

Procedure for editing an existing recurring Event on UUCB.org

Anything that happens at a specific time is an Event.

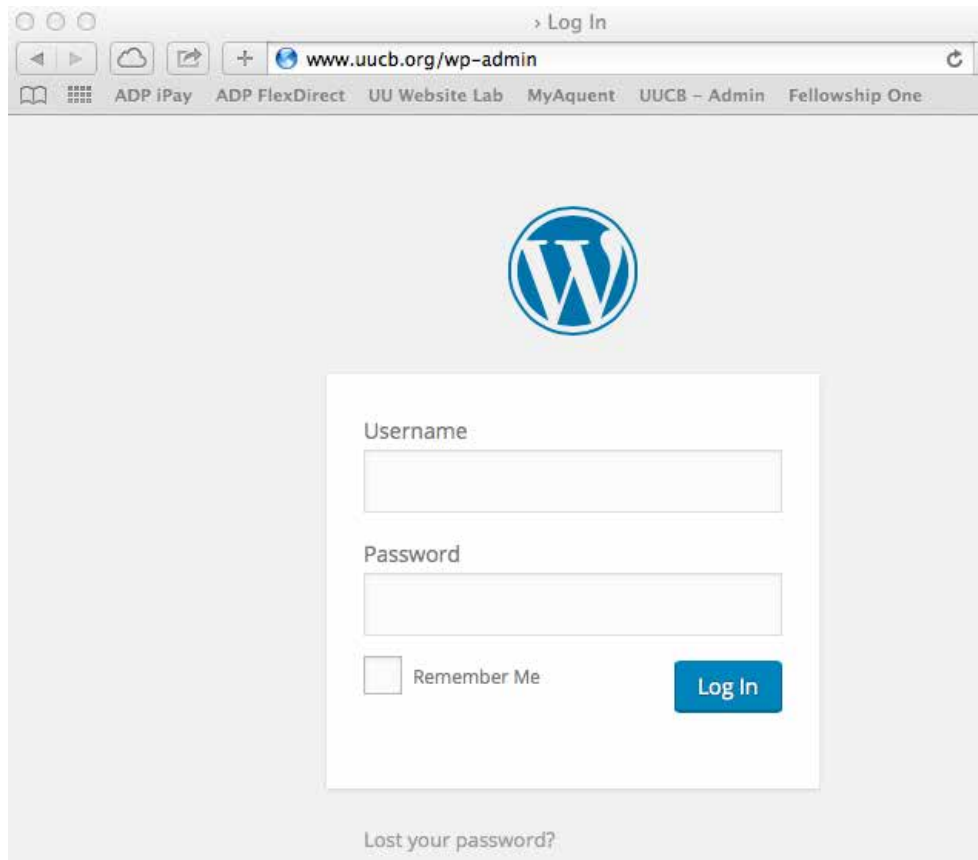
- Events will display on the site both on the Church Calendar and on an “event page.”
- Events can be either single events that happen once, or part of a “recurring event.”
- This tutorial focuses on how to edit specific events, within a series of recurring events already posted.

Step 1 Log in to the WordPress administration side of the site.

WordPress is the “platform” on which the uucb.org website is built.

Point your browser to uucb.org/wp-admin

A log-in screen will display:



Use the same username and password you currently use to log in to the uucb.org website.

If you don't remember these credentials, or never signed on as a user, contact Jim Gasperini:

jimg@well.com
510.559.1897.

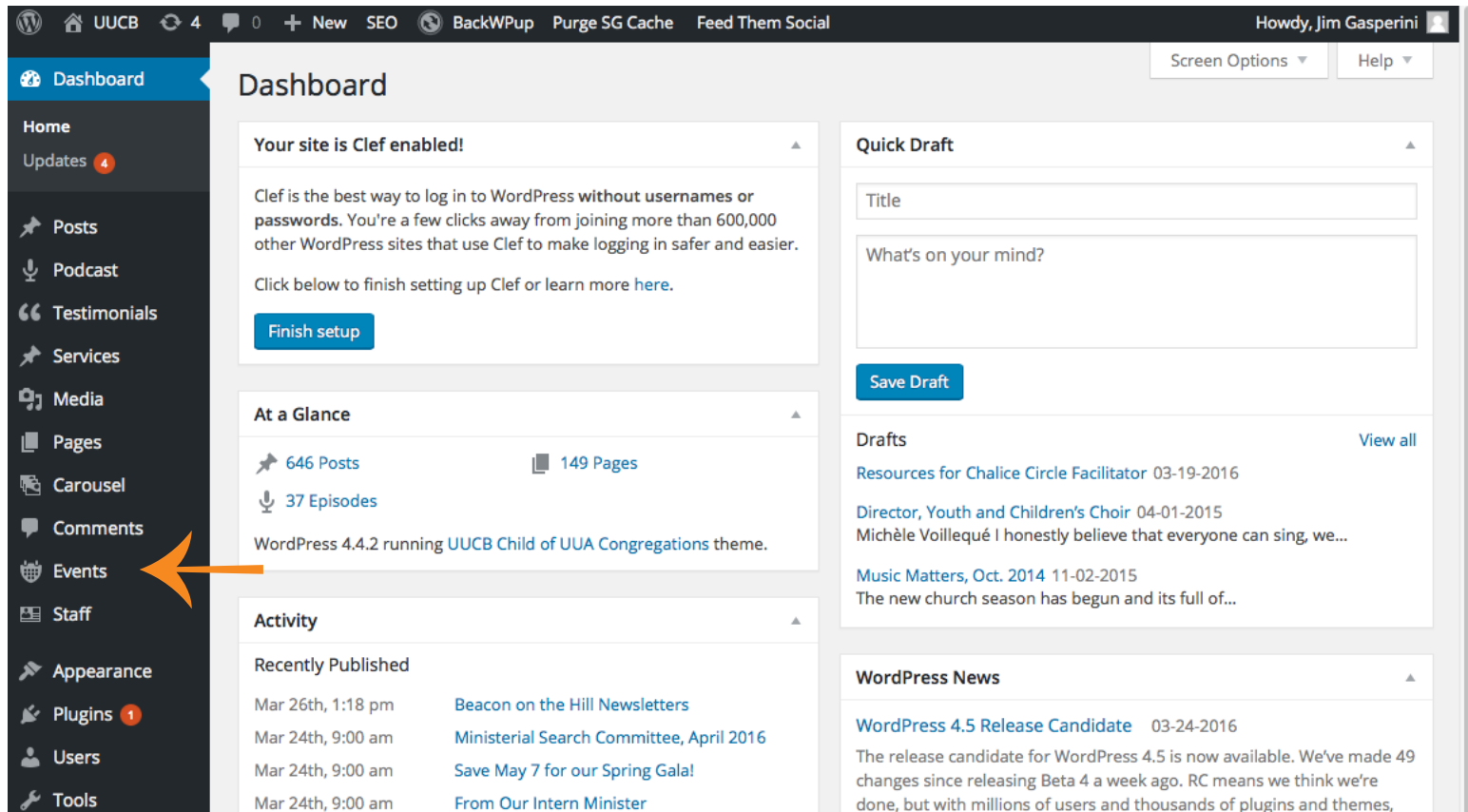
Type in your username and password.

Select the Log In button.

Step 2 Navigate to the Events page

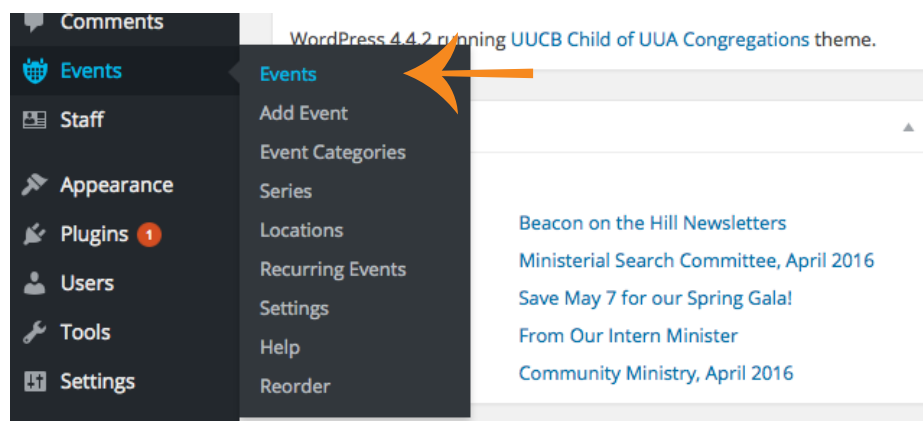
The first screen you see will likely be the Dashboard.

On the left-hand navigation menu, point your cursor at Events.



The screenshot shows the WordPress Dashboard interface. The top navigation bar includes the WordPress logo, site name 'UUCB', and various utility links like 'New', 'SEO', 'BackWPup', 'Purge SG Cache', and 'Feed Them Social'. The user's name 'Howdy, Jim Gasperini' is visible in the top right. The main dashboard area is titled 'Dashboard' and contains several widgets: 'Your site is Clef enabled!', 'Quick Draft', 'At a Glance' (showing 646 Posts, 149 Pages, and 37 Episodes), 'Activity' (listing recent posts), and 'WordPress News'. On the left-hand navigation menu, the 'Events' option is highlighted with an orange arrow pointing to it.

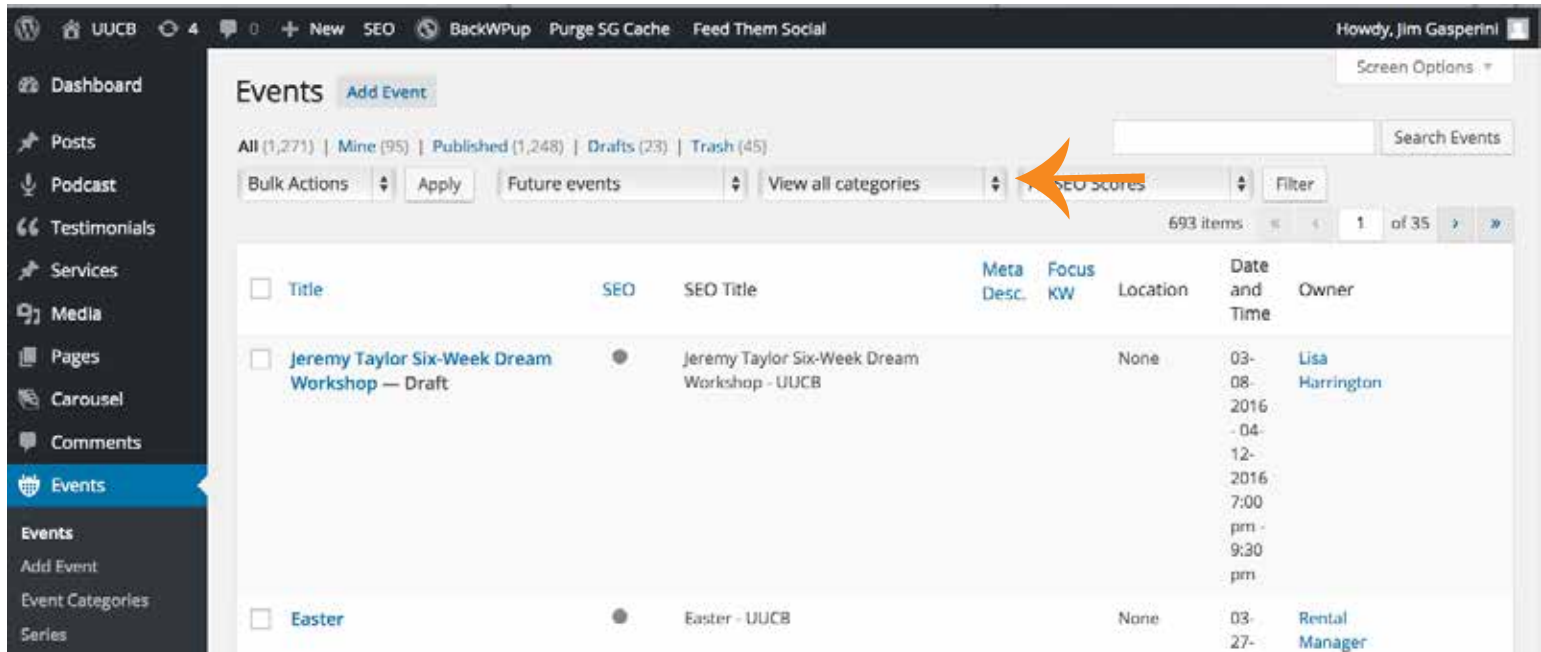
From the fly-out menu that displays, choose the first option (also called Events.)



This screenshot shows the 'Events' fly-out menu that appears when the 'Events' option in the navigation menu is selected. The menu is dark grey and contains the following options: 'Events', 'Add Event', 'Event Categories', 'Series', 'Locations', 'Recurring Events', 'Settings', 'Help', and 'Reorder'. An orange arrow points to the 'Events' option at the top of the menu. The background of the dashboard is partially visible, showing the 'Activity' widget.

Step 3 Filter Events for your Category

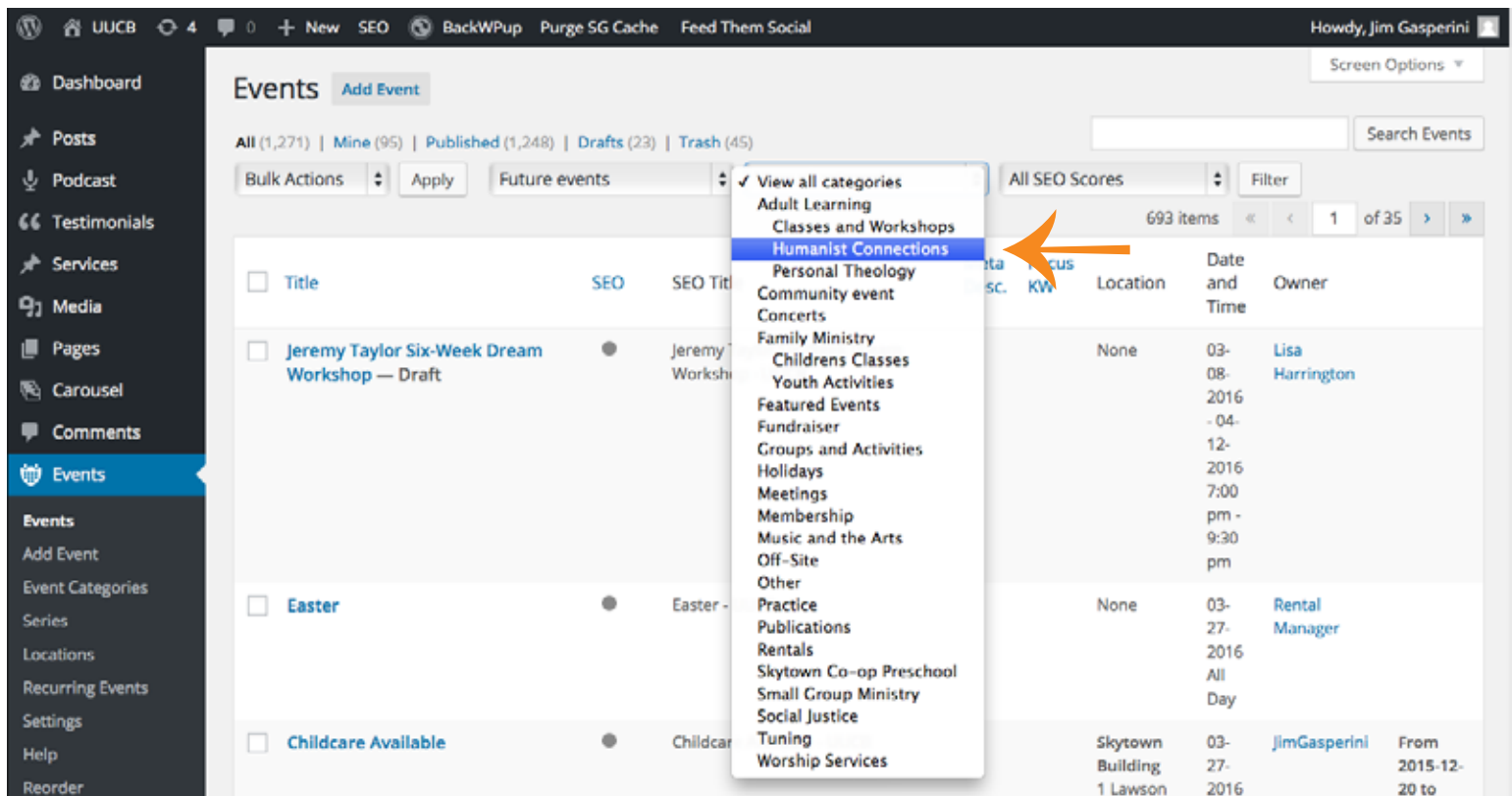
The Events page will display various events of recent vintage. Select the Categories menu.



The screenshot shows the WordPress Events page. The left sidebar contains navigation links: Dashboard, Posts, Podcast, Testimonials, Services, Media, Pages, Carousel, Comments, Events (highlighted), Add Event, Event Categories, and Series. The main content area is titled 'Events' and includes an 'Add Event' button. Below the title, there are filters for 'Bulk Actions', 'Apply', 'Future events', and 'View all categories'. An orange arrow points to the 'View all categories' dropdown menu, which is currently set to 'All SEO Scores'. The table below shows a list of events with columns for Title, SEO, SEO Title, Meta Desc., Focus KW, Location, Date and Time, and Owner.

Title	SEO	SEO Title	Meta Desc.	Focus KW	Location	Date and Time	Owner
<input type="checkbox"/> Jeremy Taylor Six-Week Dream Workshop — Draft	●	Jeremy Taylor Six-Week Dream Workshop - UUCB			None	03-08-2016 -04-12-2016 7:00 pm - 9:30 pm	Lisa Harrington
<input type="checkbox"/> Easter	●	Easter - UUCB			None	03-27-	Rental Manager

Choose the event category in which you are interested from the drop-down menu.



The screenshot shows the WordPress Events page with the 'View all categories' dropdown menu open. An orange arrow points to the 'Humanist Connections' option in the list. The list includes: View all categories, Adult Learning, Classes and Workshops, Humanist Connections, Personal Theology, Community event, Concerts, Family Ministry, Childrens Classes, Youth Activities, Featured Events, Fundraiser, Groups and Activities, Holidays, Meetings, Membership, Music and the Arts, Off-Site, Other, Practice, Publications, Rentals, Skytown Co-op Preschool, Small Group Ministry, Social Justice, Tuning, and Worship Services.

Title	SEO	SEO Title	Meta Desc.	Focus KW	Location	Date and Time	Owner
<input type="checkbox"/> Jeremy Taylor Six-Week Dream Workshop — Draft	●	Jeremy Taylor Six-Week Dream Workshop - UUCB			None	03-08-2016 -04-12-2016 7:00 pm - 9:30 pm	Lisa Harrington
<input type="checkbox"/> Easter	●	Easter - UUCB			None	03-27-	Rental Manager
<input type="checkbox"/> Childcare Available	●	Childcare Available - UUCB			Skytown Building 1 Lawson	03-27-2016 All Day	JimGasperini

Once you have chosen your category, select the Filter button.



The screenshot shows the WordPress Events page with the 'View all categories' dropdown menu set to 'Humanist Connections'. An orange arrow points to the 'Filter' button.

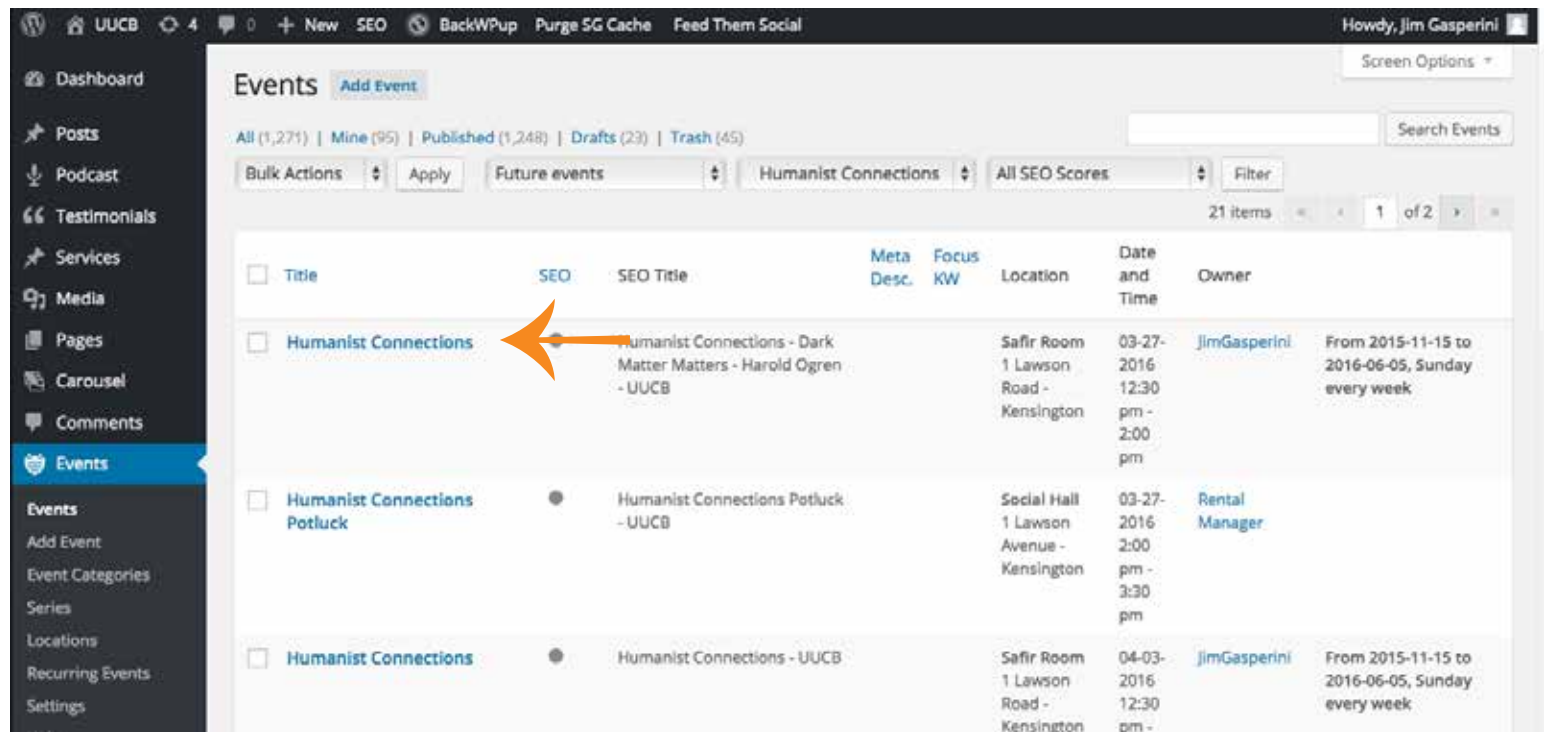
Title	SEO	SEO Title	Meta Desc.	Focus KW	Location	Date and Time	Owner
<input type="checkbox"/> Jeremy Taylor Six-Week Dream Workshop — Draft	●	Jeremy Taylor Six-Week Dream Workshop - UUCB			None	03-08-2016 -04-12-2016 7:00 pm - 9:30 pm	Lisa Harrington
<input type="checkbox"/> Easter	●	Easter - UUCB			None	03-27-	Rental Manager
<input type="checkbox"/> Childcare Available	●	Childcare Available - UUCB			Skytown Building 1 Lawson	03-27-2016 All Day	JimGasperini

Step 4 Choose an Event to edit

Events that match your selected category (here, Humanist Connections) will display.

- By default the events listed will show Future events, starting with the next upcoming event.
- You can change the way the list displays many ways. Instead of “Future events,” for example, you can choose to see “Past events,” “All events,” and other options.

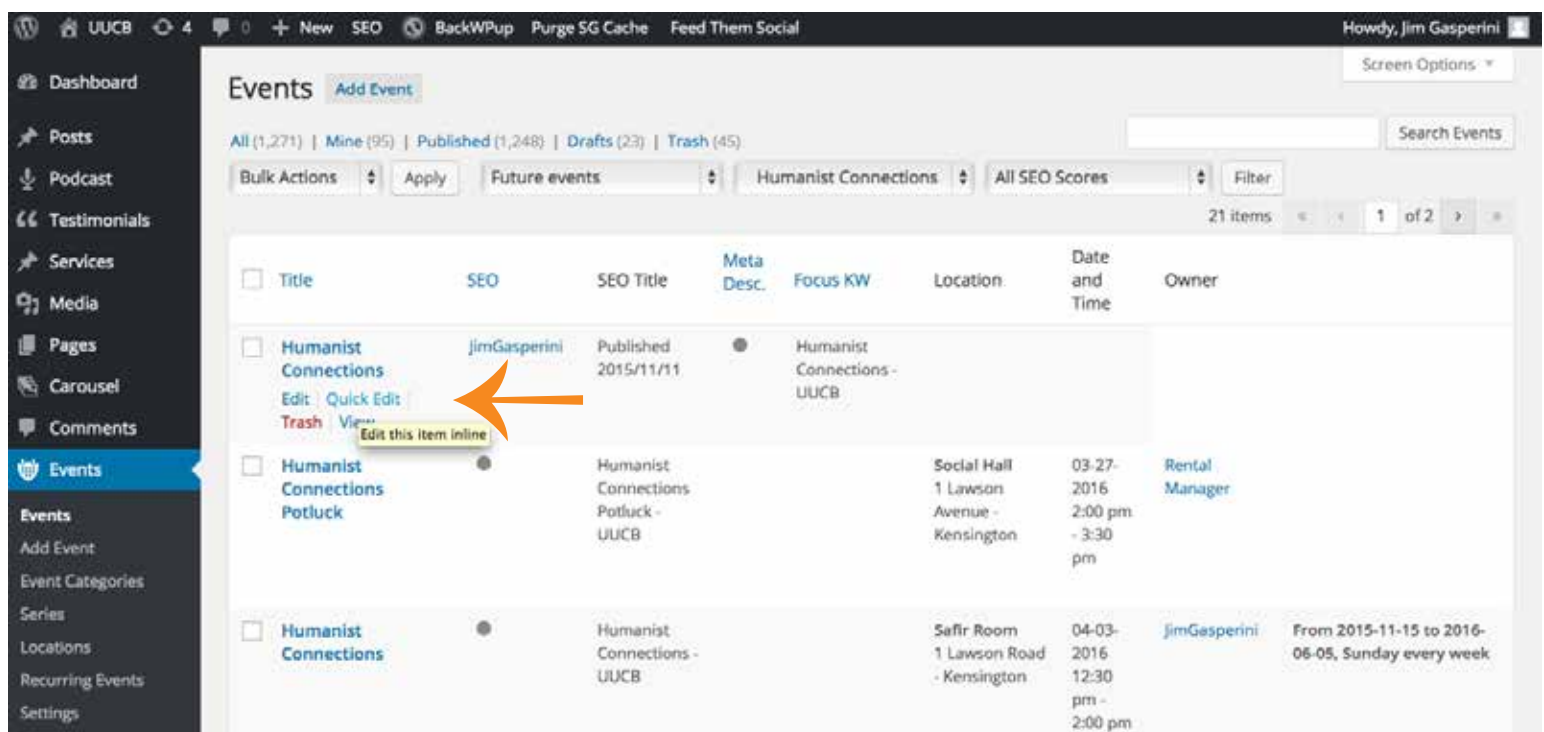
Select a particular event out of the series to edit.



The screenshot shows the WordPress Events management interface. The left sidebar contains navigation options: Dashboard, Posts, Podcast, Testimonials, Services, Media, Pages, Carousel, Comments, Events, Add Event, Event Categories, Series, Locations, Recurring Events, and Settings. The main content area is titled 'Events' and includes an 'Add Event' button. Below the title, there are filters for 'Bulk Actions', 'Apply', 'Future events', 'Humanist Connections', and 'All SEO Scores'. A search bar is also present. The event list has columns for Title, SEO, SEO Title, Meta Desc., Focus KW, Location, Date and Time, and Owner. The first event is 'Humanist Connections' with an orange arrow pointing to its title. The second event is 'Humanist Connections Potluck' and the third is 'Humanist Connections'.

<input type="checkbox"/>	Title	SEO	SEO Title	Meta Desc.	Focus KW	Location	Date and Time	Owner
<input type="checkbox"/>	Humanist Connections		Humanist Connections - Dark Matter Matters - Harold Ogren - UUCB			Safr Room 1 Lawson Road - Kensington	03-27-2016 12:30 pm - 2:00 pm	JimGasperini
<input type="checkbox"/>	Humanist Connections Potluck		Humanist Connections Potluck - UUCB			Social Hall 1 Lawson Avenue - Kensington	03-27-2016 2:00 pm - 3:30 pm	Rental Manager
<input type="checkbox"/>	Humanist Connections		Humanist Connections - UUCB			Safr Room 1 Lawson Road - Kensington	04-03-2016 12:30 pm -	JimGasperini

Several options now display under the event title. If the edits you wish to make are minor, the best choice is Quick Edit.



The screenshot shows the same WordPress Events management interface as the previous one, but with the 'Humanist Connections' event selected. The 'Quick Edit' link is highlighted with an orange arrow. A tooltip 'Edit this item inline' is visible over the 'Quick Edit' link. The event list shows the same three events as before.

<input type="checkbox"/>	Title	SEO	SEO Title	Meta Desc.	Focus KW	Location	Date and Time	Owner
<input type="checkbox"/>	Humanist Connections	JimGasperini	Published 2015/11/11		Humanist Connections - UUCB			
<input type="checkbox"/>	Humanist Connections Potluck		Humanist Connections Potluck - UUCB			Social Hall 1 Lawson Avenue - Kensington	03-27-2016 2:00 pm - 3:30 pm	Rental Manager
<input type="checkbox"/>	Humanist Connections		Humanist Connections - UUCB			Safr Room 1 Lawson Road - Kensington	04-03-2016 12:30 pm - 2:00 pm	JimGasperini

Step 5A Quick Edit

Quick Edit allows you to edit the title (shown here), category, status, and a few other things.

- To edit the body content of the post, you need to instead select Edit on the previous screen.

Select Update to make changes effective.

The screenshot shows the 'Quick Edit' form for an event. The title is 'Humanist Connections - Dark Matter Matters - Harold Ogren'. The author is 'JimGasperini'. The status is 'Published'. Under 'Event Categories', 'Humanist Connections' is checked. There is an orange arrow pointing to the 'Update' button in the bottom right corner.

In the screen below, a user has completed a change to one event, and has moved on to the next in the series.

The screenshot shows the 'Events' list view. The first event is 'Humanist Connections - Dark Matter Matters - Harold Ogren' with status 'Published'. The second event is 'Humanist Connections Potluck'. The third event is 'Humanist Connections' with status 'Published' and a date range 'From 2015-11-15 to 2016-06-05, Sunday every week'. An orange arrow points to the 'Edit' link for the third event.

Title	SEO	SEO Title	Meta Desc.	Focus KW	Location	Date and Time	Owner
Humanist Connections - Dark Matter Matters - Harold Ogren	JimGasperini	Published		Humanist Connections - Dark Matter Matters - Harold Ogren - UUCB			
Humanist Connections Potluck		Humanist Connections Potluck - UUCB			Social Hall 1 Lawson Avenue - Kensington	03-27-2016 2:00 pm - 3:30 pm	Rental Manager
Humanist Connections		Humanist Connections - UUCB			Safir Room 1 Lawson Road - Kensington	04-03-2016 12:30 pm -	JimGasperini

Step 5B Edit alternative (instead of Quick Edit)

Selecting Edit instead of Quick Edit allows you to edit more aspects of the post.

- Note the warning about editing instances of recurring posts.
- You do not need to worry that edits you make on this page could affect any other pages.
- The warning is about edits made to the underlying recurrent page. Edits there will wipe out all edits here.

The screenshot shows the WordPress 'Edit Event' interface. At the top, there's a navigation bar with 'UUCB' and various utility links. The main content area is titled 'Edit Event' and includes a warning: 'WARNING: This is a recurrence in a set of recurring events. If you update this event data and save, it could get overwritten if you edit the recurring event template. To make it an independent, detach it. To manage the whole set, edit the recurring event template.' Below the warning is the event title 'Humanist Connections - Dark Matter Matters - Harold Ogren' and its permalink. There are buttons for 'Add Media' and 'Add Youtube Video', and a rich text editor with various formatting options. On the right, there's a 'When' section with date and time pickers, and a 'Publish' section with a 'Preview Changes' button highlighted by an orange arrow. The user's name 'Howdy, Jim Gasperini' is visible in the top right corner.

A useful feature of Edit is the ability to select a button to Preview Changes (see above.) If you do so, a preview page opens in a separate tab (see below.)

The screenshot shows the preview of the event page on the UUCB website. The header includes the UUCB logo and navigation links like 'DIRECTIONS', 'SEARCH', 'CALENDAR', 'RENTALS', and 'GIVE'. The main content area features the event title 'Humanist Connections – Dark Matter Matters – Harold Ogren', the date '03-27-2016', the time '12:30 pm - 2:00 pm', and the location 'Safir Room'. Below this is a quote: 'A free and responsible search for truth and meaning.' and a 'Leave a Reply' button. On the right side, there's a 'Special Events' section listing other events like 'Easter Celebrations' and 'SJC Film Screening: "Ghost Town to Havana"'. The user's name 'Howdy, Jim Gasperini' is visible in the top right corner.