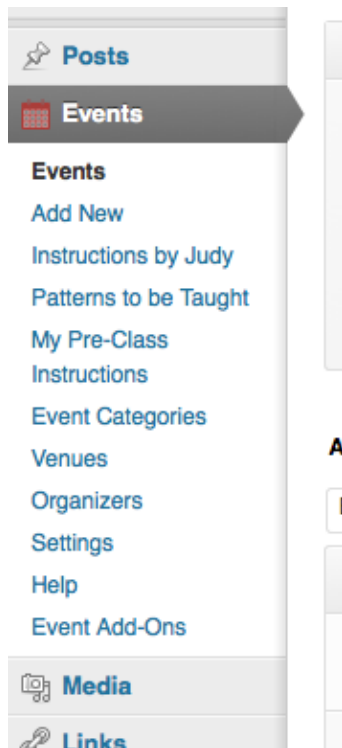


## ADDING EVENTS

### WORDPRESS

Log in here: <http://www.quiltworx.com/wp-login>

Hover over Events in the left column of dashboard and select "Add New" or hover over the "+ New" button on the top row of the dashboard and select "Event" from the drop-down menu.



Add event info to all the left column modules: title, content editor, date, venue, etc.

### DATES

If your classes cover consecutive days, you may create one event post that covers all of the classes. Otherwise, you must create multiple events.

**If you are teaching a class on Monday, have Tuesday off, and are teaching**

**the same class on Wednesday, you must create two events: one for Monday and one for Tuesday.**

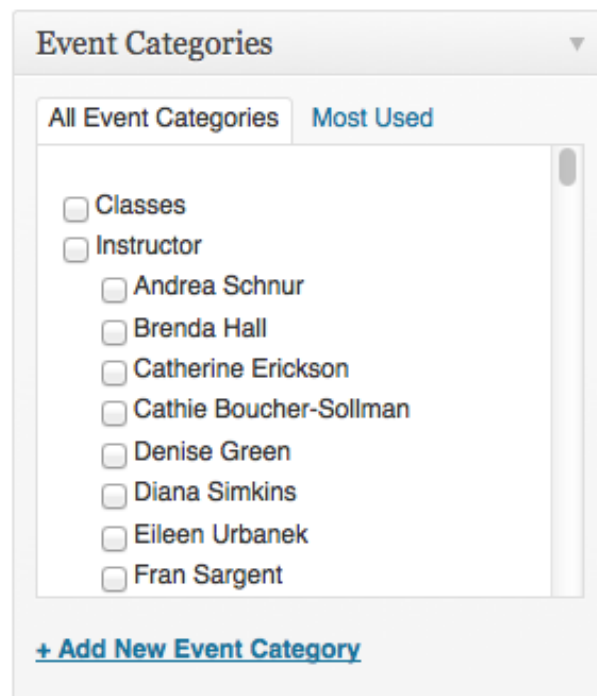
## **VENUES**

To reduce clutter and make sure we can keep venue information up to date, it's important to search for the venue from the list of pre-existing ones first and not just enter your venue in as a new one.

## **EVENT CATEGORIES**

From the "Event Categories" list in the right column, select all of the patterns that your event will cover.

**If you don't select a pattern from this list, your event will not display on the events calendar on the individual pattern post. You must also choose yourself as the instructor, or if you are entering this post to represent a certified shop, check the corresponding Event Category in order to have this event show up.**



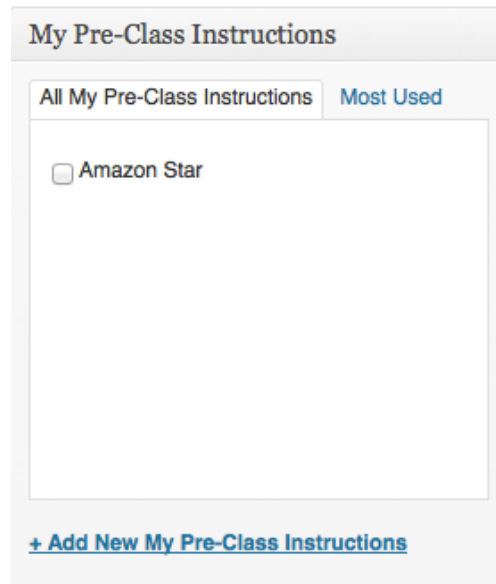
The image shows a web interface for selecting event categories. At the top is a header 'Event Categories' with a downward arrow. Below it are two tabs: 'All Event Categories' (active) and 'Most Used'. The main area is a list of categories with checkboxes. The categories are: 'Classes', 'Instructor', and a list of names under 'Instructor': 'Andrea Schnur', 'Brenda Hall', 'Catherine Erickson', 'Cathie Boucher-Sollman', 'Denise Green', 'Diana Simkins', 'Eileen Urbanek', and 'Fran Sargent'. At the bottom is a link '+ Add New Event Category'.

Event Categories
<input type="checkbox"/> Classes
<input type="checkbox"/> Instructor
<input type="checkbox"/> Andrea Schnur
<input type="checkbox"/> Brenda Hall
<input type="checkbox"/> Catherine Erickson
<input type="checkbox"/> Cathie Boucher-Sollman
<input type="checkbox"/> Denise Green
<input type="checkbox"/> Diana Simkins
<input type="checkbox"/> Eileen Urbanek
<input type="checkbox"/> Fran Sargent

[+ Add New Event Category](#)

## INCLUDING YOUR PRE-CLASS INSTRUCTIONS

In the "My Pre-Class Instructions" pattern list, check the box next to any pattern for which you would like to include your own pre-class instructions. Any patterns chosen must also be selected from the Event Categories, or else they won't display on the event post.



The screenshot shows a web interface titled "My Pre-Class Instructions". Below the title are two tabs: "All My Pre-Class Instructions" (which is active) and "Most Used". The main content area is a list box containing one item, "Amazon Star", with an unchecked checkbox to its left. At the bottom of the interface is a blue link that says "+ Add New My Pre-Class Instructions".

Remember, you must have a pre-class instruction post corresponding with the pattern you check off under My Pre-Class Instructions. The list here covers all patterns, not necessarily all of your available pre-class instruction posts (unless you have instructions for each pattern).

## JUDY'S PRE-CLASS INSTRUCTIONS

In the "Instructions by Judy" pattern list, check the box next to any pattern for which you would like to use Judy's instructions. Any checked patterns from this list also need to be checked in Event Categories in order to display on the event post.

### Instructions by Judy

All Instructions by Judy

Most Used

☐ A Touch of Spring

☐ Amazon Star

☐ Desert Sky

☐ Island Sunrise

[+ Add New Instructions by Judy](#)

Choose yourself from the Event Categories instructor list.

### Event Categories

All Event Categories

Most Used

☐ Classes

☐ Instructor

☐ Andrea Schnur

☐ Brenda Hall

☐ Catherine Erickson

☐ Cathie Boucher-Sollman

☐ Denise Green


☐ Diana Simkins

☐ Eileen Urbanek

☐ Fran Sargent

[+ Add New Event Category](#)

Click on the "Publish" button.

 Publish immediately [Edit](#)

[Move to Trash](#)

[Publish](#)

## **VERIFY THE ACCURACY OF THE EVENT POST**

Once the event is published, click on the button that says “View Event.”

Check to make sure all the info you entered in via the post editor displays correctly.

Confirm that the patterns listed are the right ones, and that, if there are pre-class instruction links, they go to the right version (yours or Judy’s).