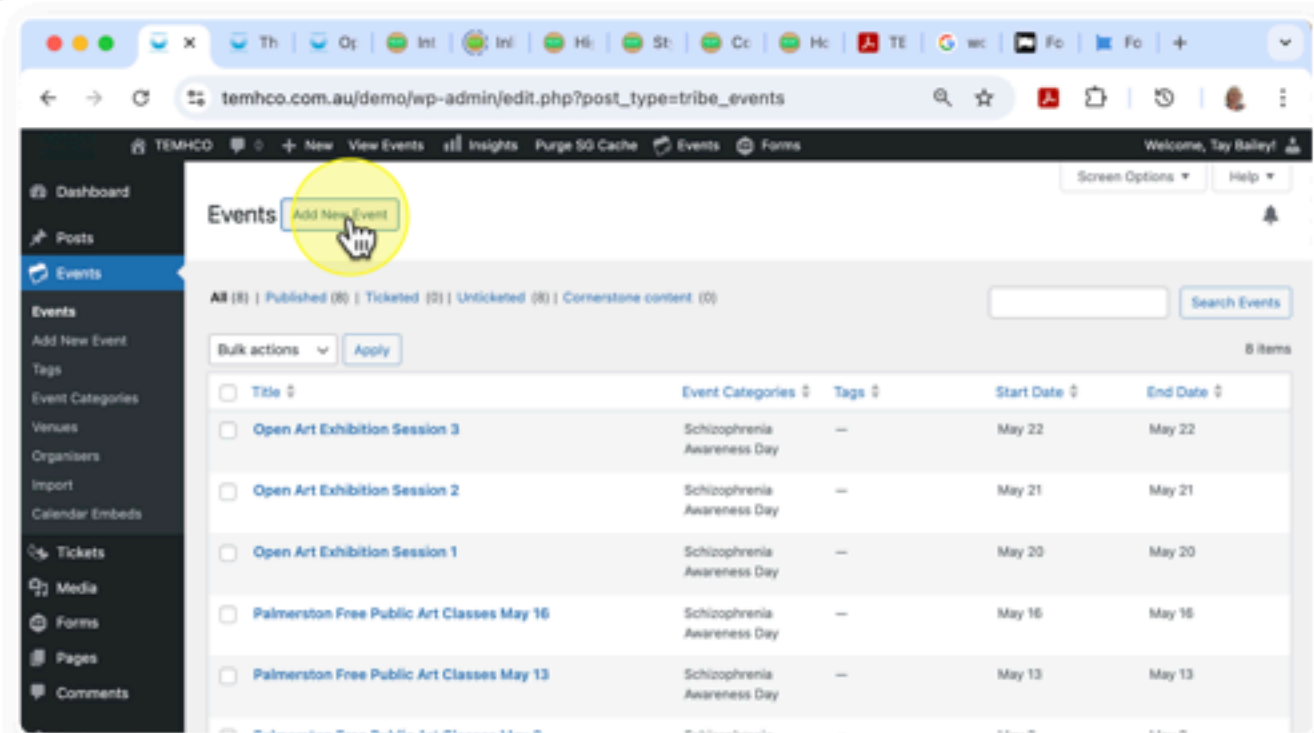
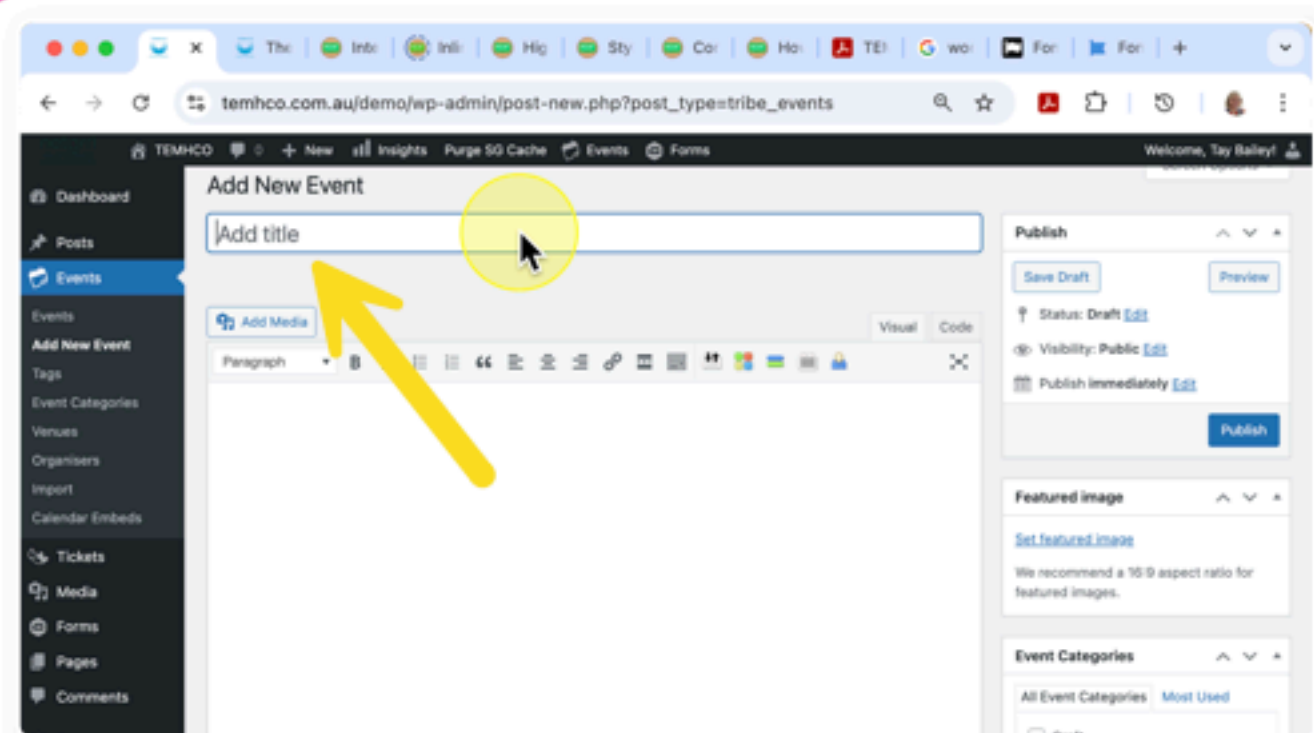


Add a New Event

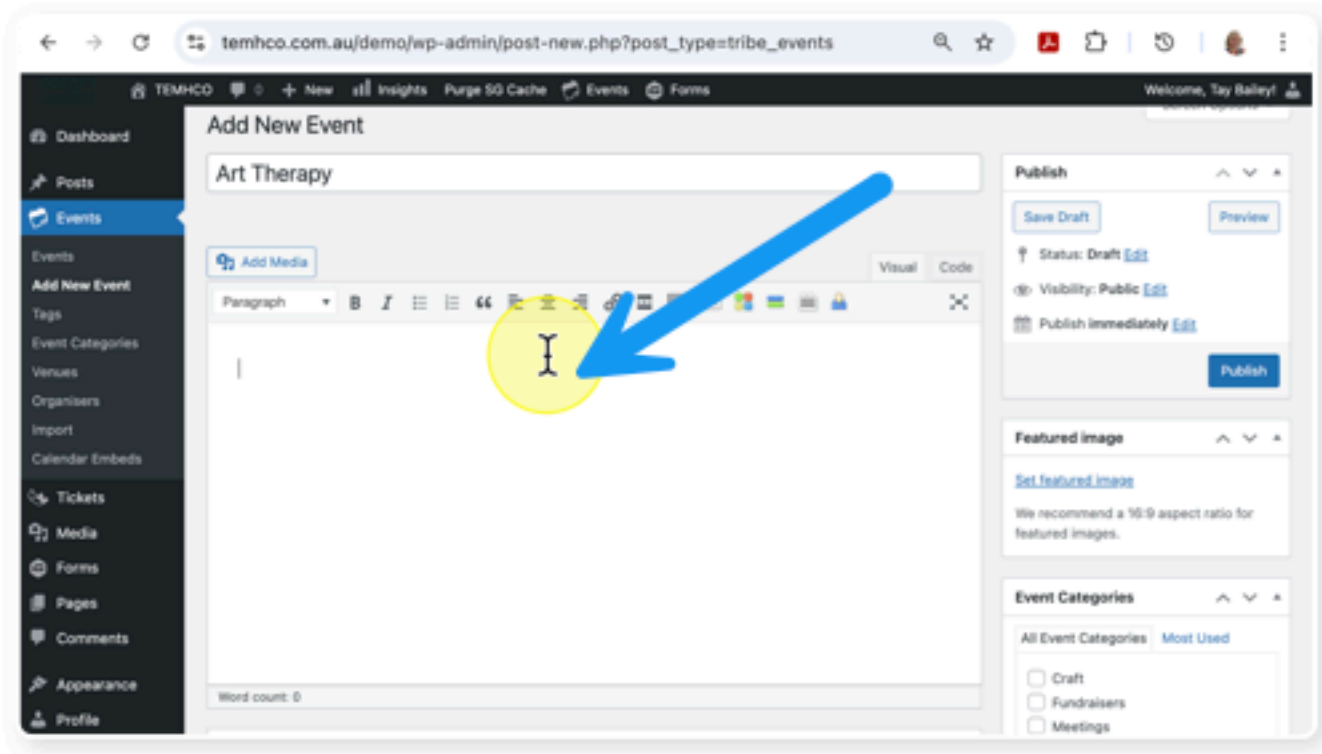
1 Click on "Add New Event"



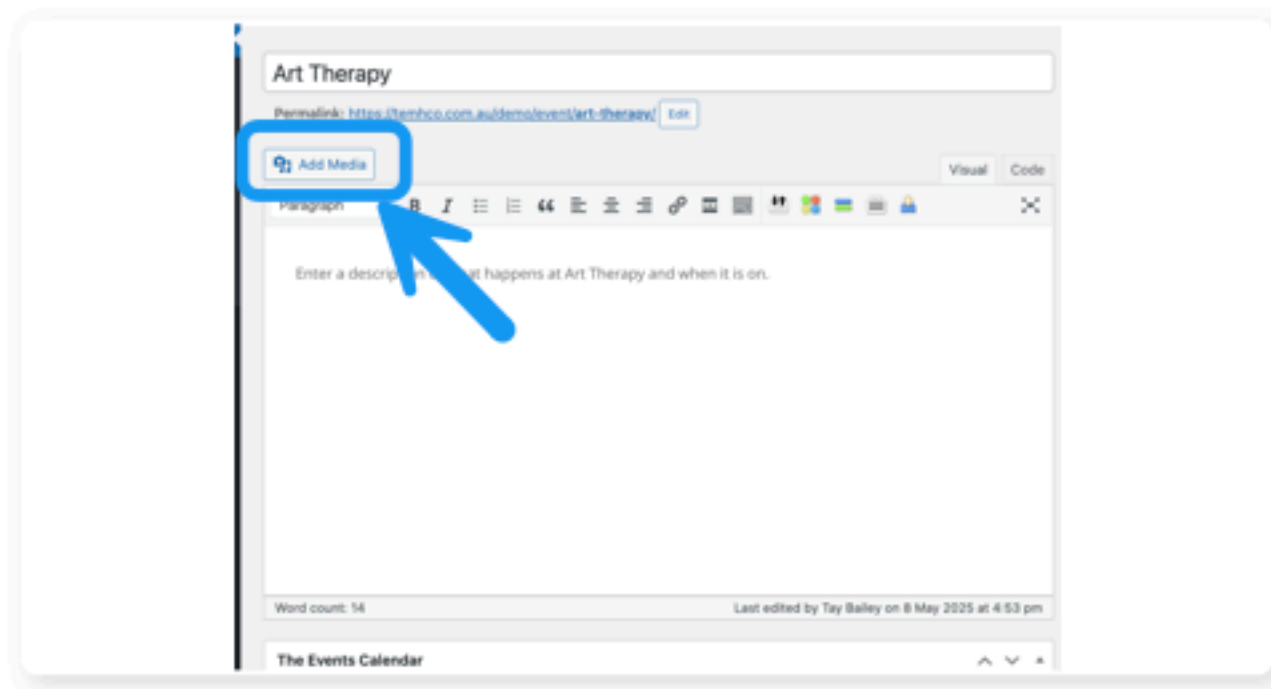
2 Enter a Title - keep it short and don't use punctuation marks.



3 Add a description of the event and link to where to register etc



4 To embed a pdf file or add an image, click 'Add Media' and follow the prompts to upload the file



5

Scroll down and click TIME & DATE to enter these details.

Word count: 14 Draft saved at 4:51:09 pm.

The Events Calendar

TIME & DATE

Start/End: **2025-05-15** 8:00am to 5:00pm 2025-05-08 Time Zone: Australia/Carwin

☐ All Day Event

This event is from 8:00am to 5:00pm on May 8, 2025.

LOCATION

Venue: Create or Find a Venue

Map: ☒ Show map ☒ Show map link

ORGANISERS

Organiser: Create or Find Organisation

Event Categories

All Event Categories Most Used

- ☐ Craft
- ☐ Fundraisers
- ☐ Meetings
- ☐ Monthly Activity Calendar
- ☐ Schizophrenia Awareness Day

[+ Add New Event Category](#)

Events Status

Set status: **Scheduled**

Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

6

Word count: 14 Draft saved at 4:51:09 pm.

The Events Calendar

TIME & DATE

Start/End: 2025-05-08 8:00am to 5:00pm 2025-05-08 Time Zone: Australia/Carwin

LOCATION

Venue:

Map: ☒ Show map ☒ Show map link

ORGANISERS

Organiser:

EVENT WEBSITE

URL:

<https://temhco.com.au/demo/wp-admin/post-new.php?...>

Event Categories

All Event Categories Most Used

- ☐ Fundraisers
- ☐ Meetings
- ☐ Monthly Activity Calendar
- ☐ Schizophrenia Awareness Day

[+ Add New Event Category](#)

Calendar Widget:

May 2025 June 2025 July 2025

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

M	T	W	T	F	S	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7 Location - select from the Venues drop-down box or add a new Venue.

Word count: 14 Draft saved at 6:51:09 pm.

The Events Calendar

TIME & DATE

Start/End: 2025-05-19 8:00am to 5:00pm 2025-05-19 Time Zone: Australia/Darwin

☐ All Day Event

This event is from 8:00am to 5:00pm on May 19, 2025.

LOCATION

Venue: Create or Find a Venue

Map:

ORGANISERS

Organiser: Create

EVENT WEBSITE

URL: example.com

Events Status

Set status: Scheduled

Tags

Separate tags with commas

[Choose from the most used tags](#)

[Add New Event Category](#)

- ☐ Craft
- ☐ Fundraisers
- ☐ Meetings
- ☐ Monthly Activity Calendar
- ☐ Schizophrenia Awareness Day

8 Click on "Create or Find Organisation" to select an organiser or add a new one.

LOCATION

Venue: TEMHCO Edit Venue

Map: ☒ Show map ☒ Show map link

ORGANISERS

Organiser: Create or Find Organisation

EVENT WEBSITE

URL: example.com

ADDITIONAL FUNCTIONALITY

Looking for additional functionality including recurring events, ticket sales, publicly submitted events, new views and more? Check out the [available add-ons](#).

Tickets

[New ticket](#) [New RSVP](#) [Settings](#)

Events Status

Set status: Scheduled

Tags

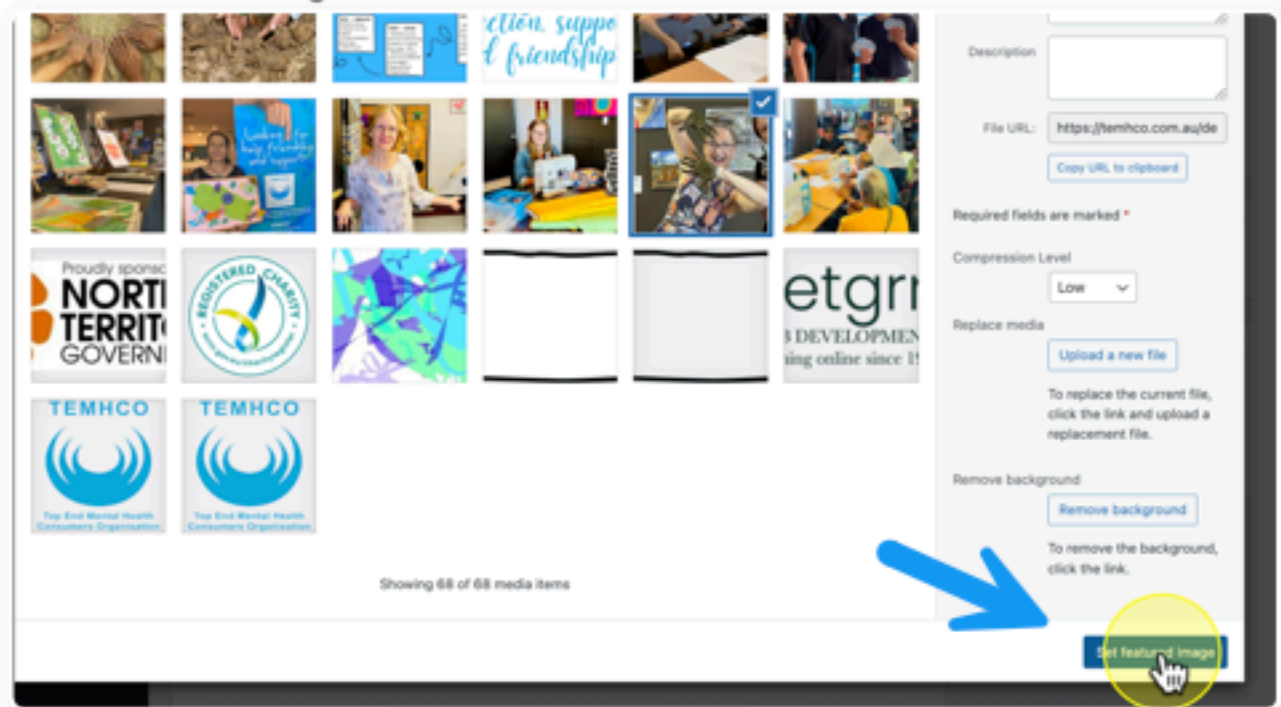
Separate tags with commas

[Choose from the most used tags](#)

[Add](#)

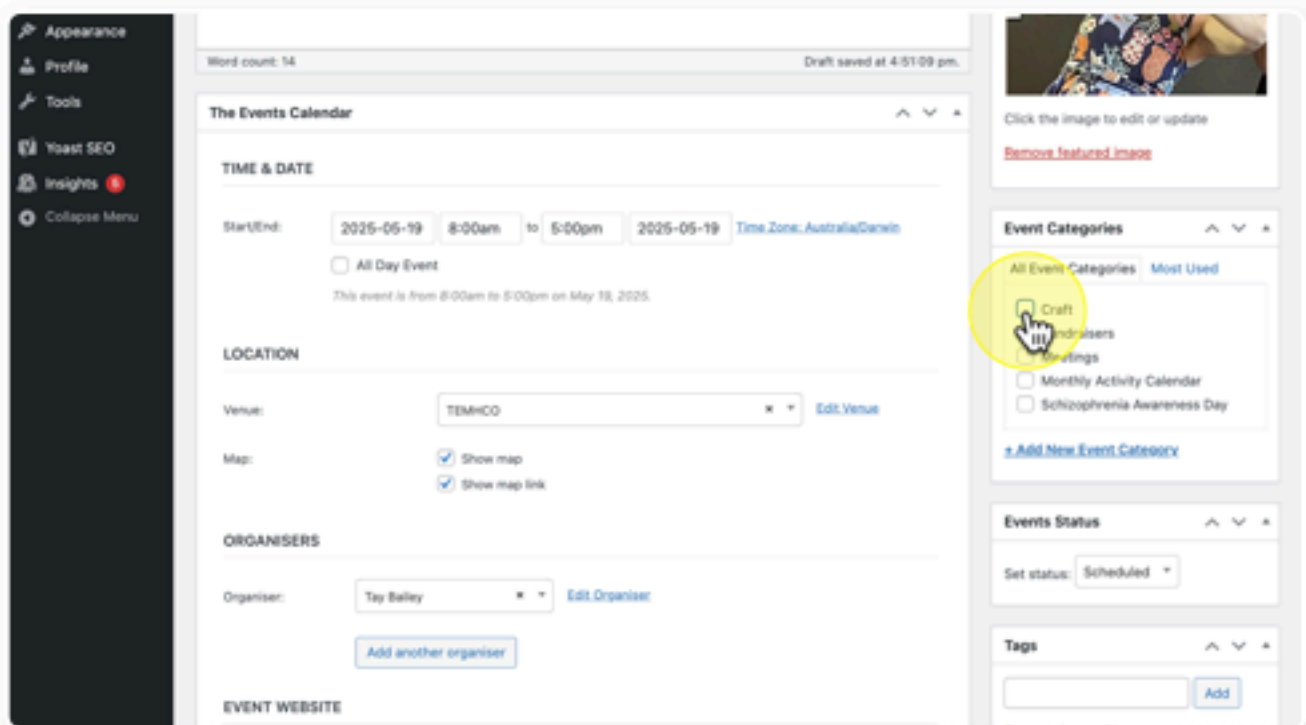
11

You will be taken to the media library where you can upload an image or choose an existing one

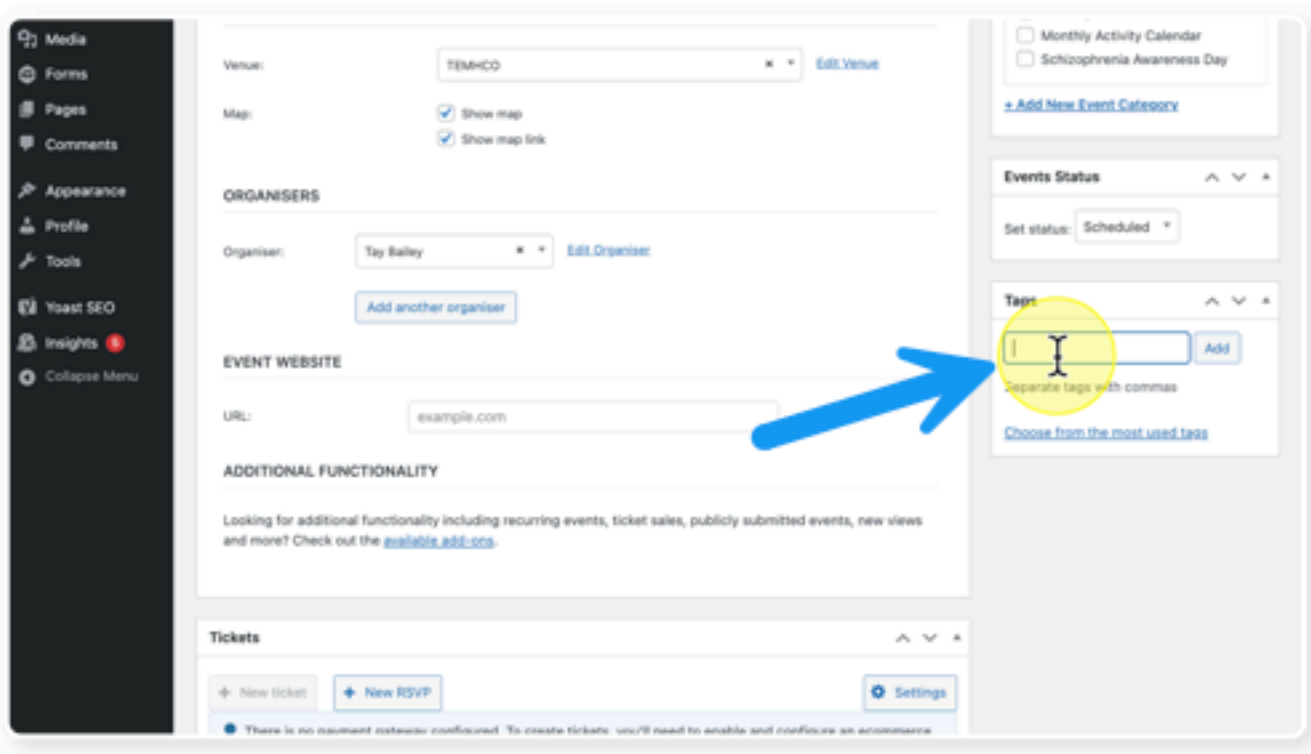


12

IMPORTANT - Select a category, or create a new one.

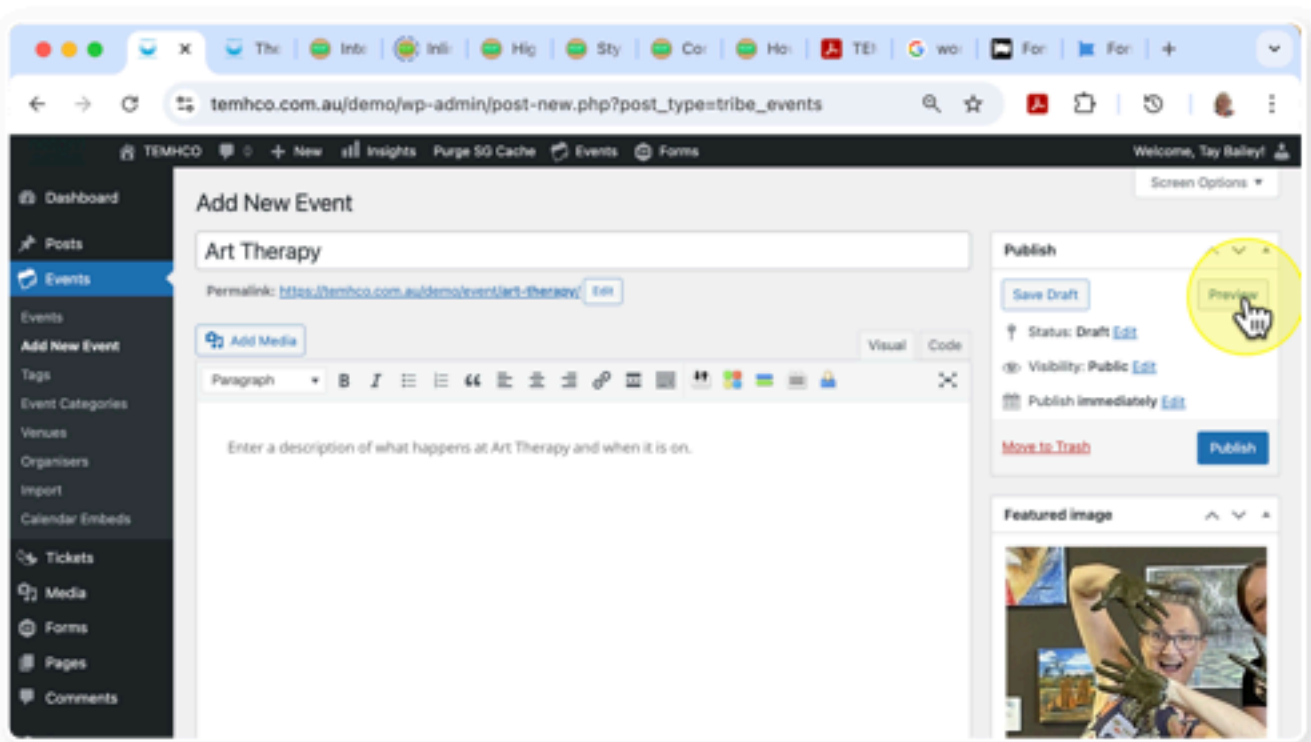


13 OPTIONAL - add tags to help people find what applies to them.



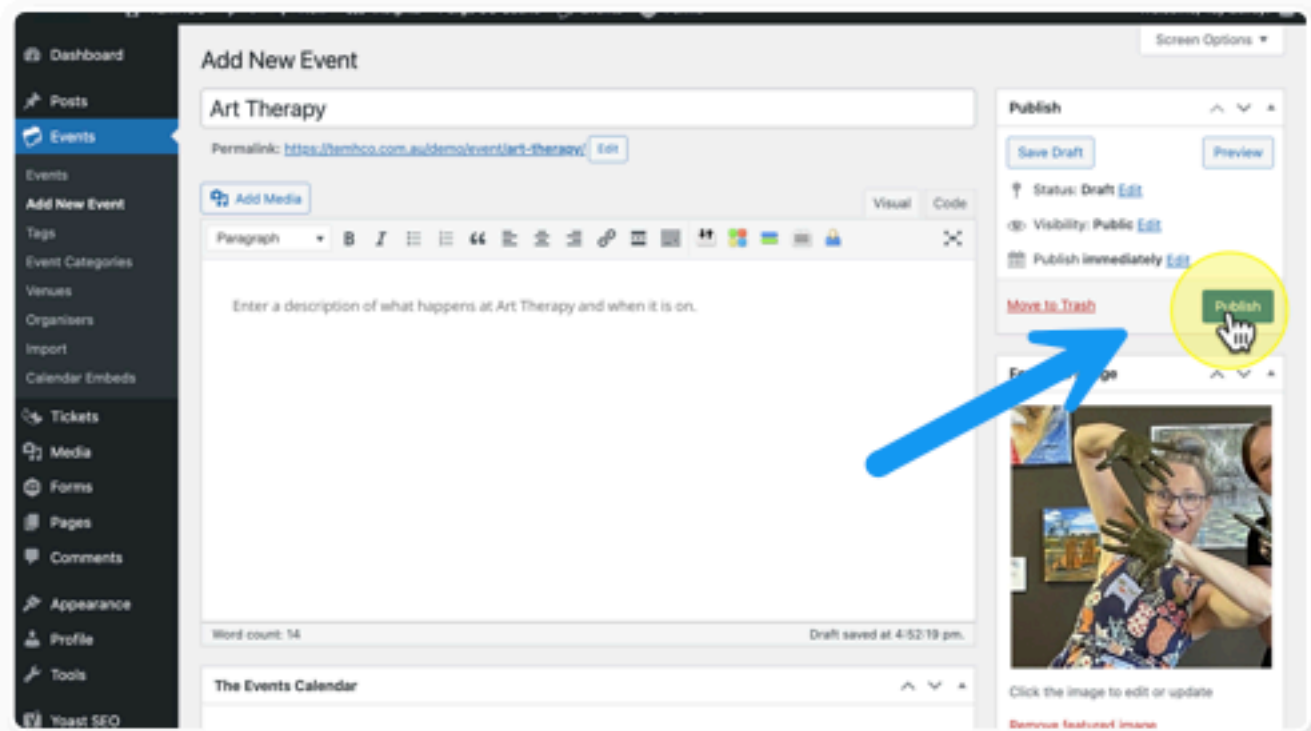
The screenshot shows the 'Add New Event' form in the WordPress admin interface. The left sidebar contains navigation links: Media, Forms, Pages, Comments, Appearance, Profile, Tools, Yoast SEO, Insights, and Collapse Menu. The main form area includes fields for Venue (TEMHCO), Map (Show map, Show map link), Organisers (Tay Bailey), Event Website (example.com), and Additional Functionality. A blue arrow points to the 'Tags' field on the right sidebar, which is highlighted with a yellow circle. The 'Tags' field has a text input and an 'Add' button. Below it, text says 'Separate tags with commas' and 'Choose from the most used tags'. Other options on the right include 'Monthly Activity Calendar', 'Schizophrenia Awareness Day', and 'Events Status' (Set status: Scheduled).

14 Click on "Preview" to view the event before saving.



The screenshot shows the 'Add New Event' form in the WordPress admin interface. The left sidebar contains navigation links: Dashboard, Posts, Events, Add New Event, Tags, Event Categories, Venues, Organisers, Import, Calendar Embeds, Tickets, Media, Forms, Pages, and Comments. The main form area includes fields for Title (Art Therapy), Permalink, and a rich text editor. A yellow circle highlights the 'Preview' button in the 'Publish' section on the right sidebar. Other buttons in the 'Publish' section include 'Save Draft', 'Status: Draft', 'Visibility: Public', 'Publish Immediately', 'Move to Trash', and 'Publish'. The 'Featured image' section shows a preview of the event image.

15 Click on "Publish" to finalise your work



16 Always double check your work on the website 'What's on' page.

