

Cerrito Schedule System

User Manual

Overview

The Cerrito Schedule System helps you manage and display your trivia and bingo events across multiple locations. The system consists of Game Types (categories like Trivia, Bingo), Locations (venues where events take place), and Events (individual event instances - recurring or one-time).

Managing Game Types

Adding a New Game Type

1. Go to **Events** → **Game Types** in WordPress admin
2. Click **Add New Game Type**
3. Fill in:
 - Name: The game type name (e.g., "Music Bingo")
 - Slug: Auto-generated URL-friendly version
 - Description: Brief description of the game
 - Game Emoji: Add an emoji (e.g., 🎵 for Music Bingo)
 - Game Logo: Upload an image/logo
4. Click **Add New Game Type**

Managing Locations

Adding a New Location

1. Go to **Locations** → **Add New**
2. Enter the Location Name (e.g., "Ghost River Brewing")
3. Fill in custom fields:
 - Location Logo: Upload the venue's logo
 - What Time Is It Played?: Default time (optional)
 - Address: Full address of the venue
 - Specials: Any drink/food specials (optional)
 - Website: URL to venue's website (optional)
4. Click **Publish**

Managing Events

Adding a New Event

1. Go to **Events** → **Add New**
2. Enter an Event Title
3. Fill in Event Fields:
 - Event Date: Select the date (leave blank for "Coming Soon")
 - Event Time: Enter time (e.g., "7:00pm")
 - Event Location: Select venue from dropdown
 - Game Type: Select type from right sidebar
 - Special Theme: If event has special theme (optional)
 - Theme Image: Upload image for themed event (optional)
 - Age Restriction: If applicable (e.g., "21+")
 - Special Notes: Any special instructions
4. For recurring events:
 - Check "Is Recurring" box
 - Select day(s) in "When" taxonomy
5. Click **Publish**

Recurring vs One-Time Events

Recurring Events: Check "Is Recurring" box and select day(s) of week. Leave date blank or set start date. Example: "Music Bingo every Monday at Ghost River"

One-Time Events: Do NOT check "Is Recurring". Set specific Event Date. Example: "Special Valentine's Trivia on February 14th"

Shortcodes Reference

1. Today's Events - [cerrito_today]

Purpose: Show all events happening TODAY on your homepage.

Basic Usage:

```
[cerrito_today style="compact"]
```

Parameters:

- style - "compact" (simple list) or "full" (detailed cards)
- show_game_logo - "yes" (default) or "no"
- show_game_description - "yes" or "no" (default)

Examples:

```
[cerrito_today style="compact"]
```

```
[cerrito_today style="full" show_game_description="yes"]
```

2. Upcoming Schedule - [cerrito_schedule]

Purpose: Show all upcoming one-time events in date order.

Basic Usage:

```
[cerrito_schedule]
```

Parameters:

- days_ahead - How many days to show (default: 30)
- location - Filter by location slug or ID
- game_type - Filter by game type slug or name
- show_coming_soon - "yes" (default) or "no"

Examples:

```
[cerrito_schedule days_ahead="60"]
```

```
[cerrito_schedule location="ghost-river-brewing-on-main"]
```

```
[cerrito_schedule game_type="music-bingo"]
```

3. Recurring Schedule - [cerrito_recurring_schedule]

Purpose: Show all weekly recurring events organized by day.

Basic Usage:

```
[cerrito_recurring_schedule]
```

Parameters:

- location - Filter by location
- game_type - Filter by game type

Examples:

```
[cerrito_recurring_schedule location="ghost-river-brewing-on-main"]
```

```
[cerrito_recurring_schedule game_type="general-knowledge-trivia"]
```

4. Master Schedule - [cerrito_master_schedule]

Purpose: Combined view showing BOTH recurring and upcoming events by day of week.

Basic Usage:

```
[cerrito_master_schedule]
```

Parameters:

- days_ahead - Days ahead for one-time events (default: 30)
- location - Filter by location
- game_type - Filter by game type
- show_game_logo - "yes" or "no" (default)
- show_game_description - "yes" or "no" (default)

Examples:

```
[cerrito_master_schedule show_game_logo="yes"]
```

```
[cerrito_master_schedule show_game_logo="yes" show_game_description="yes"]
```

Tips & Best Practices

1. **Create Game Types First** - Add emojis and logos to make schedules visually appealing
2. **Create All Locations Before Events** - Upload logos and fill in complete information
3. **Use Recurring Events for Weekly Schedule** - Check "Is Recurring" and select day(s)
4. **Use One-Time Events for Special Occasions** - Set specific dates for themed nights
5. **Finding Location Slugs** - Hover over location name in Locations list, slug appears in URL

Recommended Shortcode Placement:

- Homepage: [cerrito_today style="compact"]
- Full Schedule Page: [cerrito_master_schedule show_game_logo="yes"]
- Recurring Schedule Page: [cerrito_recurring_schedule]
- Location Pages: [cerrito_schedule location="location-slug"]

Quick Reference Card

Most Common Shortcodes:

```
[cerrito_today style="compact"] - Homepage
```

```
[cerrito_master_schedule show_game_logo="yes"] - Full Schedule
```

```
[cerrito_schedule location="location-slug"] - Location Page
```

```
[cerrito_schedule game_type="music-bingo"] - Game Type Page
```

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