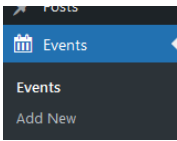


How to add events.

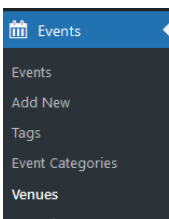
1. In the WordPress dashboard hover over “events” and select “Add Event”.



2. Create event title (this will show up live) and add a description of the event in the large text box. Include any special directions.
3. Fill out the details for the event – dates, time, cost, organizer, venue. If the event is free, add a zero for the cost and it will show as “Free” on the site.
4. For the event image, go to “Featured Image” on the right and add an image. There is really no specific size needed. The event plugin will resize for the homepage and the actual size of the image will show on the main event page.
5. If you need to add a new venue, see directions below.
6. Publish and its good to go.
7. NOTE: Only 2 events will show at a time on the homepage, when the dates pass, they should automatically come off the homepage.

Adding a Venue

1. In WordPress dashboard hover over “events” and select “Venues”.



2. Click the “Add New” button.
3. Create venue title (this will show up live) and add a description of the venue, I would keep it short, in the large text box.
4. Fill in appropriate information for address and such.
5. Save.
6. When creating events, it will list all created venues and you just select the one that applies.