

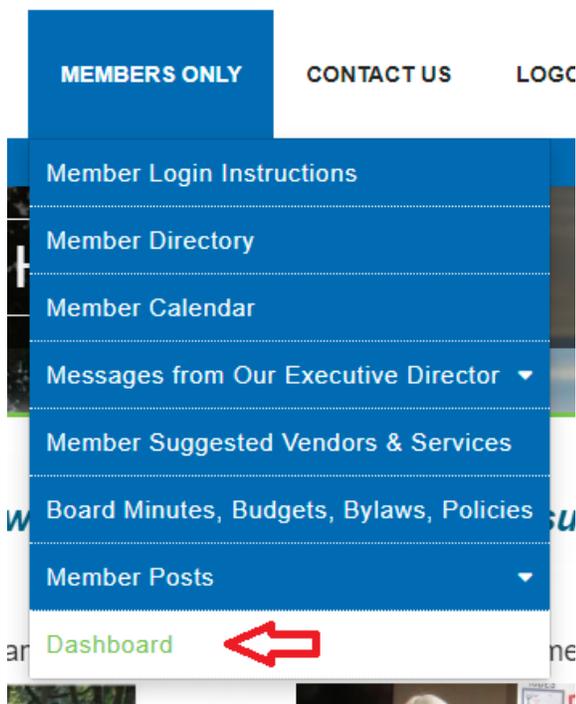
# Adding a Calendar Event

This document describes the basic steps to add a new Calendar event to the Wider Horizon's web site. Not all features are described, so feel free to explore more advanced features, like adding images and URL links. For assistance, please contact:

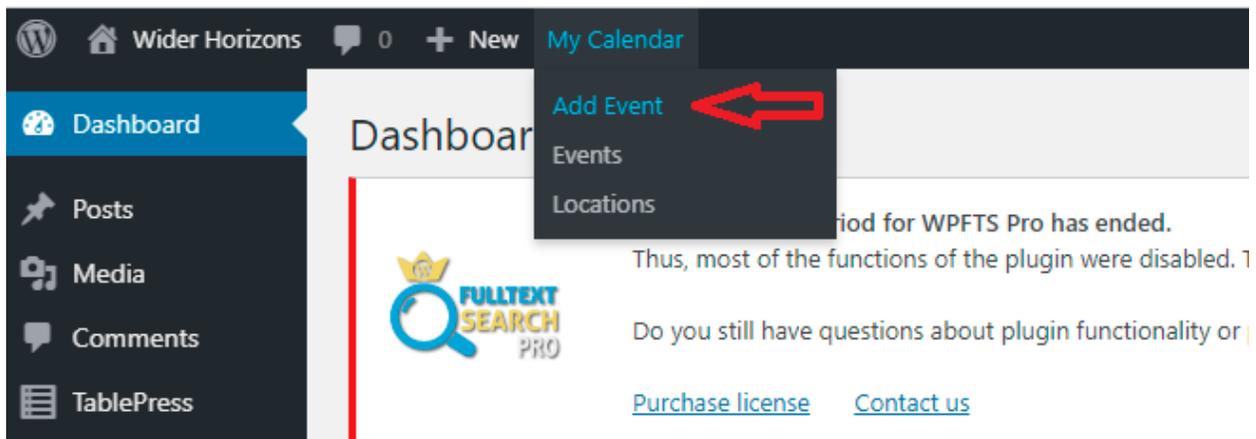
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## 1. First, make sure you are logged in.

Open the "Members Only" tab. Scroll down and click: "Dashboard"



2. Look at top of page for "My Calendar". Click on "My Calendar" and then "Add Event" to add a new event.



The “Add Event” form will display. Fill out the form as needed for your event.

**3. EVENT TITLE:** Enter the Event Title in the box marked “Event Title”.

A screenshot of the 'Add Event' form in WordPress. The form has a title 'Add Event' and a 'Manage events' button. The 'Event Title' field is highlighted with a red border and contains the placeholder text 'Enter title here' in red. Below the title field are 'Add Media' and 'Add Form' buttons. The main content area is a rich text editor with a 'Paragraph' dropdown and various formatting icons. At the bottom, there are 'Categories' with checkboxes for 'Untitled category', 'Birthday', 'Private', and 'Public'.

**4. DESCRIPTION:** In the larger text box, describe the event (when, where, with whom, and time).

Add Event

[Manage events](#) [Publish](#) Published ▾

Event Title

[Add Media](#) [Add Form](#) Visual Text

Paragraph **B** *I*

**Enter the Event Description here**

Categories

(Untitled category)  Birthday  Private  Public

5. **EVENT CATEGORY:** Check the Category box for public or private.

**Is your event Public or Private?**

Categories

(Untitled category)  Birthday  Private  Public

**6. DATE & TIME:** Scroll down and enter your event's date and time. You can manually enter the date or click on the calendar control and select the date. Then add the event's "From" and "To" time. **NOTE:** Sometimes the time randomly shows as military time. Just try again.

**Date and Time** Enter the date

Date (YYYY-MM-DD)  From  To

All day event  
 Hide end time

End Date (YYYY-MM-DD)

Enter start and end dates for each occurrence of the event.

2021 February

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Today Clear Close

**Repetition Pattern**

Repeats  times

**Date and Time** Enter the time

Date (YYYY-MM-DD)  From  To

All day event  
 Hide end time

End Date (YYYY-MM-DD, optional)

Enter start and end dates/times for each occurrence of the event.

2:30 PM  
2:45 PM  
3:00 PM  
3:15 PM  
3:30 PM  
3:45 PM  
4:00 PM  
4:15 PM  
4:30 PM  
4:45 PM  
5:00 PM

**Repetition Pattern**

Repeats  times, every

Your entry is the number of events after the first occurrence of the event.

**7. REPETITION PATTERN:** Repetition requires you to add the number of times after the first event. If it is a single event, don't do anything, and select the default "Does not occur." If it does repeat, change the default to either weekly or monthly. (*example:* If the event repeats every week on the same day/time, enter: *Repeats "1" times, every "7" "days"*).

Repetition Pattern **Does your event repeat?**

Repeats  times, every

Your entry is the number of events after the first occurrence of the event: a recurrence of 2 means the event will happen three times.

If the event schedule is irregular, enter the next dates manually.

Date and Time

Date (YYYY-MM-DD)  From  To

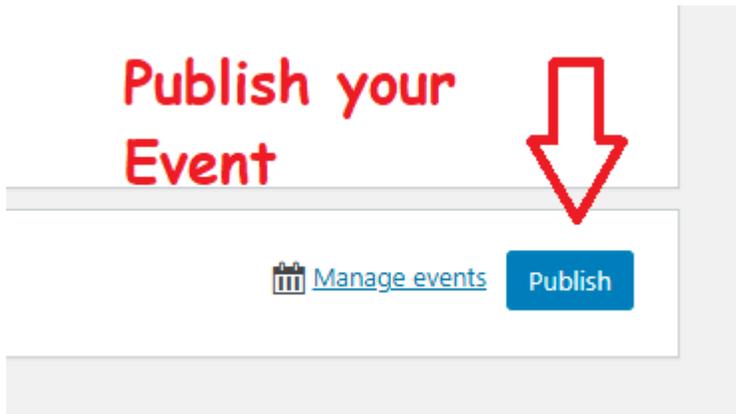
All day event  
 Hide end time

End Date (YYYY-MM-DD, optional)

Enter start and end dates/times for each occurrence of the event.

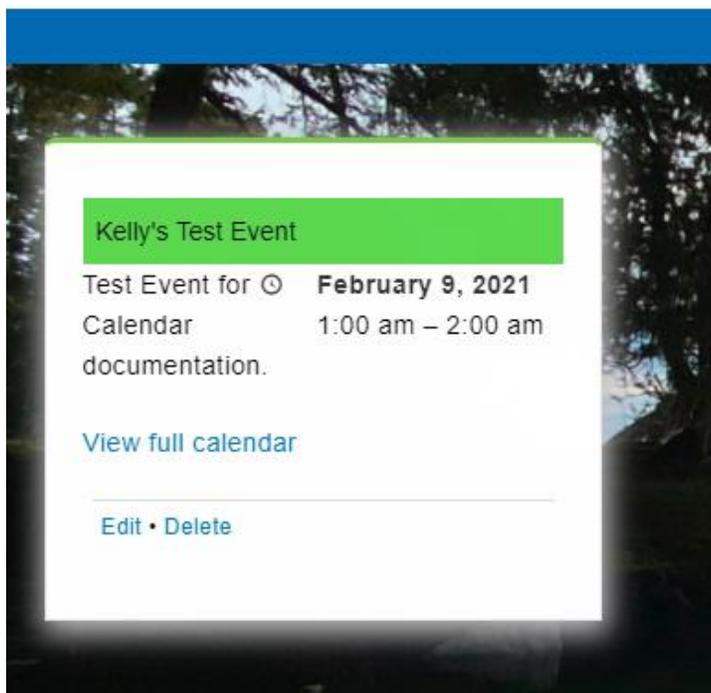
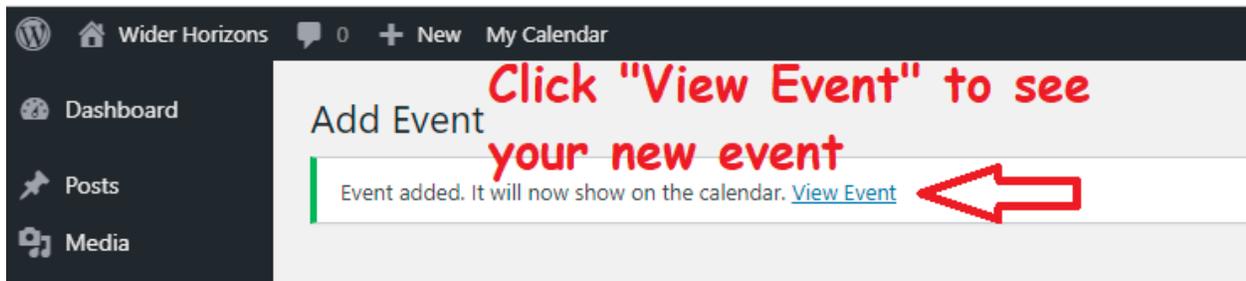
**Add irregular event occurrences here.**

**8. LAST STEP:** Publish your event. Click the “Publish” button to add your event to the Wider Horizon’s Calendar.



CONGRATULATIONS!!! Your event is published!!!

To view your new event, click the “View Event” link.



You can now View the Full Calendar, Edit or Delete your new event.

\*There is a known bug with the Calendar, sometimes the calendar re-assigns your event to a Sunday. A few days after posting, review and make sure your event is correct.

For assistance, please contact:

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