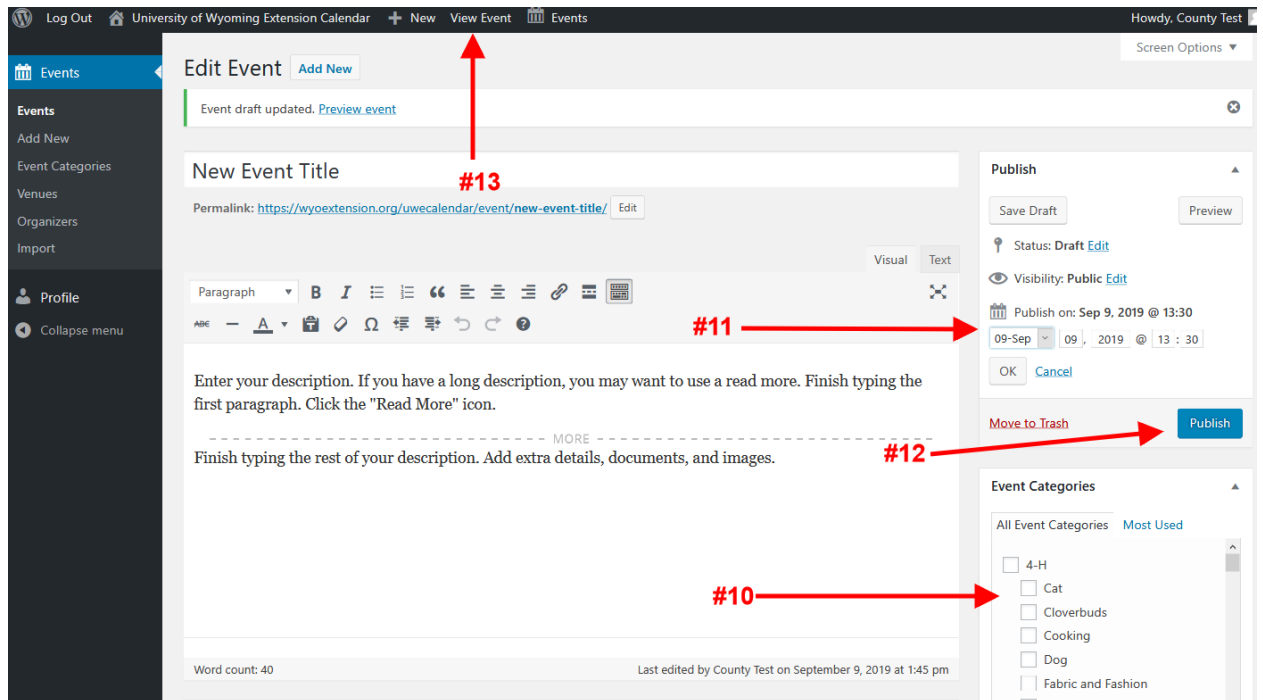
- 7. Add an Organizer(s).
 - a. The text field will search for an organizer in the system and display if they exist.
 - b. If the organizer is new, you will need to fill in their contact information.



8. Add the Event Website.
9. Add the Event Cost or leave blank if the event is free.
 - a. Make sure the dollar sign “\$” is in the first text field.
 - b. Enter the event cost.



10. Select the category(ies). **Check your county.** If you do not check your county, the event will not show on your County website. The event will only show on the general UWE calendar. It will not show on any searches for events in your count. You can check other counties and initiative teams, but don't forget to check YOUR COUNTY.
11. Select the publish date. If you want the event to display today, do not change anything. If you would like it to publish on a specific date, click “Edit” and you will be able to change the date and time. Click “OK”.
12. Click “Publish”.
13. Double check the Event display by clicking “View Event”.



Step 2: Editing an Event

Adding Events to the County 4-H Calendar

Step 1: Login to your County website.

The username and password for this website is NOT shared by everyone in your office. You will use your own login for the County website. If you cannot remember your username or password, contact Ann Tanaka (atanaka@uwyo.edu) for assistance.

Step 2: Adding a New Event

- Follow the steps listed above with the **exception of 5b and 5c**. The ability to create a repeating event is a paid feature and not available on the county websites.
- The events added to this calendar will **only show on the 4-H webpages**. This calendar was added to the County websites to allow for the display of local 4-H events such as club meetings or club events.

Questions?

If you have questions or issues, please, contact Ann Tanaka at atanaka@uwyo.edu or (307) 766-3571.