Adding and Editing Events

Manage-> Event

From here you can ADD Event or choose to edit one already in progress.
To Edit: simply find the "Edit" blue link on the right side and click. Change what you need to in the event then save!
To Add: Click Add Event.
Note: the more information you can add to the fields the more search engine friendly it becomes.

1)Name
2)Click on the calendar to help choose a date.
3)Time is 00:00 PM/AM formatting. A zero is needed for single digit numbers. Like 08:30 PM.
4)Offices: important if a(n) office/ministry has a calendar. Like Bishop's Office.
5)Event type: helps with search-ability within the site.
6)If it's a Parish event, click the Parish Event box then select a parish.
7) Audience
8) Cost: If it's free leave blank. Only one set of numbers can be entered here. Multi cost things need to added into the description field.
9) Event Website and Registration link are for third party venues like Raiser's Edge.
Description: field works the same as a page. You can make headings, add links, etc.
10) Location Name
11) Location Address: if an online event, select Country as None. Otherwise the fields for address are required.
12) Presenter name and event contact: information important to give Event goers extra access for questions.
13) Attachment: can be a flier, but it's not searchable on Internet. So make sure content on the flier also gets added into the description field.
14) Calendar date: again enter it here like above.
15) Leave Geofield blank: it auto populates with the address you typed in earlier once the event is saved.

Publish checked.
On the top right side of the page go to Promotion Options, click then select Promote to Homepage.

Make sure to SAVE at the end!

Last saved: *Not saved yet*
Author: hmyer
Revision log message

Briefly describe the changes you have made.

▶ **MENU SETTINGS**

▶ **URL ALIAS**

▶ **PROMOTION OPTIONS**