

Area 50 Calendar and Adding Events

Description

The calendar on the Area 50 Website is a lifeline of communication to everyone engaged in service work across Area 50. It is our hope that the calendar is a way of connecting members of the fellowship across the entire geographical region that represents “Area 50”.

Scope

In an effort to make the calendar as user-friendly and concise as possible, please review the following suggestions:

Events that should be on the calendar:

- Business Meetings, Picnics, and Committee Meetings at the **District** and **Area** levels of the General Service Structure within Area 50
- Conferences and Forums at the **Area**, **Regional**, and **National** levels of the General Service Structure

Events that should **NOT** be on the calendar:

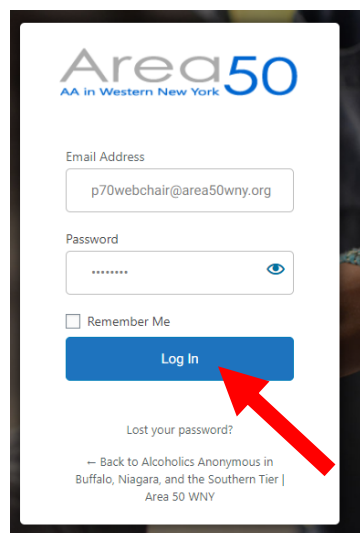
- Business Meetings, Picnics, Committee Meetings, and Conventions hosted by **Intergroups / Central Offices**
- Business Meetings, Picnics, and Committee Meetings at the **District** and **Area** levels of the General Service Structure outside of Area 50

Getting Access to Post Events

Please email the current Webchair of Area 50 to be granted “subscriber” access to add events to the website calendar.

Adding Events to the Calendar

1. Navigate to <http://area50wny.org/wp-login>
2. Login with your credentials and click “Log In”



Area50
AA in Western New York

Email Address
p70webchair@area50wny.org

Password
.....

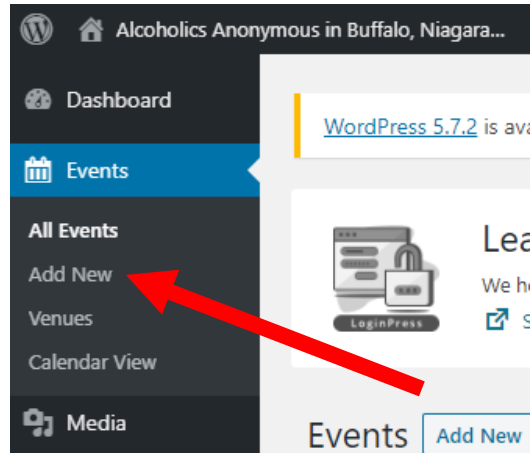
Remember Me

Log In

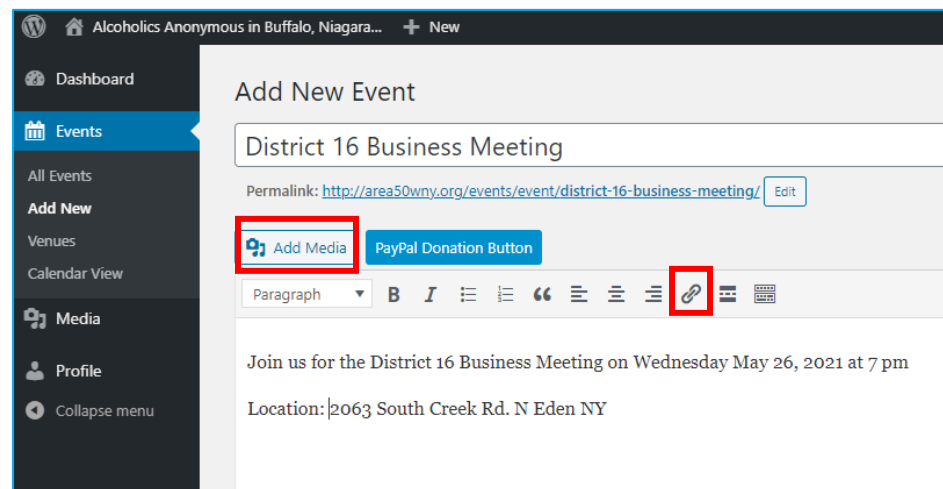
Lost your password?

— Back to Alcoholics Anonymous in Buffalo, Niagara, and the Southern Tier | Area 50 WNY

3. On the left-hand side of the screen, click on “Events” and then click “Add New”



4. Type an **Event Title** and a **Description**. Images, links, and attachments can be added in the description.



5. Scrolling down the page, on the right-hand side of the screen, add any applicable categories to your meeting.
 - a. ****Please note:** this is how the filtering occurs on the Events page on the Area 50 Website. Inaccurate categorization will lead to inaccurate filter results.
 - b. **District Events** should be categorized with the applicable 2-digit district number. For example, a District 4 event should have a category of “04”.
 - i. **Example:** District 4 Business Meeting, District 4 Picnic
 - c. **Area Events** should have a category of “Area”.
 - i. **Example:** Area Committee Meeting, Area 50 Public Information Committee Meeting
 - d. **Regional Events** should have a category of “Regional”.
 - i. **Example:** NERAASA - Northeast Regional A.A. Service Assembly
 - e. **National Events** should have a category of “National”.
 - i. **Example:** Founder’s Day, International Convention

Categories ▲

All Categories **Most Used**

- District
- 04
- 05
- 06
- 07
- 11
- 14
- 16

6. Using the Date/Time picker, select the **Start Date/Time** and the **End Date/Time** of the event.

Event Details

Start Date/Time: 05-26-2021 7:00pm

End Date/Time: **May** 2021 All day

Recurrence:

Include/Exclude occurrences:

Venue:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Event Details

Start Date/Time: 05-26-2021 7:00pm

End Date/Time: 05-26-2021

Recurrence: none ▼

Include/Exclude occurrences: Show dates

Venue: ▼ +

	Hour					Minute				
am	12	1	2	3	4	5	00	05	10	
	6	7	8	9	10	11	15	20	25	
pm	12	1	2	3	4	5	30	35	40	
	6	7	8	9	10	11	45	50	55	

7. If your event is reoccurring / ongoing, you can use the **Recurrence** drop-down to define the repeat occurrences.

Event Details

Start Date/Time: 05-26-2021 7:00pm

End Date/Time: 05-26-2021 8:00pm All day

Recurrence: monthly

Repeat every 1 month

date of month day of week

until 05-18-2021

This event will repeat every month on the fourth Wednesday until May 18 2021

Include/Exclude occurrences: Show dates

Venue:

8. Scroll back to the top of the page and click **“Publish”**

Add New Event

District 16 Business Meeting

Permalink: <http://area50wny.org/events/event/district-16-business-meeting/> Edit

Add Media PayPal Donation Button

Paragraph B I List Link Image

Join us for the District 16 Business Meeting on Wednesday May 26, 2021 at 7 pm

Location: 2063 South Creek Rd. N Eden NY

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Readability: Good

SEO: Not available

Publish

9. When the event has published, you will see a confirmation message at the top. You can click **“View event”** to make sure that it has posted correctly.

Alcoholics Anonymous in Buffalo, Niagara... New View Event

Dashboard

Events

All Events

Add New

Venues

Calendar View

Media

Profile

Collapse menu

WordPress 5.7.2 is available! Please notify the site administrator.

Leave A Review?

We hope you've enjoyed using LoginPress! Would you consider leaving us a review on WordPress?

Sure! I'd love to! I've already left a review Maybe Later Never show again

Edit Event Add New

Event published View event

District 16 Business Meeting

Permalink: <http://area50wny.org/events/event/district-16-business-meeting/> Edit Get Shortlink

Questions or Concerns?

Please contact the Area 50 Webchair.