

How to add or edit Events on UUCB.org

Anything listed on UUCB that happens at a specific time is an Event.

- Events will display
 - on the Church Calendar
 - in event lists, and
 - on an “event page.”

Editing page or post content is different from editing events. For that process, see a separate document:
UUCB.org How to Edit a Page 27Jan16.pdf

Single or Recurring Event?

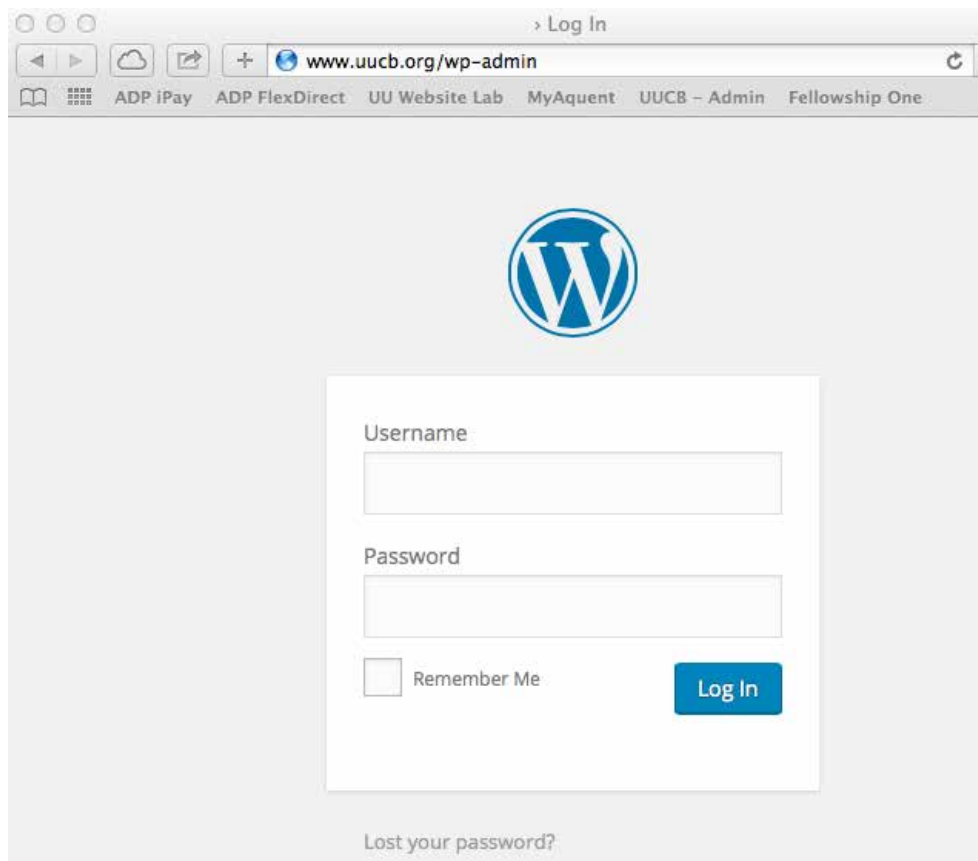
Events can be either single events that happen once, or part of a “recurring event.”

- This document will first discuss single events, then recurring events.

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 <http://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 (on the previous site, “MyUUCB.”)

If you don’t remember these credentials, or never signed on as a user, contact
webmaster@uucb.org

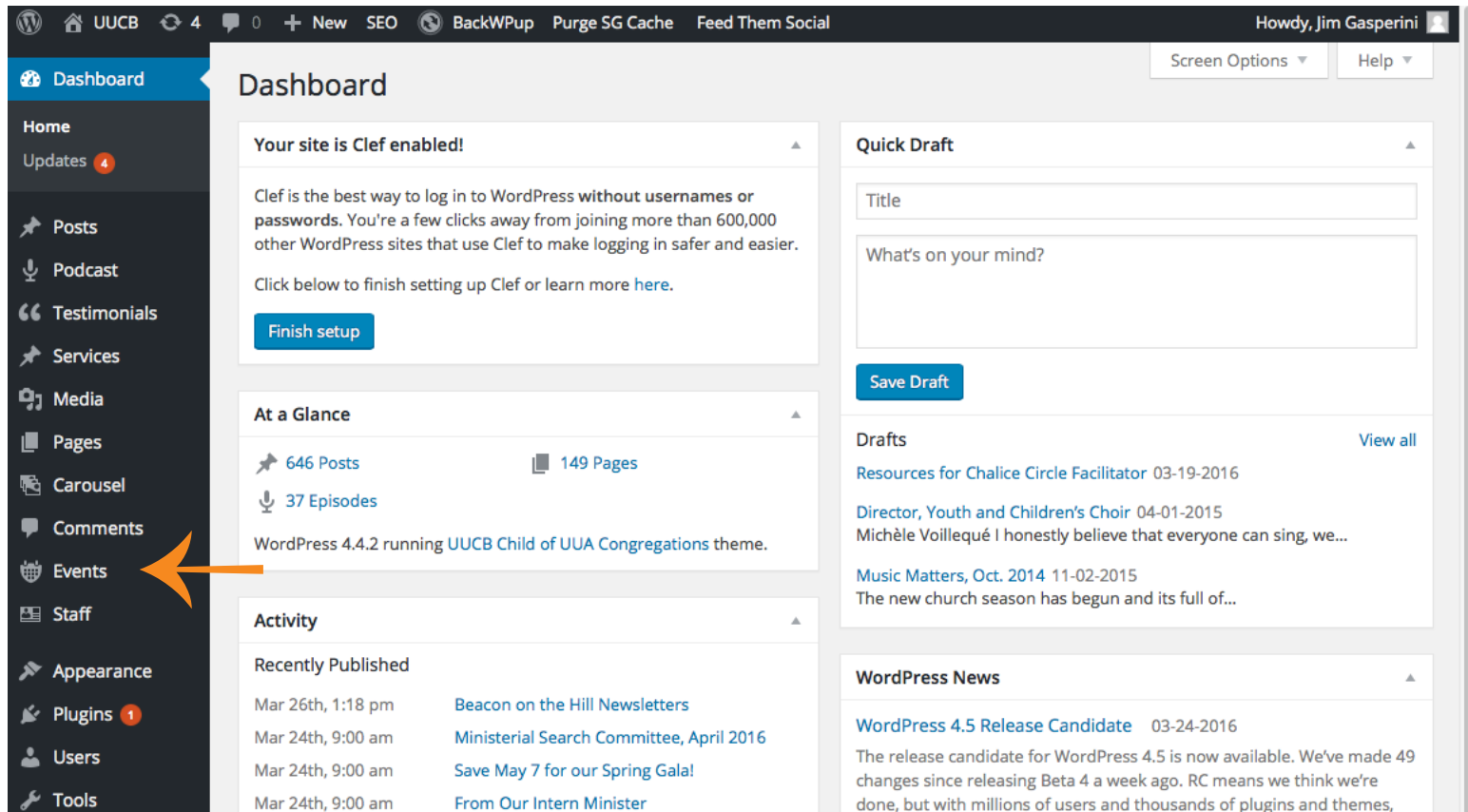
Currently this is Jim Gasperini, also reachable at 510.559.1897.

Type in your username and password.
Select the Log In button.

Navigate to the Events page

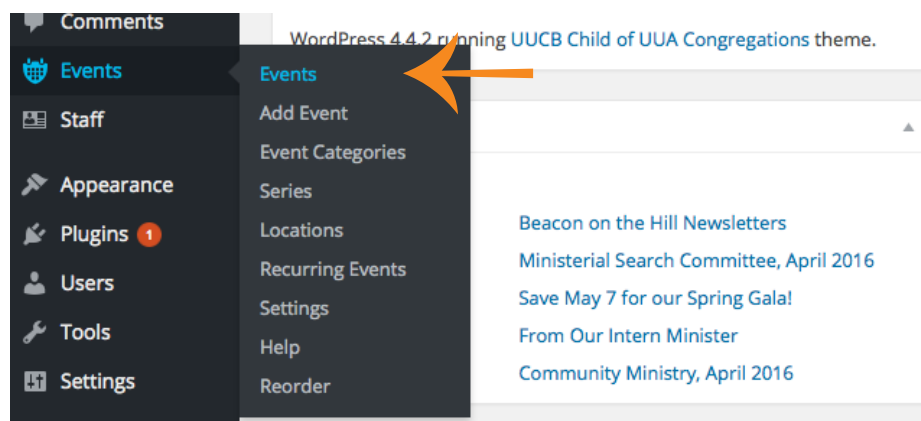
The first screen you see will likely be the Dashboard.

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



The screenshot shows the WordPress Dashboard for a user named Jim Gasperini. The left-hand navigation menu is visible, with the 'Events' option highlighted by an orange arrow. The main content area displays several widgets: 'Your site is Clef enabled!', 'Quick Draft', 'At a Glance' (showing 646 Posts, 149 Pages, and 37 Episodes), 'Activity' (listing recent posts), 'Drafts' (listing draft posts), and 'WordPress News'.

From the fly-out menu that displays, choose the first option (also called Events) to edit an existing event, or Add Event to create a new one.



The screenshot shows the 'Events' fly-out menu that appears when the 'Events' option in the navigation menu is clicked. The menu is highlighted by an orange arrow. The menu items are: 'Events', 'Add Event', 'Event Categories', 'Series', 'Locations', 'Recurring Events', 'Settings', 'Help', and 'Reorder'. The main content area of the dashboard is partially visible in the background.

Add New Event 1

The Add New Event page displays various controls. Some are required for the event to be complete and display properly; others are optional.

Required controls:

- Title field
- Description field
- “When” controls - date, time
- “Publish” controls
- “Where” controls
- “Event Categories”

The screenshot shows the WordPress 'Add New Event' page. The left sidebar contains navigation links: Dashboard, Posts, Podcast, Testimonials, Services, Media, YouTube Free, Pages, Carousel, Comments, Events (1), Add Event, Event Categories, Series, Locations, Recurring Events, Settings, Help, Reorder, Staff, Appearance, Plugins (1), Users, and Tools. The main content area is titled 'Add New Event' and includes a 'Screen Options' dropdown in the top right. The page is divided into several sections, with orange arrows pointing to specific controls:

- Title field:** A text input field with the placeholder text 'Enter title here'.
- When controls:** A section for scheduling the event, including 'From' and 'to' date pickers, 'Event starts at' time pickers (set to 12:00 AM), and an 'All day' checkbox. Below this is a note: 'This event spans every day between the beginning and end date, with start/end times applying to each day.'
- Publish controls:** A section for managing the event's status and visibility, including 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', 'Duplicate This', 'Readability: Needs improvement', and 'SEO: Not available'. A 'Publish' button is located at the bottom right of this section.
- Where controls:** A section for specifying the event's location, including a checkbox for 'This event does not have a physical location.' and a 'Location Name' text input field.
- Event Categories:** A section for selecting event categories, including 'All Event Categories' and 'Most Used' tabs, and a list of categories with checkboxes: 'Adult Learning' and 'Classes and Workshops'.

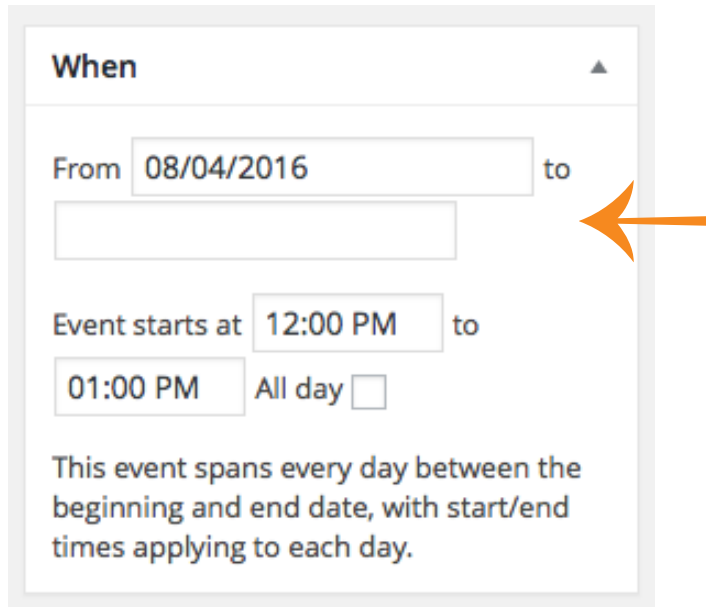
The main content area also features a rich text editor with a toolbar containing options for 'Add Media', 'YouTube', 'Visual', 'Text', and 'HTML'. The editor is currently in 'Paragraph' mode and contains the text 'p' and a 'Word count: 0' indicator. A 'Yoast SEO' section is visible below the editor. The 'Events' menu item in the sidebar is highlighted in blue, and the 'Add Event' option is selected.

Add New Event 2

Some controls should be self-explanatory. Here are notes on those that might use some explanation.

Single date

To set an event to take place on a single day, just leave the “to” field blank.



When

From to

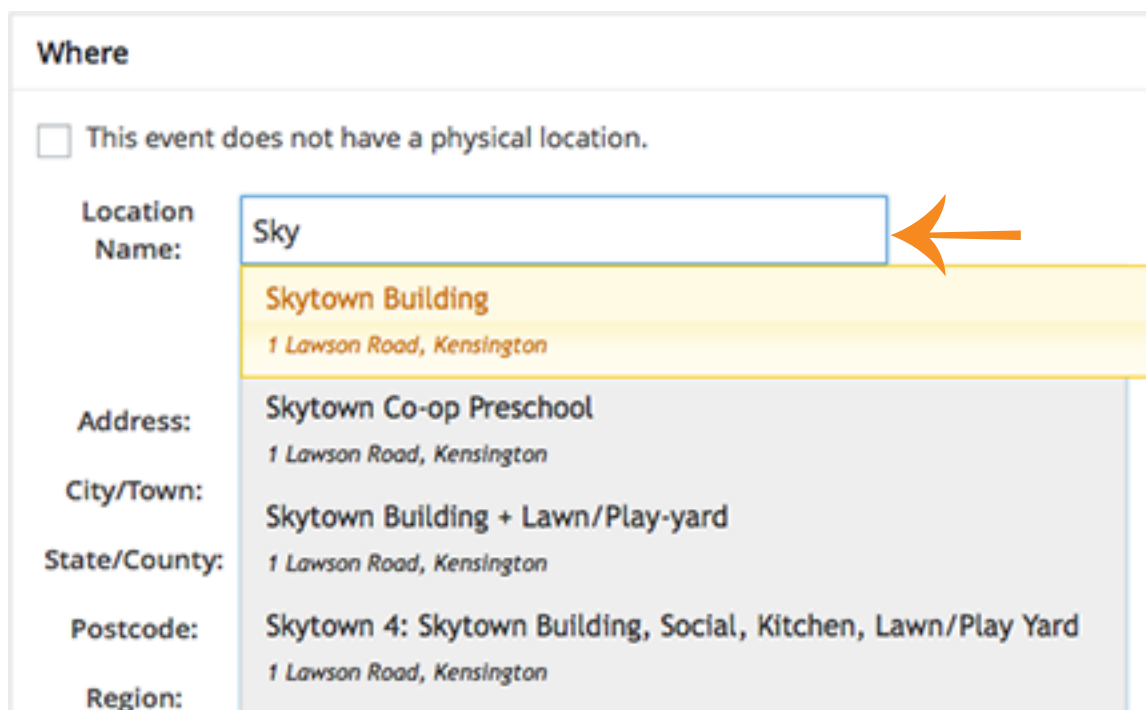
Event starts at to All day

This event spans every day between the beginning and end date, with start/end times applying to each day.

Location

To choose a location, start typing in the Location Name field.

- Locations already be in the system will begin to display in a menu below the field
- Some locations have variations, usually because they are bundled with other locations



Where

This event does not have a physical location.

Location Name:

Address: Skytown Co-op Preschool
1 Lawson Road, Kensington

City/Town: Skytown Building + Lawn/Play-yard

State/County: 1 Lawson Road, Kensington

Postcode: Skytown 4: Skytown Building, Social, Kitchen, Lawn/Play Yard

Region: 1 Lawson Road, Kensington

Add New Event 3

Categories

For an event to display on the calendar, it must be assigned at least one category.

If there are more than two categories, the setting “Primary” determines which color displays on the calendar.

Certain categories determine which events displays in special menus.

- “Special Events” display on the home page and by default in the right-column sidebar on many pages.
- Events marked “Social Justice” will display in the right-column sidebar on all Social Justice pages.
- “Family Ministry” events receive similar treatment.

Preview - opens the event in a separate tab or window so you check your work.

Status - here you can turn a Published event back into a Draft. There is also “Pending Review,” another type of draft.

Visibility - most pages will be Public, but there are other options.

Publish immediately - you can set events to publish at some future date here.

Duplicate This - make a clone of the current event, as a Draft. You will have to find it in the Event list.

Publish - After you have checked your work with Preview, select here to add it to the Calendar and event lists.

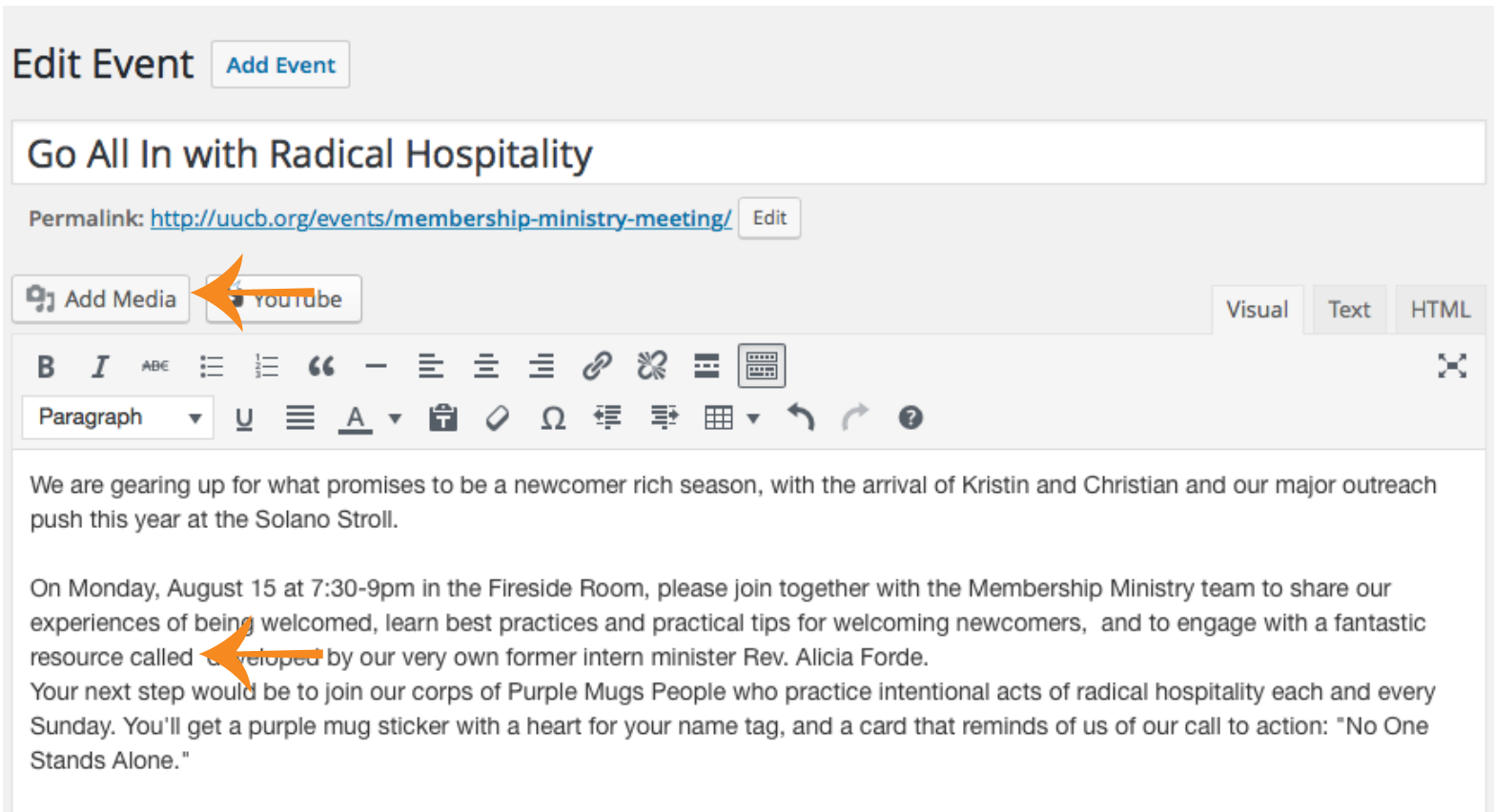
Add images and PDFs 1

Here is how to add images, PDFs, and certain other files to an event.

- Note: to add audio files or videos, a different procedure is followed.
- For audio files, see separate document: *How to upload audio files to Wordpress uucb.org.pdf*

1 - Put your cursor where you want the file to display

2 - Select the “Add Media” button above the toolbar



The screenshot shows the WordPress 'Edit Event' interface. At the top left, there is a header 'Edit Event' with a blue 'Add Event' button next to it. Below this is a title field containing 'Go All In with Radical Hospitality'. Under the title is a 'Permalink' field with the URL 'http://uucb.org/events/membership-ministry-meeting/' and an 'Edit' button. The main content area features a toolbar with an 'Add Media' button, which is highlighted with an orange arrow. To the right of the 'Add Media' button are tabs for 'Visual', 'Text', and 'HTML'. Below the toolbar is a rich text editor with various formatting options like bold, italic, text color, background color, link, unlink, list, and table. The text area contains two paragraphs: 'We are gearing up for what promises to be a newcomer rich season, with the arrival of Kristin and Christian and our major outreach push this year at the Solano Stroll.' and 'On Monday, August 15 at 7:30-9pm in the Fireside Room, please join together with the Membership Ministry team to share our experiences of being welcomed, learn best practices and practical tips for welcoming newcomers, and to engage with a fantastic resource called [redacted] developed by our very own former intern minister Rev. Alicia Forde. Your next step would be to join our corps of Purple Mugs People who practice intentional acts of radical hospitality each and every Sunday. You'll get a purple mug sticker with a heart for your name tag, and a card that reminds of us of our call to action: "No One Stands Alone."'.

Add images and PDFs 2

3 - In the Insert Media window that opens

- if the file is not already in the system, use the Upload files button
- if it is in the system but not showing, use Search to find it

4 - Select the media you want to insert

4 - Change the settings for title, caption etc (optional)

- the settings will be different for different media.
- For images you can set it to align left right or center, display in different sizes, etc.

5 - Select blue "Insert into post" button

The screenshot shows the 'Insert Media' window in WordPress. At the top, there are tabs for 'Upload Files' and 'Media Library'. Below the tabs are filters for 'All media items', 'Show all dates', and a search box. The search box has a 'Search' button and radio buttons for 'and' and 'or', and checkboxes for 'Title', 'Name', 'ALT Text', 'Caption', 'Description', and 'Terms'. A grid of media items is displayed, with one PDF file 'multicultural_welcome.pdf' selected. The 'ATTACHMENT DETAILS' panel on the right shows the file name, date (August 3, 2016), size (663 kB), and a 'Delete Permanently' link. The 'URL' field is highlighted, and the 'Title' field is also highlighted. At the bottom, there is a '1 selected' indicator and a blue 'Insert into post' button.

6- When the Insert Media window closes, check to make sure the inserted media displays the way you want.

On Monday, August 15 at 7:30-9pm in the Fireside Room, please join together with the Membership Ministry team to share our experiences of being welcomed, learn best practices and practical tips for welcoming newcomers, and to engage with a fantastic resource called [Multi-Cultural Welcome - A Resource for Greeters](#), developed by our very own former intern minister Rev. Alicia Forde.

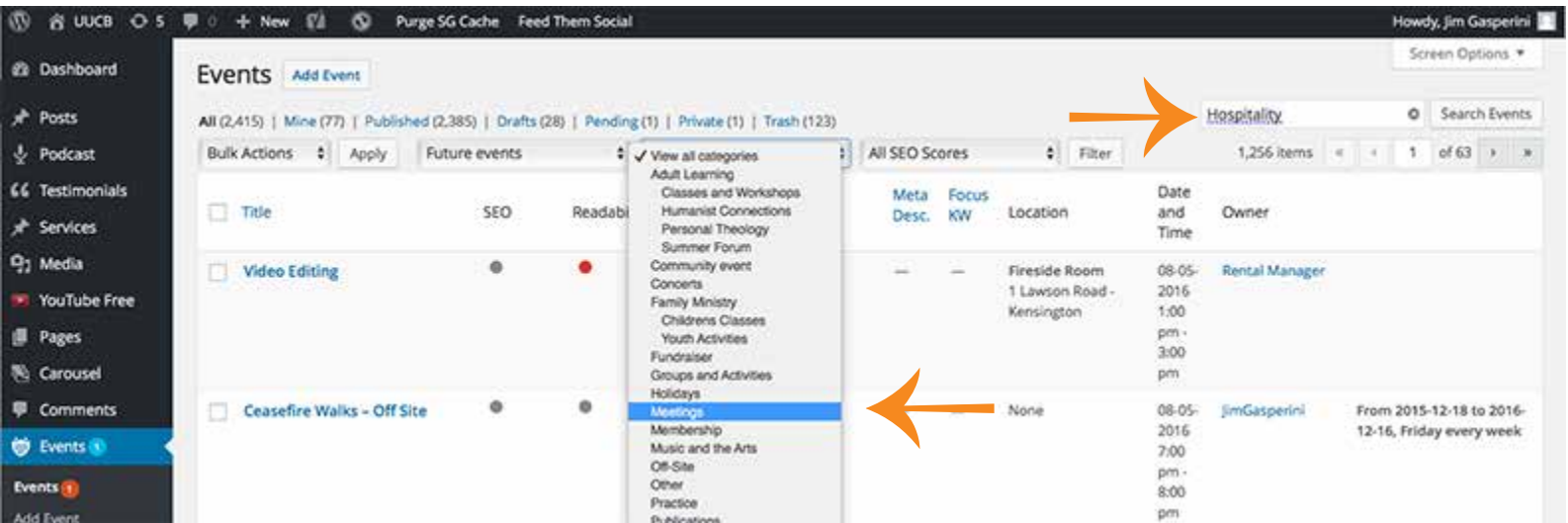
Updating an event

The controls for updating an event are the same as for creating one. First, though, you have to find it. Two ways:

Find an event through the Events list

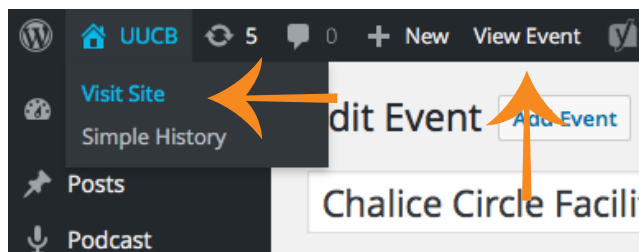
The Events list offers two main ways to narrow down the list:

- Filters
 - To find the Hospitality event, for example, you might filter by Categories/Meetings
- Search
 - Or you could search for “Hospitality”



Find an event through the Calendar

It is often easier to go back up to the site and find the event you want to edit in the Calendar.

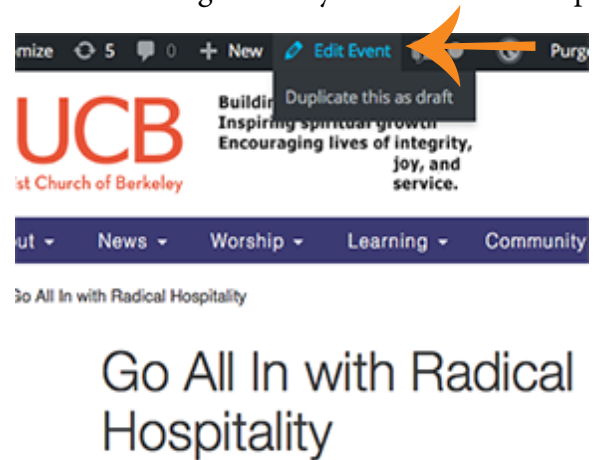
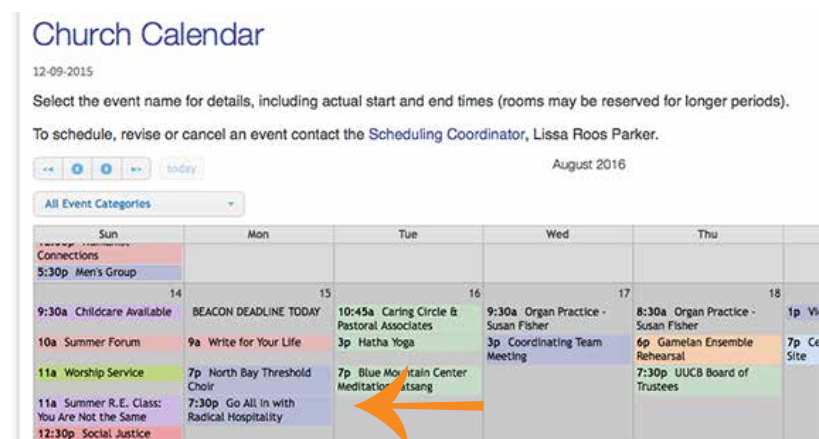


In the upper left of the control bar, selecting “Visit Site” from a drop-down menu under “UUCB” will take you to the home page.

Depending on where you are, there may be a “View Event” or “View Page” link that will also take you to a view of the site.

Select your event...

...then select Edit Event to go directly there to its admin page.



Recurring Events

Events can be either single events that happen once, or part of a “recurring event.”

About recurring events

Recurring events are a convenient feature of Events Manager, but need to be handled carefully.

- The most obvious advantage of this feature is that it allows you to set up a long series of events quickly, instead of one by one, over and over.
- You can set up the basic information about a series as a Recurring Event, then make modifications to each individual event.
- If you do so, however, you cannot later edit the Recurring Event without erasing all the information added to each individual event.

To see the list of Recurring Events:

- Select Events from the left-hand navigation. A list of secondary items will open below it.
- Select the Recurring Events item in the list of secondary items.

To create a new Recurring Event, select “Add Recurring Event” next to the page title.

Dashboard

Posts

Podcast

Testimonials

Services

Media

YouTube Free

Pages

Carousel

Comments

Events 1

Events 1

Add Event

Event Categories

Series

Locations

Recurring Events

Settings

Help

Recurring Events

[Add Recurring Event](#)

Screen Options ▾

Modifications to these events will cause all recurrences of each event to be deleted and recreated and previous bookings will be deleted! You can edit individual recurrences and detach them from recurring events by visiting the [events page](#).

All (176) | Mine (4) | Published (165) | Drafts (11) | Trash (2)

Search Recurring Events

Bulk Actions ▾ Apply Future events ▾ View all categories ▾ Filter

106 items « < 1 of 6 > »

<input type="checkbox"/>	Event ID	Title	Location	Date and Time	Owner
<input type="checkbox"/>	3849	Parent Discussion Circle	R.E. Building - Rooms 3 & 4 1 Lawson Road - Kensington	From 2015-11-29 to 2016-08-28, the fourth of the month	Merrin Clough
<input type="checkbox"/>	1233	Worship Service	None	From 2015-12-06 to 2016-12-25, Sunday every week	JimGasperini
<input type="checkbox"/>	355	Play Readers Anonymous	Fireside Room 1 Lawson Road - Kensington	From 2015-12-06 to 2017-06-30, the fourth Wednesday of the month	JimGasperini
<input type="checkbox"/>	1519	Write for Your Life	Safir Room 1 Lawson Road - Kensington	From 2015-12-07 to 2017-06-30, Monday every week	JimGasperini

Add New Recurring Event

Most of the controls for adding a recurring event are identical to those for creating single events.

Key differences:

- There is no Preview button
 - You can Preview an individual instance of a recurring event, but not the series.
- There is a panel displaying controls for Recurrences.

Add New Recurring Event

My Recurring Event

[Add Media](#)
[YouTube](#)

Visual Text HTML

B *I* ABC

 Paragraph

 U **A**

p
Word count: 0 Draft saved at 8:11:50 pm.

Recurrences

This event repeats **Daily** every day

Recurrences span from to

Events start from 12:00 AM to 12:00 AM All day

Each event spans 0 day(s)

For a recurring event, a one day event will be created on each recurring date within this date range.

Publish

[Save Draft](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Duplicate This](#)

[Move to Trash](#)

[Publish](#)

Event Categories

All Event Categories **Most Used**

- Adult Learning
- Classes and Workshops
- Humanist Connections
- Personal Theology
- Summer Forum
- Community event
- Concerts
- Family Ministry

[+ Add New Event Category](#)

Featured Image

[Set featured image](#)

Though the Recurrences controls offer considerable flexibility, there are some things you cannot do.

- Create recurring events on more than one day of the week.
 - Suggestion: create a recurring event for one day, make a copy, and change the day
- Create recurring events on an irregular schedule.

Editing an Event Within a Recurring Event Series

The most efficient way to edit events within a series is to filter the Events list for your target category. In the screenshots here, the chosen category is Humanist Connections.

Select a particular event out of the series to edit. Several options now display under the event title.

The screenshot shows the WordPress Events list. The table has columns for Title, SEO, SEO Title, Meta Desc., Focus KW, Location, Date and Time, and Owner. The first row is for 'Humanist Connections' with an 'Edit' link and a 'Quick Edit' link. An orange arrow points to the 'Quick Edit' link.

Title	SEO	SEO Title	Meta Desc.	Focus KW	Location	Date and Time	Owner
Humanist Connections	JimGasperini	Published 2015/11/11		Humanist Connections - 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 -			Safir Room 1 Lawson Road	04-03-2016	JimGasperini

Quick Edit

If the edits you wish to make are minor, the best choice is Quick Edit. Quick Edit allows you to edit the title, category, status, and a few other things.

- To edit the body content of the post, you need to instead select Edit.
- Select Update to make changes effective.

The screenshot shows the Quick Edit form for an event. The form includes fields for Title, Author, Password, Event Categories, and Status. The 'Update' button is highlighted with an orange arrow.

QUICK EDIT

Title:

Author:

Password: -OR- Private

Event Categories: Adult Learning, Classes and Workshops, Humanist Connections, Personal Theology, Community event

Podcast Series: Personal Theology, Sermons

Status:

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 to the underlying recurrent page. Edits there will wipe out all edits here.

A useful feature of Edit (not Quick Edit) is the ability to select Preview Changes (see above.) If you do so, a preview page opens in a separate tab (see below.)