

Adding a new event

Before you start

Easiest workflow: WordPress dashboard on one side of the screen, webmail inbox on the other. Work through the email from top to bottom.

You'll need login credentials for both — ask the IT webservant if you don't have them.

Step 1 — Create the event and add the title

1. In WordPress, go to **Events → Add New**.
2. Grab the event name from the email (e.g. "Let's Get Quizzical").
3. Right-click the **Add title** field and use **Paste and Match Style** — this stops any email formatting tagging along.
4. Click into the main text box below the title, hit Enter once. This gives the flyer a bit of breathing room.

Step 2 — Download and insert the flyer

1. In the email, scroll to the **Field ID #16** link — that's the flyer image (usually a JPEG).
2. Right-click → save it to your computer.
3. Back in WordPress, click **Add Media** above the text editor.
4. Drag and drop the image into the Media Library, then click **Insert into post**.
5. Once it's in, click the image and drag the corners to size it up a bit if needed.
6. Click to the right of the image and hit Enter to leave a blank line below it.

Step 3 — Pick the event categories

1. Check the **Type of Event** in the email (e.g. Fundraiser, Quiz).
2. On the right-hand side in WordPress, find the **Event Categories** panel.
3. Tick whatever matches — you can tick more than one (e.g. both "Fundraiser" and "Quiz").

Step 4 — Set the date and time

1. Find the **Starts** and **Ends** info in the email.
2. Scroll down to the **Time & Date** section in WordPress.
3. Enter start date, start time, end date, end time — exactly as the email says.

Step 5 — Add the venue

1. Scroll down to the **Location** section.
2. Click the **Venue** dropdown. If the venue's been used before, it might already be in the list — **check carefully** though, especially if there are duplicate names (different branches of the same place, etc.).
3. If it's new, select **Create a Venue**.
4. Copy and paste the venue name, address, city and postcode from the email.
5. Make sure **Country** is set to *United Kingdom*.
6. Make sure both **Show map** and **Show map link** are ticked — that's how people get directions.

Step 6 — Add the organiser

1. Find the **Event Host** in the email.
2. In the **Organizers** section, paste their name.
3. If they're not in the list, select **Create: [Organizer Name]**.

Step 7 — Set the ticket price

1. Find the **Ticket price** in the email.
2. Scroll to **Event Cost** in WordPress.
3. Change the currency symbol from to **GBP** (Great British Pound).
4. Type the number — e.g. for £10. **Don't** put the £ sign in the number box.
5. If it's free, just type .

Step 8 — Extra details (if there are any)

Check the email for **Other details** or **Parking instructions**.

- If it's all already on the flyer, don't bother typing it out again.

- If there's something extra (like "Street Parking"), click below the flyer image in the text editor and **Paste and Match Style** to add it.

Step 9 — Publish and check

1. Scroll up to the top right and hit the blue **Publish** button.
2. Click **View Event** at the top to see how it looks live. Check the dates, the flyer, and the map all look right.
3. Spotted a mistake? Click **Edit Event** in the top toolbar, fix it, then hit the blue **Update** button.

Step 10 — Tidy up

1. **WordPress:** click your profile icon top right → log out.
2. **Webmail:** drag the email you just processed into the **Events Done** folder.
3. Log out of webmail.

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