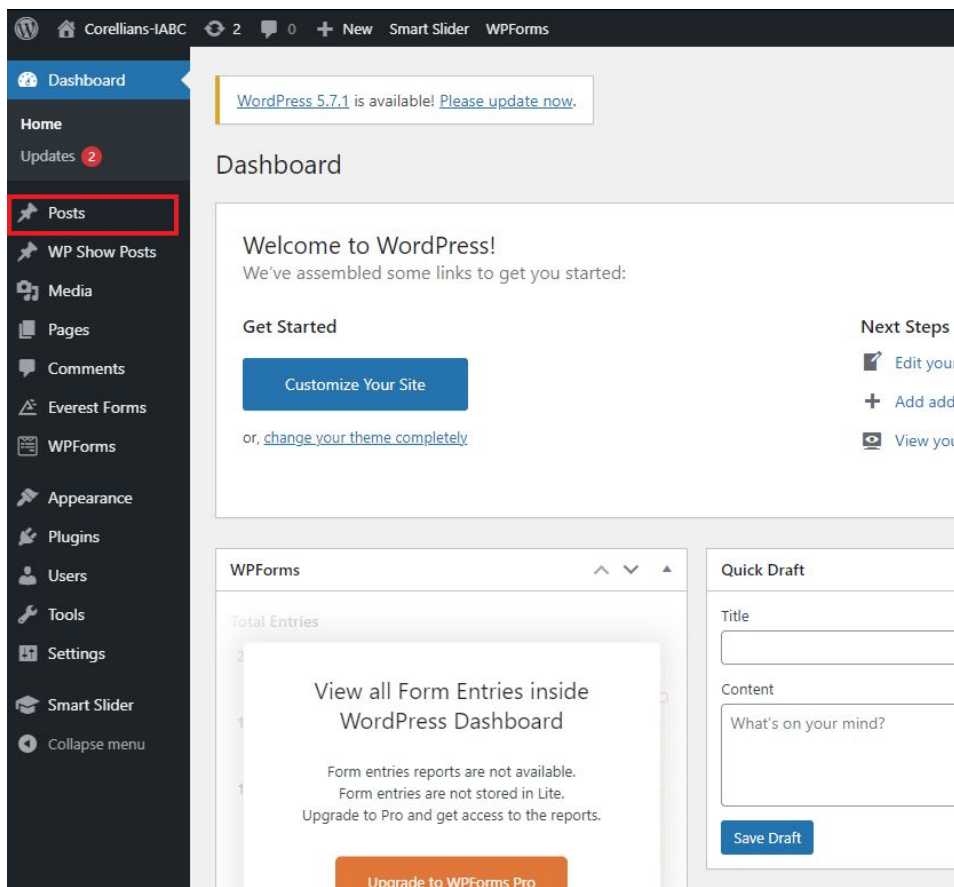


# How to Add Or Update Events

IABC Regina - Corellians



# Step 1

Go to the Admin Dashboard and click Posts in the sidebar.

WordPress dashboard interface showing the 'Posts' section. The left sidebar contains navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, WP Show Posts, Media, Pages, Comments, Everest Forms, WPForms, Appearance, Plugins, Users, Tools, Settings, Smart Slider, and Collapse menu.

The main content area displays a notification: "WordPress 5.7.1 is available! Please update now." Below this, the 'Posts' section shows a list of posts. The first post, "Sample Blog Post 2", is highlighted. The 'Clone' button is circled in red, indicating the action to be taken.

Posts: [Add New](#)

All (5) | Published (5) | Trash (9)

Bulk actions [Apply](#) All dates [Filter](#) All Categories

<input type="checkbox"/>	Title	Author	Categories
<input type="checkbox"/>	Sample Blog Post 2 <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>   <a href="#">Clone</a>   <a href="#">New Draft</a>   <a href="#">Rewrite &amp; Republish</a>	admin	Blog Posts
<input type="checkbox"/>	Sample Blog post	admin	Blog Posts
<input type="checkbox"/>	Treaty Acknowledgments: Why we do them and what is next	admin	Upcoming Events
<input type="checkbox"/>	<strong>Rethinking Public Engagement in a Virtual World</strong>	admin	Previous Events
<input type="checkbox"/>	Treaty Acknowledgments: Why we do them and what is next	admin	Upcoming Events
<input type="checkbox"/>	Title	Author	Categories

Bulk actions [Apply](#)

## Step 2

Click on the clone option

WordPress dashboard interface showing the 'Posts' section. The sidebar on the left includes links for Dashboard, Posts, All Posts, Add New, Categories, Tags, WP Show Posts, Media, Pages, Comments, Everest Forms, WPForms, Appearance, Plugins, Users, Tools, Settings, Smart Slider, and Collapse menu.

The main content area displays a notification: "WordPress 5.7.1 is available! [Please update now.](#)"

The 'Posts' section shows a list of posts. The first post is "Sample Blog Post 2 — Draft". The 'Edit' link for this post is highlighted with a red box. Other links for this post include Quick Edit, Trash, Preview, Clone, and New Draft.

Below the list of posts, there are bulk action controls: "Bulk actions" (dropdown), "Apply", "All dates" (dropdown), "All Categories" (dropdown), and "Filter".

# Step 3

Click on the edit option

# Step 4

- 1) Select the element you would like to change
- 2) You can change the title, the content and add images if you would like.
- 3) Don't forget to Publish to save your changes!

The screenshot displays the WordPress Gutenberg editor. At the top, the WordPress logo is on the left, and a toolbar with icons for adding blocks, undo, redo, help, and a menu is next to it. On the right, there are buttons for 'Switch to draft', 'Preview', 'Update' (highlighted with a red box), and a settings gear icon. The main content area shows a post titled 'Treaty Acknowledgments: Why we do them and what is next' enclosed in a red rectangular box. Below the title, the date 'March 4, 2021' and time '7 PM - 8:30 PM' are listed. Under 'Speakers:', 'Jacquelyn Cardinal' and 'Hunter Cardinal' are listed. Under 'Description:', a paragraph of text is provided. Below the description, a button labeled 'CLICK HERE TO JOIN' is visible. On the right side, a settings panel is open, showing options for 'Paragraph' blocks, including 'Typography' (font size, custom), 'Color settings', 'Text settings' (drop cap), and 'Advanced'. At the bottom left, a code editor shows the HTML structure of the button container.

```
<div id="smart-button-container">
  <div style="text-align: center;">
    <div id="paypal-button-container"></div>
  </div>
</div>
<script src="https://www.paypal.com/sdk/js?client-id=sb&currency=CAD" data-sdk-integration-source="button-factory"></script>
<script>
```

Document → Paracrash

WordPress dashboard screenshot showing the Posts section. The sidebar on the left includes links for Dashboard, Posts, All Posts, Add New, Categories, Tags, WP Show Posts, Media, Pages, Comments, Everest Forms, WPForms, Appearance, Plugins, Users, Tools, Settings, Smart Slider, and Collapse menu. The main content area displays a notification for WordPress 5.7.1 update and a list of posts. The first post, 'Sample Blog Post 2 — Draft', is highlighted, and the 'Quick Edit' link is circled in red. Below the list, there are bulk action buttons for 'Bulk actions' and 'Apply'.

## Step 5

To ensure the post shows up on the page you want select the Quick Edit option

# Step 6

- 1) Ensure the Upcoming Events box is the only one checked for new events
- 2) Don't forget to hit Update when you are done!

The screenshot shows the WordPress admin dashboard with the 'Posts' section selected. The 'Posts' list table displays three posts: 'Sample Blog Post 2 — Draft', 'Sample Blog Post 2', and 'Sample Blog post'. Below the list, the 'QUICK EDIT' form is visible, showing the title 'Treaty Acknowledgments: <br>Why we do them and what is next', the slug 'treaty-acknowledgmentswhy-we-do-them-and-what-is-next-2', and the date '04-Apr 03 2021 at 20:11'. In the 'Categories' section, the 'Upcoming Events' checkbox is selected, and the 'Update' button is highlighted. The 'Status' is set to 'Published'.

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Sample Blog Post 2 — Draft	admin	Blog Posts	—	—	Last Modified 2021/04/15 at 5:54 pm
<input type="checkbox"/>	Sample Blog Post 2	admin	Blog Posts	—	—	Published 2021/04/10 at 8:41 pm
<input type="checkbox"/>	Sample Blog post	admin	Blog Posts	—	—	Published 2021/04/04 at 11:22 pm

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	<strong>Rethinking Public Engagement in a Virtual World</strong>	admin	Previous Events	—	—	Published 2021/04/03 at 7:46 pm
<input type="checkbox"/>	Treaty Acknowledgments:  Why we do them and what is next	admin	Upcoming Events	Upcoming Events	—	Published 2021/04/03 at 6:47 pm

# Step 7

- 1) Once an Event has passed you can change it to be in the previous event category by checking the previous events box only
- 2) Don't forget to hit Update when you are done!

The screenshot shows the WordPress admin dashboard. The left sidebar contains navigation links for Dashboard, Posts, All Posts, Add New, Categories, Tags, WP Show Posts, Media, Pages, Comments, Everest Forms, WPForms, Appearance, Plugins, Users, Tools, Settings, Smart Slider, and Collapse menu. The main content area displays the 'Posts' list with columns for Title, Author, Categories, Tags, and Date. The 'Sample Blog post' is selected, and the 'Edit Post' form is open. In the 'Categories' section, the 'Upcoming Events' checkbox is checked, and the 'Update' button is highlighted with a red box. The 'Status' is set to 'Published'.

WordPress 5.7.1 is available! [Please update now.](#)

Posts [Add New](#)

All (6) | Published (5) | Draft (1) | Trash (9)

Bulk actions [Apply](#) All dates [All Categories](#) [Filter](#) [Search Posts](#) 6 items

<input type="checkbox"/> Title	Author	Categories	Tags	Date
<input type="checkbox"/> Sample Blog Post 2 — Draft	admin	Blog Posts	—	Last Modified 2021/04/15 at 5:54 pm
<input type="checkbox"/> Sample Blog Post 2	admin	Blog Posts	—	Published 2021/04/10 at 8:41 pm
<input type="checkbox"/> Sample Blog post	admin	Blog Posts	—	Published 2021/04/04 at 11:22 pm

QUICK EDIT

Title

Slug

Date    at

Password  —OR— ☐ Private

[Cancel](#)

Categories

- ☐ Blog Posts
- ☐ Previous Events
- ☐ Uncategorized
- ☒ Upcoming Events

Tags

☒ Allow Comments ☒ Allow Pings

Status  ☐ Make this post sticky

[Update](#)

<input type="checkbox"/> <strong>Rethinking Public Engagement in a Virtual World</strong>	admin	Previous Events	—	Published 2021/04/03 at 7:46 pm
<input type="checkbox"/> Treaty Acknowledgments: Why we do them and what is next	admin	Upcoming Events	Upcoming Events	Published 2021/04/03 at 6:47 pm

Bulk actions [Apply](#) 6 items

[Get Version 5.7.1](#)

Thank you for creating with [WordPress](#)



# Step 8

- 1) To remove the sign up and payment form from the event after it has passed click on the “click here to join text”
- 2) Click on the 3 block dots
- 3) Select the “Remove Block” option
- 4) Don’t forget to click Publish to save your changes!

indigenous ideas and history are welcome to join.

CLICK HERE TO JOIN

+

```
<div id="smart-button-container">
  <div style="text-align: center;">
    <div id="paypal-button-container"></div>
  </div>
  <script src="https://www.paypal.com/sdk/js?client-id=sb&currency=CAD" data-sdk-integration-source="button-factory"></script>
  <script>
    function initPayPalButton() {
      paypal.Buttons({
```

Error loading block: invalid parameter(s): attributes

## Description:

In this hour-long webinar, participants will develop an introductory understanding, Naheyawin will explore the origins of this kind of acknowledgment, their stance on the practice, and will discuss what the future of these

indigenous ideas and history are we

CLICK HERE TO JOIN



```
<div id="smart-button-container">
  <div style="text-align: center;">
    <div id="paypal-button-container"></div>
  </div>
  <script src="https://www.paypal.com/sdk/js?client-id=sb&currency=CAD" data-sdk-integration-source="button-factory"></script>
  <script>
    function initPayPalButton() {
      paypal.Buttons({
```