**Editing Calendar Events**

1. Login to the Peace Lutheran Church wordpress site

Navigate to: *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.*



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.



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

If the event is a full-day event (e.g. “Christmas Day”, “End of 2nd 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.



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)



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.