

Calendar - CalPress Events Plugin

The screenshot shows the 'Add New Event' interface. The top section is a text editor with a title field and a rich text editor. The right sidebar contains a 'Publish' section with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options. Below that is an 'Event Categories' section with a list of categories and an '+ Add New Category' link. The bottom section is the 'Event Details' sidebar, which includes 'Event Date and Time' (with fields for start and end date and time, and a 'Repeat...' checkbox) and 'Event Location Details' (with fields for 'Venue name', 'Address', and a 'Show Google Map' checkbox).

A calendar can be a very beneficial tool on your website. The following is a guide to the calendar using the CalPress Events Plugin.

To add a new event to the Calendar, click CalPress Events on the left sidebar in the dashboard. At the top next to Events click add new. This will bring up the page that looks like the images above. Enter a title, description and a date for your event. You can also select event categories on the right side bar, or add the event location with an optional map. Once you are done editing the event click save draft and then Publish.

To edit events click on the CalPress Events on the left sidebar in the dashboard. This will display a list of all of the events that have been created. Click on the event you want to edit and make any necessary changes. Make sure to save the draft and to click Publish when finished.