



Add Event via the Calendar

When you login with member permission's and are viewing the calendar you can add a new event if **Add Event** is showing.

9 Dec	10 Dec	11 Dec	12 Dec	13 Dec	14 Dec	15 Dec
	8.00pm Clubnight @ The Way Inn			8.00pm Christmas Mulled Wine Games Night at Bob's		
16 Dec	17 Dec	18 Dec	19 Dec	20 Dec	21 Dec	22 Dec
	8.00pm Clubnight @ The Way Inn	Add Event	Add Event	Add Event	Add Event	Add Event
23 Dec	24 Dec	25 Dec	26 Dec	27 Dec	28 Dec	29 Dec
Add Event	Add Event	All Day MERRY CHRISTMAS! Add Event	Add Event	Add Event	7pm Cinema Night @ Vue Add Event	Add Event
30 Dec	31 Dec	1 Jan	2 Jan	3 Jan	4 Jan	5 Jan
Add Event	Add Event	All Day HAPPY	Add Event	Add Event	Add Event	Add Event

You can only add events to dates in the future.

The add event page is displayed

Add Event

Click the "save" button to save the content on all the tabs

Items marked with a ■ are mandatory

EVENT TITLE	
<input type="text"/>	■ (Maximum 50 characters)
DATE OF THE EVENT ?	
Date From:	<input type="text"/> ■ (e.g. 12/Mar/2011)
Date To:	<input type="text"/> ■ (e.g. 12/Mar/2011)
TIME OF THE EVENT ?	
Start Time:	<input type="text"/>

Complete the mandatory fields.

You can add an image for your event and a description, keep the description clear, don't use abbreviations that others won't know. (Google does not like them). In the absence of images use your group logo, this will make it easy to find your groups event on the event bulletin.

Your event is normally held for approval by the group where you have created the event, once it is approved the event will appear on the events list and calendar.

Event Booking

This is an option when you set the event up. This is used where you collect a payment either in advance or at the door, in this case you monitor the payments using your existing methods. If you use a ticketing service provider put the event booking link on the event and make this clear on the text.



For events where tickets and seats are on free sale and you wish to know numbers people can book and you can collect their details along with any special access requirements, for wheel chairs etc.

Owner Setting

You should add some Meta Description and Keywords, these are used by the search engines to help index your event. For example Children's Pantomime in the keywords would help and a short description which is punchy will be the text displayed under the search results.

On the owner tab you can add notes for the event such as who is helping and what kit you need to order from the venue provider.

Share options

Leave this as the default setting

External Links

You can add further messages to your posting for payments and payment methods.