

WordPress Basic User Guide



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Overview

Prairie View A&M University uses the WordPress Content Management System. This documentation outlines how Prairie View A&M Web Editors can create and update content in WordPress. The instructions included are intended for references only.

Point of Contacts

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Guidelines

Standardization of the Prairie View A&M University web pages ensures that the same “look-and-feel” is maintained throughout the university website. Thus, allowing users to focus on the site’s functionality and information, without distraction. Furthermore, the constraints on the site’s structure and content, helps web

Editors to better organize their website. Please follow the following guidelines when working with website content.

For Text

- Put the most important information first on a web page
- Focus on customer needs
- Copying and pasting from word can cause text formatting issues
- Divide your content for Students, Faculty and Staff "or the audience your content is targeting such as alumni, donors, industry partners, etc.
- Break content into short paragraphs and use bullets
- Use clear titles
- Use words in the text that end users will search for
- Give the end user (student, faculty, or staff) an action item (this is what you do next)
- Have FAQs – Q&As
- Check and double check your content
- Never format your text using the spacebar to create indents. Text should be formatted using the toolbar provided in WordPress. Provide Keywords and Descriptions of any new pages you create. This makes your pages searchable in the search engines. See Section “*Titled What is a focus keyword?*” for more details.

[Please visit PVAMU's Editorial Guidelines for more information](#)

For Images

The image file types that are permitted to be uploaded include **.GIF**, **.JPG**, and **.PNG**. Files should be added to the media library using the following folder structure:

<Area_of_Website>/<yourEvent>/<ImageName> For example,

Projects/ProjectX/tools.jpg

Event Flyers

Event Flyers should be posted on your webpage. Instead please use the Events Calendar plugin to post your events. This allows your event information to be accessible, archived and helps with webpage maintenance. Please see “*Creating Events*” to learn how to post events.

For Documents

All Web file and directory names must be lower case and not have special characters. A special character is a character that is not part of the lower-case alphabet (a-z) or integer numbers (0-9). Web file and directory names cannot have spaces. Spaces within a file or within a directory name can be replaced with the dash character “-” (without the quotes). The reason for omitting spaces from web files and directory names is that Web Browsers and Search Engines do not expect spaces in URLs. In some systems, such as Linux (used by Web servers), mywebpage.html and MyWebPage.html would be considered two different files. All file formats should be converted to PDF format and made accessible before uploading to the website and not be uploaded as a Microsoft Word or Microsoft Excel document. Luckily, you can save your document as a PDF directly from Microsoft Word and Microsoft Excel.

Recourse: [Create and verify PDF accessibility \(Acrobat Pro\)](#)

For Directories

It is recommended that the directory structure for a website in the Media Library be as follows:

- **Forms** directory
- **Reports** directory
- **Training** directory
- **Events** directory
- **Services** (where applicable)
- **Projects** (where applicable)

For Accessibility

Accessibility is the degree to which a product, device, service, or environment is available to as many people as possible. Accessibility can be viewed as the "ability to access" and benefit from some system or entity. The concept often focuses on people with disabilities or special needs (such as the Convention on the Rights of Persons with Disabilities) and their right of access, enabling the use of assistive technology. Accessibility is about making things accessible to all people (whether they have a disability or not). An alternative is to provide "indirect access" by having the entity support the use of a person's assistive technology to achieve access (for example, computer screen readers).

Contrast & Color

Find colors that provide maximum contrast, including enough contrast between content and the background, so that text and non-decorative images are legible for anyone with low vision or color deficiencies.

Best Practices

- **Ratio:** Text and interactive elements should have a color contrast ratio of at least 4.5:1.
- **Color as indicator:** Color should not be the only indicator for interactive elements. For example, underline links on hover, or mark a required field with an asterisk.
- **Color blindness:** Red/green color blindness is the most common, so avoid green on red or red on green. (Think especially about avoiding using red and green for "bad" and "good" indicators).
- Use Web Aim [Contrast Checker](#) to the color and text to ensure it passes web accessibility

Questions:

- What should the minimum color contrast ratio? **4.5:1.**
- What is the most common color blindness? **Red/Green**
- Can Contrast Checker help you with checking proper text size? **Yes**

<h1>-<h6>: The HTML Section Heading elements - Accessibility concerns

A common navigation technique for users of screen reading software is jumping from heading to heading to quickly determine the content of the page. Because of this, it is important to not skip one or more heading

levels. Doing so may create confusion, as the person navigating this way may be left wondering where the missing heading is.

Don't
<code><h1>Heading level 1</h1></code>
<code><h3>Heading level 3</h3></code>
<code><h4>Heading level 4</h4></code>

Do
<code><h1>Heading level 1</h1></code>
<code><h2>Heading level 2</h2></code>
<code><h3>Heading level 3</h3></code>

The following guidelines improve accessibility on our University Website:

- You must have a color contrast for people to read it. (for example, gray fonts on white background is more difficult to see and read)
- Alt-text must be placed on ALL images (pictures, graphs, logos, etc.) in order to convey what is in the image).
- Styles such as Headings, sub-headings and body text should be used with every document.
- Font types and sizes should not be hard to read and understand.
- **Never** print to PDF for making your document a PDF – use the Adobe PDF tab on your ribbons or save as and make it a PDF.
- A scanned document is not easily read by a screen reader.
- Use word or [Grammarly](#) to check for spelling, grammatical and accessibility errors prior to publishing its content.
- **Helpful resource** - <https://webaim.org/resources/contrastchecker/>

How to use Headings

<h1>-<h6>: The HTML Section Heading elements

Headings may be nested as subsections to reflect the organization of the content of the page. Most screen readers can also generate an ordered list of all the headings on a page, which can help a person quickly determine the hierarchy of the content:

1. h1 Beetles
 1. h2 Etymology
 2. h2 Distribution and Diversity
 3. h2 Evolution

1. h3 Late Paleozoic
2. h3 Jurassic
3. h3 Cretaceous
4. h3 Cenozoic
4. h2 External Morphology
 1. h3 Head
 1. h4 Mouthparts
 2. h3 Thorax
 1. h4 Prothorax
 2. h4 Pterothorax
 3. h3 Legs
 4. h3 Wings
 5. h3 Abdomen

Questions:

Can headings be nested?

Can Screen readers generate and ordered list?

Do heads have a hierarchy?

For Compliance

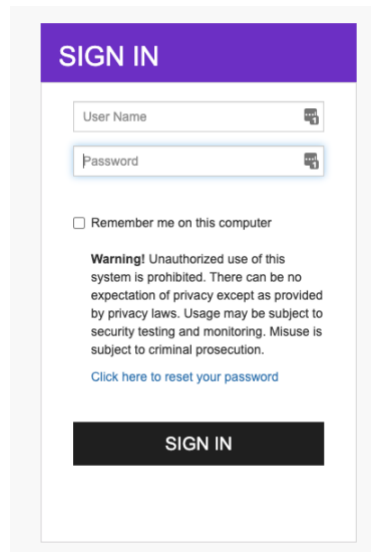
Certain content is not allowed on the PVAMU servers. This includes plagiarized text, copyright infringements or any material that is not compliant with current state and/or federal laws.

The Login

<http://www.pvamu.edu/training/login>

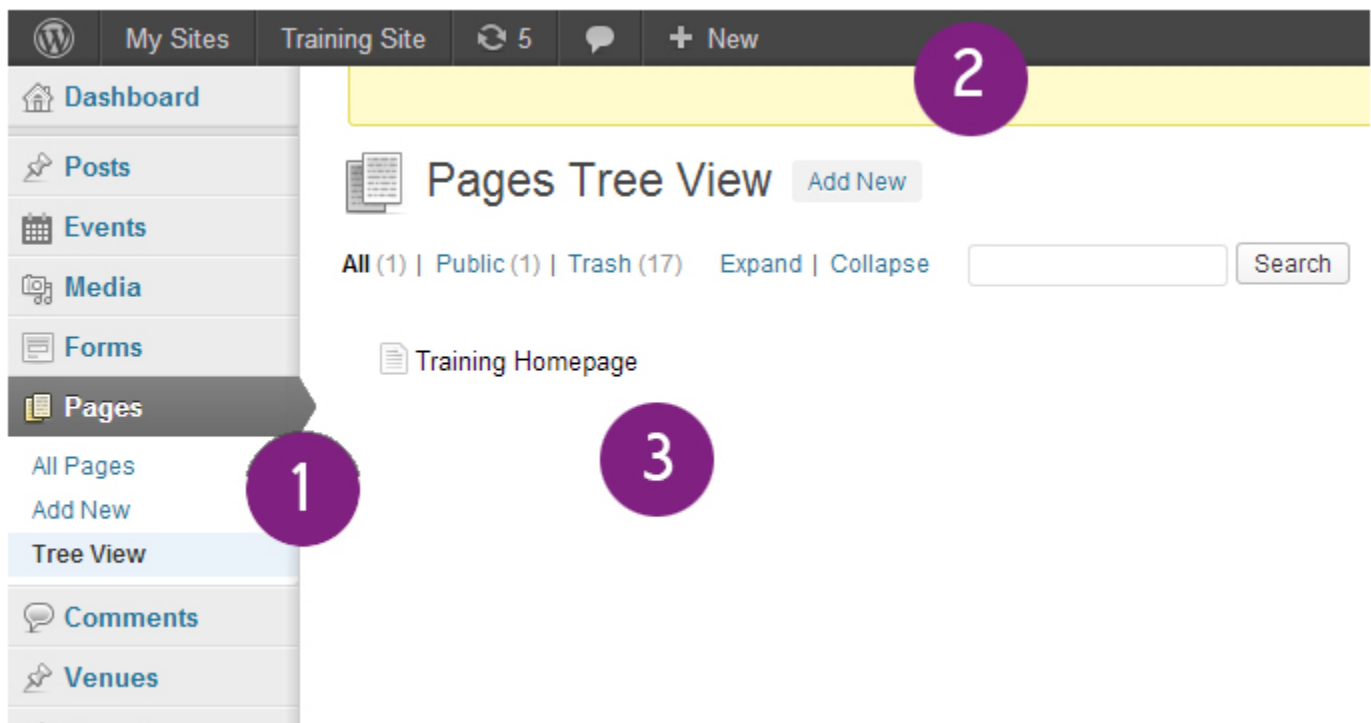
Each content manager will initially go to the login URL that is the portion of the website that they have access to. For example, you can see that the URL above (used for training purposes)

is <http://www.pvamu.edu/training/login>. A content manager that manages pages under the Student Affairs website (<http://www.pvamu.edu/sa/>) - will login at <http://www.pvamu.edu/sa/login>. Enter the username and password (your pvamu email username and pvamu password) and click **Log In**.



The Dashboard

After logging in, clicking on Pages on the left-side Menu, and selecting Tree View, basic content managers will see the WordPress dashboard as shown in the screenshot below.



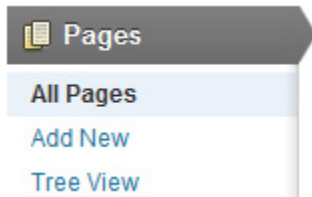
Listed from left to right:

1. The left side navigation panel in WordPress allows some of the same basic options that the top menu does, which will be explained in further detail throughout the next sections.
2. The top bar has the following features:
 1. **My Sites:** If the user has access to edit various sites in WordPress, they can navigate to those sub-sites through this menu option and select a sub-site they would like to navigate to and edit.

2. **Training Site:** This menu option will change titles depending on the current sub-site the user is viewing (i.e. the 'Admissions' sub-site will be called 'Admissions'. This menu option allows the user to perform a live preview of the website.
 3. **+ New:** This menu option allows the user to add new media or pages.
 4. **Howdy, <username>:** On the far-right, the user can edit their profile or logout of WordPress through this menu option.
3. The user will see a 'Tree View' of all the pages they can edit or preview.

Tree View

Within this tree structure, you can view your site hierarchy directly from the WordPress dashboard. Tree View can be accessed in the Tree View link under the Pages option in the dashboard. When you click on the Tree View link, you view files just like you view them in Windows Explorer.



You can:

- Drag and Drop a page to rearrange/order your pages.
- Add pages after or inside a page (creating a sub-page)
- Edit pages
- View pages

It is very important to ensure that pages within your site are structured logically within your site hierarchy. A page family consists of a Parent page and Child pages within it. Notice that in the following figure, there are two Parent pages and each Parent page has two Child pages.



In case that you want to Tree View, you simply drag Parent Page where you

Questions:

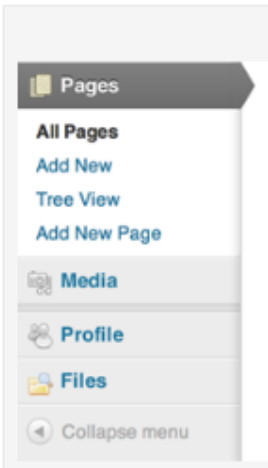
- Can you Drag and pages in tree view?
- Can you Add pages after or inside a page (creating a sub-page) ?
- Are Edit pages and View pages apart of tree view?

change the Parent of a Child Page, in the Child Page and drop it on top of the want to place it under.

Drop a page to rearrange/order your

For example, If we drag Child 3 and place it in the Parent 1 family of Pages and a user clicks on the Parent 1 web page, the Child 3 page will now appear on the left-side menu of the family of pages of Parent 1 AND it will no longer appear on the family of pages of Parent 2.

Creating Pages



The screenshot shows the WordPress navigation menu with the 'Pages' section expanded. The 'Pages' menu item is highlighted in a dark grey bar. Below it, the following options are listed: 'All Pages', 'Add New', 'Tree View', and 'Add New Page'. Below these are 'Media', 'Profile', and 'Files'. At the bottom of the menu is a 'Collapse menu' button with a left-pointing arrow.

In the left side navigation bar, there are several options for content managers to maintain and update their pages. These include: **All Pages**, **Add New**, and **Tree View**.

Selecting '**All Pages**' will allow content manager's to view all of the pages that they have access rights to. Menu options become available once the content manager hovers over each of the different rows (**Edit**, **Quick Edit**, **Trash**, and **View**)

Content managers can edit any page by clicking the title of the page (this navigates directly to edit mode).

- **Edit:** Will take the content manager into edit page mode.
- **Quick Edit:** Will allow the content manager to edit some of the page's primary settings, such as, Title, Parent, Template, and Page Status.
- **Trash:** Will deactivate the page and move it to the trash folder (pages in the trash folder can be restored at a later time).
- **View:** The content manager can view the live version of the page.
- **Questions:**
- Will "**Edit**" take the content manager into edit page mode?
- Will "**View**" take content manager can view the live version of the page?
- Will "**Quick Edit**" allow the content manager to edit some of the page's primary settings, such as, Title, Parent, Template, and Page Status?

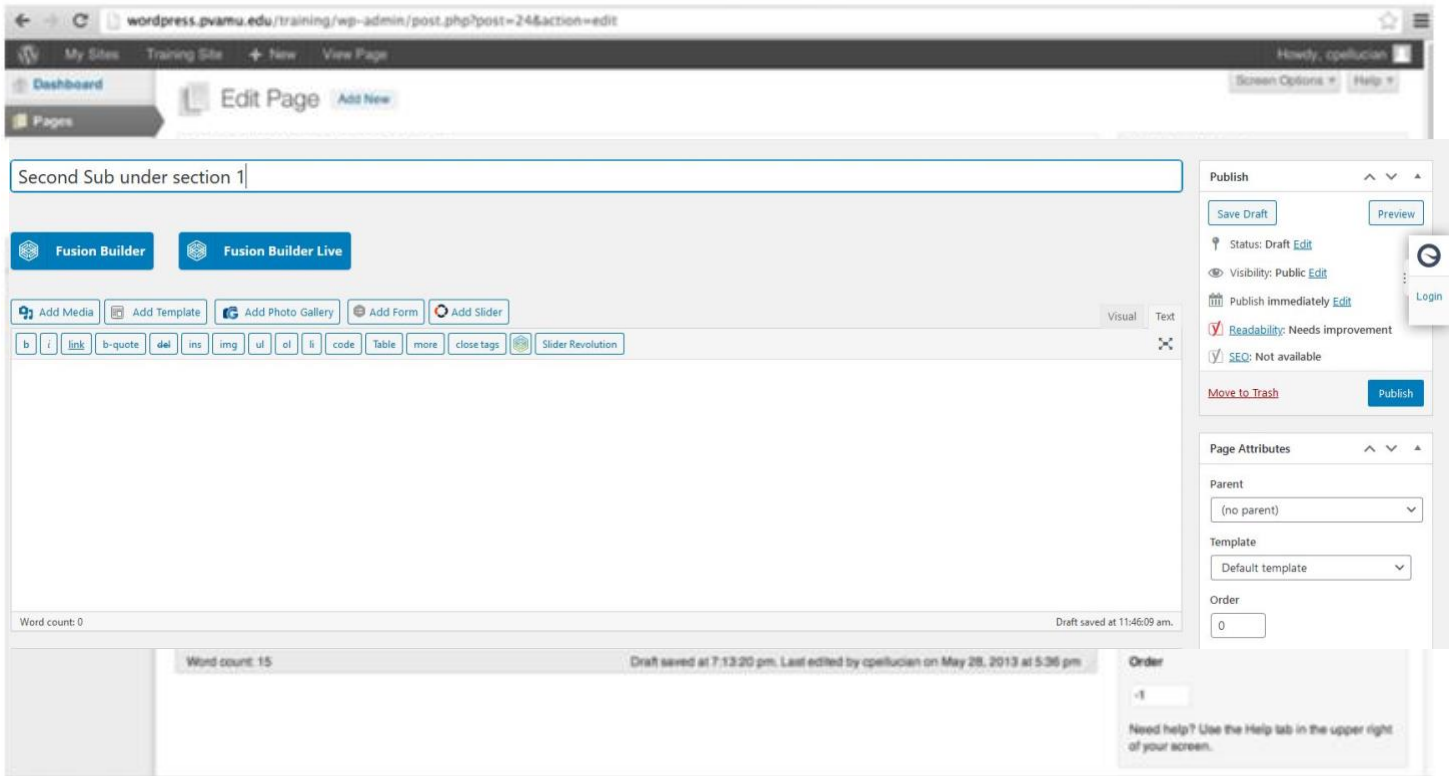
Page Slugs

Slugs are used in **permalinks** structure. **WordPress** by default creates slug for **Pages** as long as we have not created a specific Slug. Slugs are always created in small letters with "-" sign in between the words.

Example: your page name is -> "**My First Page**" the slug of that post is "my-first-page".

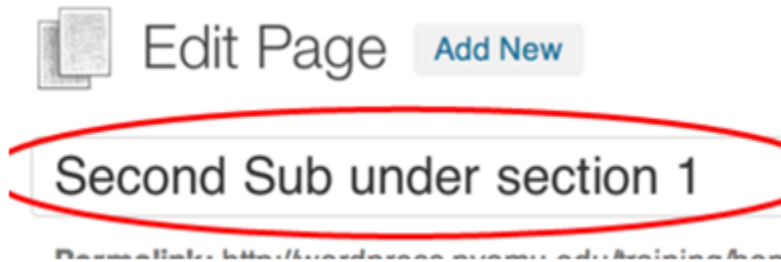
Editing Pages

Content Managers can edit pages through an editor that is built into WordPress. The screen below demonstrates what a content manager should see when editing a page in WordPress, followed by a detailed description of some of the menu items that can be used throughout this area.



Page Title

A page title can be added by editing the line of text shown in the screenshot below.



Permalink

A permalink can be set if a content manager wants to override the one that WordPress assigns it (WordPress will automatically use the page title for the permalink). **This will alter the URL at which users access the page from.**



Hyperlink To An External Site

To add a hyperlink to an external site first select the text that will become the hyperlink and click on the hyperlink icon in the editor.



A

window will appear where you must enter the data of the site you want to link to.

In the URL textbox, insert the URL of the external site that you will link to.

In the Title textbox, give the hyperlink a title that will become the alternative text (ALT text) that appears when a user hovers the mouse over the hyperlink text.

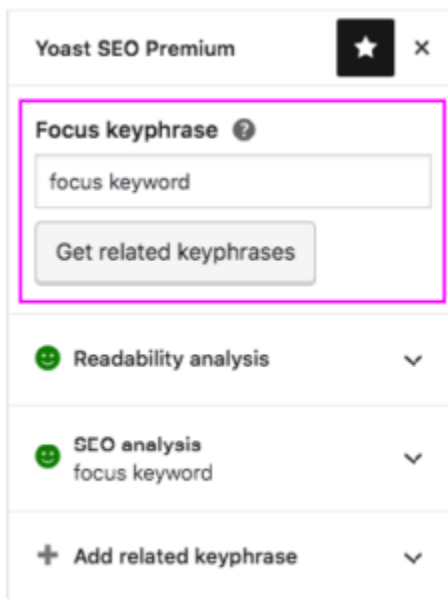
If not already checked, check the box labeled “Open link in a new window/tab” and click the Add Link button that is located on the bottom right corner.

The text that you previously selected will automatically become a hyperlink. Make sure you Publish or Update the web page so that the changes take effect when you view the page.

What is a focus keyword? -

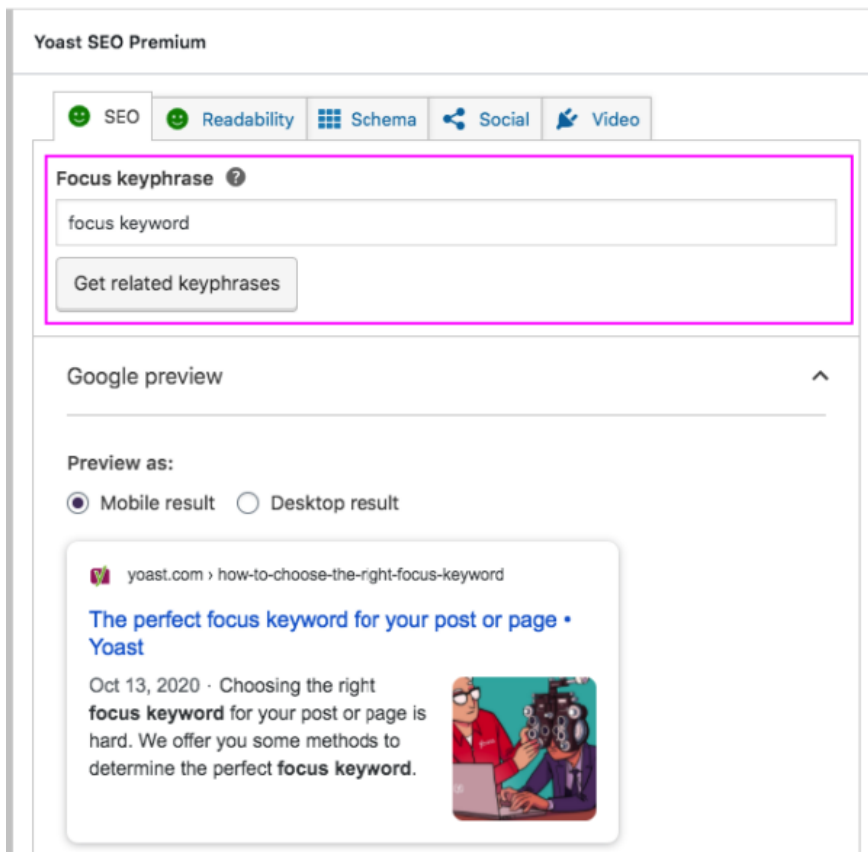
The focus keyword or keyphrase is the [search term](#) that you want a page or post to rank for most. When people search for that phrase, they should find you. If you set a focus keyphrase for a page with Yoast SEO, the plugin evaluates the page’s content and provides feedback on how to improve the content to increase the chances of ranking higher for that search term.

You’ll find the input field for your focus keyphrase in the Yoast SEO sidebar on the right side of your editor. If you don’t see the Yoast SEO sidebar, click on the Yoast icon on the top right of your screen first.



The focus keyphrase input field in the Yoast SEO sidebar


You can also find the focus keyphrase input field in the Yoast SEO meta box below the post editor:



The focus key phrase input field in the Yoast SEO meta box

You'll find the feedback to improve your content in the [SEO analysis](#) tab. If you amend your page with this feedback, it will be easier for search engines to recognize what your post or page is about. [Learn More](#)

Hyperlink Removal

To remove a hyperlink, simply select the text that has the hyperlink and click on the “Unlink”  button in the editor.

WordPress WYSIWYG

A **WYSIWYG** (What You See Is What You Get) editor is included with WordPress to allow content managers to style and update content with ease. If you are familiar with Microsoft Word then you will notice that you have similar features in the WordPress Editor. Below is a screenshot of the primary editor and the options that are available for PVAMU content managers to style their content.

The Display Kitchen Sink icon is circle in the screenshot below, and will allow the content manager to see additional menu options within the editor.



Visual view, as shown below, will allow you to see your content area without seeing any code (HTML).



Text view, as shown below, will allow you to see your content area with HTML code.

Further documentation on the WordPress WYSIWYG editor can be found on the WordPress support website: <https://wordpress.com/support/visual-editor/>.

Avada Live Editing

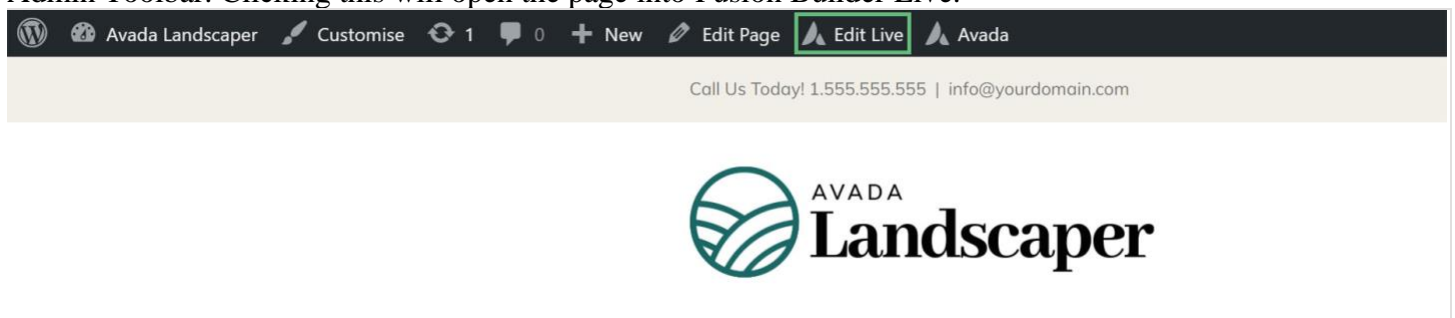
This amazing front-end builder takes Avada to the next level, and allows for a seamless and efficient workflow without even leaving the page you are building. Let's have a look at how to access it, and its key features.

Accessing Avada Live

Depending on where you are at in WordPress, you can access Avada Live in a number of ways. Let's look at each one.

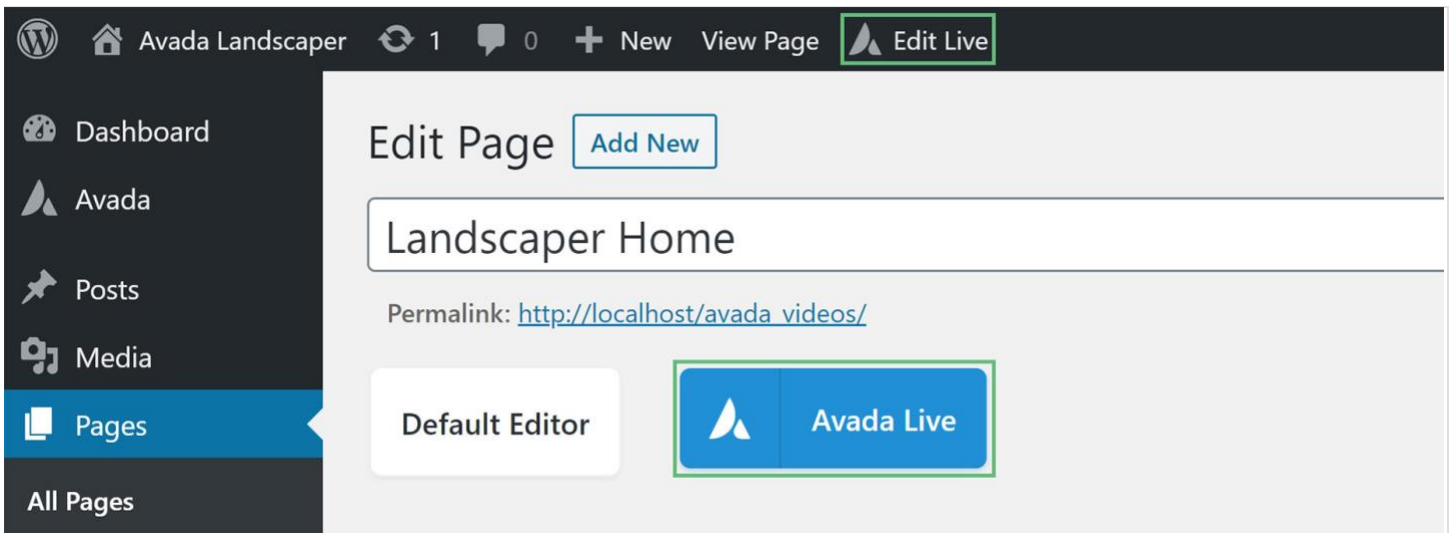
Viewing A Page on the Front End

When you are viewing a page, and are logged in, you will find an option called Edit Live in the WordPress Admin Toolbar. Clicking this will open the page into Fusion Builder Live.



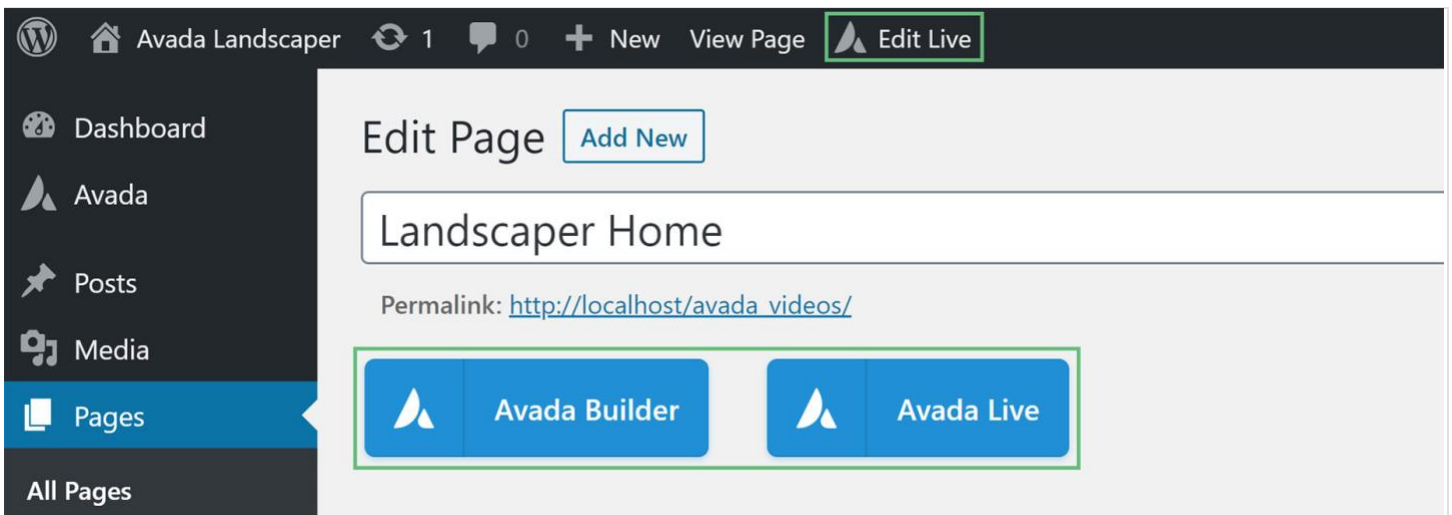
Editing A Page In Fusion Builder (Back-End)

If you are editing a page in the back-end Fusion Builder, and want to switch to Avada Live, you will see a large button called *Avada Live* at the top of the document, just under the Slug, as well as the *Edit Live* link in the Toolbar. Ensure the page is saved before switching Builders.



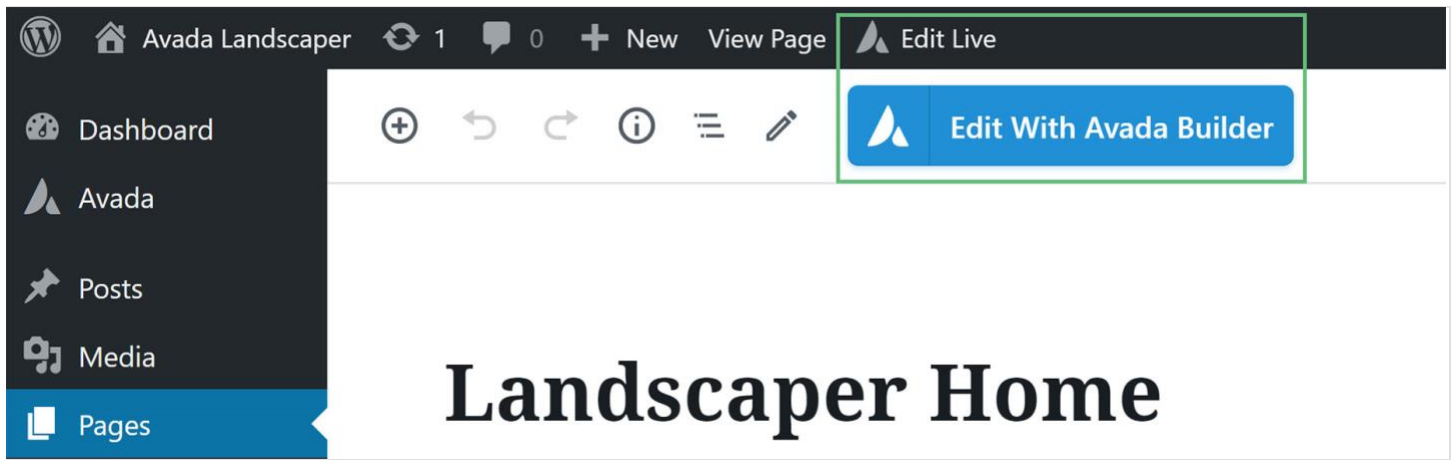
Editing A Page In A WordPress Editor

If you are editing a page in either the Visual or Text mode in the WordPress editor, you will have the option of two buttons: *Fusion Builder* and *Fusion Builder Live* at the top of the document, just under the Permalink, as well as an *Edit Live* link in the WordPress Toolbar. Ensure the page is saved before switching to Fusion Builder.



Editing A Page In Gutenberg

If you are editing a page in the Gutenberg editor, you will have a link to the Front-End Builder in the WordPress Toolbar, entitled *Edit Live*. There is also a button below this at the top of the page, called *Edit With Fusion Builder* (back end interface).



Click here for more information on [Fusion Builder](#)

Design Elements

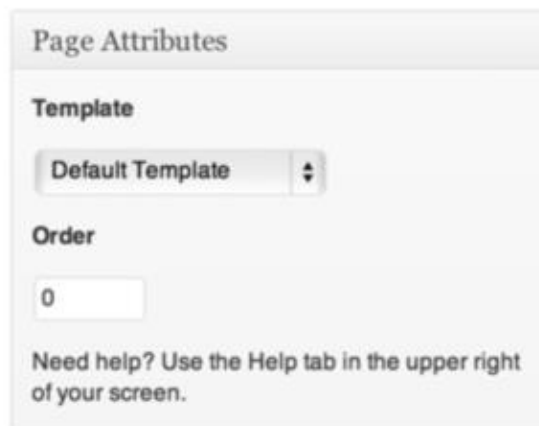
Design Elements are varied and versatile, providing you with an almost endless combination of options to create dynamic and feature-rich content. Everything that you will need to reach out to your target audience is provided in neatly laid out Fusion Library. Choose, drag into place, and edit visually.

Current Elements

Alert, Animations, Audio, Blog, Button, Carousel, Chart, Checklist, Column, Container, Content Boxes, Counter Circles, Dropcap, Events, FAQ, Flip Boxes, Font Awesome Icon, Gallery, Google Map, Image Before & After, Image, Modal, Person, Popover, Portfolio, Pricing Table, Progress Bar, Section Separator, Separator, Social Links Element, Syntax Highlighter, Tabs, Tagline Box, Testimonials, Text Block, Title, Toggles, User Login, Video, Visibility Size Options and Widget Area. **Click here for more [information](#)**

Page Attributes

The **Page Attributes** panel will allow content manager's to choose the page's template and navigation order



Template

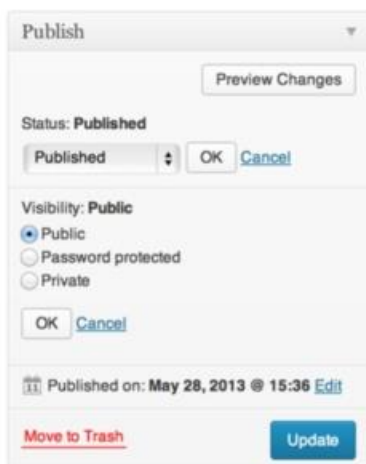
Default Template	Pre-built theme page template with header, page width and footer. That you can add text and image contents. Best used for landing pages and inner pages.
------------------	--

100% Width	Pre-built theme page template with header, full page width and footer. That you can add text and image contents. Best used for landing pages.
Page Re-direct	Used to forward pages using weblinks to other webpages.

Questions

- Is the Default Template pre-built?
- Is 100% width a full-page template?
- Will “Page Re-direct” forward pages using weblinks?

The **Publish** panel will allow content manager’s to set the status of the page to published, pending review, or draft.



Status Options


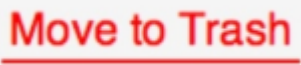

Published	ed status will commit changes to the live website.
Pending Review	; review status will send a notification to the assigned content review administrator that the page is ready for their review. Once they have signed off on their review, the changes will be committed to the live website.
Draft	Updating the page in draft status will save the page in a draft mode, allowing the content manager to come back and make further edits to their page before committing any live edits.

Visibility Options

Public	The page will be made publicly visible to all users visiting the website.
Password Protected	Choosing ‘Password Protected’ and clicking ‘OK’ will cause a textbox to appear where a content manager can enter a password for the page. Upon using this feature, all users will have to enter the designated password before they can view the page’s content. This does not password protect any content (images, documents, etc.) on that page. It only protects the text within the page. While password-protected pages are useful for review, especially for those who do not have WordPress access, these pages will appear in search engines.
Private	Setting the visibility option to ‘Private’ will cause all content to be hidden to the general public. The only people that will be able to see the content are content managers with access to that page (must be logged in to WordPress in order to view the page’s content). Website visitors that guess the URL of the page will still not be able to see any of the published content on a page set to private.

For more information on Content Visibility Options, visit: http://codex.wordpress.org/Content_Visibility

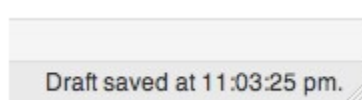
Other Publish Panel Options

	Choosing the 'Update' option will commit all page edits that have been made public.
	Choosing the 'Move to Trash' option will delete the page from view and move it to the Trash folder (pages in the Trash folder can be restored at a later time).
	Choosing the 'Preview Changes' option will allow a content manager to view the changes they have made to the page in edit mode, prior to any changes being committed to the live website.

Auto Saved Pages

As you write and edit your pages, the changes you make are automatically saved every **2 minutes**. In the lower right corner of the editor, you'll see a notification of when the entry was last saved.

Auto saves are automatically enabled can't be turned off. There is only one each new auto save overwrites the previous auto save in the database.



for all posts and pages. The feature auto save for each post or page, and

Auto Save On Published Content

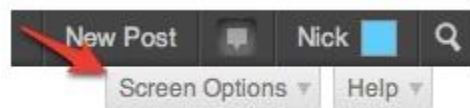
If you are editing a post or page that has already been published, auto save continues to work, but it will not overwrite any of the **published** content.

The changes will not be displayed on the blog until you click the **Update Post/Page** button in the **Publish** module. You can find the last auto save; if there is one, and other post revisions in the [Post Revisions Module](#).

The **Revisions** module shows any backup copies of your post. Each time you click **Save Draft** or **Update**, a revision is saved. WordPress.com will store the last **25** revisions for each post on your blog. Revisions allow you to look back at the recent changes you've made and revert to an earlier version if necessary.

To find the Revisions module, you will need to go to the edit screen for the page you want to see the revisions for. Still don't see the module? You may need to [enable it in your screen options](#).

The **Screen Options** pull down tab is located in the upper right corner of your Dashboard.



Note: The module will not show revisions. Also you can't manually oldest revision is automatically revisions.

until you have made some delete page revisions, but the deleted if there are more than 25

Editing A Post/Page With An Auto Save

If your browser crashes while editing or you go back later to edit a post/page, you will see a warning at the top of the screen that looks like this:



There is an autosave of this post that is more recent than the version below. [View the autosave](#)

You can
“**View**

save” link to make sure you are viewing the latest version, or you can stay on the same page to start again. If you do click the link, you’ll be taken to the Revisions page, where you can restore the auto save by clicking the blue **Restore** link next to it.

click the
the auto

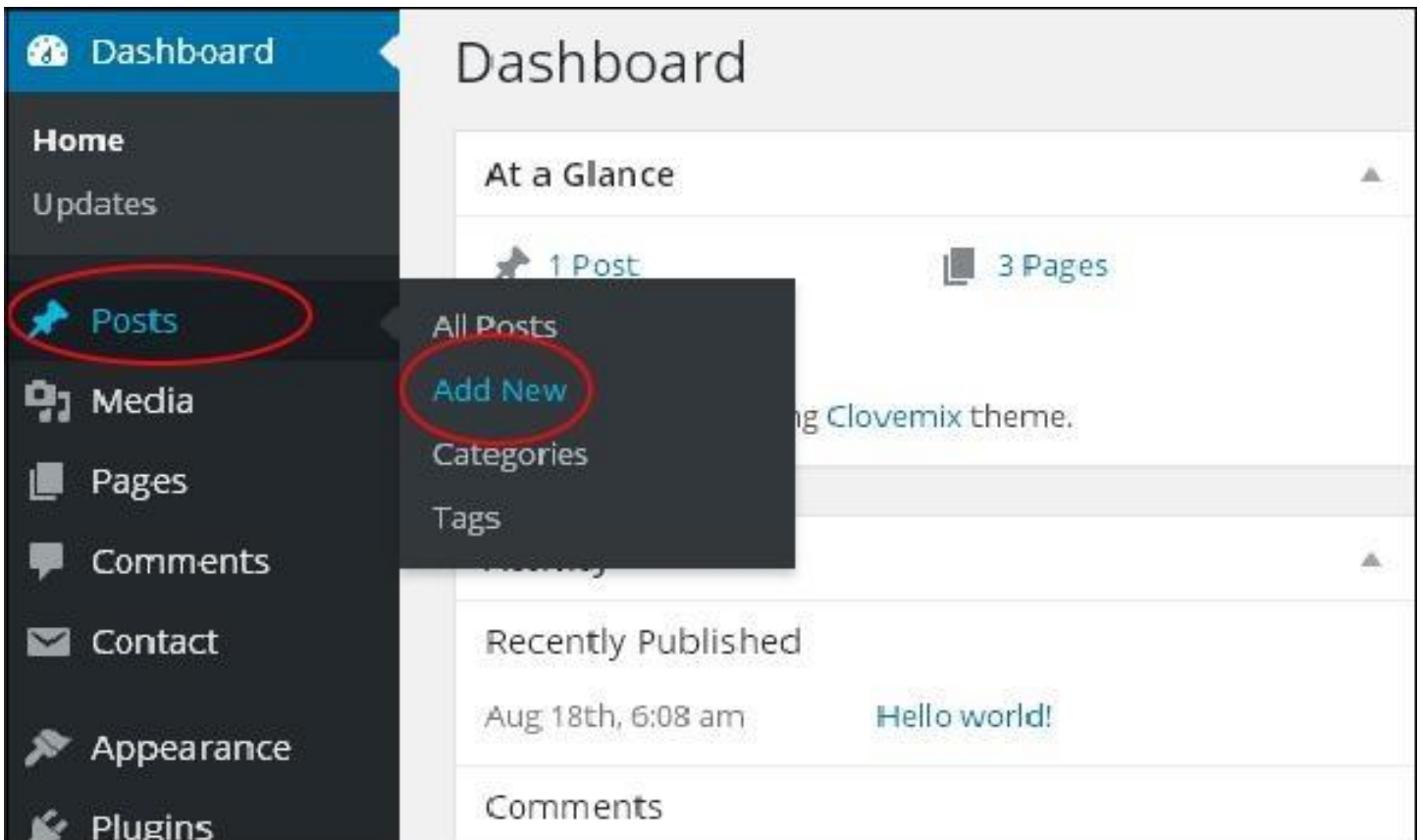
Using Browser Restore

If you go offline while editing a post, auto save can’t save anywhere because you are not connected to the internet. This is where Browser Restore comes in. It will store your content in your browser’s local storage. When you get reconnected, you’ll see the option to restore the backup. Clicking this option will allow the browser-stored content to pop back into your text editor.

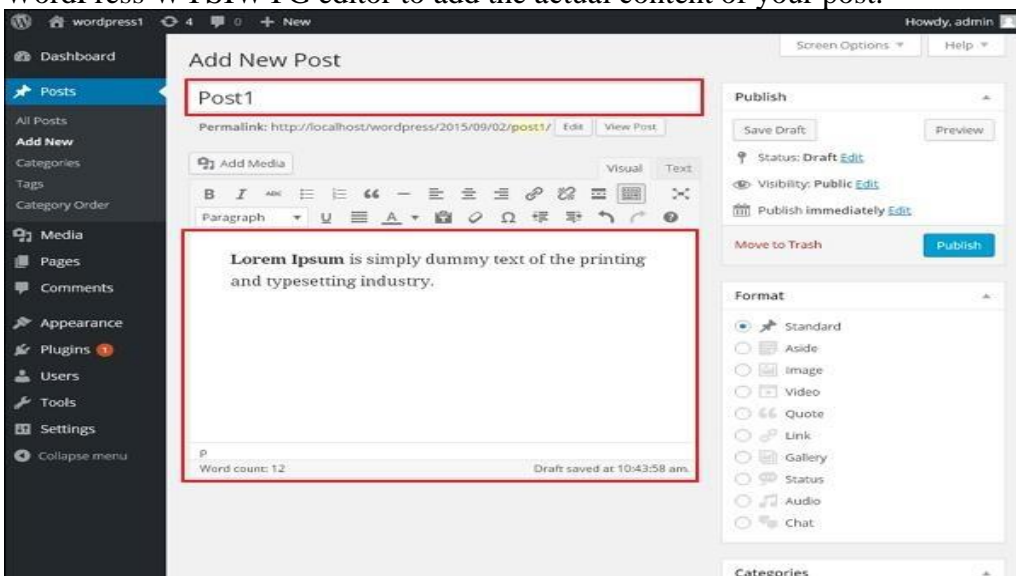
Working with Post

Add Posts in WordPress.

Step (1) – Click on Posts → Add New in WordPress.



Step (2) – You will get the editor page of the Post as shown in the following screen. You can use the WordPress WYSIWYG editor to add the actual content of your post.



Following are the fields on the editor page of the Add Posts Page.

Post Title – Enter the title of the post, i.e., Post1.

Post Content – Enter the content of your post.

Step (3) – Click on Publish button to publish your respective post.



Following are the few other options present in the Publish section.

Save Draft – It saves the post as a draft.

Preview – You can preview your post before publishing.

Move to Trash – Deletes the post.

Status – Change the status of your post to Published, Pending, or Reviewer Draft.

Visibility – Change the visibility of the post to Public, Private or Password protected.

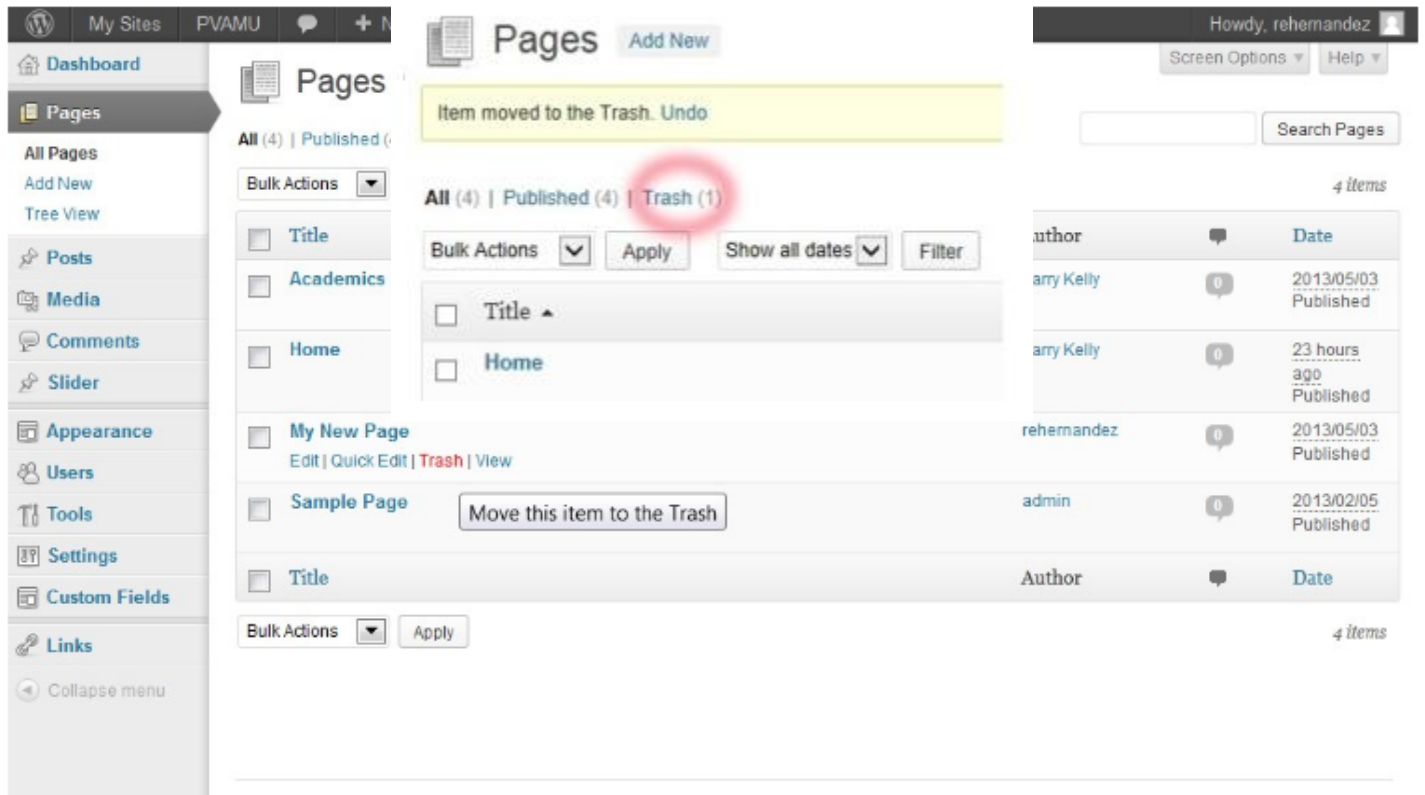
Published – Change the published post date and time.

Deleting Pages

Click on Pages on the upper-left navigation menu:



Move the mouse over the page that needs to be deleted and click on the Trash link to delete it. Pages that are in the trash can be view by clicking on the Trash link



Pages that are in the trash will be permanently deleted automatically every 30 days.

WordPress Pages vs. Posts (Key Differences)

To summarize, following are the key differences between posts vs pages in WordPress.

- Posts are timely vs. Pages are timeless.
- Posts are social vs. Pages are NOT.
- Posts are organized using categories and tags vs. Pages are hierarchical and can be organized as child and parent pages.
- Posts are included in RSS feed vs. Pages are not.
- Posts have author and published date vs Pages do not.

The differences we listed above may have exceptions. You can use plugins to extend the functionality of both content types.

Despite these differences, there are some similarities between pages and posts in WordPress.

First, they are both used for publishing content. You can add text, images, forms, etc. to both posts and pages. There is featured image meta-field in both pages and posts.

You can build a website without ever using posts or blogging features of WordPress.

Questions:

Can page be organized by categories and tags? – No

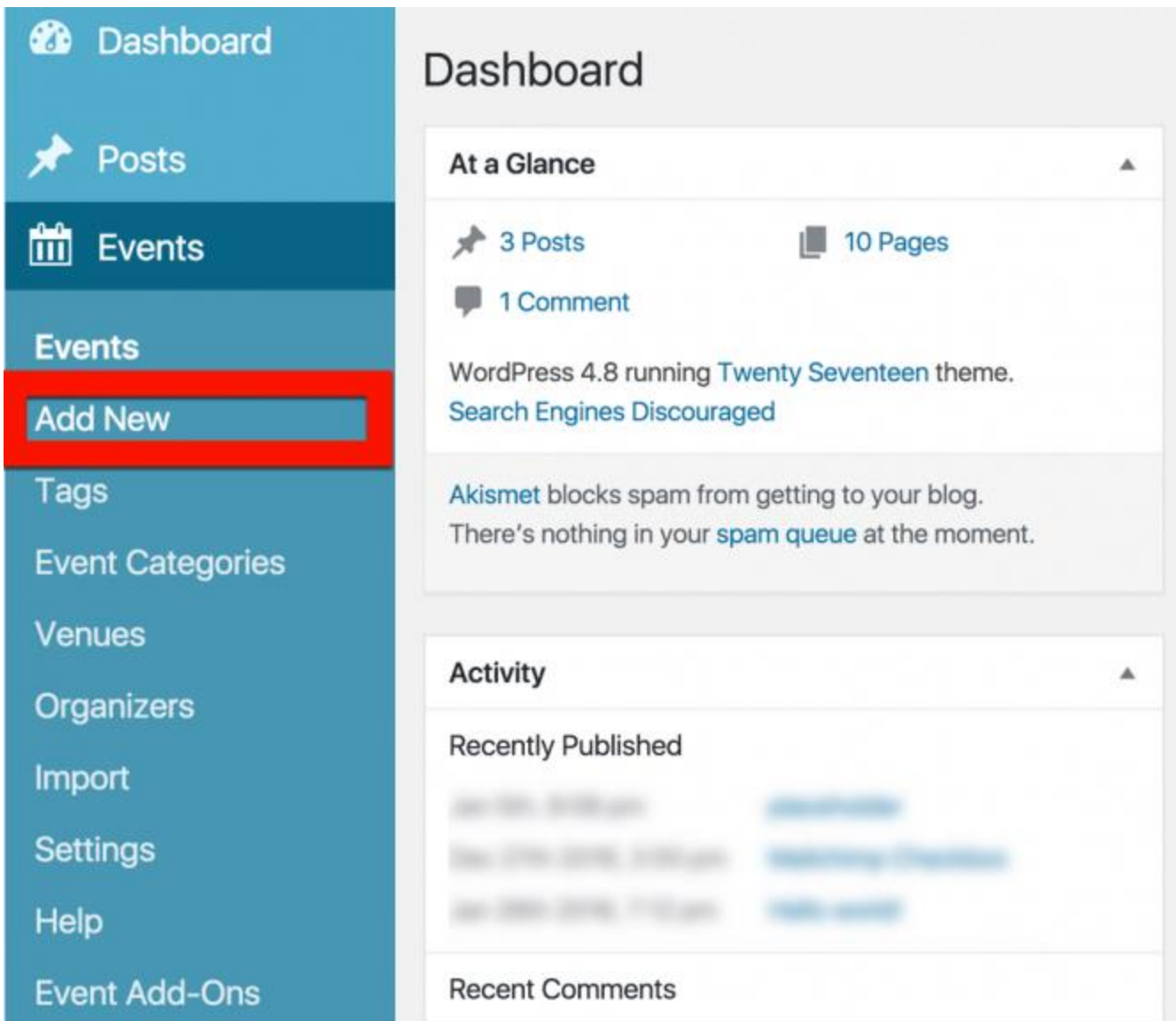
Are posts included in RSS feed? – Yes

Do pages have authors and publish dates? No

Creating Events

Once you've installed and activated The Events Calendar, you're going to want to create some events.

This is actually really easy. Let's start in the WordPress dashboard – you should be able to find a menu entry called *Events* and, if you click on it, you should see the *Add New* link.



Once you've found it, go ahead and click on it! This should bring you to the event editor.

The event editor hopefully won't contain too many surprises: it is intentionally almost identical – at least on first glance – to the regular page and post editor used by WordPress itself.

Just as with a page or post, you can add a title and description to your event. The expected controls for saving it as a draft or publishing it are present, too:

Add New Event Screen Options ▾

John T Mulgrew's 50th Birthday Party

Permalink: <http://events.stable/event/john-t-mulgrew...birthday-party/> [Edit](#) [View Event](#)

[Add Media](#) Visual Text


B I ABC [List Icons] [Quote Icon] [Link Icon] [Table Icon] [Undo/Redo]

Paragraph [U] [A] [Ω] [List Icons] [Undo/Redo]

It's that time of year again - and this time, John is turning 50!

Naturally we are all very excited and hope you and yours can attend this landmark event.

As is often the case, we'll kick things off with traditional dance. No castanets, though, please. We all remember what happened last March at Karen Tiddly's garden gnome party.



Publish ▲

[Save Draft](#) [Preview](#)

📌 Status: **Draft** [Edit](#)

👁 Visibility: **Public** [Edit](#)

📅 Publish immediately [Edit](#)

[Move to Trash](#) [Publish](#)

Tags ▲

[Add](#)

Separate tags with commas

So, if you're familiar with WordPress, you should feel right at home.

Event Time

Of course, events have specific bits of information associated with them that most pages and posts don't require – start and end dates, for instance, not to mention venues and organizers.

Fields to set all of these things can be found below the description editor, in an area called the *events meta box*:

The Events Calendar ▲

TIME & DATE

Start/End: to [Timezone: UTC+0](#)

All Day Event

This event is from 8:00am to 5:00pm on December 11, 2016.

LOCATION

Use Saved Venue:

Show Google Map:

Show Google Maps Link:


Let's look at each of the settings in this area in turn. First, the date and time fields.

- The **Start/End** – this is simply when the event starts and finishes. Clicking into either date field will pop up a date picker, where you may select your desired dates from a calendar. Event start and end times may be selected from a drop-down menu, or you may enter your dates and times manually if you prefer. If you already checked the *All Day Event* box you will not be able to specify a time for your event
- The **All Day Event** checkbox is useful when the event is taking place on a particular date (or dates) – but you don’t really know when, or else feel that it is good enough to say it takes place “all day” without being more specific

The above covers creating a singular, non-recurring event that is not part of a series. If you need help creating a PRO recurring event using the **Event Series** option, you’ll want to read through [our walkthrough tutorial](#) on recurring events.

Event Venue

LOCATION

 Create New Venue

Venue Name:

Address:

City:

Country:

State or Province:

Postal Code:

Phone:

Website:

Show Google Map:

Show Google Maps Link:

If this is your first time using The Events Calendar, you’ll see this list of fields for creating your first event venue. If you’ve created a venue for a previous event, you’ll have the option of selecting an existing venue from a drop-down menu (you may also type into the search box to narrow your options). Entering a new venue name and selecting the **Create** option from the menu options will display the new venue form fields below, allowing you to create a new venue for your event.

LOCATION

Use Saved Venue:

Show Google Map:

Show Google Maps Link:

It's also worth noting that you **don't need to create (or use) a venue**. If you prefer not to specify a venue, simply move on to the next section.

Provide a name for the venue and any optional address details – if you like – a contact phone number and website. The last two checkboxes control whether a map should be shown to visitors and/or a link to a map should be displayed.

? If your event is happening a little off the beaten path and there isn't a mappable address, **you can use latitude and longitude instead**. To do this, leave the venue without an address. After you've created the event, go to **Events > Venues** and edit the Venue in question. You'll see an option there for adding coordinates.?

Once you're happy with the event's venue you can move on to the next section: the organizer details.

Organizers

Rather like the venue details, you can select any pre-existing organizer details that you have already entered. Also – just as with the venue details – this area is completely optional.

ORGANIZERS

Use Saved Organizer:

Phone:

Website:

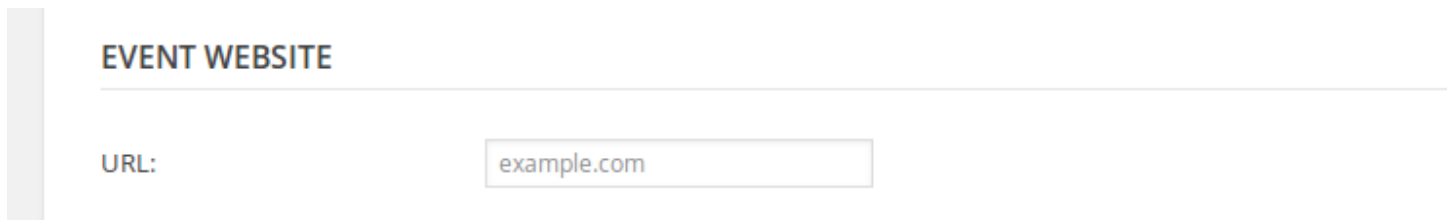
Email: The e-mail address will be obfuscated on your site to avoid it getting harvested by spammers.

[Add another organizer](#)

You do not need to provide organizer details and, if you do, you need only provide as much information as you want to. With The Events Calendar 3.11+, you can add multiple organizers to an event. Keep in mind that if you opt for multiple organizers, any organizer meta (like the phone number or email) will *not* show on the frontend – only the organizer names will be listed. If you have Events Calendar PRO, the listed names will link to the associated [Organizer Page](#).

Event Website

The next section in the New Event Admin lets you (again, optionally) provide an event website:

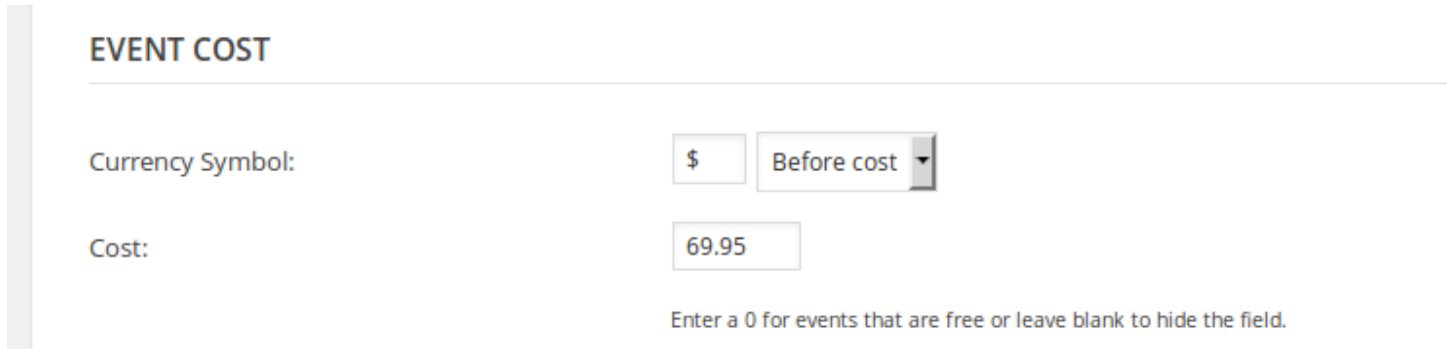


EVENT WEBSITE

URL:

This is particularly useful if you are showcasing events organized by external organizations and they have a dedicated event website.

Event Cost



EVENT COST

Currency Symbol:

Cost:

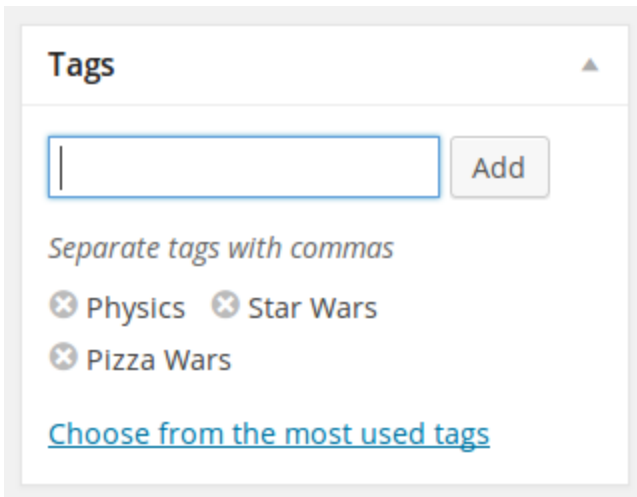
Enter a 0 for events that are free or leave blank to hide the field.

Once again you can pass on by and leave these alone if you like. If you don't provide a cost, then no cost details will be shown to visitors. If the event is actually free then simply provide a cost of 0 (zero).

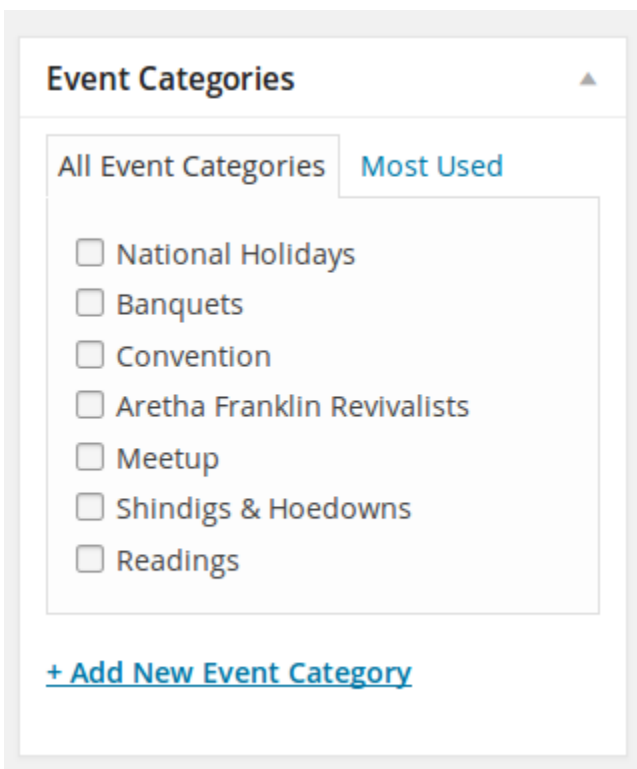
Taxonomies

Rather like regular WordPress posts you can tag events. These tags are in fact the very same tags used by WordPress itself.

This is a really useful feature: let's say you have some blog posts about the laws of physics and are also promoting a series of events – lectures, perhaps – about the same thing. You can tag both with a suitable term like *Physics* and help visitors to the website find not only physics-related posts but events, too!



Besides tags, you can also categorize events:





It is worth emphasizing, though, that these *are not* the same family of categories as used in posts. They definitely have a very similar (in fact, identical) user interface to regular post categories – but they are in fact a distinct family of categories.

In other words, if you happen to have an existing category you use for blog posts, you should not expect it to appear in the list of event categories – and if it does, well, it just happens to share the same name (but isn't actually the same).

Event Options

Usually found close to the tag and event category meta boxes, you can find the Event Options:

Event Options

- Hide From Event Listings
- Sticky in Month View 
- Feature Event 

- Sometimes you want to be able to link to an event post (by email, or directly via a menu) but would prefer it isn't included in the main event views – checking the **Hide from Event Listings** box accomplishes just that
- You might also happen to have a whole load of events taking place on the same day ... naturally, that can cause some problems in month view – and so, at least by default, no more than 3 events per day are shown in that view – selecting **Sticky in Month View** helps you to ensure that this event is one of the ones that *do* show. The question mark's help text reads, “When events are sticky in month view, they'll display first in the list of events shown within a given day block.”
- The **Feature Event** option allows you to designate your most important events for extra emphasis on your pages. Featured events will be highlighted in event views, archives, and widgets, making it a great choice for special engagements that you'd like to have front and center.