

# Creating a new service meeting

## Requirements

You will need permissions to access the main site of the CAUK multisite instance.

You can access the WordPress administration backend for that [here](#).

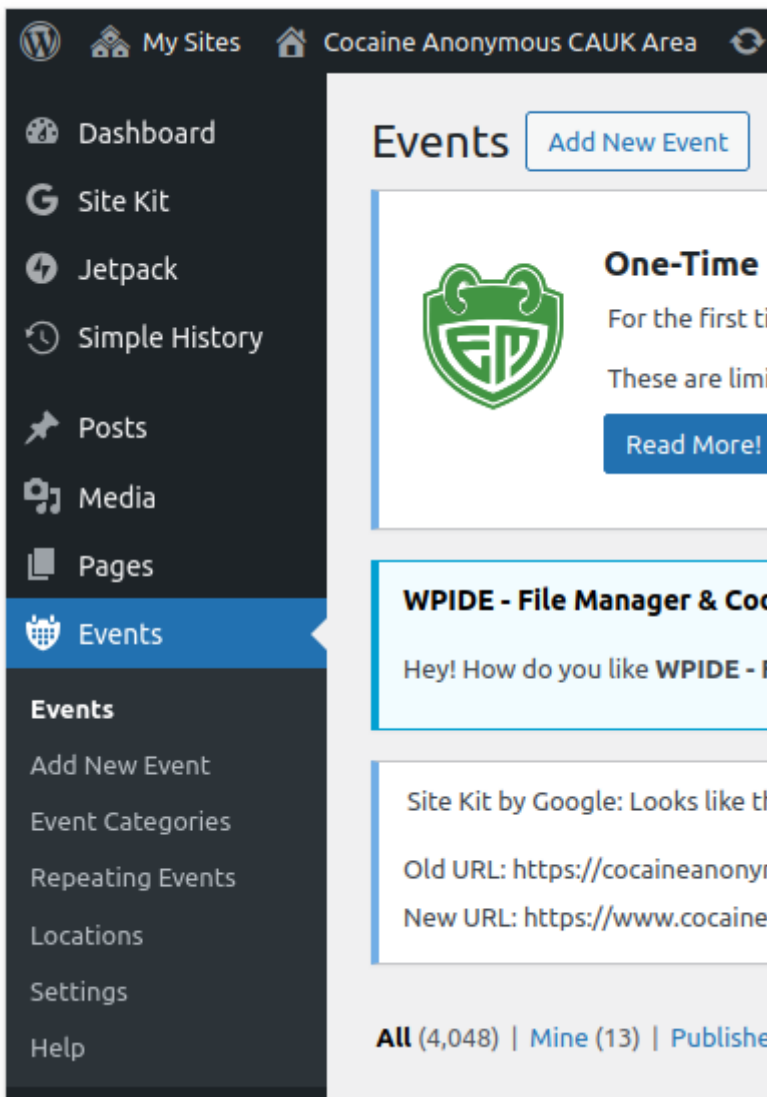
## Emails

The Email notifications will be sent to [wtf@cauk.org.uk](mailto:wtf@cauk.org.uk) and will have the subject "New Update/Register Service Meeting Entry". These are different from the typical WTF meetings.

## How it works

Service Meetings are managed as Events. However, these are **not** the same as the events on the Events subsite.

After going to the main site, you can click "Events" on the left menu.



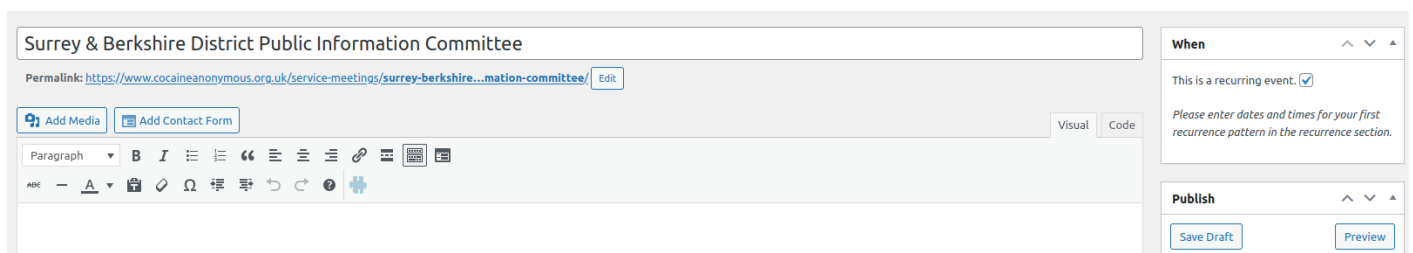
## Creating the new service meeting

Click "Add a New Event".

The title of the event should be in the format "[DISTRICT NAME] [COMMITTEE NAME]" e.g. "South Central District Service Committee" or "Surrey & Berkshire District Public Information Committee".

Add any pertinent information to the meeting description, e.g. location or online meeting details.

On the right-hand side, check the "This is a recurring event" checkbox.



Still on the right-hand side, choose the correct category for the meeting, either "area" or "district" depending if it's for an area or a district.

**Event Categories**

All Event Categories Most Used

area

district

[+ Add New Event Category](#)

Scroll down to the "Recurrences" section and enter the day/date information for the meeting.

You will need to enter the start/end dates for the recurrences. You should use the date picker to choose the first date that you want the events to show up from (you can pick a date in the past if you need). You should use the date picker to choose an end date very far into the future, so that the event doesn't expire - anytime after 2050 should be good.

The below example is for a monthly meeting on the first Wednesday of the month, from 6:30pm to 7:30pm.

**Recurrences**

Monthly every 1 month on the first Wed of each month

*This is your primary recurrence, other recurring events will use these advanced settings as their default settings if left blank.*

Events Duration

0 days

Recurrences Between

06/05/2026 to 05/05/2060

Times

6:30 PM to 7:30 PM

[+ Event Dates](#) [+ Unavailable Dates](#)

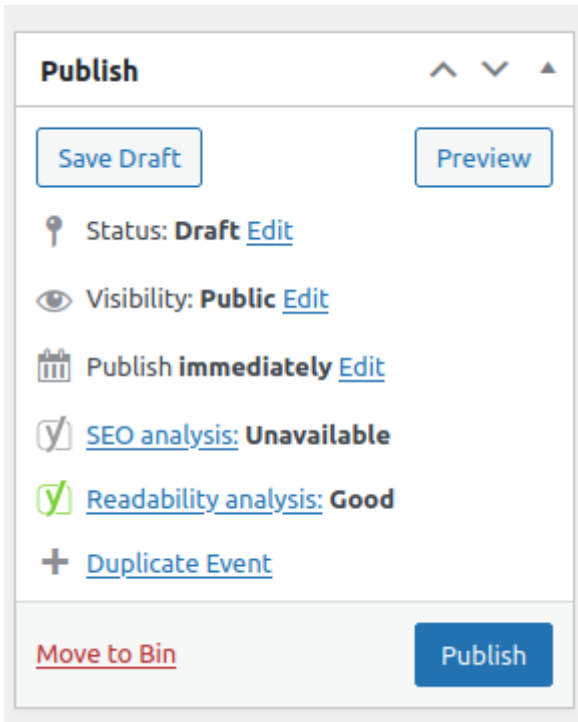
Scroll down to the "Discussion" section and make sure "Allow Comments" is **unchecked**.

**Discussion**

Allow comments

Allow [trackbacks and pingbacks](#)

You can now scroll back up and click "Publish" on the right-hand side.



Check once the page reloads that there are no warning at the top about setting up the recurring meeting.

Check that the meeting shows up correctly on the [Service Meetings page](#).

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Revision #1

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