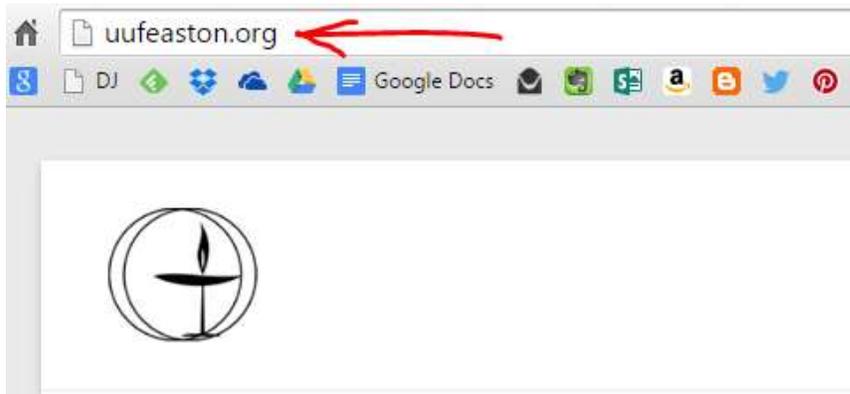


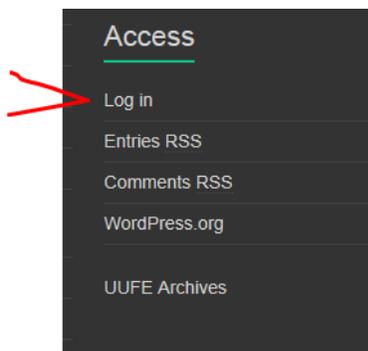
## How to Add an Event to the UUFE Calendar

For help or more info, contact the Communications Team: [web@uufeaston.org](mailto:web@uufeaston.org)

1. Open the web browser and type in the address for the UUFE web site. (Note: The web address is not [www.uufeaston.org](http://www.uufeaston.org).)



2. Log in with the link found at bottom right of any web page:

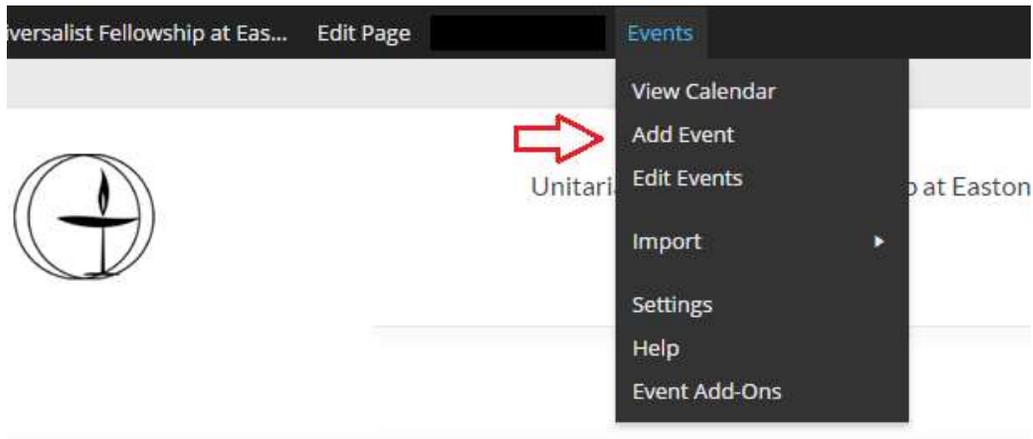


If you forgot your password, read [Lost My Password](#).

If you have never logged in to the UUFE web site, read [How to Log in and Change Password](#).

Other tutorials are [here](#).

3. At the top of any page, mouse over *Events* and click *Add Event*.



If you don't see the Events > Add Event menu, it means we didn't set your permissions correctly. Please contact [web@uufeaston.org](mailto:web@uufeaston.org) to get this fixed.

4. Write a title and description that will intrigue and attract participants. Add photos and format your text same as you do for blogs and web pages.

A screenshot of the 'Add New Event' form. The form has a title field at the top, which is highlighted with a red bracket. Below the title field are two buttons: 'Add Media' and 'Add Contact Form'. Below the buttons is a rich text editor with various formatting options like bold, italic, link, and list. Below the rich text editor is a description field, which is also highlighted with a red bracket.

5. Choose start and end dates/times. For repeat events, choose an option under *Recurrence*. Select *Customer* for repeats like “Every third Wednesday”.

### EVENT TIME & DATE

All Day Event:

Start Date & Time: 2015-06-11 @ 08 00 am

End Date & Time: 2015-06-11 @ 05 00 pm

Recurrence: Custom

### EVENT LOCATION DETAILS

When you choose Custom, also write the end date (or chose *Never*). For most recurring events, specify that it will repeat every [ 1 ] Month or week. Or choose other options.

EVENT TIME & DATE

All Day Event:

Start Date & Time: 2015-08-30 @ 08 00 am

End Date & Time: 2015-08-30 @ 05 00 pm

Recurrence: Custom and will end On 2015-08-30

Frequency Monthly Every 1 Month(s) on the:

First Monday

Recurrence Description:

Events like “First and Third Wednesdays” are tricky. You have to create one event for “Every First Wednesday” and another for “Every Third Wednesday”. Email [web@uufeaston.org](mailto:web@uufeaston.org) if you need help with this.

6. Choose one of the venues already saved. Or create a new one. You have to click here to start creating a new one:

#### EVENT LOCATION DETAILS

Use Saved Venue:

Show Google Map:

Show Google Maps Link:

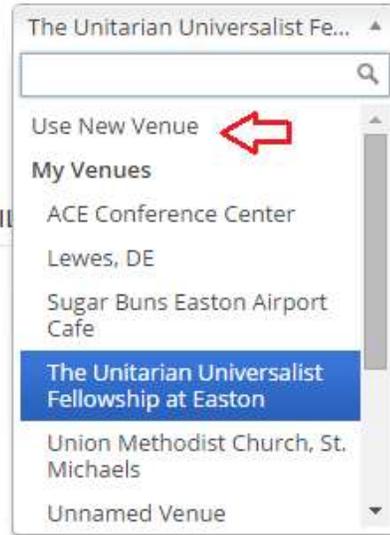
#### EVENT ORGANIZER DETAILS

Use Saved Organizer:

Organizer Name:

Phone:

Website:



A dropdown menu for selecting a venue. The menu is open, showing a search bar at the top with a magnifying glass icon. Below the search bar, there is a red arrow pointing to the text "Use New Venue". Underneath, there is a section titled "My Venues" followed by a list of venue names: "ACE Conference Center", "Lewes, DE", "Sugar Buns Easton Airport Cafe", "The Unitarian Universalist Fellowship at Easton" (which is highlighted in blue), "Union Methodist Church, St. Michaels", and "Unnamed Venue".

7. A street address will give a precise location on the map. If you only have a city and state, the map marker will be placed in the center of town. (Not as good but still okay.) Leave the option boxes checked on.

#### EVENT LOCATION DETAILS

Use Saved Venue:

Use New Venue

Venue Name:

American Grill

Address:

999 Main St.

City:

Easton

Country:

Select an Option

State or Province:

Maryland

Postal Code:

21601

Phone:

Website:

Show Google Map:



Show Google Maps Link:



8. Follow similar steps for the *Organizer Details*. Click *Use New Organizer* to add a new name to those already saved. This will save time after we have more Organizers and their contact info saved to this list.

It is best to use email addresses @uufeaston.org, rather than publish personal email addresses on the web site. Contact the [web@uufeaston.org](mailto:web@uufeaston.org) to set up new addresses that will forward email safely to personal addresses.

#### EVENT ORGANIZER DETAILS

Use Saved Organizer:

Organizer Name:

Phone:

Website:

Email: You may want to consider [obfuscating](#) any e-mail address published on your site to best avoid it getting harvested by spammers.

**EVENT WEBSITE**

URL:

Use New Organizer

Use New Organizer ←

**My Organizers**

- Ann Davis
- Dave Moore
- David Stevens
- Debbie Simperts
- Don Barker
- Edie Swallow
- Jerry Fairbanks
- Larissa Kitenko

example.com

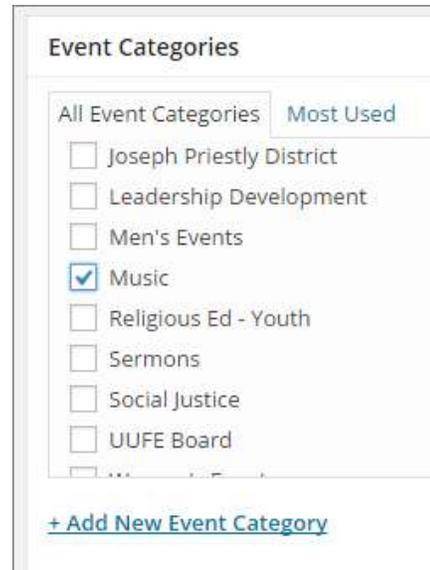
9. Uncheck these boxes near the bottom of the Event options:

**Discussion**

Allow comments.

Allow [trackbacks and pingbacks](#) on this page.

10. On the right side of the page, choose one or more categories:



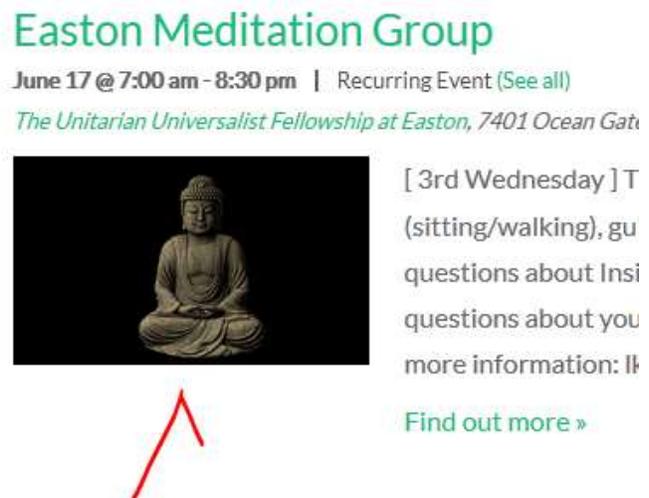
Event Categories

All Event Categories Most Used

- Joseph Priestly District
- Leadership Development
- Men's Events
- Music
- Religious Ed - Youth
- Sermons
- Social Justice
- UUFE Board

[+ Add New Event Category](#)

11. This is an option: You can set a “featured images” that will appear in different places on the calendar; for example, when you mouse-over an event on the Month View, or with each Event in the List View like this:



### Easton Meditation Group

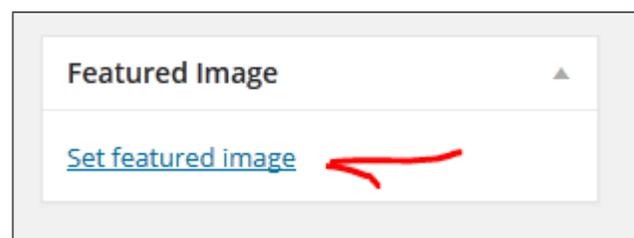
June 17 @ 7:00 am - 8:30 pm | Recurring Event (See all)

The Unitarian Universalist Fellowship at Easton, 7401 Ocean Gate



[ 3rd Wednesday ] T  
(sitting/walking), gu  
questions about Insi  
questions about you  
more information: If  
[Find out more »](#)

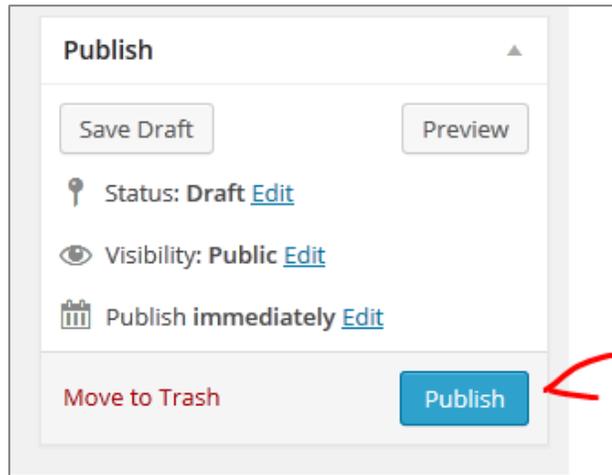
It looks nice but you have to choose your image file carefully. If you have a small image that is about 300 pixels wide, click this link near the lower right of the page. Then choose an image already in the gallery, or upload a new one from our computer. Please include the name of your committee in the image file name; for example *music – fall festival.jpg*



Featured Image ▲

[Set featured image](#)

12. Click the Publish button near the upper right:



13. Click one of the View Event links, and look at your published event to be sure it appears the way you want.

