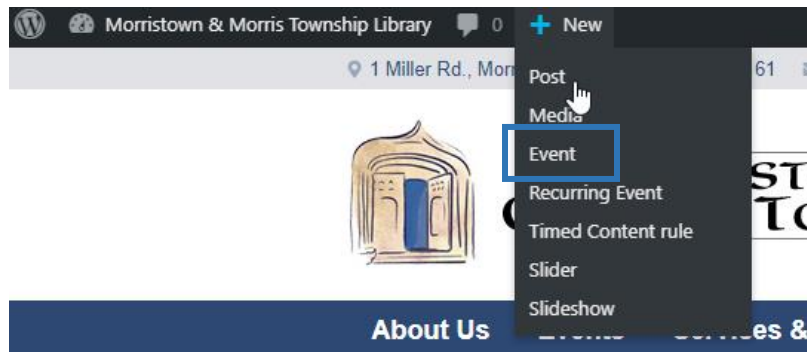


Adding a new (non-recurring) Event

Hover over “+ New” on your top toolbar, and choose “Event”.



Add your Title and Content.

A screenshot of the 'Add New Event' form in WordPress. The form has a main content area with a title field and a large text area. To the right is a sidebar with various settings. Annotations include: a blue arrow pointing to the 'Add title' field; a blue arrow pointing to the main content area; a blue arrow pointing to the 'When' section in the sidebar; a blue arrow pointing to the 'Event Categories' section in the sidebar; and a blue arrow pointing to the 'Featured Image' section in the sidebar. A large red 'X' is drawn over the 'Excerpt' section, indicating it should not be used.

Select your date and starting time.

The “To” fields will auto-populate with the same starting date and time. You can leave these alone, or specify how long the event goes for, if desired.

Always choose at least one applicable category.

For events to appear on the Front Page, you must choose the “Featured” category as well.

Always set a featured image.

From the right-hand menu you can always “Save Draft” or “Preview” before fully Publishing the event. **Do not** add an excerpt, or change any other settings below main the content field.