

How to Add an Event to the Website

1. You need to have a site login and password.
2. I need to upgrade your account to a higher level (it goes subscriber, contributor, author, editor, administrator).
3. Login to the site (right side). Save the logged in site to your Bookmarks/Favorites. This will mean you will go straight to the logged in page since your browser will remember the login/password.
4. Look at the top bar. On the right, it will say welcome <your name>. On the left side it says New. Hover your cursor over it and pick Event.
5. Fill in the required fields:
 - Event title
 - Event details (center)
 - Date – on right
 - Time – on right
 - Event category – pick one on lower right
 - Scroll down to Enable bookings and set the size limit
 - Ignore everything else
 - To add a picture, click the spot to insert it to and then go up to the Upload/Insert Media icon and follow the prompts; choose a picture size and position and click insert into post.
 - To insert a document, pick a spot and type in some text. Highlight the text and use the insert media button in much the same way.
 - To insert a hyperlink, do much the same, but click the Link button (chain icon)
 - When the posting is ready, click Save Draft
 - Click Preview to see how it looks and if okay click Publish and it's done.