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](http://area50wny.org/wp-login)
2. Login with your credentials and click “Log In”
3. On the left-hand side of the screen, click on “Events” and then click “Add New”

![Events Menu]

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

![Add New Event Form]

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

7. If your event is reoccurring / ongoing, you can use the **Recurrence** drop-down to define the repeat occurrences.
8. Scroll back to the top of the page and click “Publish”

![Event Details](image)

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.

![Add New Event](image)

**Questions or Concerns?**
Please contact the Area 50 Webchair.