UW Extension Websites

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

Step 1: Login to you WordPress website.

Step 2: Click "M.E. Calendar" and "All Events".

| 🚯 🔏 Weston County | 0 + New View Posts Updates O PA Assets | | | | | | | Howdy, uwe | westoncounty |
|--|---|-------------------------|-------|-----------------------|-----------------------------------|-----------|---------------------------|--------------------------|--------------|
| Dashboard Jetpack | Events Add Event | | | | | | Tumbleweeds | Scre | en Options 🔻 |
| 📌 Posts | Bulk actions Apply All dates Show all locations Show all Ca Show all | tegories 🗸 🛛 Start Date | | Filter Expired Events | Upcoming Events | | 24 items | 1 | of 2 > » |
| 93 Media | Title | Author | Stats | Category | Location | Organizer | Start Date | End Date | Repeat |
| Pages Comments | Record Book Help Session | Erin Persche | ul | 4-H | Weston County Extension | 3 | July 12, 2022 3:00 pm | July 12, 2022 5:00 pm | |
| 🛗 M.E. Calendar 🔫 | State Shooting Sports Step #2 | Erin Persche | al | 4-H,Shooting Sports | Wyoming State Fairgrounds | | July 7, 2022 8:00 am | July 10, 2022 6:00 pm | |
| All Events | Dog and Cat ID and Vaccination Records Due | Erin Persche | al | 4-H.Dogs | Weston County Extension Office | | July 1, 2022 8:00 am | July 1, 2022 6:00 pm | |
| Tags Categories | Market Goat Workshop | Erin Persche | al | 4-H | Weston County Fairgrounds | | June 26, 2022 12:30 pm | June 26, 2022 3:30 pm | |

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!.

| Comments M.E. Calendar | ul (24) Mine (4) Published (26) Buik argues #3 - 1007 All dates - Show all locations - Show all Categories - Start Date Filter Expired Events Upcoming Events | | | | | | | Tumbleweeds | |
|---|--|------------------------|-------|-----------------|-------------------------------------|-----------|----------------------------|--------------------------|--------|
| M.E. Calendar All Events Add Event | Title | Author Erin Persche | Stats | Category 4-H | Location Weston County Extension | Organizer | Start Date May 19, 2022 | End Date May 19, 2022 | Repeat |
| Tags Categories | Edit Quick Edit Trash View Duplicate | Author | Stats | Category | Office | Organizer | 4:00 pm Start Date | 5:00 pm End Date | Repeat |
| Labels Locations | Bulk actions | | | | | | | | 1 item |

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"



| Go Pro | | | Colonia A.M. A |
|-----------------|-----------------|--|--------------------------|
| Import / Export | | #4C ———— | categories A V = |
| Support | | | All Categories Most Used |
| + Teams | Word count: 0 | Last edited by Erin Persche on December 1, 2022 at 4:30 pm | 2 |
| Widget Blocks | Event Details | A ¥ * | NFS |
| Elementor | Date And Time | #4d | Robotics |
| 🗁 Templates | Event Repeating | Date And Time | Shooting Sports |
| Appearance | Event Data | m Start Date | + Add New Category |
| 🖌 Plugins | | 2022-05-19 4 ~ : 00 ~ PM ~ | |
| 🕹 Users | Hourly Schedule | | Event Color ^ V * |
| Tools عکم | Location/Venue | in fnd Date | Select Color |
| 🖬 Settings | Links | 2022-05-19 5 · ; 00 · PM · | |

- 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).

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|--|--------------------------------|
| All Events | All Categories Most Used |
| Add Event Word count 0 Last edited by uneversion country on December 1, 202, at | (t 4:54 pm) √ 4-H |
| lags | NFS |
| Categories Exempt Security Sec | Dogs |
| Labels Date And Time #4e | Robotics |
| Locations Repeating | Shooting Sports |
| Organizers Event Repeating | + Add New Category |
| Shortcodes Event Data | The ten suggery |
| Settings Repeats Advanced V | |
| Addons Hourly Schedule | Event Color A V A |
| Wizard | Select Color |
| Go Pro Location/Venue PINK Sun Mion Tale Vied (multimodel) | |
| Import / Export Links Second Sun Mon Tue Wed Thu In | |
| Support Click to set day(s). | |
| + Teams Organizer View Sum Mon Live View The Sat | • |
| → Widget Blocks Cost Fourth Sun Mon Tue Wed Thu Fri Sat | |
| Elementor | |
| Sto Science / Event satus | Event Labels |
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| Promium Addons Show only one occurrence of this event for Elementor | |
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| Collapse mena | |

- 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".

| NOU EVEN | word counc u | Last earlea by uneversion country on Liecember 1, 2022 BL 4034 pm | |
|-----------------|---------------------------|---|--------------------|
| Tags | | | ✓ 4-H |
| Categories | Event Details | •#4f | U NFS |
| Labels | Date And Time | | Babatics |
| Locations | | Event Main Location | Shooting Sports |
| Organizers | Event Repeating | | |
| Shortcodes | | Western County Extension office 🔺 📀 | + Add New Category |
| Settings | Event Data | | |
| Addons | Hourly Schedule | | Event Color ^ ~ + |
| Wizard | K | Hide location | |
| Go Pro | Location/Venue | Insert a new location | Select Color |
| Import / Export | Links | Combile Bank Muniters Section if you like. | |
| Support | | California di over numera | |
| + Teams | Organizer | Mallo Camp | |
| Widget Blocks | | Newcastle High School | |
| A mager blocks | Cost | Pinnarle Rank | |
| Elementor | SEO Schema / Event Status | | Event Labels |
| Templates | | | |
| | Excernt | A Y 4 | |
| Appearance | | | |

- 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.

| Weston County | O + New Updates | • PA Assets | | | | Howdy, u | wewestoncounty |
|-------------------|-----------------|---------------|-----------------|-----|-------------|------------------------------|----------------|
| Dashboard | Add New Event | | | | | Sci | reen Options 🔻 |
| Ø Jetpack | Add title 🗲 | #5a | | | | Publish | ~ ¥ . A |
| 🖈 Posts | | | | | | | |
| 9 Media | | | | | | Save Draft | Preview |
| Pages | 91 Add Media | | | | Visual Text | 9 Status: Draft Edit | |
| Comments | Paragraph • B | | M.E. Calender 🗸 | | | Visibility: Public Edit | |
| 🛄 M.E. Calendar 📢 | | | | | | Publish immediately Edi | <u>it</u> |
| ME Colorday | | #5b | | | | | Publish |
| | | | | | | | _ |
| Add Event | | | | | | Tags | ~ ¥ .* |
| | | | | | | r | |
| | | | | | | | Add |
| | | | | | | Separate tags with commas | |
| | | | | | | Choose from the most used | tags |
| Organizers | | | | | | | |
| Settions | | | | #5c | | Categories | ~ ¥ . + |
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| | Word count: 0 | | | | | All Categories Most Used | 1 |
| | | | | | | 4-H | |
| | Event Details | | | | ^ ¥ * | Dogs Robotics | |
| | Date And Time | | | | | Shooting Sports | |
| + Tearns | Event Repeating | Date And Time | | | | NFS NFS | |
| 📌 Widget Blocks | Event Repeating | m Start Date | | | | + Add New Category | |
| O // | Event Data | Start Date | 8 ~ . 00 ~ AM ~ | | | | |
| Ciementor | Hourly Schedule | | | | | Event Color | A X 4 |
| Templates | , | Ford Date | | | | | |
| Appearance | Location/Venue | End Date | 6 V 00 V 04 V | | | Select Color | |
| Pluging | 377 | LIN Date | 0 - : 00 ° PM ° | | | | |

d. Under "Event Details", set the date and time.

| 🚯 📸 Weston County 🖣 | 0 + New Updates O PA As | sset | Howdy, uwewestoncounty 🔲 |
|---------------------|------------------------------|-------------------------------|---------------------------|
| All Events | | | All Character Maniford |
| Add Event | Word count: 0 | | All Categories Most Used |
| Tags | | | 4-H |
| Categories | Event Details | ~ ~ * | Dogs |
| Labels | Date And Time | | Shooting Sports |
| Locations | | Date And Time #5d | □ NFS |
| Organizers | Event Repeating | | Transmission (Constraint) |
| Shortcodes | Event Data | iii Start Date | + Add New Category |
| Settings | | Start Date 8 V : 00 V AM V | |
| Monord | Hourly Schedule | | Event Color ^ V A |
| Go Pro | Location/Venue | m End Date | Select Color |
| Import / Export | Location, rende | End Date 6 ~ : 00 ~ PM ~ | |
| Support | Links | | |
| 4 | Organizar | All-day Event | ••••• |
| T leams | organizer | Hide Event Time | • |
| | Cost | | |
| Elementor | and the second second second | Hide event and lime | P P |
| 🖙 Templates | SEO Schema / Event Status | Notes on the time | Event Labels ^ ~ * |
| | | | |
| Appearance | | | |
| 🖆 Plugins | | Countdown Method | |
| 📥 Users | | | |
| Tools مکن | | Inherit from global options 🗸 | |
| 5 Settings | | | Featured image ^ V * |
| Sucuri Security | | Visibility | Set featured image |
| Premium Addons | | | |
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| m Wordfence 📀 | | | |
| Collapse menu | | | |

- 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!