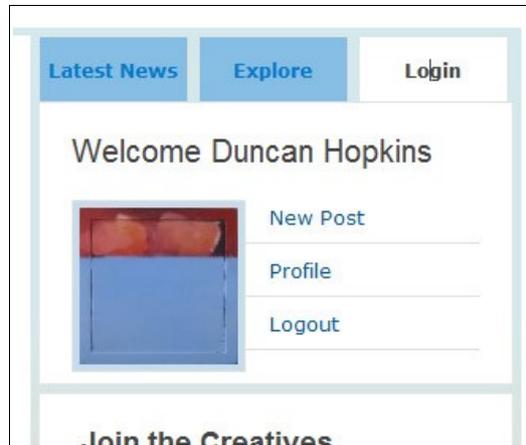


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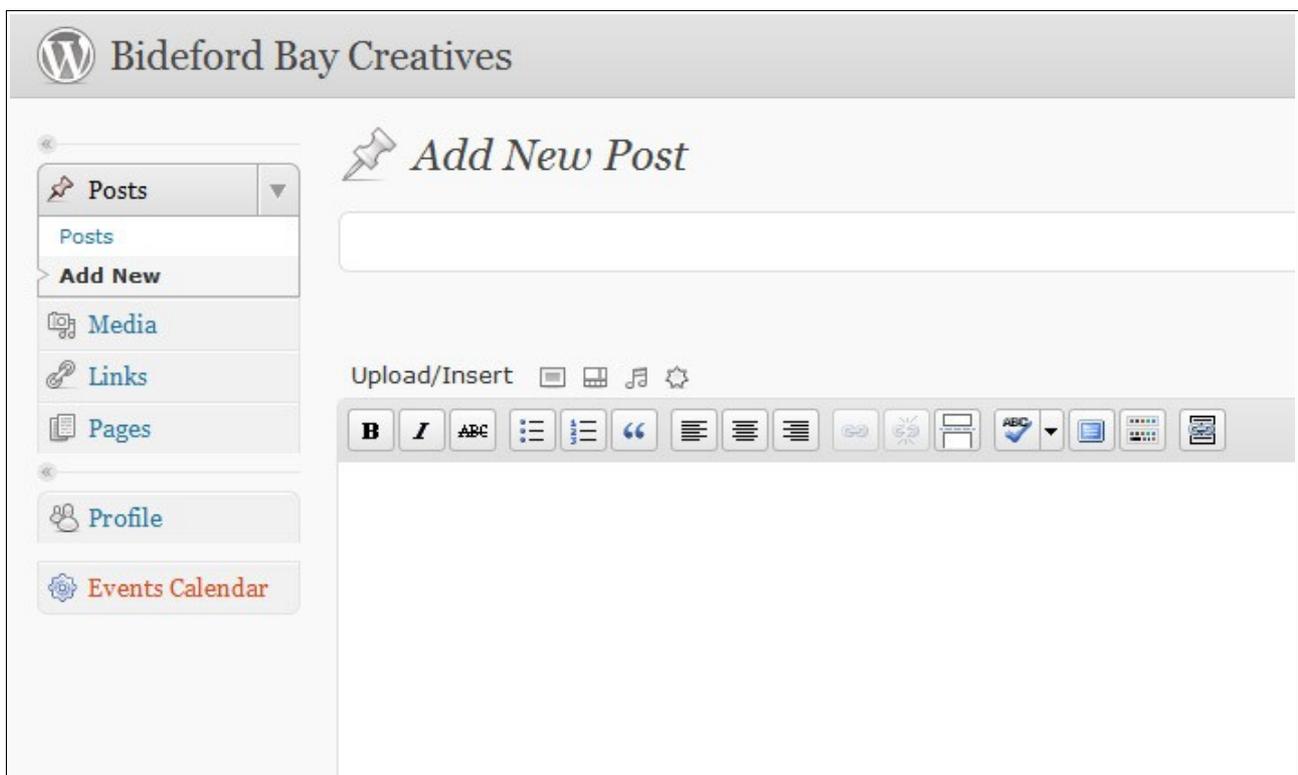
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How do I add an Event?

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
6	7	8	9	10
				11
13	14	15	16	17
				18
20	21	22	23	24
<ul style="list-style-type: none"> ☰ Culture Show 2010 ✖ ☰ 'Digressions' - Opening Night ✖ 	<ul style="list-style-type: none"> ☰ Culture Show 2010 ✖ ☰ Rosie Burns - 'Digressions' ✖ 	<ul style="list-style-type: none"> ☰ Culture Show 2010 ✖ ☰ Rosie Burns - 'Digressions' ✖ 	<ul style="list-style-type: none"> ☰ Culture Show 2010 ✖ ☰ Rosie Burns - 'Digressions' ✖ 	<ul style="list-style-type: none"> ☰ Culture Show 2010 ✖ ☰ Rosie Burns - 'Digressions' ✖
27	28	29	30	
<ul style="list-style-type: none"> ☰ Culture Show 2010 ✖ ☰ Rosie Burns - 'Digressions' ✖ 	<ul style="list-style-type: none"> ☰ Culture Show 2010 ✖ ☰ Rosie Burns - 'Digressions' ✖ 	<ul style="list-style-type: none"> ☰ Culture Show 2010 ✖ ☰ Rosie Burns - 'Digressions' ✖ 	<ul style="list-style-type: none"> ☰ Culture Show 2010 ✖ ☰ Rosie Burns - 'Digressions' ✖ 	

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

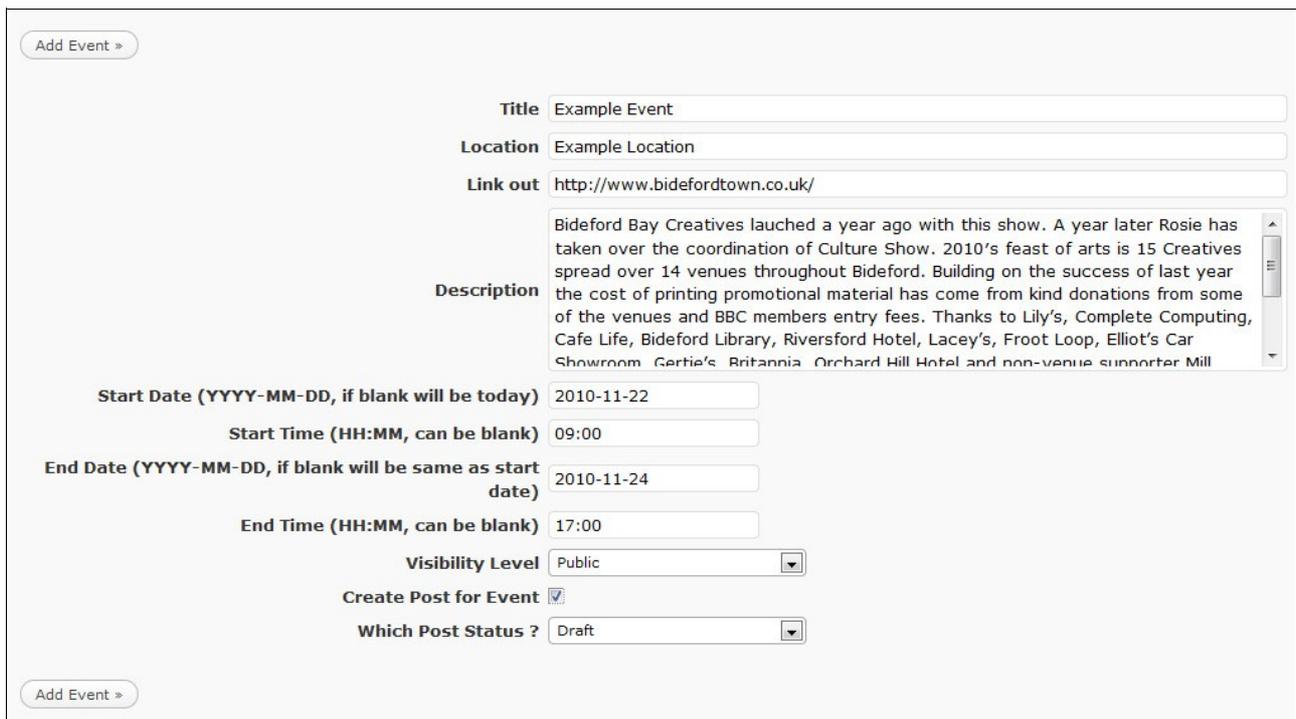
Add Event »

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:



The screenshot shows a web form titled 'Add Event' with the following fields and values:

- Title:** Example Event
- Location:** Example Location
- Link out:** <http://www.bidefordtown.co.uk/>
- Description:** Bideford Bay Creatives launched 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

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:

The screenshot shows a web browser window with the following elements:

- Browser tabs: "Bideford Bay Creatives: Promoting t...", "Events Calendar < Bideford Bay Cr..."
- Page Title: "Bideford Bay Creatives"
- Navigation: "« October – Events (November 2010) – December »"
- Calendar Grid:

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				
- Left Sidebar: "Posts", "Media", "Links", "Pages", "Profile", "Events Calendar", "Calendar", "Add Event", "Options"
- Bottom: "Add Event" button

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

The screenshot shows a calendar interface for November 2010. The calendar grid has days of the week as columns and dates as rows. An event titled "Example Event" is listed for the 22nd. A mouseover information box is open over this event, containing the following text:

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>

Below the calendar, there are social sharing options (Share / Save with icons for Facebook, Twitter, etc.) and a "Tagged: bbc" label.

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

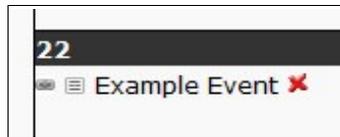
« October — Events (November 2010) — December »

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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	<input type="text" value="Example Event"/>
Location	<input type="text" value="Example Location"/>
Link out	<input type="text" value="http://www.bidefordtown.co.uk/"/>
Description	<input style="width: 100%;" type="text" value="Bideford Bay Creatives launched 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, Comj 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)	<input type="text" value="2010-11-22"/>
Start Time (HH:MM, can be blank)	<input type="text" value="09:00:00"/>
End Date (YYYY-MM-DD, if blank will be same as start date)	<input type="text" value="2010-11-24"/>
End Time (HH:MM, can be blank)	<input type="text" value="17:00:00"/>
Visibility Level	<input type="text" value="Public"/> ▼
Post ID	<input type="text" value="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:

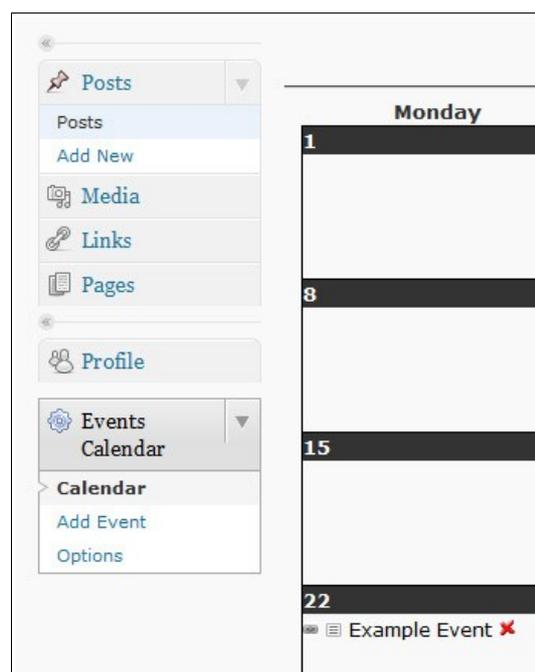


3. **The red cross deletes this event (and everyday it is on). This action is not reversible.**
4. You may need to go to **Posts** to change the related post to **Draft** or **Delete**.

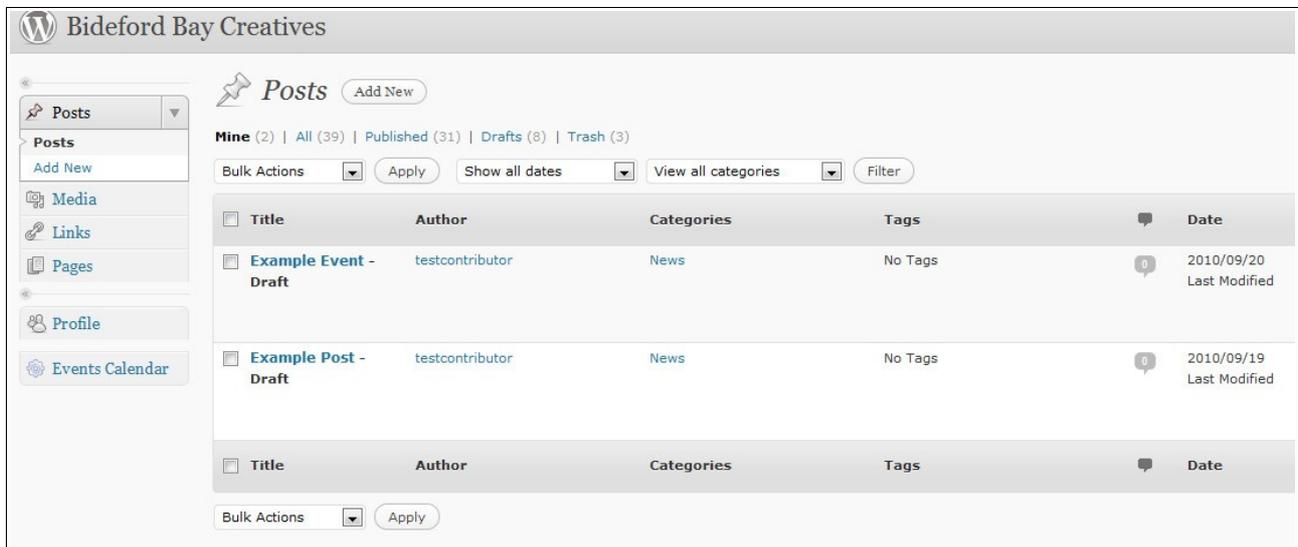
OPTIONS

Checking and Editing The Post

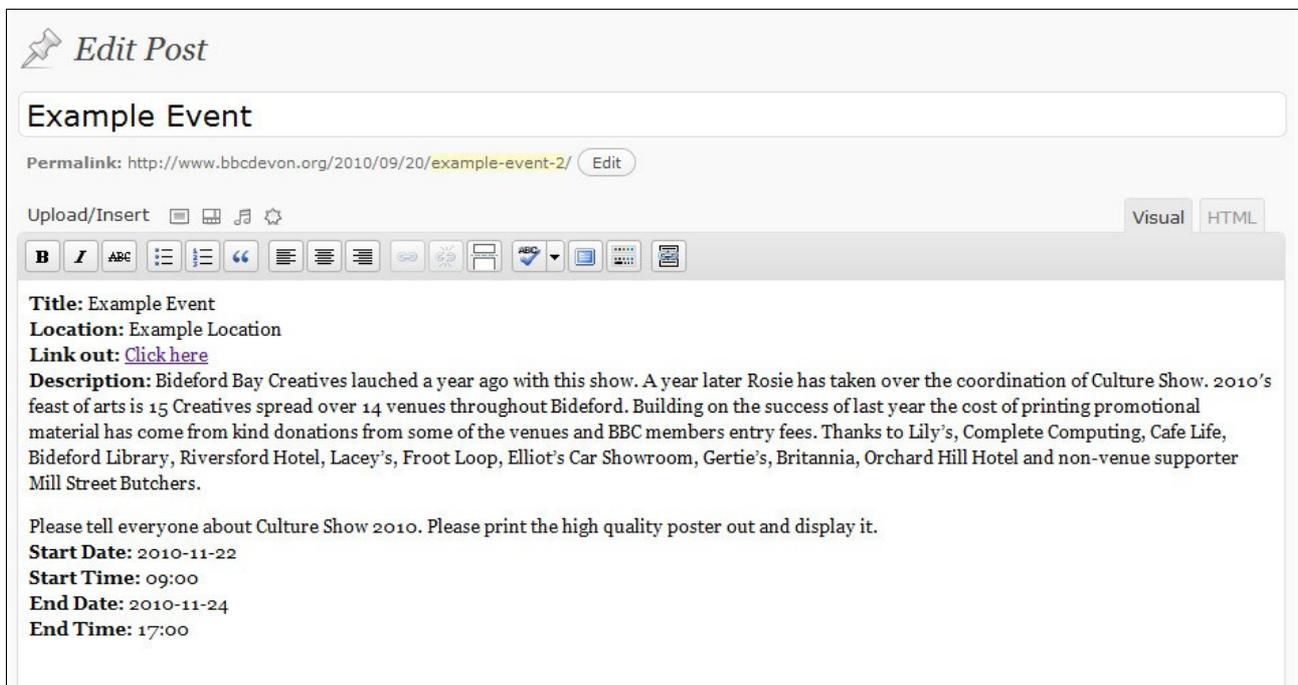
1. In this example, 'Create post for event' was selected, 'Which Post Status' was Draft.
2. To preview or edit the post before publishing live on the website, select 'Posts' from the main admin menu on the left:



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



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':



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

8. You can Preview the post:



The screenshot shows a preview of an event post. At the top, the title "Example Event" is displayed in blue. Below the title, it says "By testcontributor on September 20, 2010 | Edit". The post content includes fields for Title, Location, Link out, and Description. The description text reads: "Bideford Bay Creatives launched 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." Below the description, there is a paragraph: "Please tell everyone about Culture Show 2010. Please print the high quality poster out and display it." This is followed by event details: "Start Date: 2010-11-22", "Start Time: 09:00", "End Date: 2010-11-24", and "End Time: 17:00". At the bottom of the preview, there is a "Share / Save" button with social media icons for Facebook, Twitter, and a dropdown arrow. The post is categorized as "Posted in News".

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.