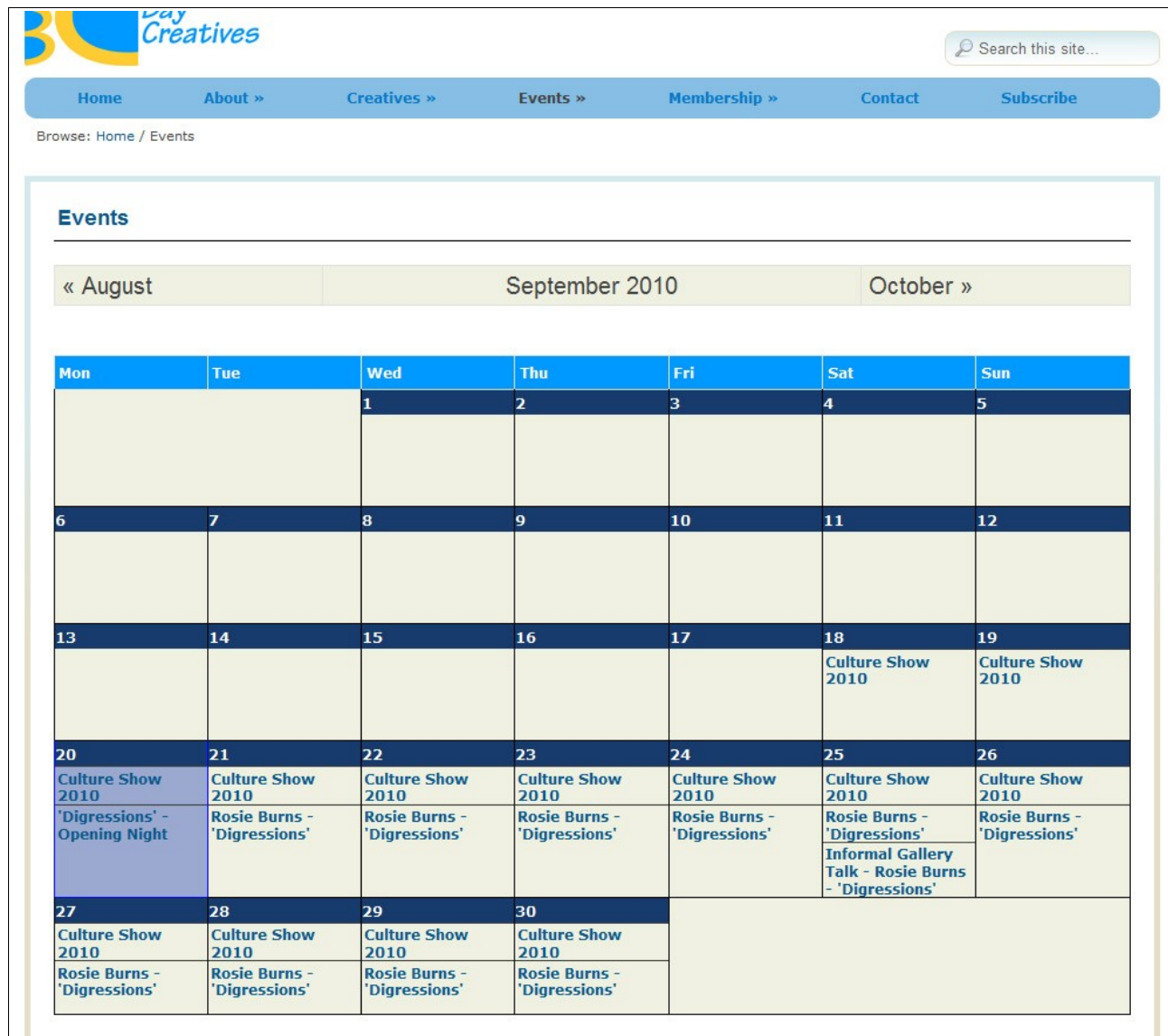


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The Calendar

The calendar is found on the BBC website, when you click on 'Events' in the main menu at the top of the site:



The screenshot shows the BBC Devon website's 'Events' page. At the top is the 'BBC Devon Creatives' logo and a search bar. Below is a navigation menu with links: Home, About », Creatives », Events », Membership », Contact, and Subscribe. A breadcrumb trail reads 'Browse: Home / Events'. The main content area is titled 'Events' and features a calendar for September 2010. The calendar has tabs for « August, September 2010, and October ». The days of the week are listed in the header: Mon, Tue, Wed, Thu, Fri, Sat, Sun. The calendar grid shows dates from 1 to 30. Events are listed for various dates, including 'Culture Show 2010' and 'Rosie Burns - Digressions'. The 'Digressions' event is highlighted in blue on Monday 20th and Tuesday 21st. The 'Culture Show 2010' is listed for multiple dates, including 18th, 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, and 30th. The 'Digressions' event is also listed for 20th, 21st, 22nd, 23rd, 24th, 25th, 26th, 27th, 28th, 29th, and 30th. The 'Digressions' event on 25th includes an 'Informal Gallery Talk - Rosie Burns - Digressions'.

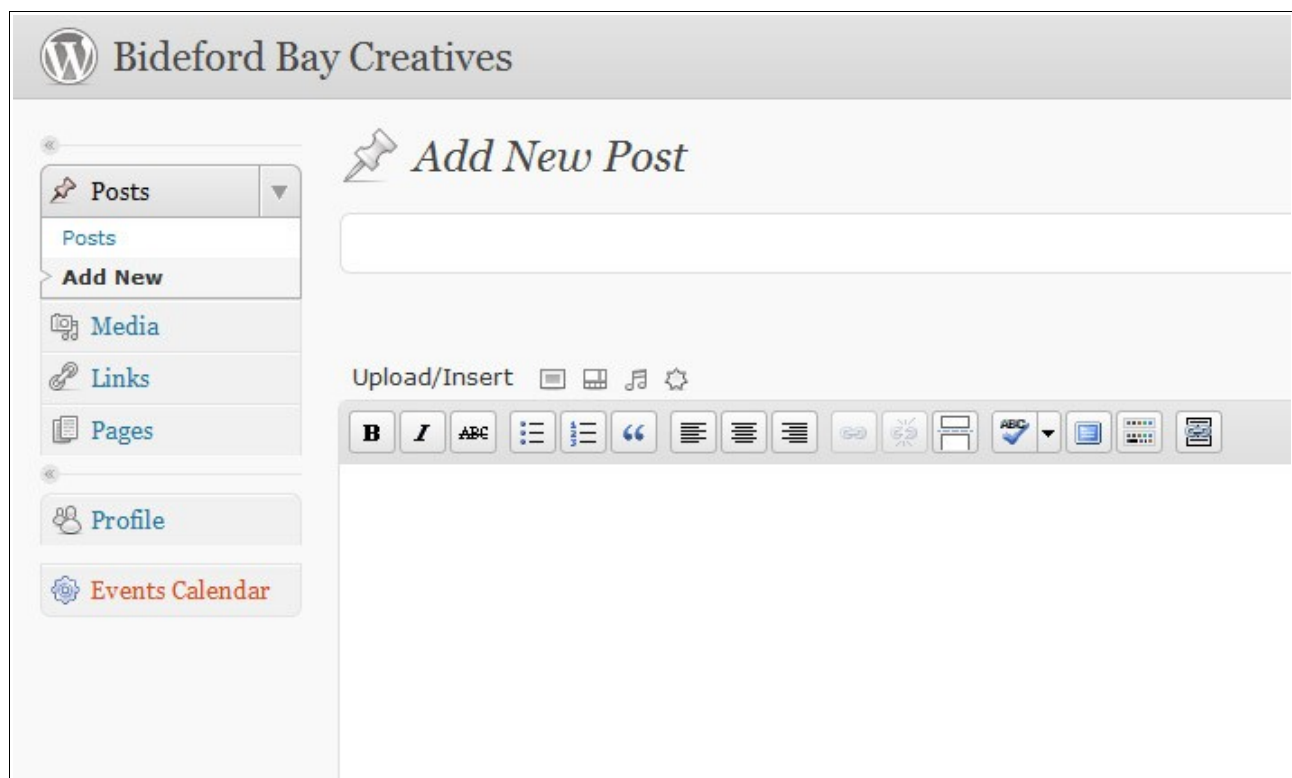
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
					Culture Show 2010	Culture Show 2010
20	21	22	23	24	25	26
Culture Show 2010	Culture Show 2010	Culture Show 2010	Culture Show 2010	Culture Show 2010	Culture Show 2010	Culture Show 2010
'Digressions' - Opening Night	Rosie Burns - 'Digressions'	Rosie Burns - 'Digressions'	Rosie Burns - 'Digressions'	Rosie Burns - 'Digressions'	Rosie Burns - 'Digressions'	Rosie Burns - 'Digressions'
					Informal Gallery Talk - Rosie Burns - 'Digressions'	
27	28	29	30			
Culture Show 2010	Culture Show 2010	Culture Show 2010	Culture Show 2010			
Rosie Burns - 'Digressions'	Rosie Burns - 'Digressions'	Rosie Burns - 'Digressions'	Rosie Burns - 'Digressions'			

How do I add an Event?

1. Login:



2. Use either the **New Post** or **Profile** link to access the admin area of the site.
3. Select **Events Calendar** from the menu options on the left:



4. This will link you through to the Calendar admin page.

Calendar Admin Page

You will see the admin page. Existing events are marked on the calendar, and beneath it is a section called 'Add Event':

« August — Events (September 2010) — October »					
Monday	Tuesday	Wednesday	Thursday	Friday	
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
					☞ Cult
20	21	22	23	24	25
☞ Culture Show 2010 ✖ ☞ 'Digressions' - Opening Night ✖	☞ Culture Show 2010 ✖ ☞ Rosie Burns - 'Digressions' ✖	☞ Culture Show 2010 ✖ ☞ Rosie Burns - 'Digressions' ✖	☞ Culture Show 2010 ✖ ☞ Rosie Burns - 'Digressions' ✖	☞ Culture Show 2010 ✖ ☞ Rosie Burns - 'Digressions' ✖	☞ Cult ☞ Rosi 'Digres ☞ Infor Rosie E ✖
27	28	29	30		
☞ Culture Show 2010 ✖ ☞ Rosie Burns - 'Digressions' ✖	☞ Culture Show 2010 ✖ ☞ Rosie Burns - 'Digressions' ✖	☞ Culture Show 2010 ✖ ☞ Rosie Burns - 'Digressions' ✖	☞ Culture Show 2010 ✖ ☞ Rosie Burns - 'Digressions' ✖		

Add Event

Add Event »

Title

Location

Link out

Description

'Add Event' - Basics

Add Event

Add Event »

Title

Location

Link out

Description

Start Date (YYYY-MM-DD, if blank will be today)

Start Time (HH:MM, can be blank)

End Date (YYYY-MM-DD, if blank will be same as start date)

End Time (HH:MM, can be blank)

Visibility Level

Create Post for Event

Add Event »

1. **Title** - name of event
2. **Location** - where it is
3. **Link out** - an external website or external link with information (not BBC site). You must keep **http://** before a website address for the link to work.
4. **Description** - a summary of the event
5. **Start Date** - Remember to add the date in the order shown (YYYY-MM-DD)
6. **Start Time** - 24 hour clock. Write time as shown (HH:MM)
7. **End Date** - Remember to add the date in the order shown (YYYY-MM-DD)
8. **End Time** - 24 hour clock. Write time as shown (HH:MM)
9. **Visibility Level** - **Public** (Everyone) / **Editor** (only BBC admin) / **Contributor** (BBC members). Generally leave as **Public**.
10. **Create Post for Event** - allows a news post to be automatically generated which will show up on the site's homepage. You can save as draft to edit later, or publish straight away.

'Add Event' - Example

Here is an example event to demonstrate the calendar.

1. The 'Add Event' filled in. The event occurs from 22nd November - 24th November 2010, 9am - 5pm:

Add Event »

Title

Example Event

Location

Example Location

Link out

http://www.bidefordtown.co.uk/

Description

Bideford Bay Creatives lauched a year ago with this show. A year later Rosie has taken over the coordination of Culture Show. 2010's feast of arts is 15 Creatives spread over 14 venues throughout Bideford. Building on the success of last year the cost of printing promotional material has come from kind donations from some of the venues and BBC members entry fees. Thanks to Lily's, Complete Computing, Cafe Life, Bideford Library, Riversford Hotel, Lacey's, Froot Loop, Elliot's Car Showroom, Gertie's, Britannia, Orchard Hill Hotel and non-venue supporter Mill

Start Date (YYYY-MM-DD, if blank will be today)

2010-11-22

Start Time (HH:MM, can be blank)

09:00

End Date (YYYY-MM-DD, if blank will be same as start date)

2010-11-24

End Time (HH:MM, can be blank)

17:00

Visibility Level

Public

Create Post for Event

☒

Which Post Status ?

Draft

Add Event »

2. There is an external link
3. A description
4. Future dates
5. Set times
6. A post will be created, saved as a Draft
7. When completed click 'Add Event' button

Your event is now added to the Events Calendar.

8. The event will show on the admin Calendar:

ideford Bay Creatives; Promoting t... x Events Calendar < Bideford Bay Cr... x

Bideford Bay Creatives

« October — Events (November 2010) — December »

Monday	Tuesday	Wednesday	Thursday	Friday	
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
Example Event ✖	Example Event ✖	Example Event ✖			
29	30				

Add Event

9. It also shows on the website calendar under the relevant month:

Events

« October
November 2010
December »

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
Example Event	Example Event	Example Eve	<div> <div>Example Event</div> <div> Location: Example Location Description: Bideford Bay Creatives lauched a year ago with this show. A year later Rosie has taken over the coordination of Culture Show. 2010's feast of arts is 15 Creatives spread over 14 venues throughout Bideford. Building on the success of last year the cost of printing promotional material has come from kind donations from some of the venues and BBC members entry fees. Thanks to Lily's, Complete Computing, Cafe Life, Bideford Library, Riversford Hotel, Lacey's, Froot Loop, Elliot's Car Showroom, Gertie's, Britannia, Orchard Hill Hotel and non-venue supporter Mill Street Butchers. Please tell everyone about Culture Show 2010. Please print the high quality poster out and display it. Start Date: 22/11/2010 Start Time: 9:00 am End Date: 24/11/2010 End Time: 5:00 pm Link out: http://www.bideford </div> </div>			
29	30					

Share / Save

Tagged: [bbc](#)

10. When the mouse pointer rolls over the link, an information box (shown above) opens. This contains the information and description added.

Edit an existing Event

1. Login
2. Use either the **New Post** or **Profile** link to access the admin area of the site.
3. Select **Events Calendar** from the menu options on the left.
4. Scroll through the **Month** links at the top of the calendar until you find your post:

Bideford Bay Creatives

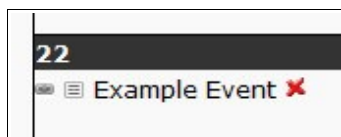
« October — Events (November 2010) — December »

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22 Example Event ✖	23 Example Event ✖	24 Example Event ✖	25	26	27
29	30				

Add Event

5. If your event covers several days, you only need to edit one of the days for all to be affected.
6. To edit, choose a day.

7. You have several options on the event links:



8. The **link** symbol opens your external link.
9. The **document** symbol opens your post, as it appears on the website
10. The **Title** link, when clicked, opens the **Edit Event** option.
11. **The red cross deletes this event (and everyday it is on).**
12. To edit the event click the **Title** (9):
13. The **Edit Event** opens:

Edit Event

Update Event »

Title	Example Event
Location	Example Location
Link out	http://www.bidefordtown.co.uk/
Description	Bideford Bay Creatives lauched a year ago with this show. A year taken over the coordination of Culture Show. 2010's feast of arts spread over 14 venues throughout Bideford. Building on the succe the cost of printing promotional material has come from kind donal of the venues and BBC members entry fees. Thanks to Lily's, Com Cafe Life, Bideford Library, Riversford Hotel, Lacey's, Froot Loop, E Showroom. Gertie's. Britannia. Orchard Hill Hotel and non-venue si
Start Date (YYYY-MM-DD, if blank will be today)	2010-11-22
Start Time (HH:MM, can be blank)	09:00:00
End Date (YYYY-MM-DD, if blank will be same as start date)	2010-11-24
End Time (HH:MM, can be blank)	17:00:00
Visibility Level	Public ▼
Post ID	1457

Update Event »

14. Change the required details.

15. Click **Update Event** button

To Delete An Event

1. Select **Events Calendar** from the menu options on the left of the admin area.
2. Scroll through the **Month** links at the top of the calendar until you find your post:

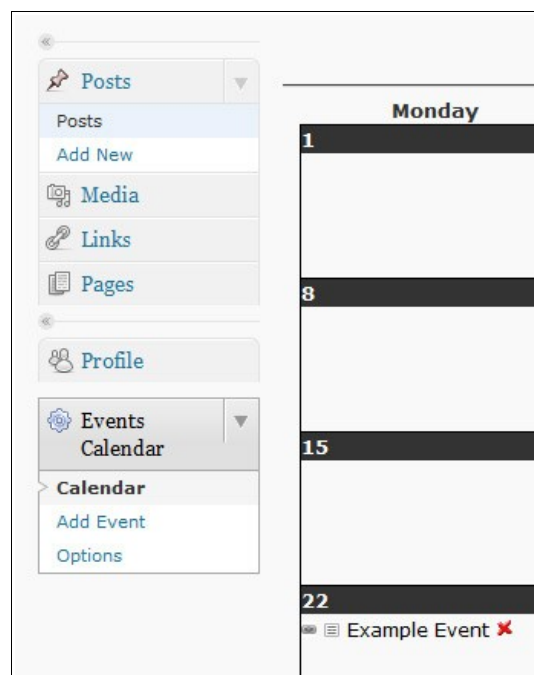


3. **The red cross deletes this event (and everyday it is on). This action is not reversible.**
4. You may need to go to **Posts** to change the related post to **Draft** or **Delete**.

OPTIONS

Checking and Editing The Post

1. In this example, 'Create post for event' was selected, 'Which Post Status' was Draft.
2. To preview or edit the post before publishing live on the website, select '**Posts**' from the main admin menu on the left:



3. You will see a list of recent posts. You will only be able to edit your own:

The screenshot shows the WordPress dashboard for 'Bideford Bay Creatives'. The left sidebar contains navigation links: Posts, Media, Links, Pages, Profile, and Events Calendar. The main content area is titled 'Posts' and shows a list of posts. The list includes columns for Title, Author, Categories, Tags, and Date. Two posts are visible: 'Example Event - Draft' and 'Example Post - Draft', both by 'testcontributor' and categorized under 'News'. The 'Example Event' post has a date of 2010/09/20 and is marked as 'Last Modified'.

4. The post is called 'Example Event' - the same as the event name on the calendar.
5. Click the title.
6. You can now 'Edit Post':

The screenshot shows the 'Edit Post' page for 'Example Event'. The title 'Example Event' is at the top. Below it is the permalink: <http://www.bbcdevon.org/2010/09/20/example-event-2/>. The page has a 'Visual' editor toolbar with various formatting options. The content area contains the following text:

Title: Example Event
Location: Example Location
Link out: [Click here](#)
Description: Bideford Bay Creatives lauched a year ago with this show. A year later Rosie has taken over the coordination of Culture Show. 2010's feast of arts is 15 Creatives spread over 14 venues throughout Bideford. Building on the success of last year the cost of printing promotional material has come from kind donations from some of the venues and BBC members entry fees. Thanks to Lily's, Complete Computing, Cafe Life, Bideford Library, Riversford Hotel, Lacey's, Froot Loop, Elliot's Car Showroom, Gertie's, Britannia, Orchard Hill Hotel and non-venue supporter Mill Street Butchers.

Please tell everyone about Culture Show 2010. Please print the high quality poster out and display it.

Start Date: 2010-11-22
Start Time: 09:00
End Date: 2010-11-24
End Time: 17:00

7. The post is made up of the information you added when doing 'Add Event'.

8. You can Preview the post:

9. **EDIT OPTIONS** - You may want to add or change information and layout

10. Add images

11. Add **Tags** and extra **Categories**

12. Add a map

13. Check dates and links

14. Do this in the **Edit Post** page.15. When you are satisfied with the Post, **Publish**.

For Help with writing Posts, use the other Help files that cover these particular areas. They are available at <http://www.bbcdevon.org/membership/website-help/>, or as a BBC member, you may have been sent copies.