

Adding Events

SUMMARY OF CHANGES

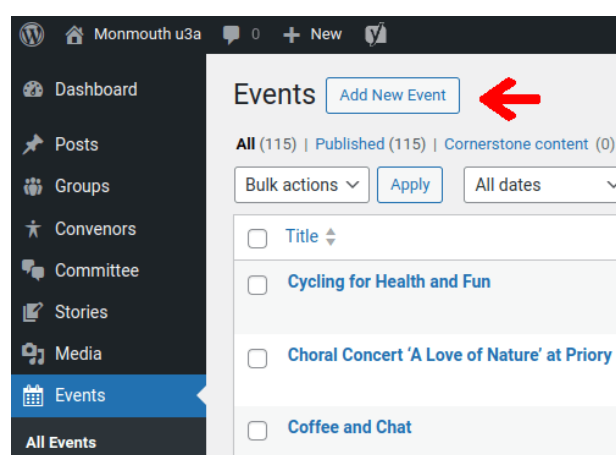
1. Please use **Add New** to create a new a Event, **Duplicate This** is no longer available
2. The layout of the event detail fields is different with new fields for speaker and their job title.
3. There is a once-only requirement to move the **More Fields** section to beneath the content
4. You will need to set the Event Category
5. There is no Exit button; when you have finished editing – click on **All Events** instead

NOTE: YOU CAN ONLY ADD EVENTS USING A PC OR LAPTOP (NOT AN iPad)

Events, like other post types have a title, excerpt, summary text and featured image. In addition events have a venue and a start and end time. Events can belong to their own event categories: Geology, Science and Technology, Social Outings, Theatre and Member Events.

NOTE: To add a write up to an existing event go to step 5

1. Logon to the website and open the Dashboard
2. Click on the Events menu item on the left hand side to display a list of events. Click on Add New to create a new event. It will immediately open the WordPress Editor.



3. **Once-only task.** Scroll down to the bottom of the page to find the **Excerpt** section and Use the Up arrow to move the section just below the text section. Move the **More Fields** section using the Up arrow so it is just beneath the Excerpt section.

7. Complete the rest of the fields in the **More Fields** Section.

More Fields	
Start Date	14/05/2024
Start Time	2:30pm
End Date	14/05/2024
End Time	3:30pm
Speaker	Charles Fountain
Speaker Position	Museum Director
Organiser	Cherry Lewis Add New
Venue	Bridges Centre Add New

8. In the right hand panel scroll down to the featured image.

Featured Image ^ v ▲

[Set Featured Image](#)

9. Click on Set Featured Image and select an image from the media library.

10. IMPORTANT: Select the correct Event Category

Event Categories ^ v ▲

All Event Categories [Most Used](#)

☐ Film Club
☐ Geology
☐ Group Taster Session
☐ Members Event
☐ Pub Club
☒ Science and Technology
☐ Social Outings
☐ Theatre

[+ Add New Event Category](#)

11. To have the event appear in Google Searches complete the Yoast SEO fields.

Focus Keyphrase: use 3 – 4 words only

SEO Title: Leave the default or enter a shorter title if necessary

Slug: LEAVE EMPTY

Meta description: Enter just enough text to change the indicator beneath it to green (about 160 characters).

SEO

Readability

Schema

Social

Focus keyphrase ?

Get related keyphrases

Search appearance ^
Determine how your post should look in the search results.
Preview as:
☒ Mobile result ☐ Desktop result

 **Monmouth u3a**
dev.monmouthu3a.com ›

Mathematics and Music - Monmouth u3a
Apr 24, 2024 - Music theory analyzes the pitch, timing, and structure of music. It uses mathematics to study elements of music such as tempo and form.


SEO title Use AI Insert variable

Title

Page

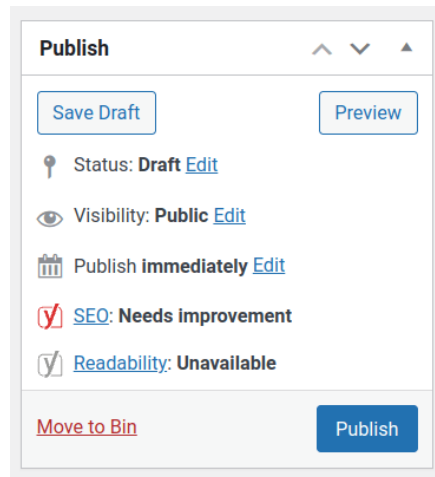
Separator

Site title

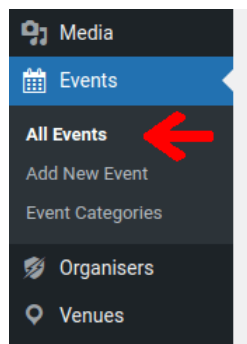
Slug

Meta description Use AI Insert variable

12. Click on the **Publish** button in the right hand panel. Wait for it to be saved.



13. To exit click on Events menu on the left hand side to return to the event list



14. View the website and check that the event appears on the What's On page and that the detail of the event is displayed correctly.