

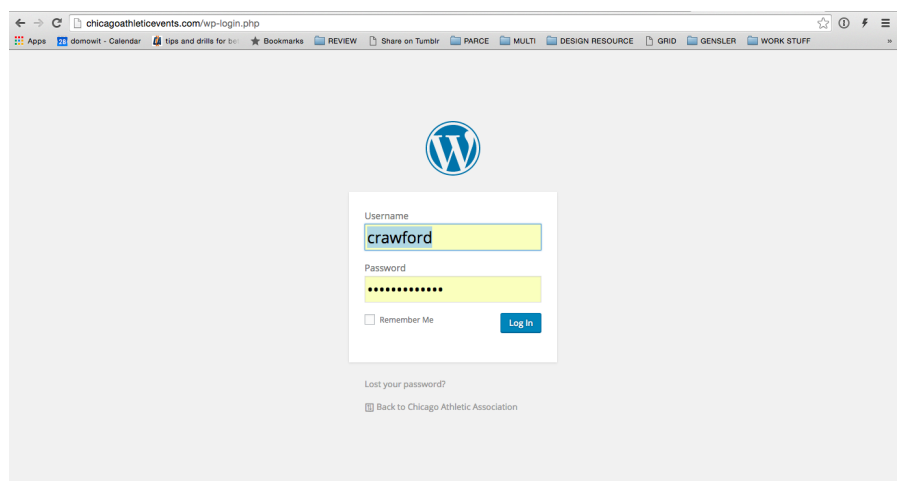
Log in to the Admin

Start by going to;

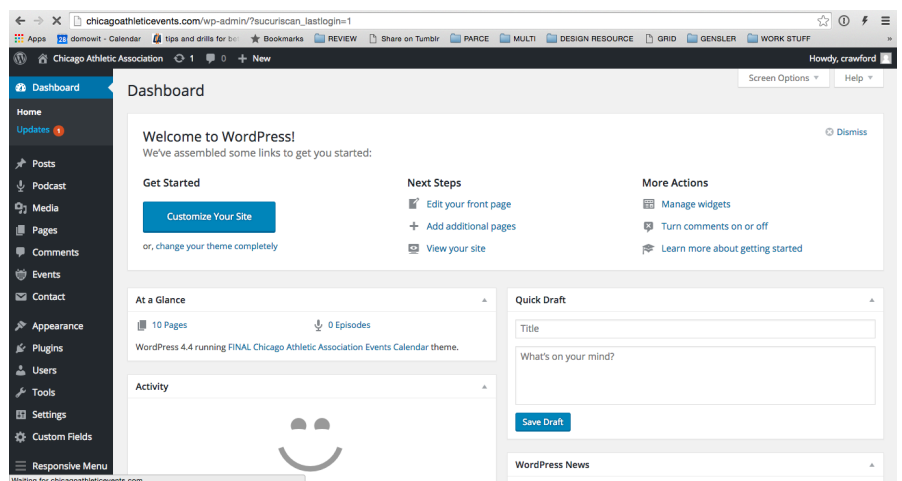
<http://chicagoathleticevents.com/wp-login.php>



Enter your login credentials

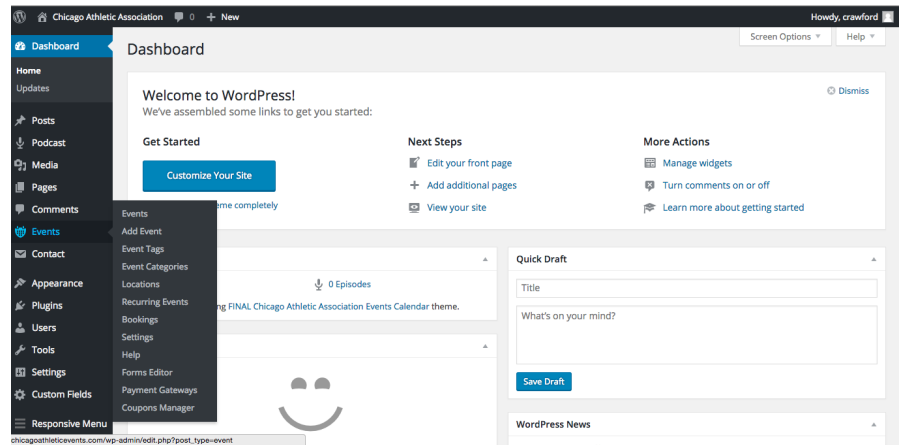


This is the Dashboard. From here you can access various aspects of the site, like; adding events and updating the Spotify link.



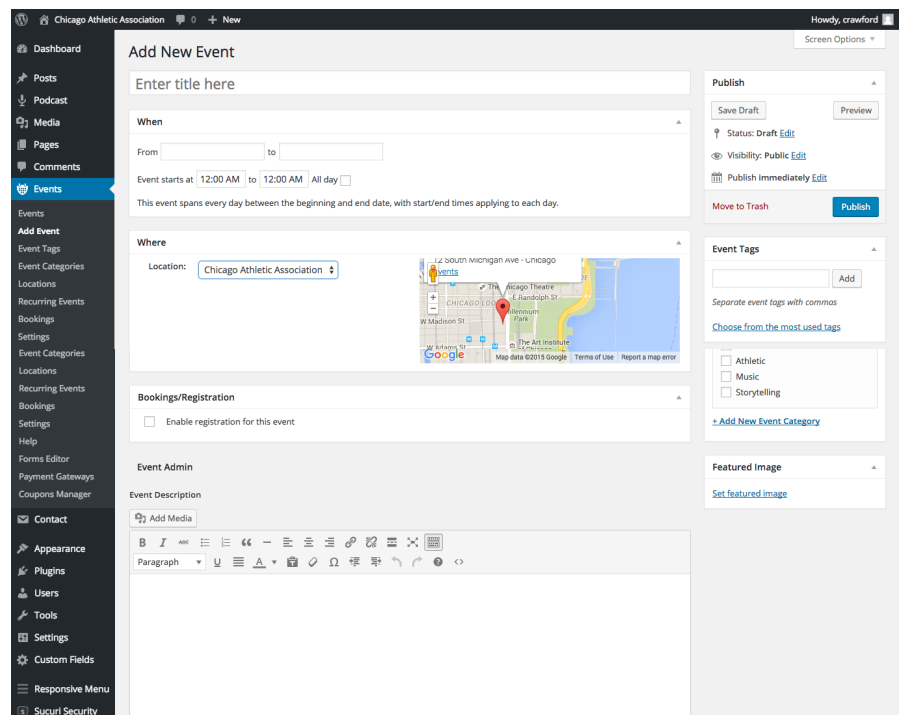
To add in event

On the right side, go to Events/Add Events



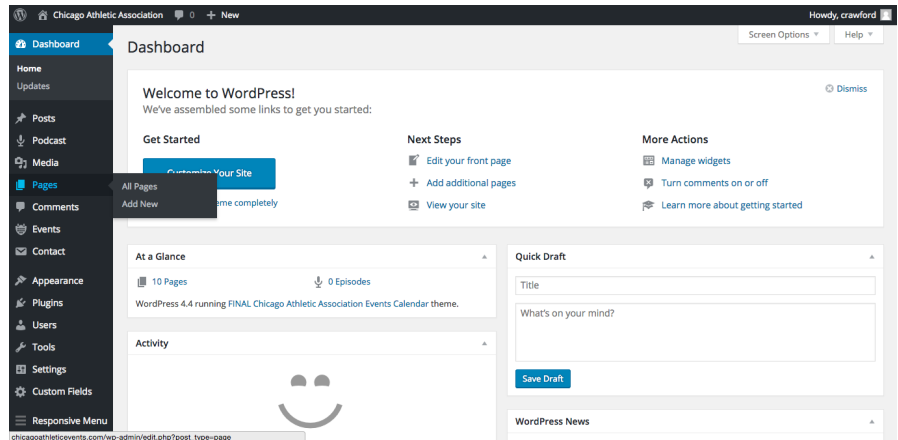
To add a new event.

1. Enter a Title
2. Give it a date and a time
3. Give it a location
4. If you'd like the event to have RSVP's, select "Enable registration for this event". From there you can set various aspects of how event, like how many people can attend,



To Edit Pages

Go to Pages/All Pages. From there you can edit the FAQ, Contact, Or Spotify feed.



To Edit SPotify Feed, Go to; Pages/All Pages/Playlist.

From there, update the “blurb” [keep it short, 10-15 words]

[Update the Spotify link.](#)
[This is how to do that.](#)

