

# Using your Easy-to-Edit™ Events Calendar

## Go to Your Events Page

Log in to your website and navigate to your events page. On the page there is a new event webform either above or below the calendars. It will look something like this.

Post a new story for selected date

Date

Subpage

Headline

Story

Author

Enter code 458

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« February 2013 · October 2013 »

| June 2013 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun       | Mon | Tue | Wed | Thu | Fri | Sat |
|           |     |     |     |     |     | 01? |
| 02?       | 03? | 04? | 05? | 06? | 07? | 08? |
| 09?       | 10? | 11? | 12? | 13? | 14? | 15? |
| 16?       | 17? | 18? | 19? | 20? | 21? | 22? |
| 23?       | 24? | 25? | 26? | 27? | 28? | 29? |
| 30?       |     |     |     |     |     |     |

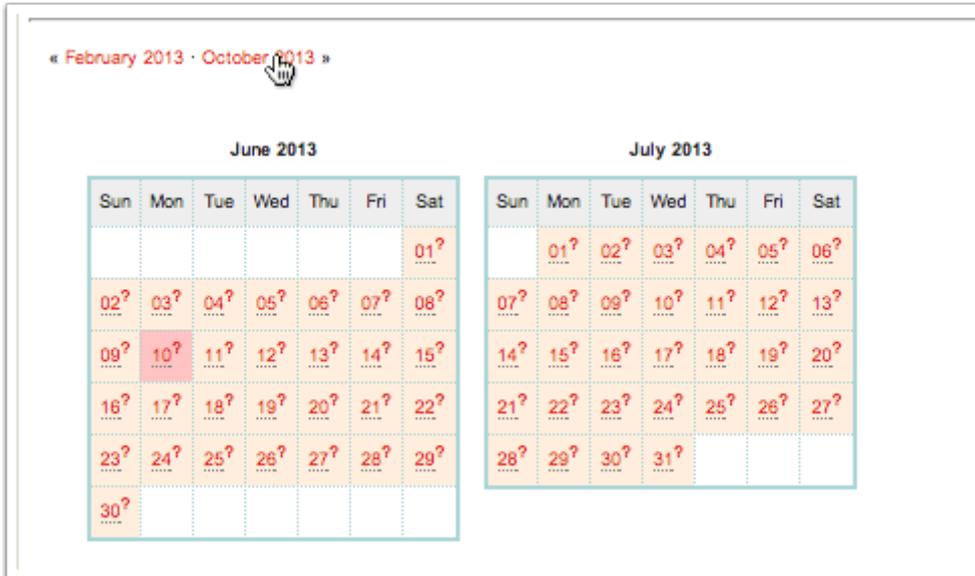
| July 2013 |     |     |     |     |     |     |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun       | Mon | Tue | Wed | Thu | Fri | Sat |
|           | 01? | 02? | 03? | 04? | 05? | 06? |
| 07?       | 08? | 09? | 10? | 11? | 12? | 13? |
| 14?       | 15? | 16? | 17? | 18? | 19? | 20? |
| 21?       | 22? | 23? | 24? | 25? | 26? | 27? |
| 28?       | 29? | 30? | 31? |     |     |     |

| August 2013 |     |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|-----|
| Sun         | Mon | Tue | Wed | Thu | Fri | Sat |
|             |     |     |     | 01? | 02? | 03? |

| September 2013 |     |     |     |     |     |     |
|----------------|-----|-----|-----|-----|-----|-----|
| Sun            | Mon | Tue | Wed | Thu | Fri | Sat |
| 01?            | 02? | 03? | 04? | 05? | 06? | 07? |

## (Optional) Navigate to the Correct Calendars

The only dates you can select are ones on the tabular calendars you're viewing, so click to advance the calendar if needed. Then select the date of your event on the new event form.



## Select the Date

Using the "Date" drop-down, select the date of your event.

The screenshot shows a form titled "Post a new story for selected date". The form contains the following fields and controls:

- Date:** A drop-down menu showing "2013/06/10".
- Subpage:** A checkbox that is checked.
- Headline:** A text input field.
- Story:** A large text area for the story content.
- Author:** A text input field containing the name "Criss".
- Enter code 458:** A text input field.
- Post:** A button.
- Reset:** A button.

At the bottom of the form, there is a navigation bar with the text « February 2013 · October 2013 ».

## Give the Page a Unique Name

The "headline" field actually becomes part of the name of the document file/page on the website. If you have 10 of the same event on the same day, each needs a unique Headline. If they're on different days, this won't matter. So you can add a "Board Meeting" on the 4th Thursday of every month, but if you need "Yoga Class" 6 times in a day, they all need a unique identifier - for example "Sun Salutation", "Hatha Yoga Class for Beginners" and "Expert Yoga".

You don't have to overthink this one, it's mostly for the computer world, not for your human visitors.

The screenshot shows a web form titled "Post a new story for selected date". The form includes the following fields and controls:

- Date:** A dropdown menu showing "2013/06/10".
- Subpage:** A checked checkbox.
- Headline:** A text input field containing "Sun Salutation".
- Story:** A large, empty text area for the main content.
- Author:** A text input field containing "Criss".
- Enter code 458:** A small text input field.
- Buttons:** "Post" and "Reset" buttons.

At the bottom of the form, there is a navigation link: « February 2013 · October 2013 ».

## Add the Title of your Event

Next is the part for humans. Use the (:title:) tag to give a human-understandable title for the event. In the example where there are 6 yoga classes a day, adding the time would be helpful. For most events, don't add the time to the event title.

Post a new story for selected date

Date

Subpage

Headline

Story

Author

Enter code 458

---

« February 2013 · October 2013 »

## List Event Details

Now make sure you add all the event details. Answer people's questions, such as:

What time?

Where is it? How do I get there (map or directions)?

Is there a fee involved (paypal button)?

Is there a Facebook event page to go with the event?

What is the event? Why would I want to go? What type of people will be there? Do I have to bring anything special? Is there anything I need to know about the event?

Post a new story for selected date

Date

Subpage

Headline

Story   
From 7am to 7:30am. Free for everyone. We meet in the Solar Lounge. Please be quiet when you enter.

Author

Enter code 458

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« February 2013 · October 2013 »

## Submit the Event

If you have an "Enter code ###" then make sure to enter the code in the box before submitting. When you're ready, click "Post" and wait for the page to come back.

Post a new story for selected date

Date

Subpage

Headline

Story   
From 7am to 7:30am. Free for everyone. We meet in the Solar Lounge. Please be quiet when you enter.

Author

Enter code 458

---

« February 2013 · October 2013 »

## Check your Event Page

When the page is done reloading, scroll down to your list of Upcoming Events and the new event should be listed there. You can click on the link, and go to the event page or open it in a new tab to make sure you're happy with how it came out. Now it's a normal page, and can be edited like any other page in your website.

Author

Enter code 145

« February 2013 · October 2013 »

June 2013

| Sun             | Mon             | Tue             | Wed             | Thu             | Fri             | Sat             |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                 |                 |                 |                 |                 |                 | 01 <sup>?</sup> |
| 02 <sup>?</sup> | 03 <sup>?</sup> | 04 <sup>?</sup> | 05 <sup>?</sup> | 06 <sup>?</sup> | 07 <sup>?</sup> | 08 <sup>?</sup> |
| 09 <sup>?</sup> | 10              | 11 <sup>?</sup> | 12 <sup>?</sup> | 13 <sup>?</sup> | 14 <sup>?</sup> | 15 <sup>?</sup> |
| 16 <sup>?</sup> | 17 <sup>?</sup> | 18 <sup>?</sup> | 19 <sup>?</sup> | 20 <sup>?</sup> | 21 <sup>?</sup> | 22 <sup>?</sup> |
| 23 <sup>?</sup> | 24 <sup>?</sup> | 25 <sup>?</sup> | 26 <sup>?</sup> | 27 <sup>?</sup> | 28 <sup>?</sup> | 29 <sup>?</sup> |
| 30 <sup>?</sup> |                 |                 |                 |                 |                 |                 |

July 2013

| Sun             | Mon             | Tue             | Wed             | Thu             | Fri             | Sat             |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                 | 01 <sup>?</sup> | 02 <sup>?</sup> | 03 <sup>?</sup> | 04 <sup>?</sup> | 05 <sup>?</sup> | 06 <sup>?</sup> |
| 07 <sup>?</sup> | 08 <sup>?</sup> | 09 <sup>?</sup> | 10 <sup>?</sup> | 11 <sup>?</sup> | 12 <sup>?</sup> | 13 <sup>?</sup> |
| 14 <sup>?</sup> | 15 <sup>?</sup> | 16 <sup>?</sup> | 17 <sup>?</sup> | 18 <sup>?</sup> | 19 <sup>?</sup> | 20 <sup>?</sup> |
| 21 <sup>?</sup> | 22 <sup>?</sup> | 23 <sup>?</sup> | 24 <sup>?</sup> | 25 <sup>?</sup> | 26 <sup>?</sup> | 27 <sup>?</sup> |
| 28 <sup>?</sup> | 29 <sup>?</sup> | 30 <sup>?</sup> | 31 <sup>?</sup> |                 |                 |                 |

August 2013

| Sun             | Mon             | Tue             | Wed             | Thu             | Fri             | Sat             |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                 |                 |                 |                 | 01 <sup>?</sup> | 02 <sup>?</sup> | 03 <sup>?</sup> |
| 04 <sup>?</sup> | 05 <sup>?</sup> | 06 <sup>?</sup> | 07 <sup>?</sup> | 08 <sup>?</sup> | 09 <sup>?</sup> | 10 <sup>?</sup> |
| 11 <sup>?</sup> | 12 <sup>?</sup> | 13 <sup>?</sup> | 14 <sup>?</sup> | 15 <sup>?</sup> | 16 <sup>?</sup> | 17 <sup>?</sup> |
| 18 <sup>?</sup> | 19 <sup>?</sup> | 20 <sup>?</sup> | 21 <sup>?</sup> | 22 <sup>?</sup> | 23 <sup>?</sup> | 24 <sup>?</sup> |
| 25 <sup>?</sup> | 26 <sup>?</sup> | 27 <sup>?</sup> | 28 <sup>?</sup> | 29 <sup>?</sup> | 30 <sup>?</sup> | 31 <sup>?</sup> |

September 2013

| Sun             | Mon             | Tue             | Wed             | Thu             | Fri             | Sat             |
|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| 01 <sup>?</sup> | 02 <sup>?</sup> | 03 <sup>?</sup> | 04 <sup>?</sup> | 05 <sup>?</sup> | 06 <sup>?</sup> | 07 <sup>?</sup> |
| 08 <sup>?</sup> | 09 <sup>?</sup> | 10 <sup>?</sup> | 11 <sup>?</sup> | 12 <sup>?</sup> | 13 <sup>?</sup> | 14 <sup>?</sup> |
| 15 <sup>?</sup> | 16 <sup>?</sup> | 17 <sup>?</sup> | 18 <sup>?</sup> | 19 <sup>?</sup> | 20 <sup>?</sup> | 21 <sup>?</sup> |
| 22 <sup>?</sup> | 23 <sup>?</sup> | 24 <sup>?</sup> | 25 <sup>?</sup> | 26 <sup>?</sup> | 27 <sup>?</sup> | 28 <sup>?</sup> |
| 29 <sup>?</sup> | 30 <sup>?</sup> |                 |                 |                 |                 |                 |

### Upcoming Events

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**7am - Sun Salutation**

June 10, 2013 (Monday)