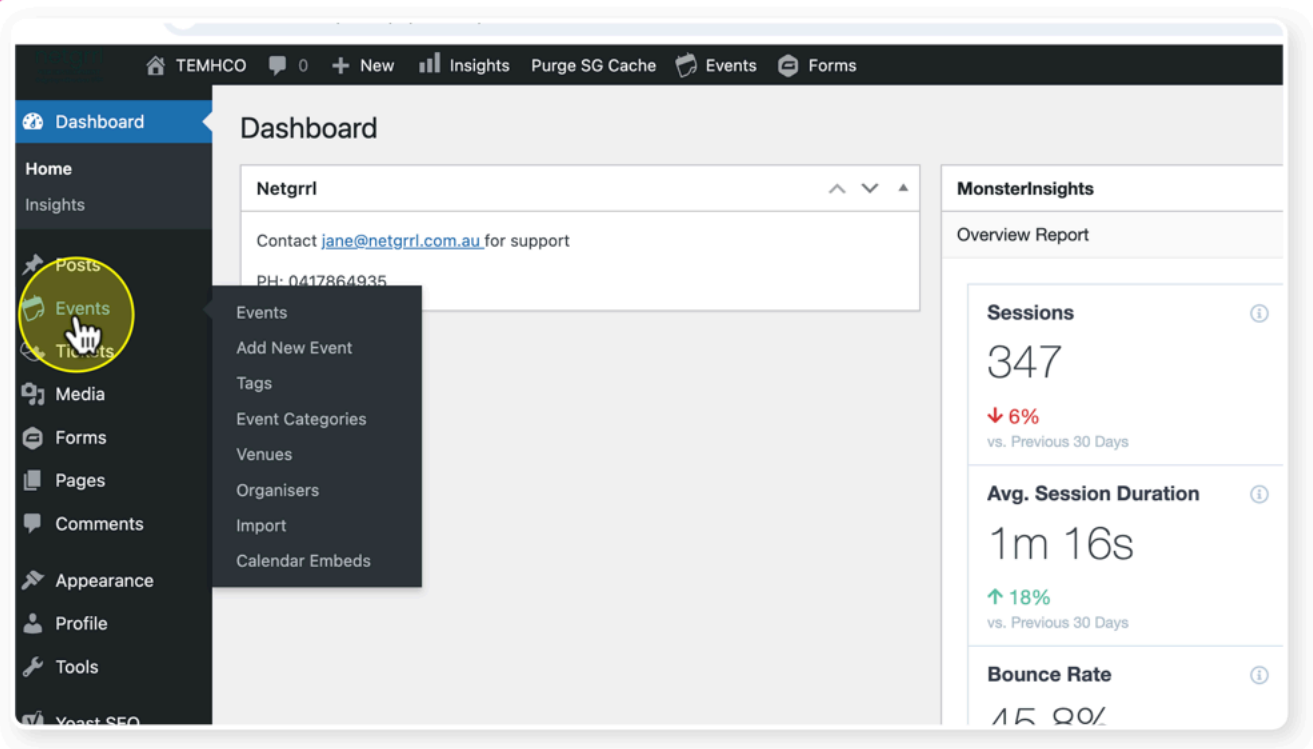
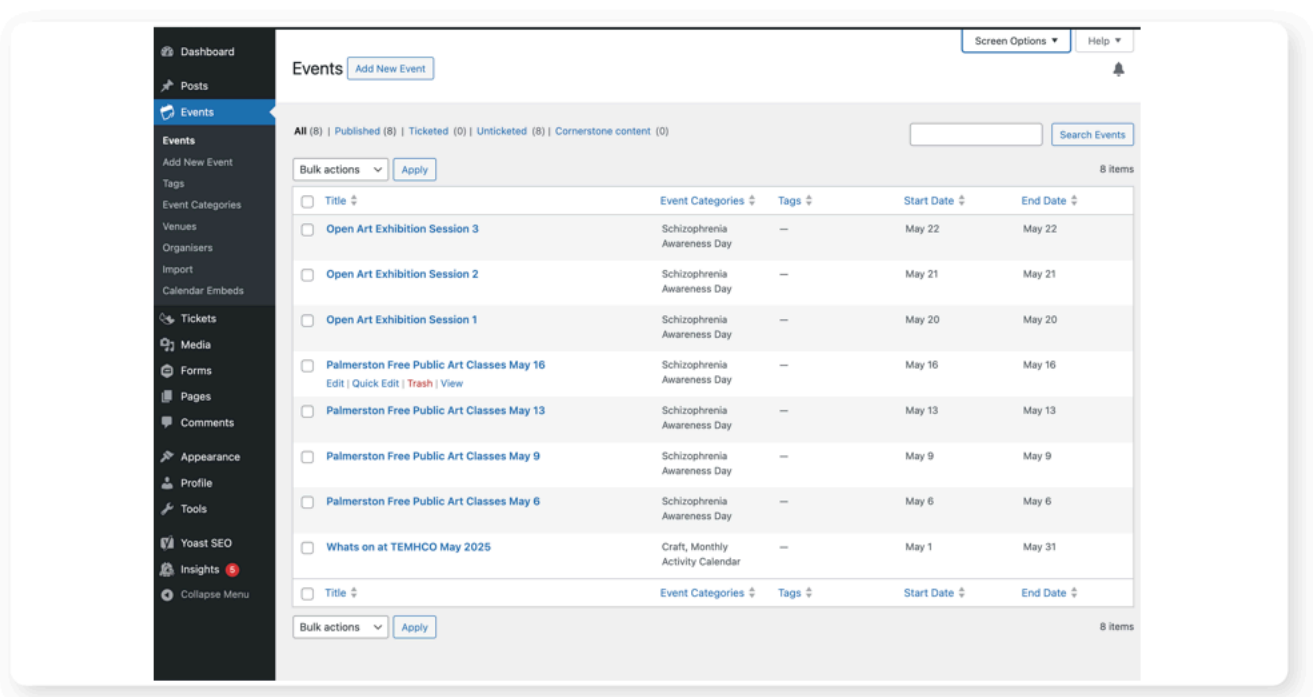


Events - add background data for re-use on multiple events

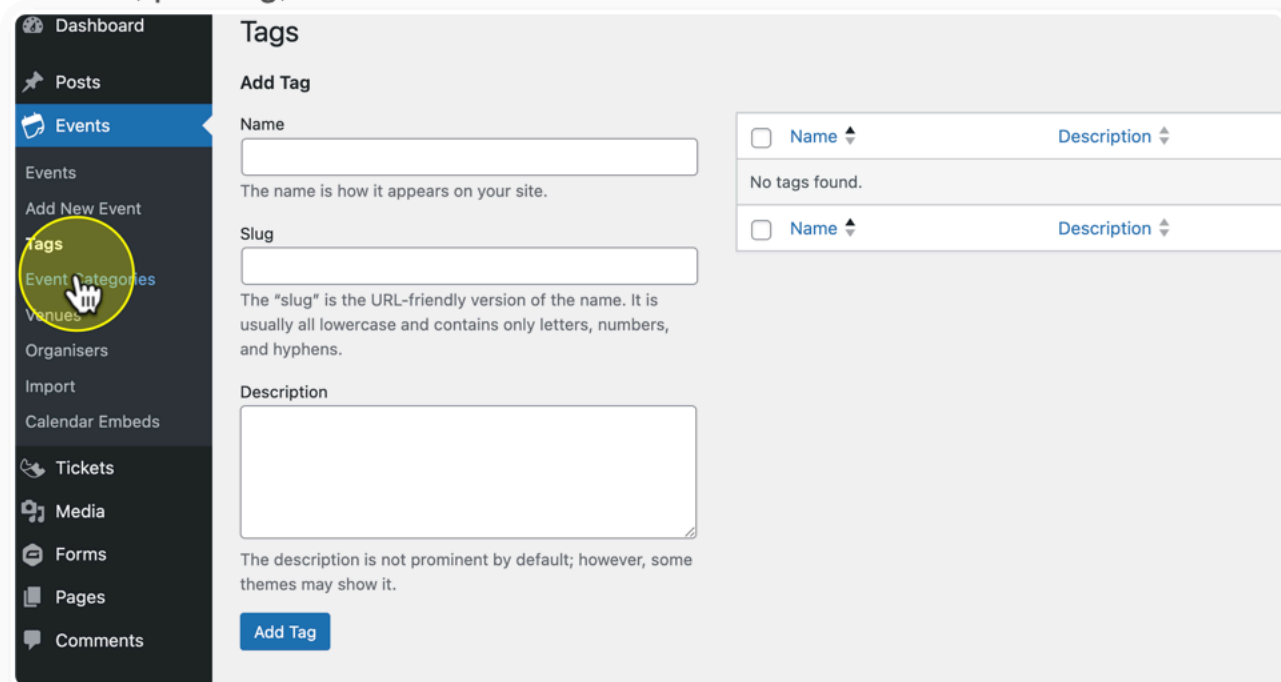
1 Login to the Dashboard and Click on "Events"



2 You will see a list of all events currently on the site. Click on an event to view/edit it. Hold mouse over the title and select 'trash' to delete an event.



- 3 Event tags can be used to add optional searchable info, such as Seniors, Youth, painting, ceramics etc. TAGS are OPTIONAL



Dashboard

- Posts
- Events**
- Events
- Add New Event
- Tags**
- Event Categories
- Venues
- Organisers
- Import
- Calendar Embeds
- Tickets
- Media
- Forms
- Pages
- Comments

Tags

Add Tag

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

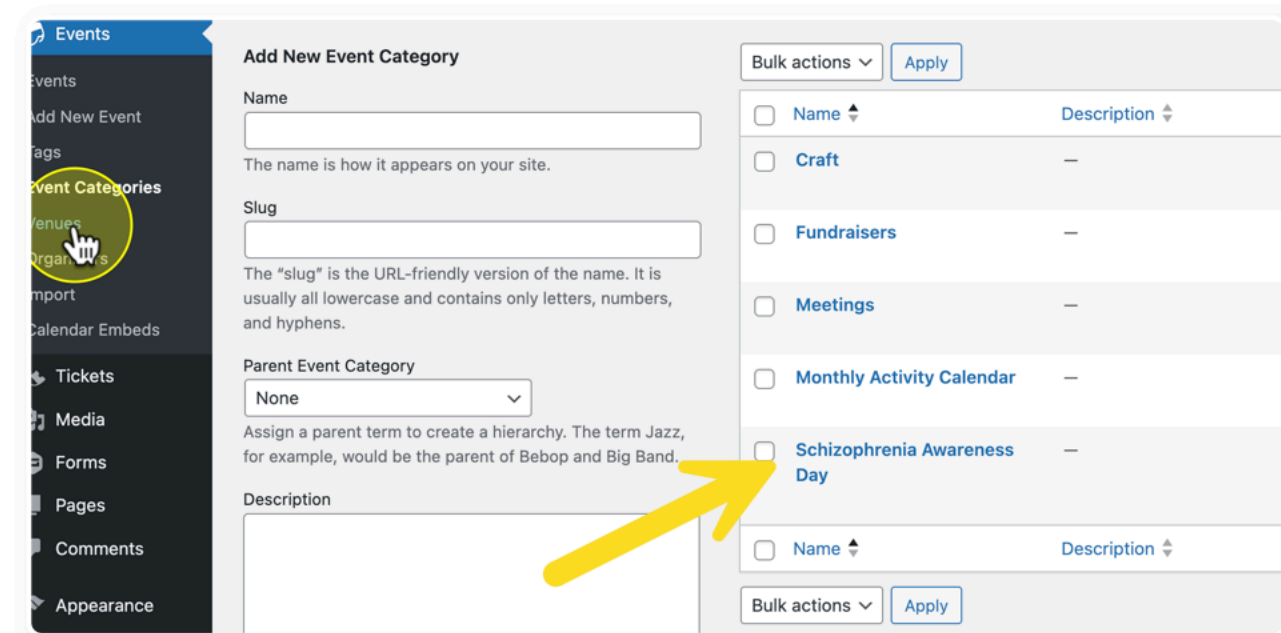
Description

The description is not prominent by default; however, some themes may show it.

Add Tag

☐ Name	Description
No tags found.	
☐ Name	Description

- 4 Event Categories are the main types of events and should be more overarching than the tags. EVERY EVENT REQUIRES A CATEGORY. (NOT every event needs a tag)



Events

- Events
- Add New Event
- Tags
- Event Categories**
- Venues
- Organisers
- Import
- Calendar Embeds
- Tickets
- Media
- Forms
- Pages
- Comments
- Appearance

Add New Event Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Event Category

None

Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

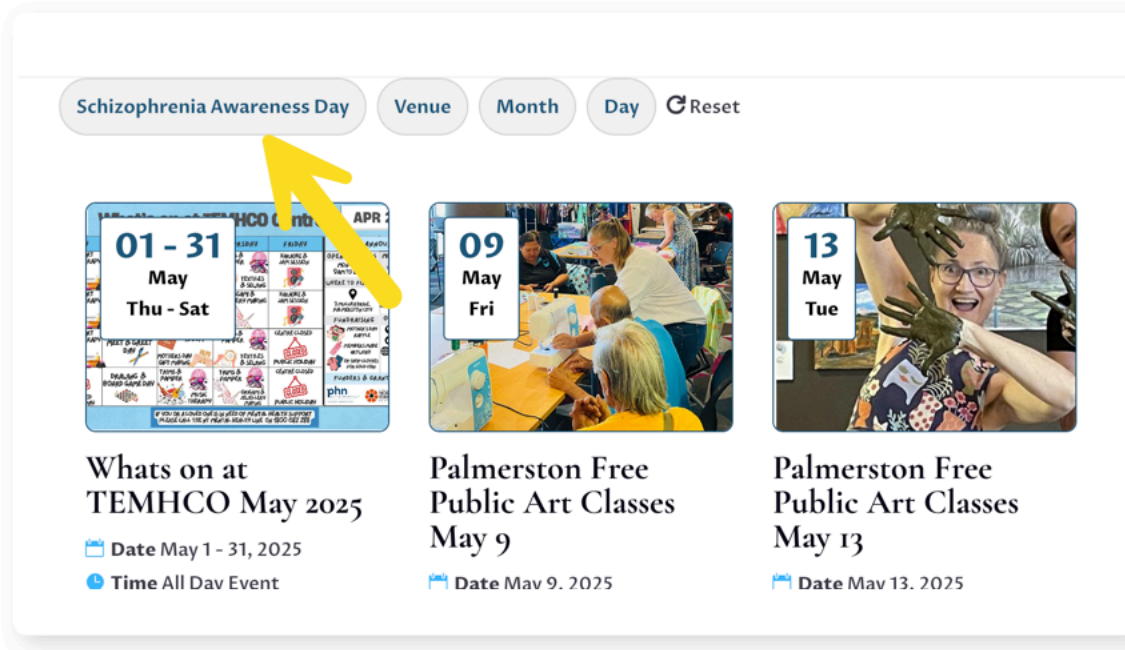
Description

Bulk actions **Apply**

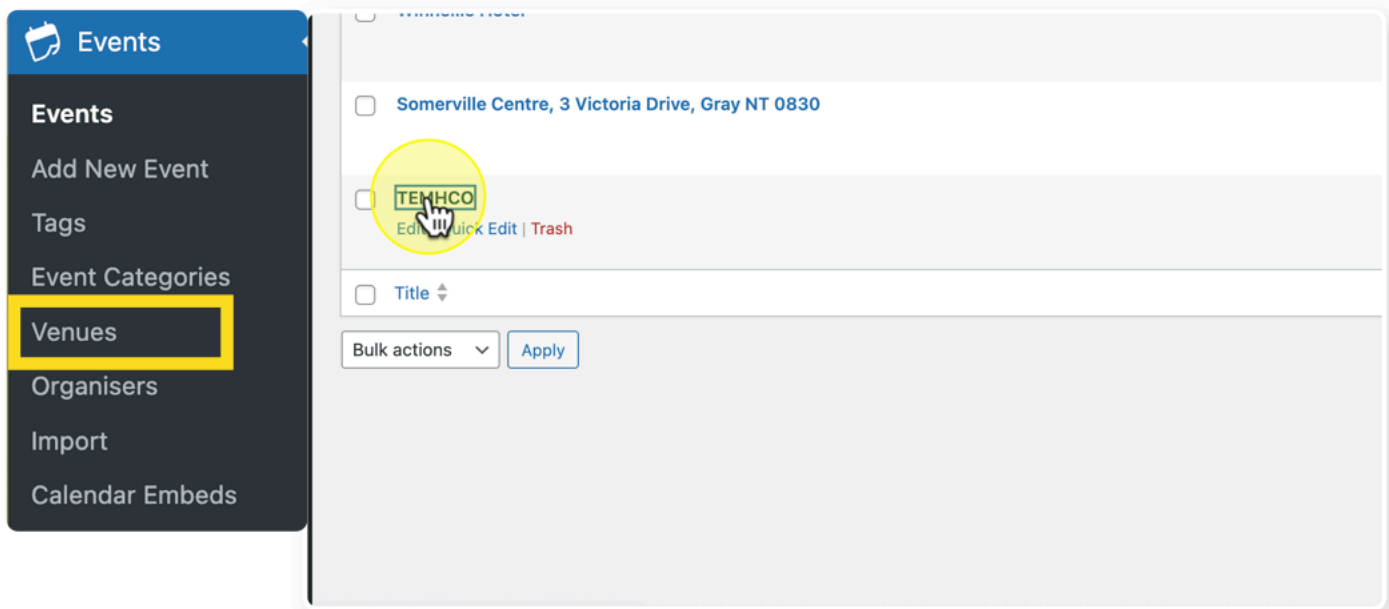
☐ Name	Description
☐ Craft	—
☐ Fundraisers	—
☐ Meetings	—
☐ Monthly Activity Calendar	—
☐ Schizophrenia Awareness Day	—

Bulk actions **Apply**

- 5 Event categories are used to filter events on the What's on page. New Categories will automatically be added. They will only show up if there is an event with that category. You can add an event to multiple categories.



- 6 Create VENUES and you can re-use the info as a drop-down list when creating an event - this saves time and ensures correctness.



7

Venue info includes an address for google maps, plus phone number etc

Venue Information

Address:	3 Maluka Drive
City:	Palmerston City
Country:	Australia ▼
State or Province:	Northern Territory
Postal Code:	0830
Phone:	
Website:	https://temhco.cc
Show Map:	☒
Show Map Link:	☒

8

Organiser - enter email, phone etc. This is also re-useable as a dropdown list and is available on all events.

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Organisers

[Add New Organiser](#)

All (1) | Published (1) | Trash (2)

Bulk actions ▼
Apply

☐	Title ↑
☐	Tay Bailey
	Edit Quick Edit Trash
☐	Title ↓

Bulk actions ▼
Apply