

## Editing Calendar Events

### 1. Login to the Peace Lutheran Church wordpress site

Navigate to: [peacesussex.org/wp-admin](http://peacesussex.org/wp-admin)

Username: same as network login (e.g. khughes)

This will bring you to a dashboard. This page allows you to change your account and password settings. To change the password, simply enter a new password in the fields at the bottom of the page and click “Update Profile”

### 2. Click “Events” from the left navigation bar. This will bring you to a listing of all published, future events. The title of each event is display along with its location (generally Peace Lutheran Church) and the date & time. If an individual event is part of recurrence, the recurrence information will be listed on the right.

*N.B. All calendar events for both the congregation and academy are managed from this single location in the main peacesussex.org congregation control panel. Since the Event Manager plugin is installed, an “Events” link may be visible on the academy control panel, but this is not used.*

The screenshot displays the WordPress Events Manager interface. On the left is a sidebar with navigation links: Dashboard, Posts, Media, Links, Pages, Comments, Sermons, Bulletins, Congregation at Prayer, News, Staff, Events (highlighted), Edit, Add new, Locations, Bookings, Categories, Settings, Help, Appearance, Plugins, Users, Tools, Settings, PowerPress, and Redirect Menu. The main content area is titled 'Future events' with an 'Add New' button. A red banner at the top states 'JF Maintenance Redirect is Enabled'. Below this, a summary shows 'Total (11) | Approved (11) | Pending (0)'. There are filters for 'Bulk Actions' and 'Future events'. The event list table has columns for Name, Location, Date and time, and recurrence info. Annotations include a blue arrow pointing to the event name 'Advent Service' with the text 'Click name to edit specific event', and another blue arrow pointing to the recurrence text 'From 2011-11-30 to 2011-12-21, Wednesday, every week' with the text 'recurrence info if applicable'. The table lists various events like Advent Service, Fish Fry, Christmas Break, Christmas Day, and Divine Service, each with a location at Peace Lutheran Church and specific dates/times.

| Name               | Location                                              | Date and time                                      | Recurrence info                                                                                                     |
|--------------------|-------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Advent Service     | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Wed 14 Dec 2011<br>14:30 - 16:00                   | From 2011-11-30 to 2011-12-21, Wednesday, every week<br><a href="#">Reschedule</a>   <a href="#">Delete</a>         |
| Advent Service     | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Wed 14 Dec 2011<br>18:45 - 20:00                   | From 2011-11-30 to 2011-12-21, Wednesday, every week<br><a href="#">Reschedule</a>   <a href="#">Delete</a>         |
| Fish Fry           | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Fri 16 Dec 2011<br>16:30 - 19:00                   |                                                                                                                     |
| Advent Service     | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Wed 21 Dec 2011<br>14:30 - 16:00                   | From 2011-11-30 to 2011-12-21, Wednesday, every week<br><a href="#">Reschedule</a>   <a href="#">Delete</a>         |
| Advent Service     | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Wed 21 Dec 2011<br>18:45 - 20:00                   | From 2011-11-30 to 2011-12-21, Wednesday, every week<br><a href="#">Reschedule</a>   <a href="#">Delete</a>         |
| End of 2nd Quarter | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Thu 22 Dec 2011<br>00:00 - 00:00                   |                                                                                                                     |
| Christmas Break    | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Fri 23 Dec 2011 - Fri 30 Dec 2011<br>00:00 - 03:00 |                                                                                                                     |
| Christmas Day      | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Sun 25 Dec 2011<br>00:00 - 00:00                   |                                                                                                                     |
| Divine Service     | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Sun 25 Dec 2011<br>09:30 - 11:00                   |                                                                                                                     |
| Fish Fry           | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Fri 17 Feb 2012<br>16:30 - 19:00                   | From 2011-11-18 to 2012-03-16, the third Friday of the month<br><a href="#">Reschedule</a>   <a href="#">Delete</a> |
| Fish Fry           | Peace Lutheran Church<br>W240N6145 Maple Ave - Sussex | Fri 16 Mar 2012<br>16:30 - 19:00                   | From 2011-11-18 to 2012-03-16, the third Friday of the month<br><a href="#">Reschedule</a>   <a href="#">Delete</a> |

You can click on an individual event name to edit details about the specific event. For recurring events, you can click the “reschedule” link on the right to change details about all events in the recurrence. Clicking on the title will allow you to change one specific entry in the recurring event.

## Adding and Updating Events

Click the “Add New” button next to “Future events” on the main event screen to add a new event. Click the individual event name to update an existing event. This will bring you to the “Edit Event” screen.

**Edit Event 'Christmas Day'**

JF Maintenance Redirect is Enabled

**add/edit event name** (points to Name field)

**check if event is recurring** (points to Recurrence section)

**begin & end date for event** (points to Event date fields)

**Event begin & end time. Leave at 12:00am for full day events** (points to Event time fields)

**specify categories** (points to Category checkboxes)

**Name:** Christmas Day  
The event name. Example: Birthday party [View Slug](#)

**Recurrence:**  
☐ Repeated event  
Check if your event happens more than once according to a regular pattern

**Event date:**  
12/25/2011 - 12/25/2011  
The event date. When not reoccurring, this event spans between the beginning and end date.

**Event time:**  
12:00AM - 12:00AM  
The time of the event beginning and end.

**Event Owner/Contact Person:**  
andrew

**Category:**  
☐ Academy  
☒ Congregation  
☐ Service

**Location:**  
**Name:** Peace Lutheran Church  
Create a location or start typing to search a previously created location.  
You cannot edit saved locations here. [Reset this form to create a location.](#)

Insert a title, date, and time in the appropriate boxes.

If the event is a full-day event (e.g. “Christmas Day”, “End of 2<sup>nd</sup> Quarter”, etc) leave the event start time set to 12:00AM.

For multi-day events (e.g. “Christmas Break”) leave the event times at 12:00AM, but set the start and end dates accordingly.

If there is additional information about a specific event (e.g. Further details on the flea market, symposium, etc) they can be entered in the “Details” box. Simply scroll down below the “Location” field. This information will be displayed when someone clicks on the event in the calendar.

Scroll to the bottom of the page and click “Submit Event” when completed.

## Event Categories

Events should be categorized to be displayed properly on the website. Setting categories is done in the small box to the right of “Event time.”

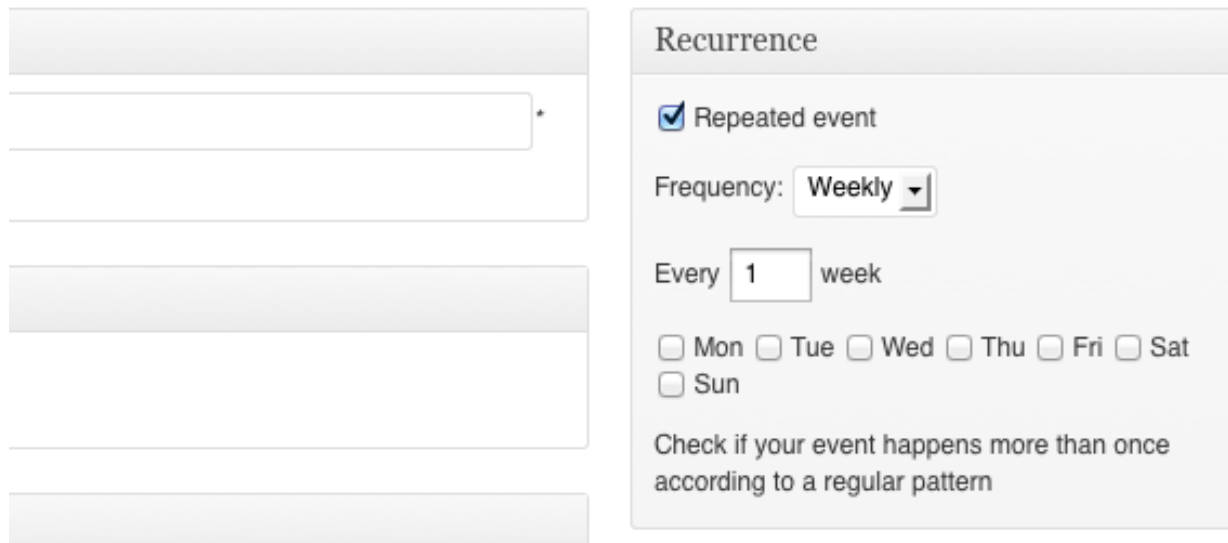
There are three available categories: *Congregation*, *Academy*, & *Service*. By default *Congregation* is selected, indicating that the event is a congregation event (e.g. Didache, youth catechesis, etc).

To specify an event for the academy, simply select the *Academy* checkbox instead. This will update the event styling on the calendar page to be reddish-brown, matching the academy highlight colors. These events will also show up under “Upcoming Events” on the academy homepage.

If a congregation event requires special emphasis, in addition to the *Congregation* category it can also be categorized as a *Service*. This will bold the event on the calendar page, similar to the way special Divine Services are indicated on the print calendar.

## Recurring Events

To indicate an event is a recurring event, simply click the “Repeated event” checkbox in the “Recurrence” box just to the right of the “Name” field.



The image shows a portion of a web form for creating an event. On the left, there are several empty input fields for event details. On the right, a panel titled "Recurrence" is visible. Inside this panel, the "Repeated event" checkbox is checked. Below this, the "Frequency" is set to "Weekly" via a dropdown menu. Further down, it says "Every 1 week" with a small input box containing the number "1". Below that, there are checkboxes for each day of the week: Mon, Tue, Wed, Thu, Fri, Sat, and Sun. All these checkboxes are currently unchecked. At the bottom of the panel, there is a text label: "Check if your event happens more than once according to a regular pattern".

Here you can specify the frequency of the recurrence (e.g. Weekly, monthly) and the recurrence pattern.

When an event is marked as a recurrence, the “Event date” box to the left becomes “Recurrence dates” which indicate the days on which the event begins and ends (e.g. the dates of the first and last Wednesday in Advent respectively for Advent midweek services)

| Recurrence dates                        |                                         |
|-----------------------------------------|-----------------------------------------|
| <input type="text" value="11/30/2011"/> | <input type="text" value="12/21/2011"/> |
| The recurrence beginning and end date.  |                                         |

After all changes are made, simply click “Submit Event” at the bottom of the page to save the updates and publish to the website.

You will notice on the main “Events” page (i.e. the first screenshot) that recurrences generate individual events for each day when the event takes place. These individual events can be modified separately when needed. For example, if a regularly scheduled elders meeting must be moved, this can be done by clicking the specific instance name for the event on this main “Events” page and updating the date/time.