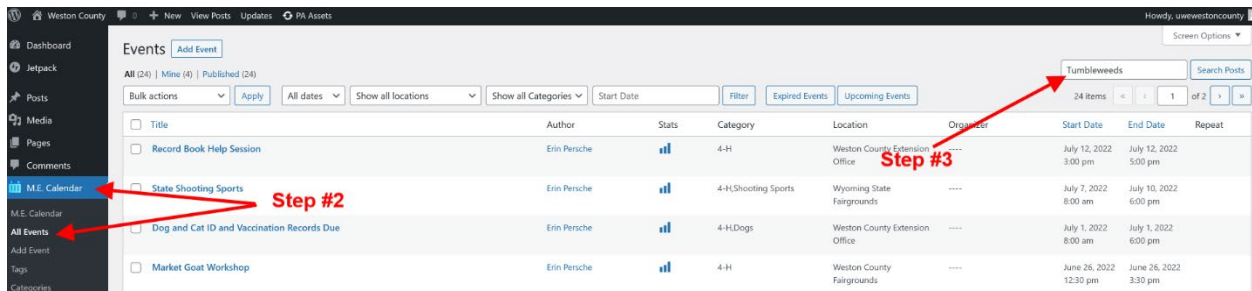


UW Extension Websites

WordPress Guide: Adding Events to the M.E. Calendar

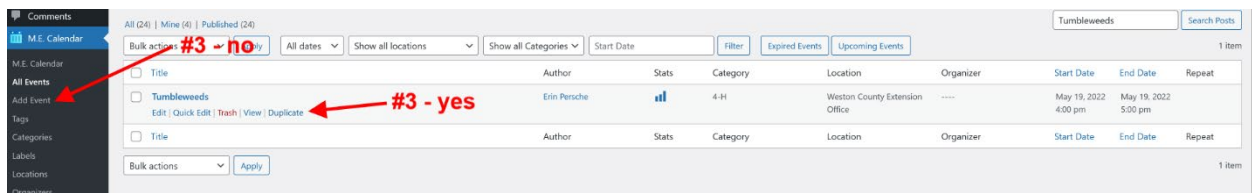
Step 1: Login to your WordPress website.

Step 2: Click “M.E. Calendar” and “All Events”.



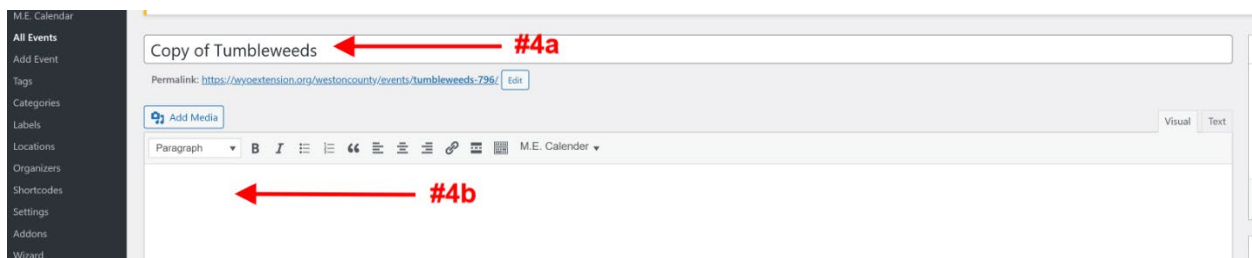
Step 3: Search to see if your Event is already in the M.E. Calendar. The event may have been added to the calendar and has expired.

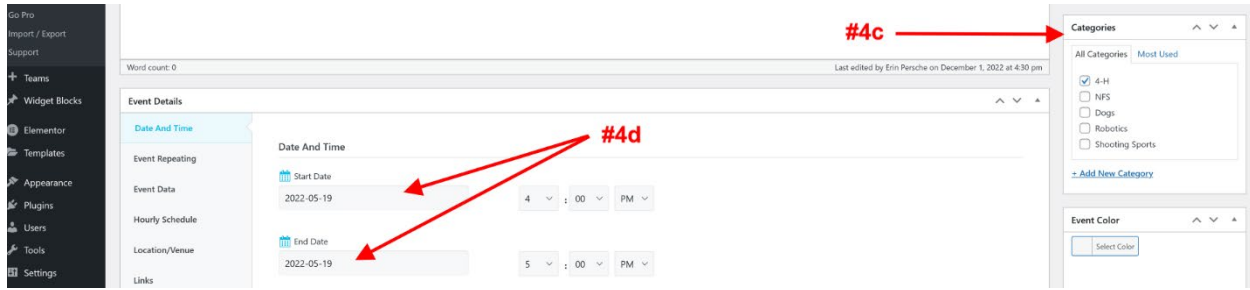
- If **yes**, you can hover over the title and click “Duplicate”. Go to Step 4!
- If **no**, click “Add Event” and go to Step 5!.



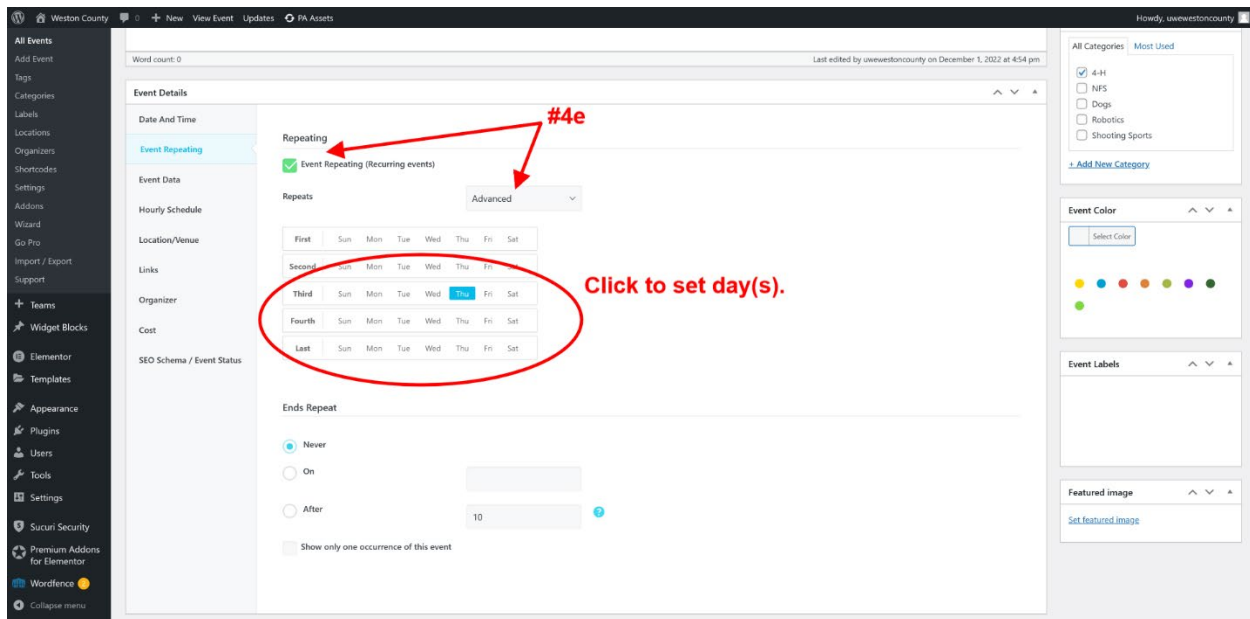
Step 4: Event has been duplicated.

- a. Check the title and correct. The duplicated version will show a title of “Copy of”.
- b. Check the description in the center area and correct.
- c. Check the “Categories” and correct if needed.
- d. Updated the “Date and Time”

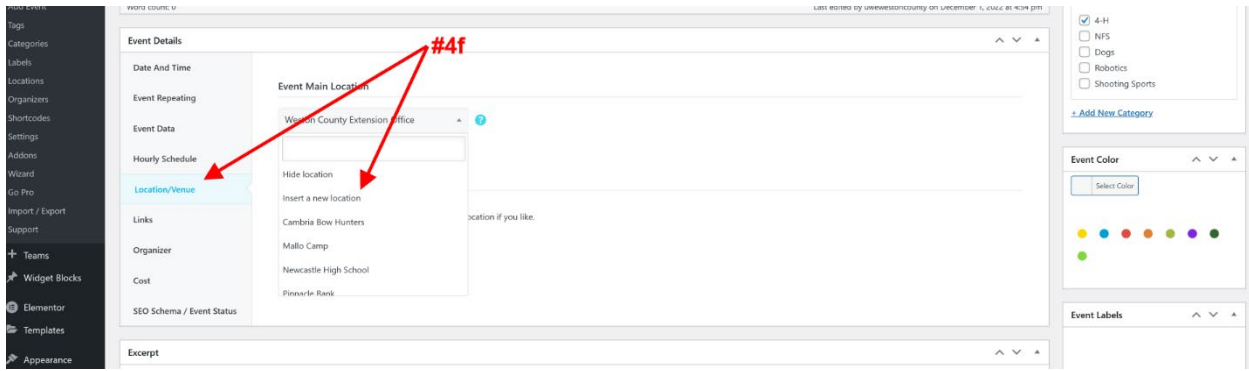




- e. Check the Event Repeating (if appropriate).
 - Click “Event Repeating”
 - Select “Advanced” from the Repeats dropdown to set a repeating event to occur on a set day of the week or month.
 - Set the “Ends Repeat” (if appropriate).



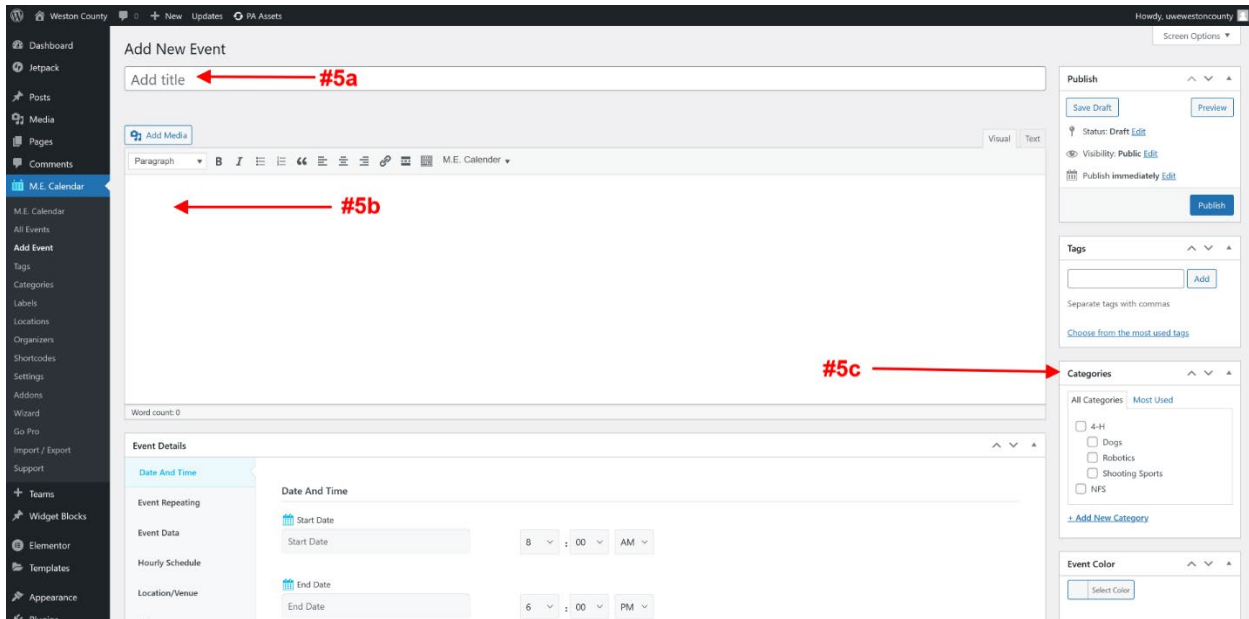
- f. Check the Location/Venue and Organizer.
 - You can select an existing location or add a new location. To add a new location, scroll to the top of the dropdown menu under “Event Main Location”.
 - You can select an existing organizer or add a new organizer. To add a new organizer, scroll to the top of the dropdown menu under “Event Main Organizer”.



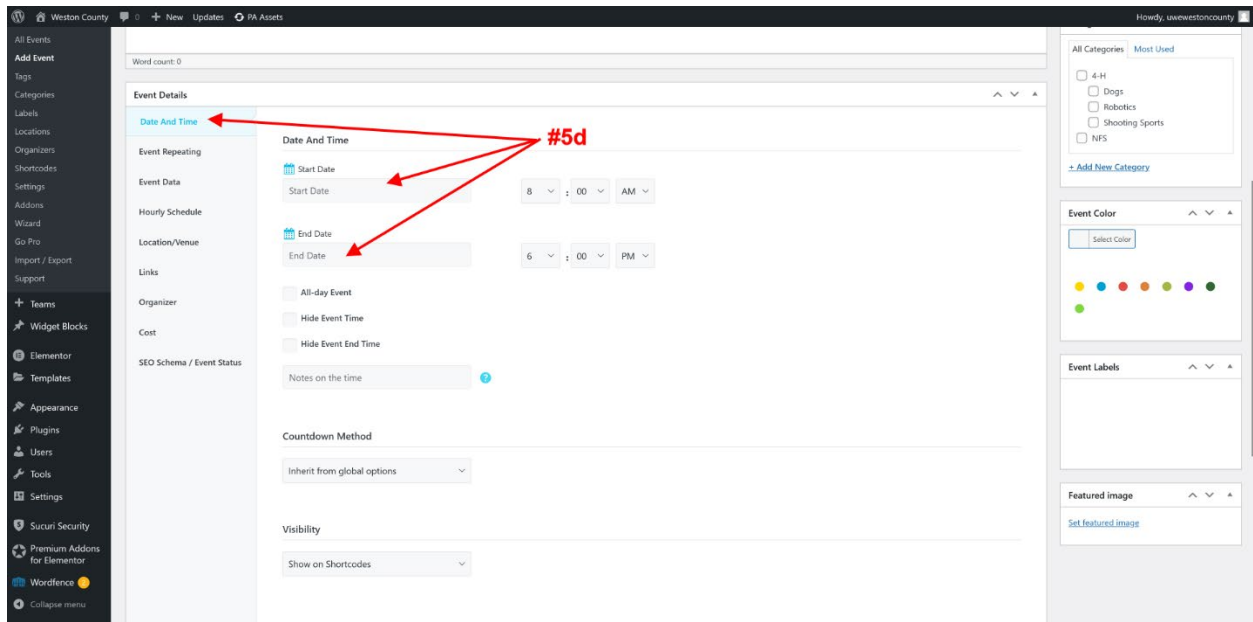
- g. There are additional options that you can use including an hour schedule, links, and cost. Use these as appropriate.
- h. If you do not want comments or questions about the event, uncheck the “Allow Comments” under Discussion.
- i. Last step, click the “Publish” at the top of the page.

Step 5: Add a New Event.

- a. Add the Event Title.
- b. Add an Event Description (if appropriate).
- c. Select the correct category or categories. All events will display in the calendar on the homepage. Only events with a category of 4-H, will display on the 4-H pages.



- d. Under “Event Details”, set the date and time.



- e. For Event Repeating, see Step 4e.
- f. For Location/Venue, see Step 4f.
- g. For Organizer, see Step 4f.
- h. Additional options such as hourly schedule, links, and cost can be set.
- i. Last Step – Publish!