

CMS GUIDE



Website Address:

<http://my360design.com.au/gctw/>

Backend Website Address:

<http://my360design.com.au/gctw/wp-login.php>

Username: gctwtrainingworkshop

Password: gctwtrainingworkshop123



0410 070 456



info@gctw.com.au



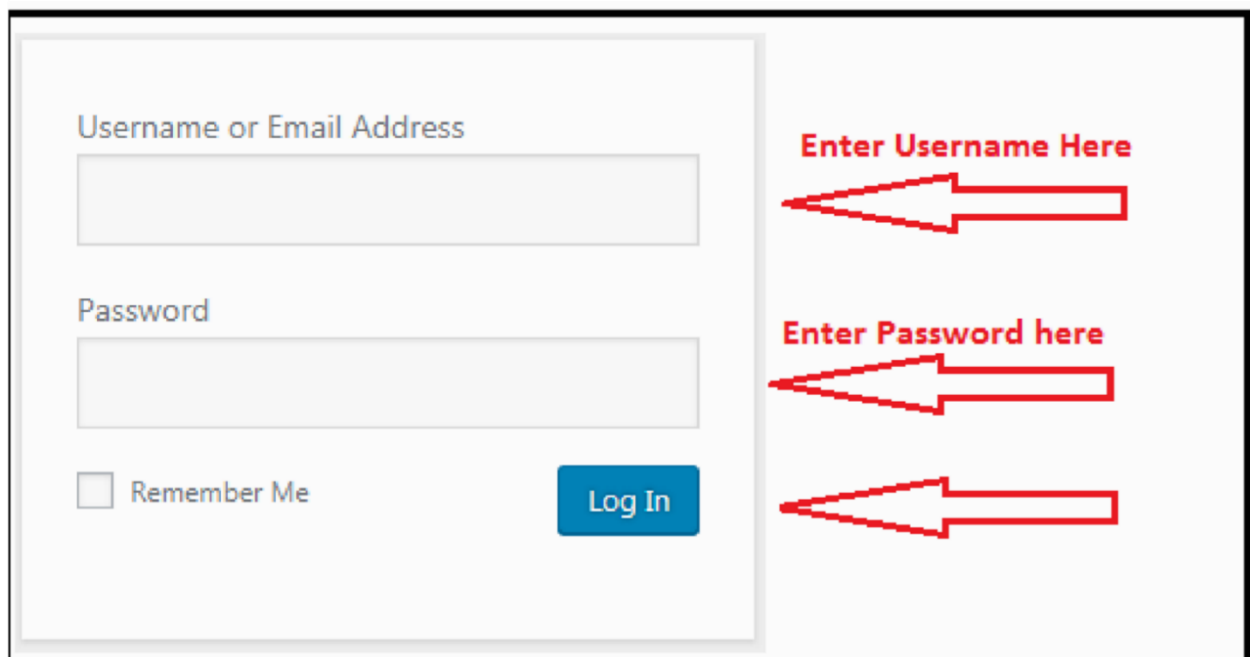
www.gctw.com.au



PO Box 283, Broadbeach, QLD, 4218

<http://my360design.com.au/gctw/wp-login.php>

Editor page will be opened, Enter Username, Password and Click on Login Button.



The image shows a screenshot of a WordPress login page. On the left, there is a white box containing the login form. The form has two input fields: 'Username or Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. To the right of the form, there are three red arrows pointing towards the input fields. The top arrow is labeled 'Enter Username Here', the middle arrow is labeled 'Enter Password here', and the bottom arrow is unlabeled.

Username or Email Address

Password

☐ Remember Me

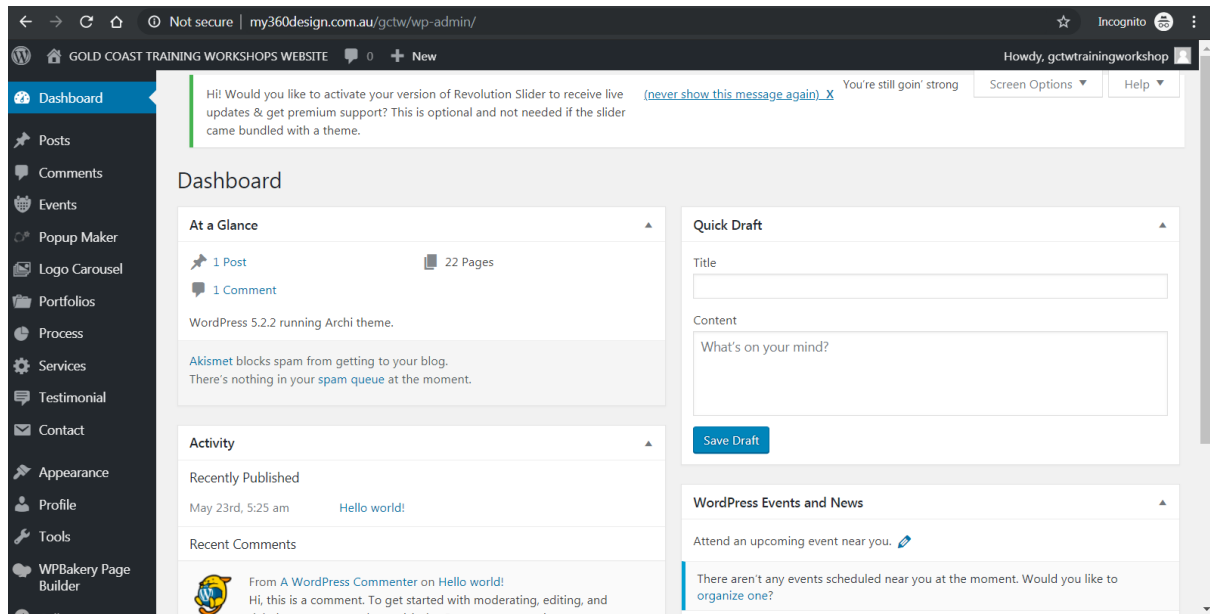
Log In

Enter Username Here

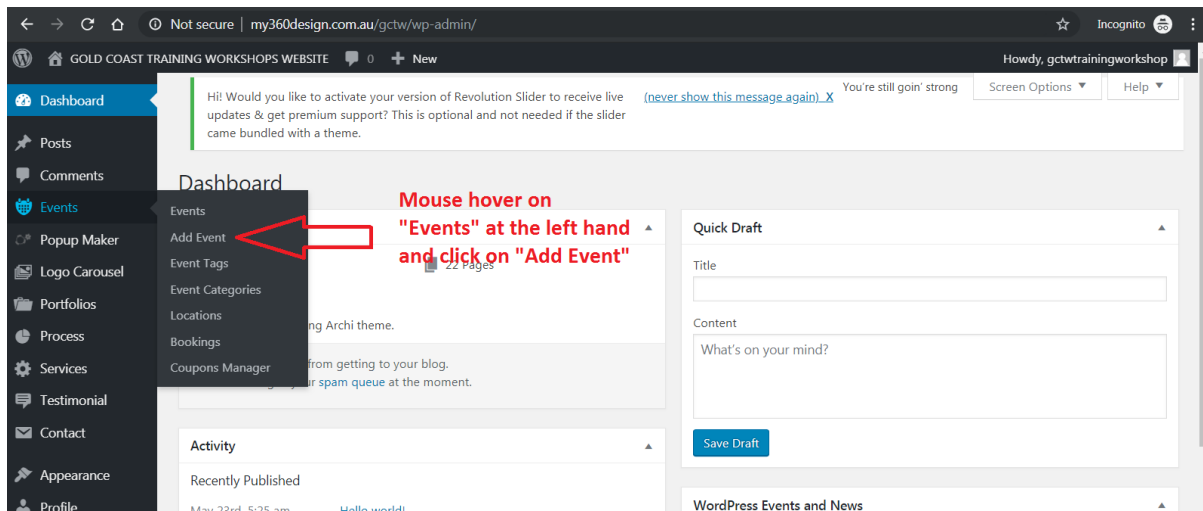
Enter Password here

HOW TO SUBMIT AN EVENT-1st method

Step1: After login to wp-admin credential, the below screen will be appear.



Step2: Mouse hover on the “Events” which is at the left hand side bar and click on “Add Event”



Step3: Add event name, description, date and timings as per below screenshot.

The screenshot shows the 'Add New Event' form in the WordPress admin interface. The form is titled 'Add New Event' and includes the following fields and annotations:

- Event Name:** A text input field containing 'Test Event'. A red annotation 'Enter event name here' is placed above the field.
- Permalink:** A text input field containing 'http://my360design.com.au/gctw/events/test-event/'.
- Description:** A large text area with a red annotation 'Paste event description here'.
- When:** A section for setting the event date and time. A red arrow points to the 'When' section header. The fields include:
 - From:** A date and time input field.
 - to:** A date and time input field.
 - Event starts at:** A time input field set to '12:00 AM'.
 - to:** A time input field set to '12:00 AM'.
 - Timezone:** A dropdown menu set to 'UTC'.
- Publish:** A section with buttons for 'Save Draft' and 'Preview'. The status is shown as 'Draft'.



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Step4: If it is online training then just click on checkbox saying “This event does not have a physical location”. You can give complete location address as per screenshot below

Word count: 1 Draft saved at 10:25:45 am.

Where

☐ This event does not have a physical location.

Location Name: *

Create a location or start typing to search a previously created location.

Address: *

City/Town: *

State/County:

Postcode:

Region:

Country: none selected

Location not found

Event Tags

Add

Separate event tags with commas

[Choose from the most used tags](#)

Event Categories

All Event Categories Most Used

☐ Education

[+ Add New Event Category](#)

Annotations:

- If it is online training then just click on this checkbox
- You can give complete location address here

Step5: You can add event tags (Event keywords) at the event tag section in the same page. You can add any number of tags.

Word count: 1 Draft saved at 10:25:45 am.

Where

☐ This event does not have a physical location.

Location Name: *

Create a location or start typing to search a previously created location.

Address: *

City/Town: *

State/County:

Postcode:

Region:

Country: none selected

Event Tags

Add

Separate event tags with commas

[Choose from the most used tags](#)

Event Categories

All Event Categories Most Used

☐ Education

Annotation:

- You can add event keywords here and click on "Add"

Step6: You can add event categories at the event categories section in the same page. Click on “Add New Event Category” to add new categories. Event categories helps the user to know these events related to which category.(Ex: Business, Education, Science etc.)

The screenshot shows the WordPress admin dashboard for 'GOLD COAST TRAINING WORKSHOPS WEBSITE'. The left sidebar contains a menu with 'Events' highlighted. The main content area shows the 'Add Event' form with fields for Name, Address, City/Town, State/Country, Postcode, Region, and Country. A red box highlights the 'Event Categories' section in the right sidebar, which includes a search bar, a list of categories (Education), and a link to '+ Add New Event Category'. Red text annotations explain that users can add categories like 'Education, business etc' and that the user will know the event is related to a specific category. A red arrow points from the text to the '+ Add New Event Category' link.

You can add event categories like "Education, business etc" here. The user will come to know, this event related to which categories

You can add new category by clicking on "Add new Event Category"

Booking/ Registration steps

Step7: You can give booking details under “Booking/ Registration” section in the same page. Click on checkbox to enable registration for this event.

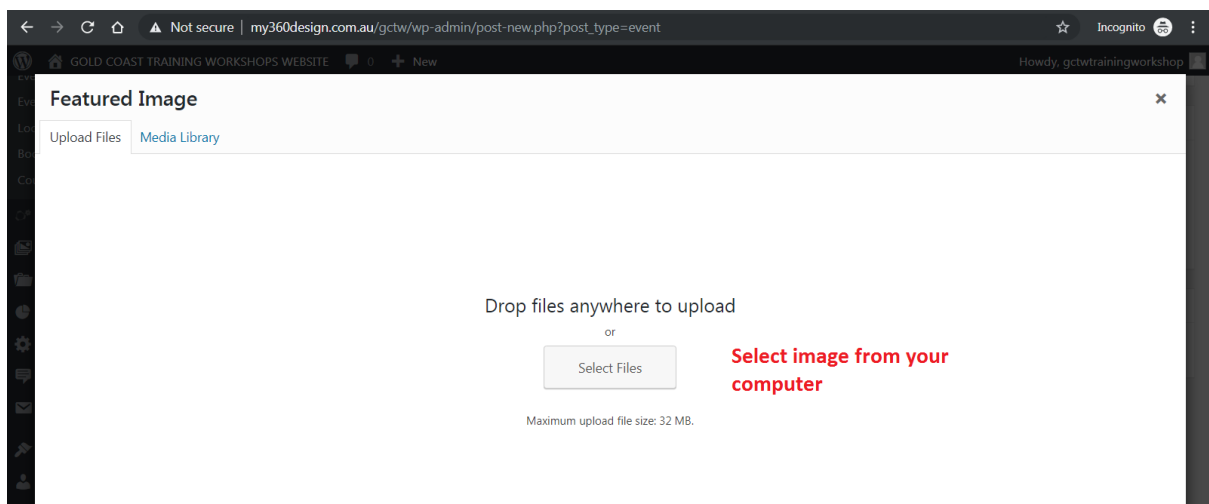
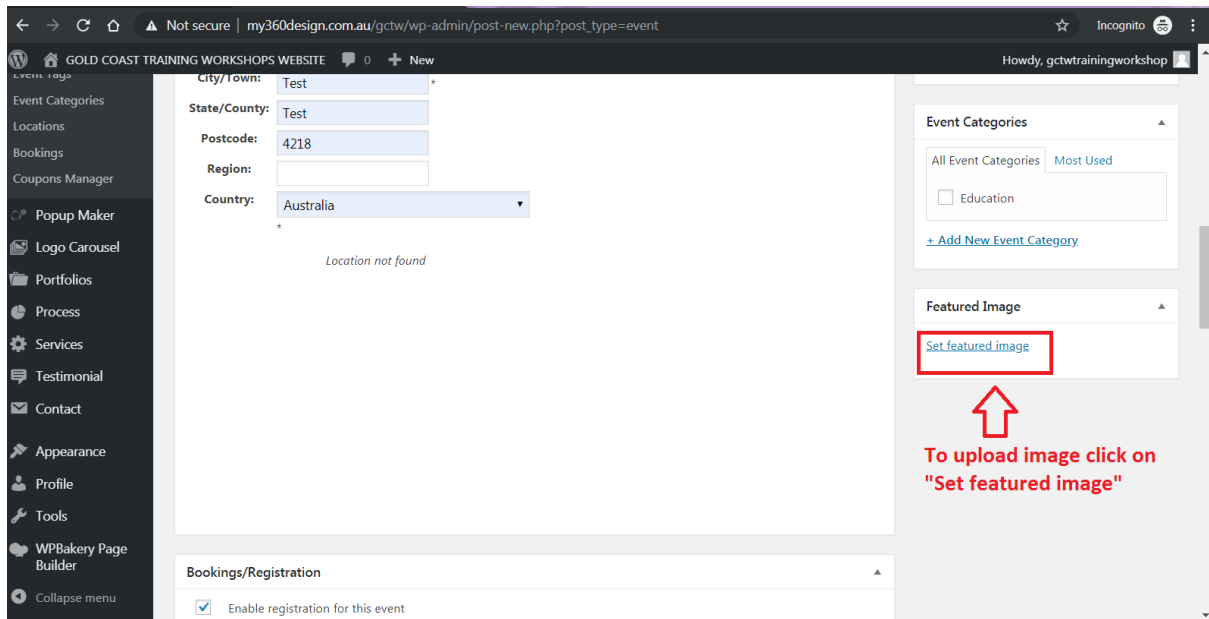
The screenshot shows the WordPress admin interface for the 'GOLD COAST TRAINING WORKSHOPS WEBSITE'. The left sidebar contains a menu with options like 'Events', 'Add Event', 'Event Tags', 'Event Categories', 'Locations', 'Bookings', 'Coupons Manager', 'Popup Maker', 'Logo Carousel', 'Portfolios', 'Process', 'Services', 'Testimonial', 'Contact', 'Appearance', 'Profile', and 'Tools'. The main content area is titled 'Bookings/Registration' and contains a checkbox labeled 'Enable registration for this event'. A red box highlights this checkbox, and a red arrow points to it with the text 'Click on checkbox to enable booking for this event'. Below the checkbox is an 'Excerpt' field and a 'Custom Fields' section with a table for 'Name' and 'Value'.

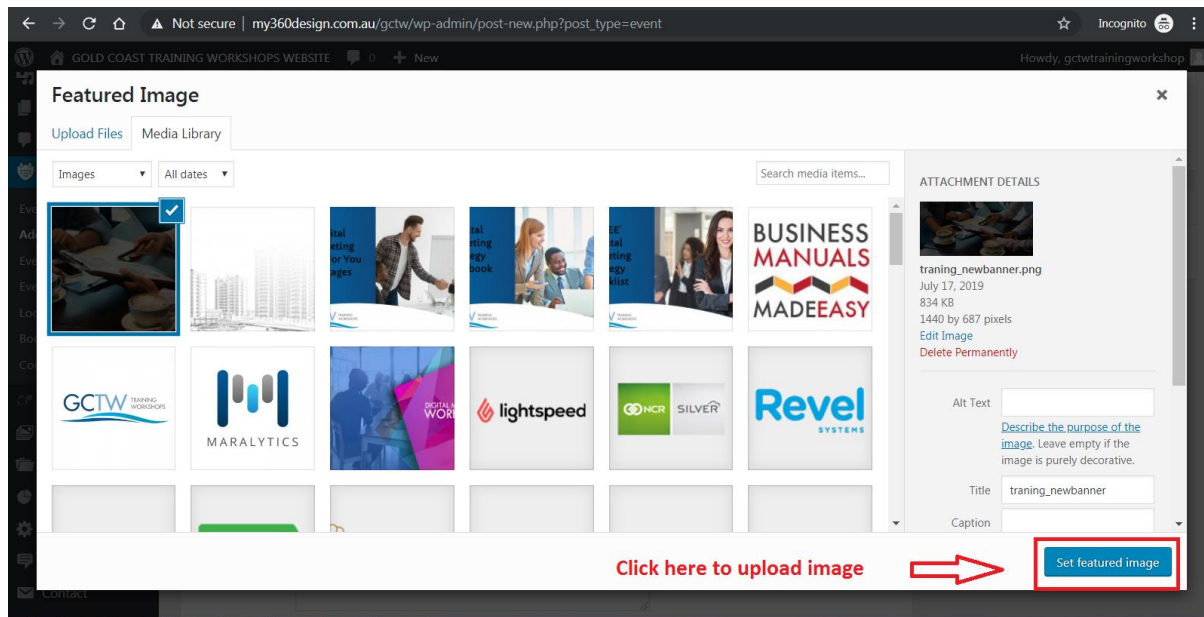
Step8: You can give ticket name, description, price, spaces, and availability as per screenshot below. And keep other option as it is.

The screenshot shows the WordPress admin interface for the 'GOLD COAST TRAINING WORKSHOPS WEBSITE'. The left sidebar contains a menu with options like 'Posts', 'Comments', 'Events', 'Add Event', 'Event Tags', 'Event Categories', 'Locations', 'Bookings', 'Coupons Manager', 'Popup Maker', 'Logo Carousel', 'Portfolios', 'Process', 'Services', 'Testimonial', 'Contact', 'Appearance', 'Profile', and 'Tools'. The main content area is titled 'Bookings/Registration' and contains a checkbox labeled 'Enable registration for this event', which is checked. Below the checkbox is the 'Ticket Options' section, which is expanded. It contains several fields: 'Name' (with the value 'Booking Ticket'), 'Description', 'Price' (with the value '0.00'), 'Spaces' (with the value '10'), 'At least' (with a dropdown for 'spaces per booking'), 'At most' (with a dropdown for 'spaces per booking'), 'Available from' (with a date picker), 'Available until' (with a date picker), and 'Available for' (with a dropdown for 'Everyone'). Red arrows point to the 'Name', 'Description', 'Price', 'Spaces', and 'Available from' fields with the following instructions: 'You can provide ticket name here', 'You can provide ticket description here', 'You can mention ticket price here', 'You can mention how many spaces/seats are available in that room', and 'You can mention availability of the ticket here. Booking will be available only between these days.'.

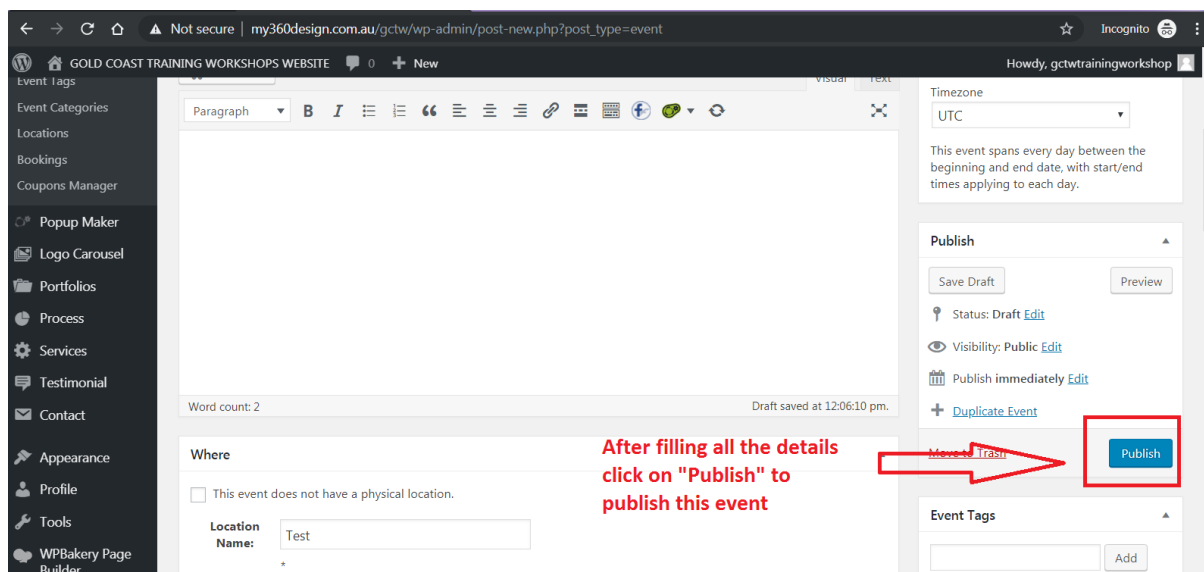
Upload event image.

Step9: To upload image click on “set featured image” section in the same page.





Step10: After filling all the details click on “Publish” button at the right hand side in the same page. Your event will be published.



HOW TO SUBMIT AN EVENT- 2nd method

Step1: You can directly add an event by clicking on the below url. We have hidden “submit an event” button in the outside so that you can only publish the event.

URL: <http://my360design.com.au/gctw/submit-an-event/>

For booking click on checkbox at the bottom of the page to “Enable registration for this event”