

Adding Training & Events to the Calendar

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1. Add a New Event

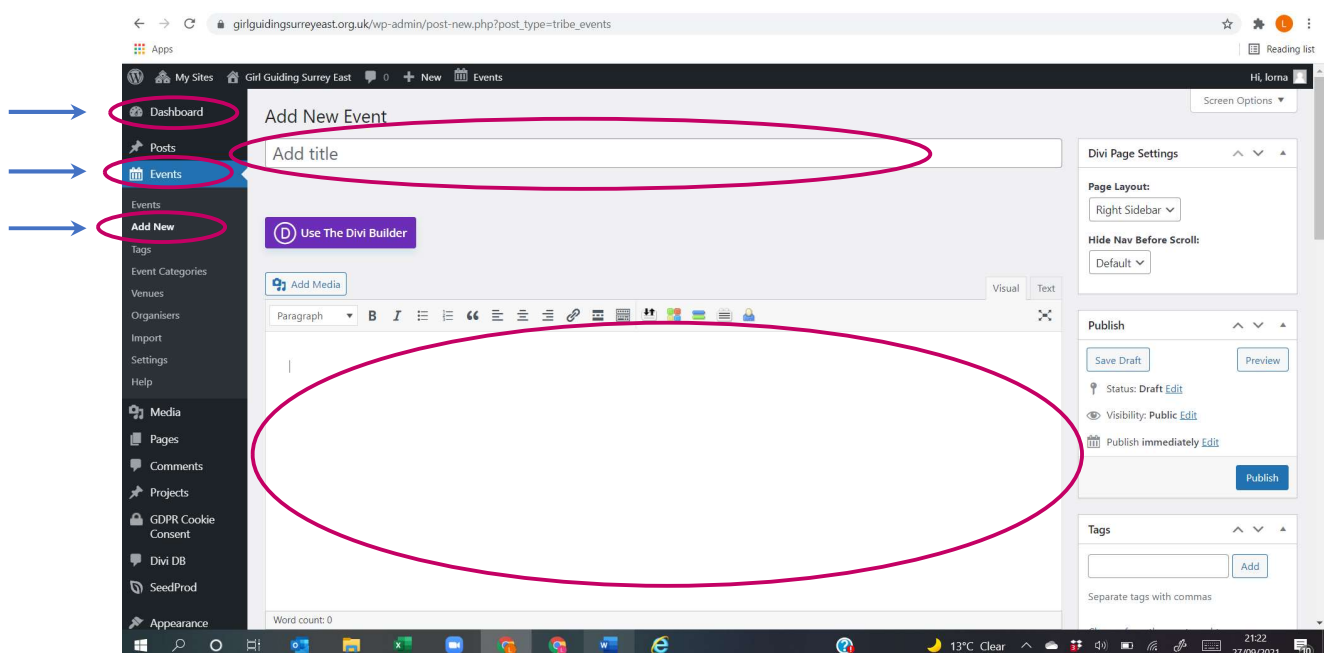
Select → dashboard

Select → events

Select → add new

Give it a title where it says 'add title' consider cutting and pasting the text to keep it consistent across all similar trainings.

Put your text in the main box, consider cutting and pasting the text to keep it consistent across all similar trainings.



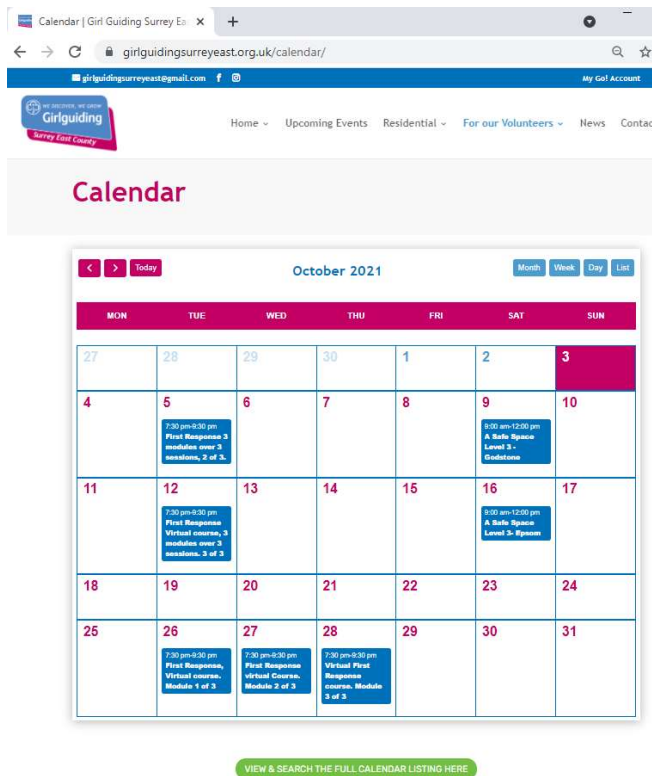
2. Add Event Details

1. Choose the date and time etc using the drop-down boxes.
2. Select a location - this will link to a map etc (Most locations are pre-populated, but a new location can be added if necessary, please fill in as much detail as possible, this may include a picture if you wish)
3. Choose an organiser from the drop-down box. (New organisers can be added if not already)

The screenshot shows the 'Add Event Details' form in the Girl Guiding Surrey East WordPress admin. The form is titled 'The Events Calendar' and has several sections: 'TIME & DATE', 'LOCATION', 'ORGANISERS', and 'EVENT WEBSITE'. The 'TIME & DATE' section has fields for 'Start/End' (3/6/2022, 9:00am to 12:00pm, 3/6/2022) and 'Time Zone: Europe/London'. The 'LOCATION' section has a 'Venue' dropdown (Faurefold) and checkboxes for 'Show Map' and 'Show Map Link'. The 'ORGANISERS' section has an 'Organiser' dropdown (Lorna Smith) and a button 'Add another organiser'. The 'EVENT WEBSITE' section has a 'URL' field (example.com). On the right, there are sidebars for 'Event Categories' (listing County Events, County Executive, Events, Faurefold Activity Days, Fundraising, Training, A Safe Space, Evening Training) and 'Event Options' (Hide From Event Listings, Sticky in Month View, Feature Event). A 'Featured image' section is also present. Three red circles are drawn around the 'TIME & DATE', 'LOCATION', and 'ORGANISERS' sections, with numbers 1, 2, and 3 respectively, corresponding to the instructions above.

3. Choose your event Categories

The screenshot shows the 'Add Event Details' form in the Girl Guiding Surrey East WordPress admin, focusing on the 'Event Categories' sidebar. The sidebar is titled 'Event Categories' and has a 'Most Used' tab. It lists several categories: County Events, County Executive, Events, Faurefold Activity Days, Fundraising, Training, A Safe Space, and Evening Training. A red circle is drawn around the 'Event Categories' sidebar, indicating the step to choose event categories.



Choose event categories, this will link it to various sections of the website, so choose wisely. If a category has been set up as a subcategory then you should probably be flagging the parent category (e.g. events; training) too.

Everything shows up on the main calendar (pictured left) and the linked full calendar listing as there is no filter option for these displays

Categories are used to filter what events show up on different pages and event advertising across the website, but they are all linked to the same event calendar

The information below shows what event categories are used to filter for various pages across the website

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3.1. Training Categories

Most training should have **2** Categories selected

1. All training events need to have **Training** selected in order to show up on the main training carousel (training page).
2. There should then be a Sub-Category chosen as this will then filter onto the specific training information page. So for example you can see all the planned safe space trainings on the Safe Space Training page.

<input type="checkbox"/>	Training	Use for ALL training courses and events – This category is used for the Training Carousel on the Main Training page	training	15
<input type="checkbox"/>	— A Safe Space Edit Quick Edit Delete View	Filter for Safe Space Training listing	safe-space	6
<input type="checkbox"/>	— Evening Training	Filter for Evening Trainings (Top Menu item)	evening-training	6
<input type="checkbox"/>	— First Response	Filter for First Response Training listing on the First Response Page	first-response	8
<input type="checkbox"/>	— Going Away with Scheme	Filter for Residential Training listing on the Main Residential Page	going-away-with-scheme	1
<input type="checkbox"/>	— Leadership Qualification	Filter for First Response Training listing – does not have own page	leadership-qualification	0

3.2. Other Calendar Entry categories

Note that County Event is not a filter and should be used in conjunction with other categories.

<input type="checkbox"/> County Event Edit Quick Edit Delete View	For Days, Events and Challenges organised by Surrey East County for Activity Days, County Challenges and County Training Days – not used as a filter, but a useful additional tag. Should be used in conjunction with either Events or Training tag (or both) to be sure to show up on the appropriate page	county-events	6
<input type="checkbox"/> County Executive	Appears on the Volunteers News Page and the Calendar, for purposes of notification of County Executive meetings	county-executive	1
<input type="checkbox"/> Events	Activity Events and Opportunities for Units	events	6
<input type="checkbox"/> — Challenges	For calendar entries flagging a county challenge that might be a badge or digital social media	challenges	0
<input type="checkbox"/> — Faurefold Activity Days	Annual Activity Days run by Faurefold – Booking will be on the Faurefold website not the County Pages	faurefold-activity-days	3
<input type="checkbox"/> — Fundraising	for fundraising events,	fundraising	0
<input type="checkbox"/> — Trefoil	For Events specific to Trefoil	trefoil	0

4. Add an image

Click on [Set featured image](#), this will have needed to have been previously uploaded to the website- please see separate guidance on photos.

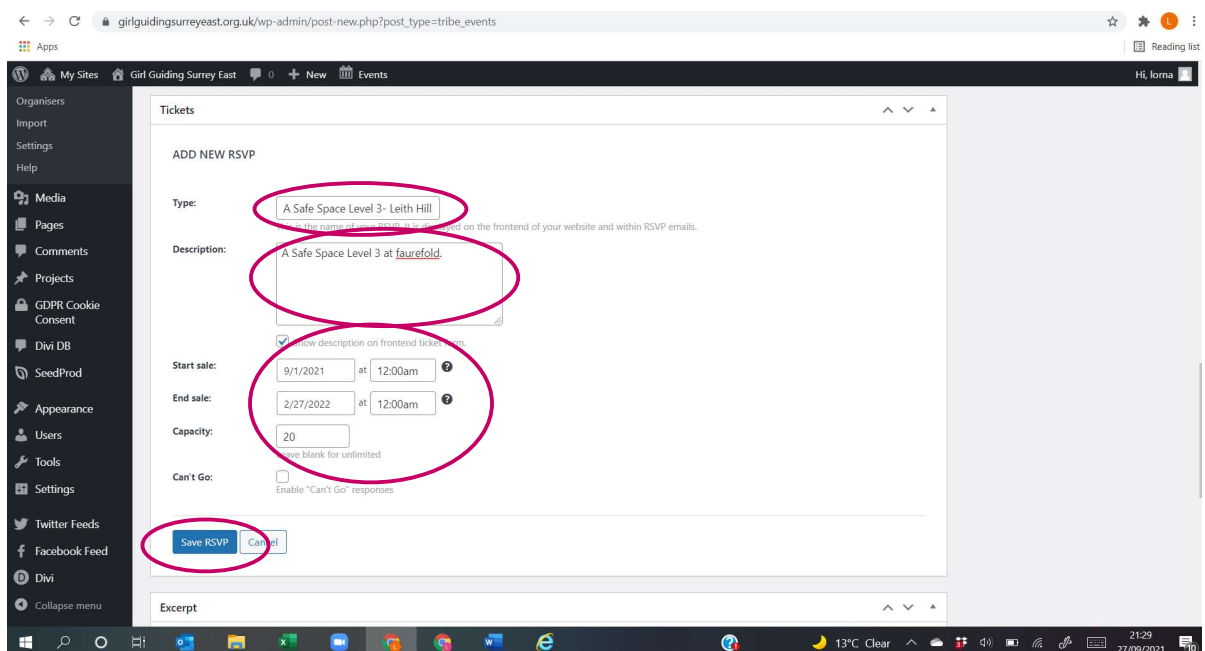
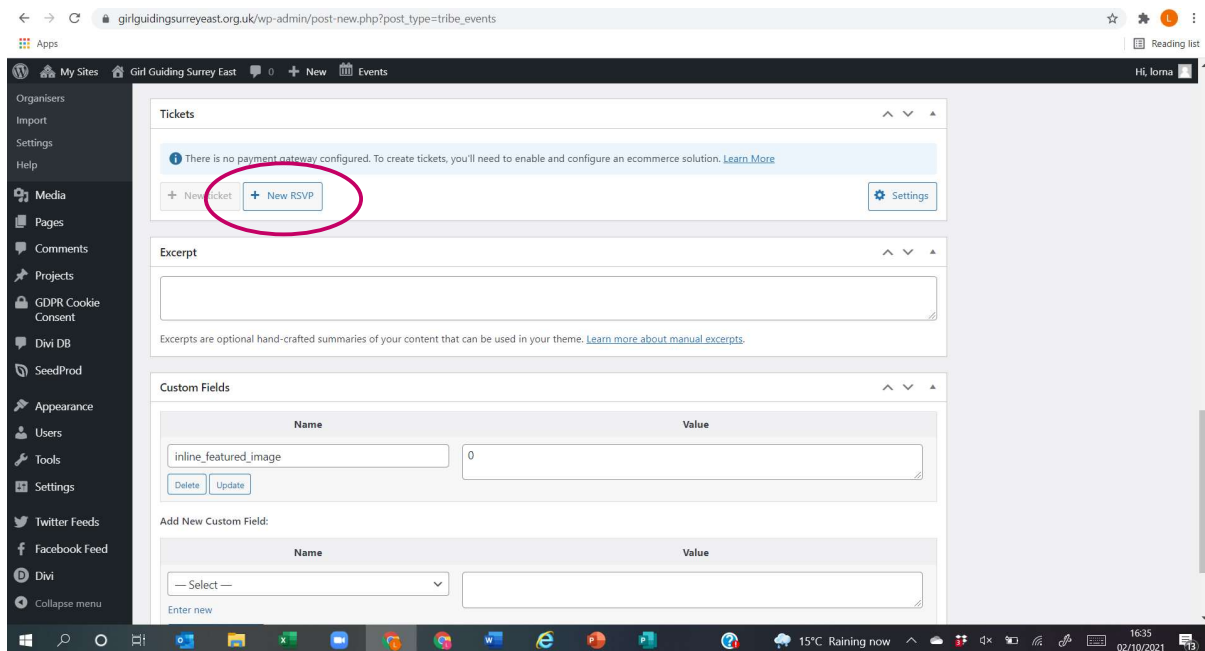
The screenshot shows the WordPress admin interface for 'The Events Calendar'. The main content area displays the 'Event Categories' sidebar on the right, which lists various event categories with checkboxes. The 'Featured image' section is highlighted with a red circle, showing the 'Set featured image' link and a note: 'We recommend a 16:9 aspect ratio for featured images.' The main content area also shows the 'Event Options' section with checkboxes for 'Hide From Event Listings', 'Sticky in Month View', and 'Feature Event'.

We photos should be 16:9 aspect ratio – ideally they should be 1920x1080 pixels – for good quality across all devices.

5. Add a sign up option (RSVP and ticketing)

To create tickets for your event (a booking system - shows number of spaces etc) click

[+ New RSVP](#)



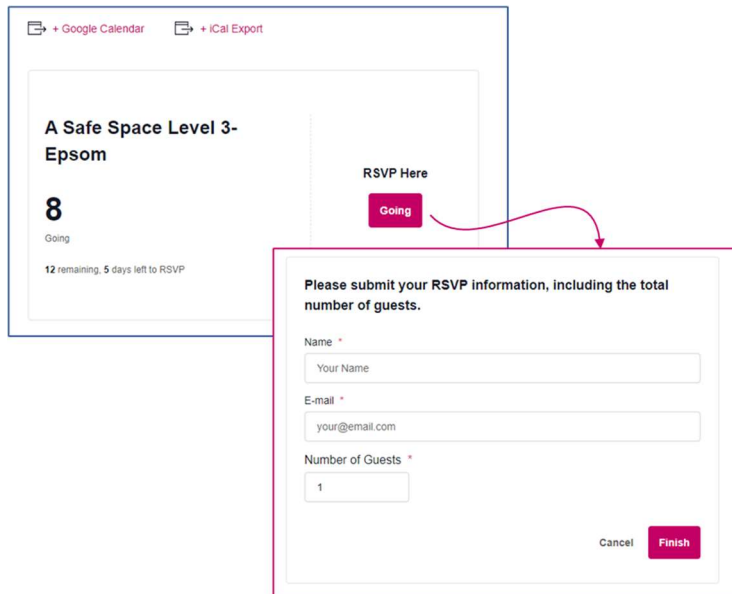
Type- copy the title again as the participant will receive an email ticket confirming their space.
Description – Use basic information again- this will appear on the participants ticket and the website.

Chose a sale date for the tickets, this allows organisers to close the sale of tickets before the day to complete any admin prior to the training.

Select the capacity for the maximum number of tickets you would like to have available.

Don't forget to

Save RSVP



This is what participants see when they go to register:



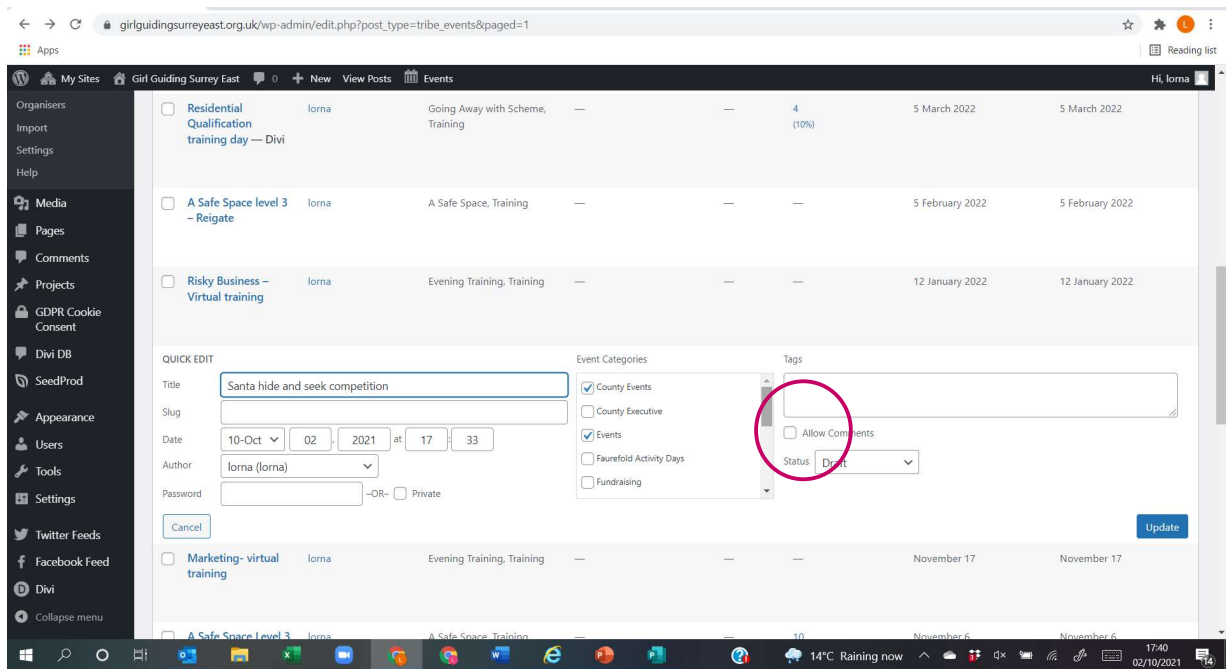
This is what the participants receive by email as a ticket:

6. Publish your event

Finally Publish (If you are not ready to publish you are able to save the page as a draft and continue working on it or save it to publish nearer the time)

Check the event looks like you wish and has posted on the appropriate webpages

In order to stop people from commenting on your post go back to the dashboard, find the event, select **quick edit** and untick allow comments



7. Manage your attendees

To see a list of participants who have registered for the course click events, events, and find the event. Hover over it and click attendees. From there you can export them into a spreadsheet and copy their email addresses into your email system/ create registers etc.

