**Graphical user interface, application

Description automatically generated with medium confidenceRichTeam Event Timeline Plugin Tutorial**

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1. Download the timeline under plugins and activate. It will then appear on your sidebar.
2. Click new timeline.

A picture containing graphical user interface

Description automatically generated

1. Fill Out the information

Graphical user interface, application

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1. Note: If you want to add an image to your post, you need to use the insert image button and then use the link that takes you to the image address. If you do not have an image address, you cannot upload it as media. Same goes for other types of media with their respective buttons.

Qr code

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1. Hit Save at the bottom of the post to add it to the timeline.

Graphical user interface, text, application

Description automatically generated

1. Your saved posts on a timeline will appear on the bottom of the page in a list. To go back and edit a saved post, click the red pen edit button.

Graphical user interface

Description automatically generated

1. When you’re done filling out the timeline, hit save on the right and then copy the shortcode on the right and paste it where you want your timeline to appear on your page.

Graphical user interface, application

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Graphical user interface, text, application, email

Description automatically generated

1. You can mess around with the colors and styles to get the desired look. This is how Style 8 in green looks:

Graphical user interface

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Congrats! You just made a timeline using Event Timeline – Vertical Timeline.