AREA 50 ALL-ACCESS CALENDAR

INSTRUCTIONS FOR EVENT MANAGERS

Area 50 Webmaster

AREA 50, ALCOHOLICS ANONYMOUS OF WESTERN NEW YORK

Contents

Introduction

The Area 50 all-access calendar has been enabled on http://area50wny.org. The calendar was designed to give authorized Area 50 chair holders or district representatives the ability to post and edit events, saving valuable time while minimizing the chance of miscommunication.

The calendar is powered by Event Organizer, a free, open source WordPress plugin. Event Organizer was installed as a replacement for an earlier version of an all-access calendar that used the Google Calendar platform. Though popular, I found Google Calendar impractical and limited for the following reasons:

1. The type on Google Calendar events is small and difficult to read.
2. There is no practical way to increase font size or otherwise customize a Google Calendar event.
3. Adding media such as .PDF flyers and Word documents is difficult and imprecise in Google Calendar.
4. Having an integrated app on the Area 50 domain gives us more control over the consistency of our events, while relying on a 3rd party app like Google Calendar leaves our events susceptible to downtime and algorithmic changes.

Posting an event is no more difficult than creating a document in Microsoft Word; no knowledge of coding or web development is required. The following is a step-by-step guide on how to post single-day events, recurring events, and roll-over events (events spanning multiple days).

If you have any questions about these instructions or technical issues, please contact the Area 50 Web Chair at area50web@gmail.com. You can also call or text to (716) 472-2857.

Thank you and enjoy this new freedom!

1. How to Register for Login Credentials

Every member authorized to post events will be granted Subscriber permissions to Area 50's WordPress backend platform. Subscriber permissions allow users to create calendar events, view their own profiles, and change login passwords (not recommended).

Login will require a unique username and password. The username will be the user's preferred email address. If the user has a preferred password that is easy to remember, please inform the web chair of this when submitting a request for access. If no password is included in the request, a unique alpha-numeric password of 6 to 8 characters will be assigned to the user's account.

- Send your email request to: area50web@gmail.com
- Include the following information in your email:
  - Subject Line: Calendar Access
  - Body of email:
    - First name, last initial
    - Position (e.g. District X Rep, Archives Chair, PIC Chair)
    - Preferred email for login
    - Preferred password for login, if any

2. Logging In

Once you have received your login credentials, open a web browser (Chrome, Fire Fox, Microsoft Edge, or Safari) and navigate to:
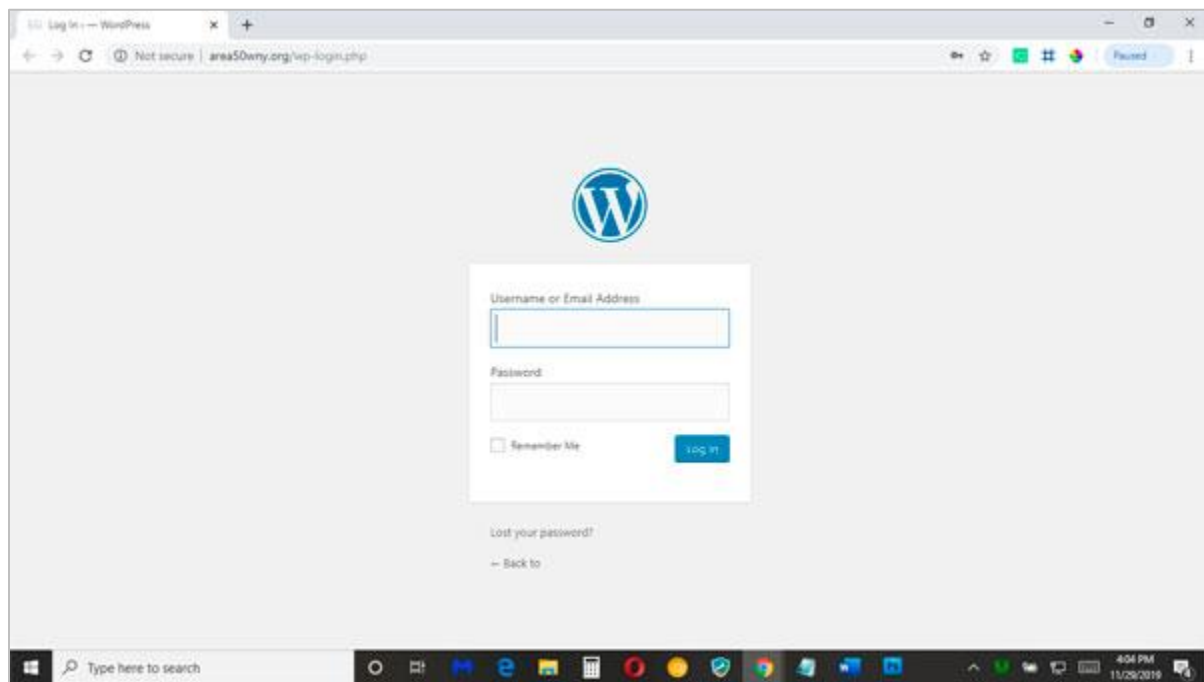
http://area50wny.org/wp-login.php

Figure 1: Area 50 WordPress login screen

Enter your preferred email and password in the respective fields and click the blue Log In button.

There is also a checkbox that will instruct your browser to remember your login credentials. You are free to use this feature, but it is not reliable; therefore, you should either write down your username and password to store offline or store your credentials in a text file on your computer.

There is also a password recovery link (Lost Your Password?), but it is not recommended that you use this feature. If you lose your login credentials, please contact the Area 50 web chair at area50web@gmail.com.

3. Tour of the WordPress Interface

As a subscriber, you will have access to 3 areas in the WordPress interface:

1. Dashboard – Links to WordPress articles and recent updates to the Area 50 website.
2. Events – Create new events and edit existing events.
3. Profile – Your personal information and password reset.

You can access all these areas from the vertical menu on the left of the screen.

A successful login will take you to your profile page. The profile page allows you to change the color scheme on the dashboard, lists your name, nickname and email address (all generated by Wordpress when your account is created), provides fields for various social media links, and a password reset tool. The user should not update any of this information without first contacting the Area 50 Web Administrator.
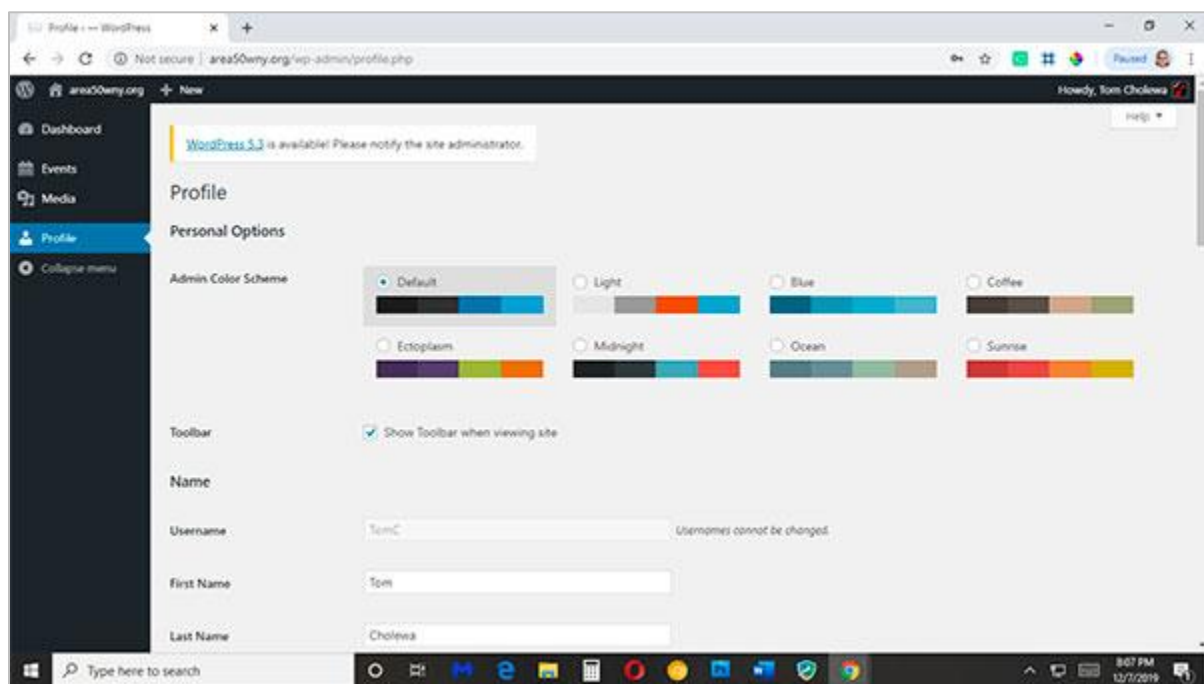
Figure 2: Area 50 WordPress Profile Page

4. Adding a New Event

Hover over the Events icon to reveal the list of events functions:

- All Events: A list of events that you have created
- Add New
- Venues: A list of venues attached to various events
- Calendar View: A view of the calendar embedded on Area 50 website
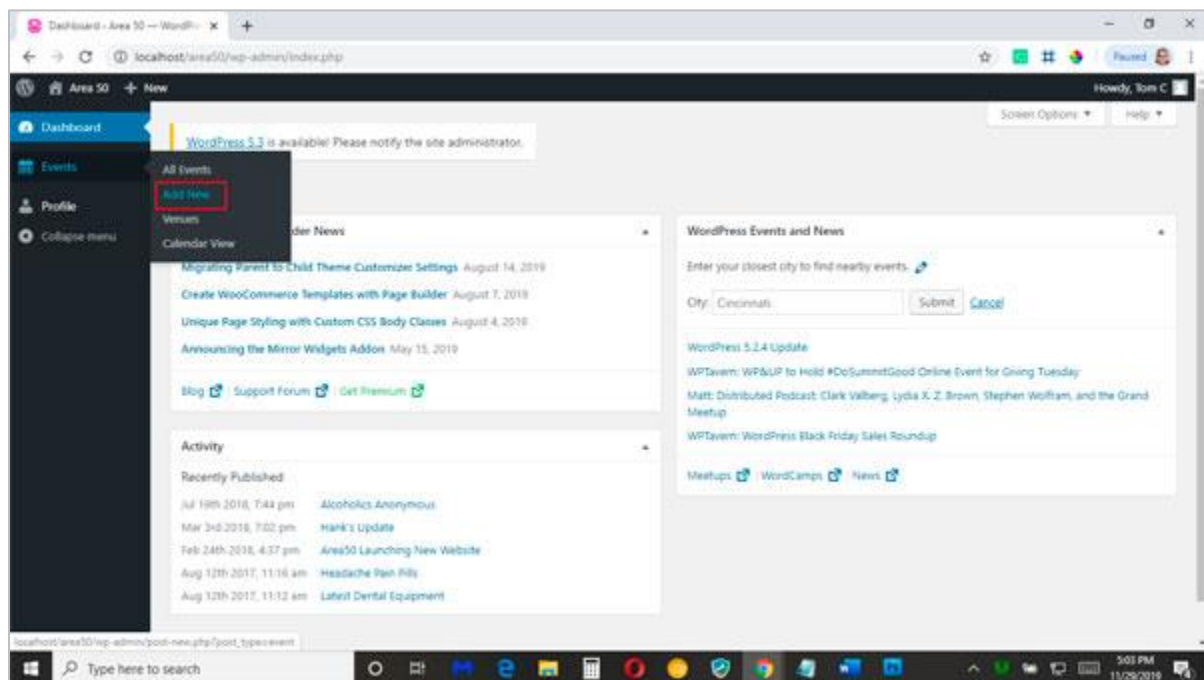
Select the *Add New* command.

Figure 3: Select the Add New command

5. Add Event Title

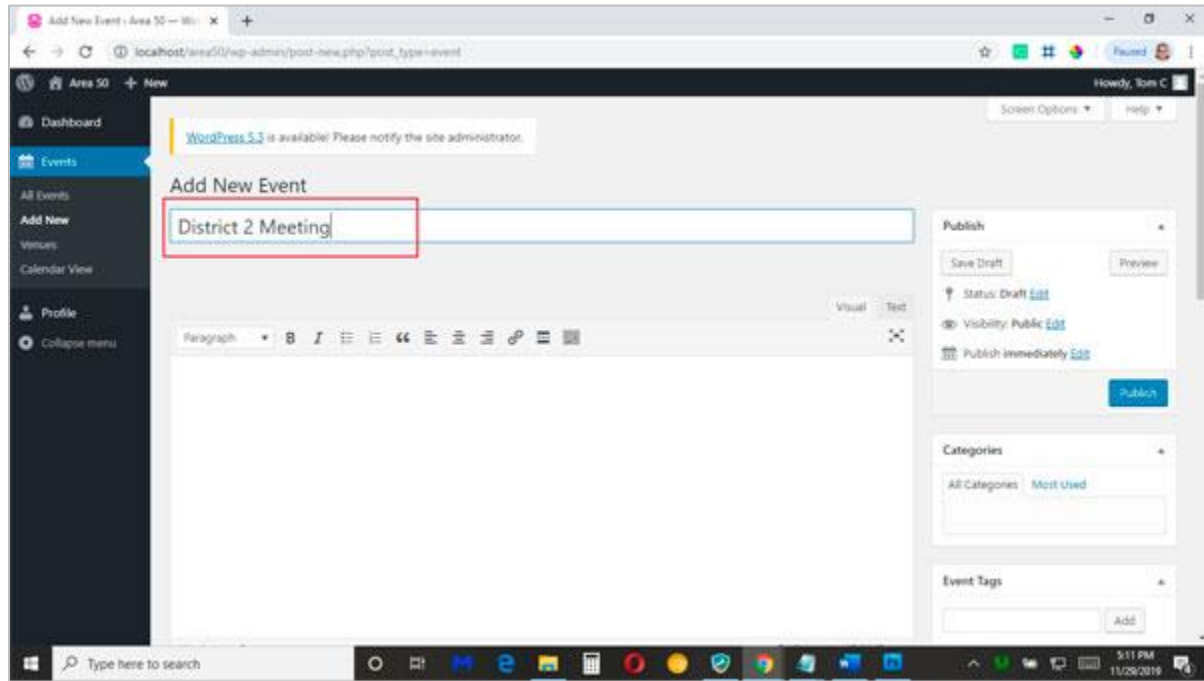On the Add New Event screen, enter an event title in topmost text field (e.g. *District X Meeting*).

Figure 4: Enter event title in the top field

6. Adding Text

The main text area is reserved for information that people should know about your event and media that supports your event.

The rule of thumb when entering notes is *keep it simple*. If your event is recurring on the 2nd Tuesday of the month, simply enter: *District (number) meets on the 2nd Tuesday of the month.*

If parking is restricted, enter something like: *Please park in Lot A.*

If smoking is restricted to designated areas, simply enter: *Please use designated smoking areas.*
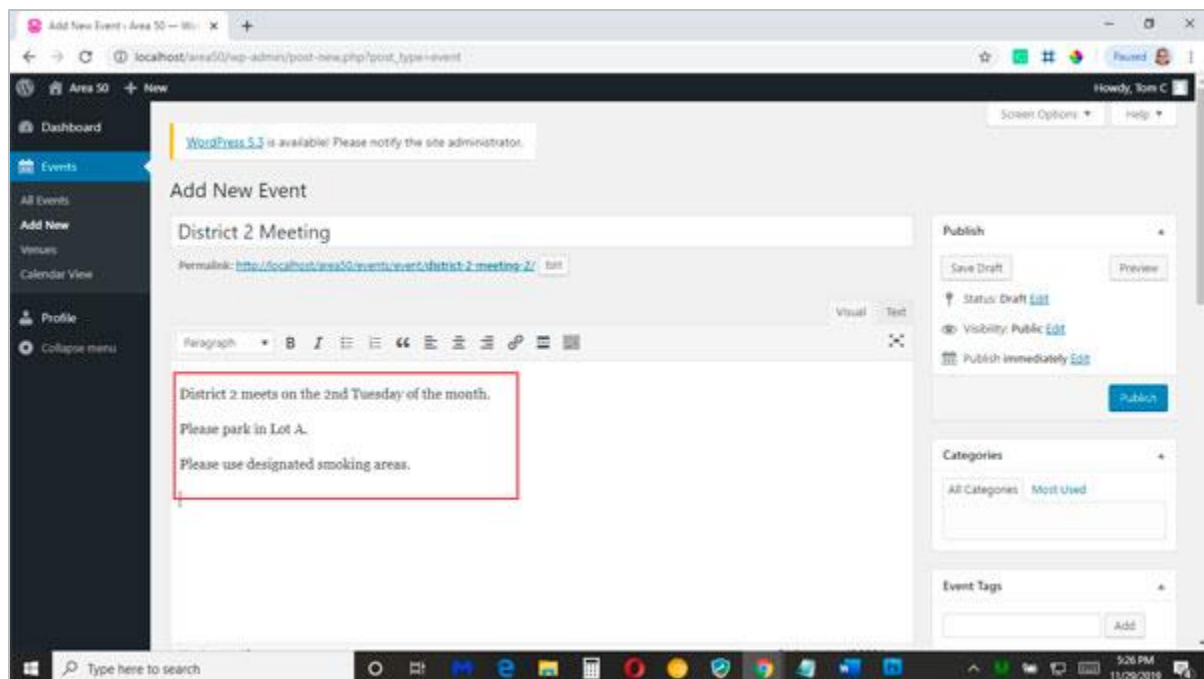
Figure 5: Enter notes in the main text area

7. Adding Media

Staying in the main text area, space down once after your last note. Click on the Add Media button above the toolbar.
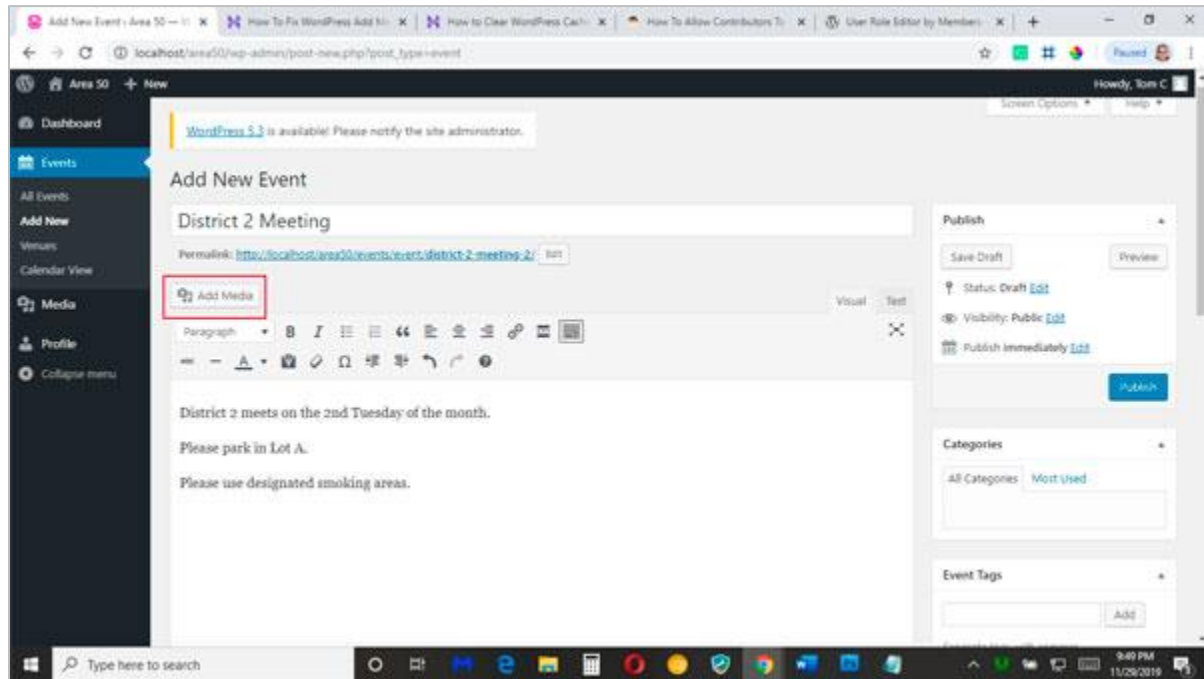
Figure 6: Click on Add Media to upload files to your event

A new window will appear with two tabs: *Upload Files* and *Media Library*. Select the *Upload Files* tab and click on the Select Files button to locate your file on your computer.
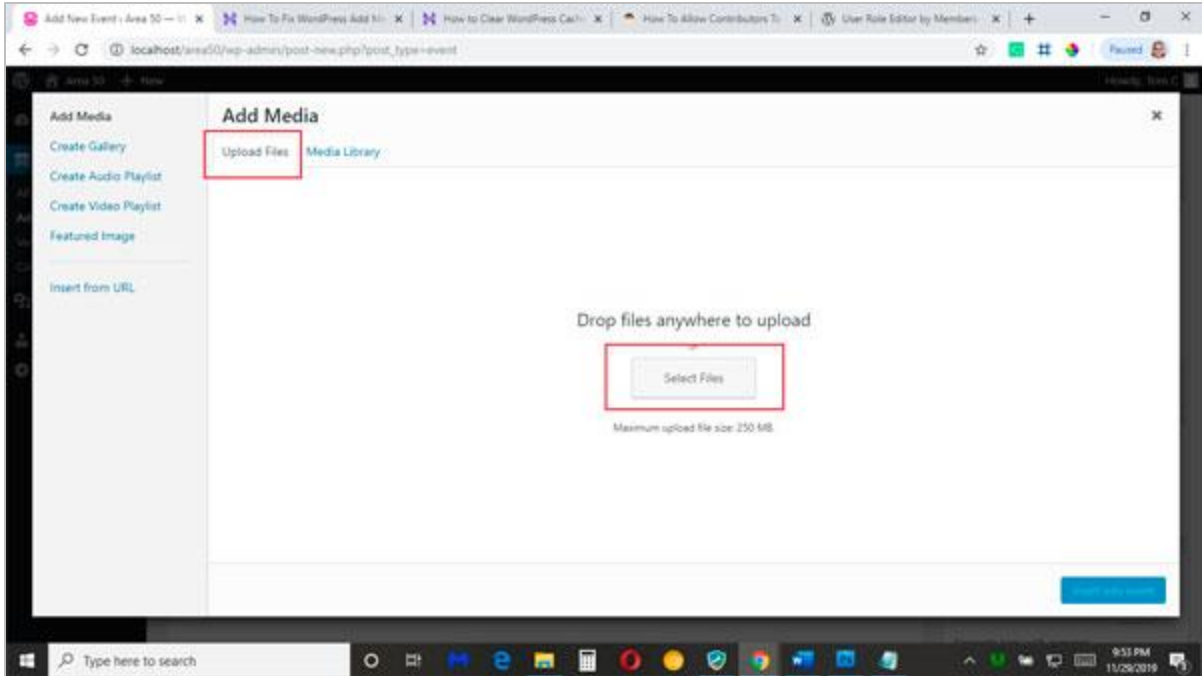
Figure 7: Select Upload Files and Select Files to import your media

Navigate to the file on your computer containing your upload. Select the file then click *Open* to import it to your event. You can upload images (.jpg, .png, .gif), .pdf documents, and Word/text documents.
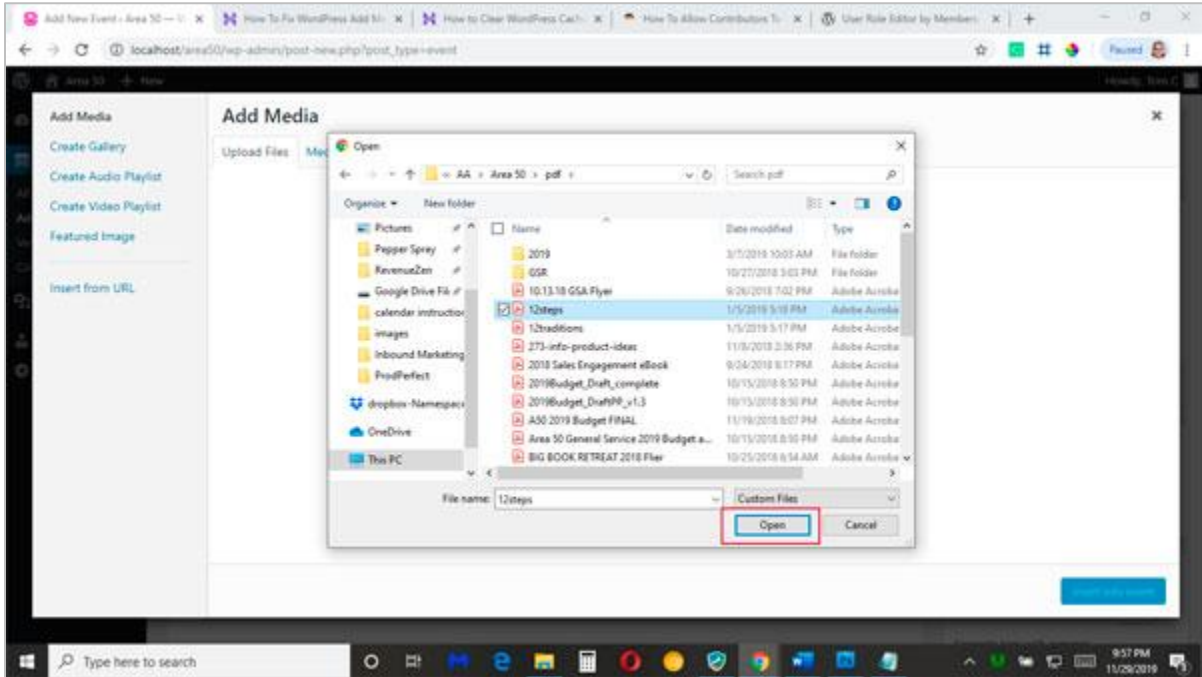
Figure 8: Select file from your computer and click Open to add to your event

Your file will be added to the WordPress Media Library. With your newly added file selected, click on the blue *Insert Into Event* button.
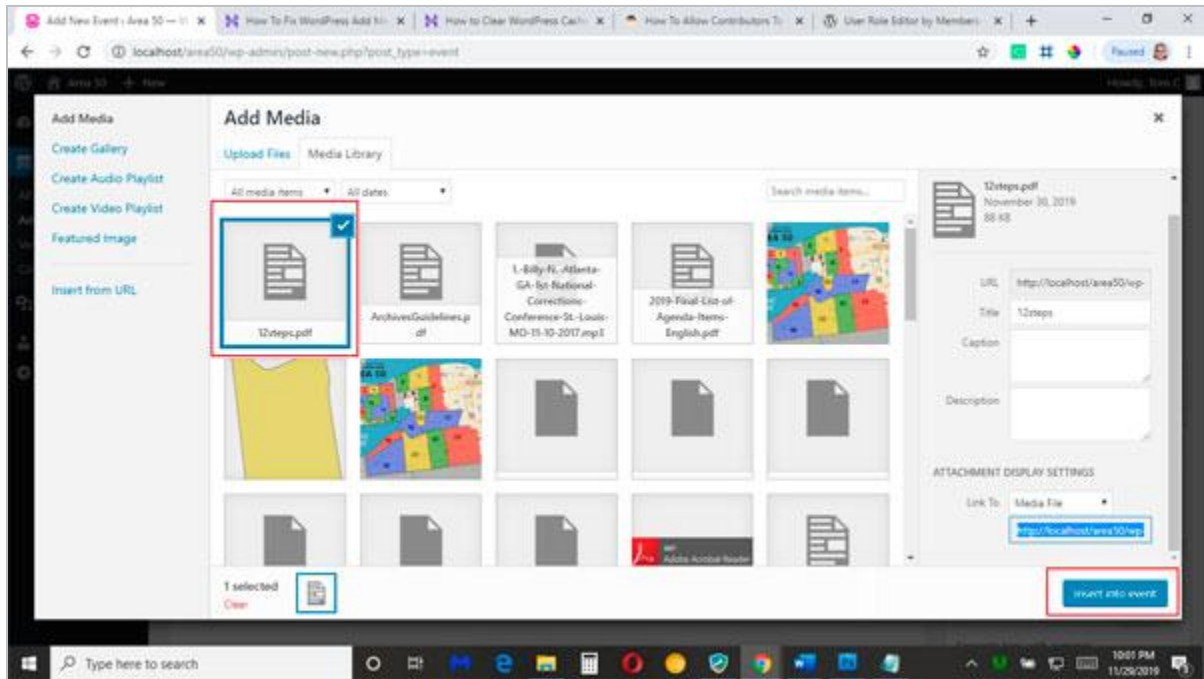
Figure 9: Select file and click Insert Into Event

Your file will appear as a hyperlink in your main text area:
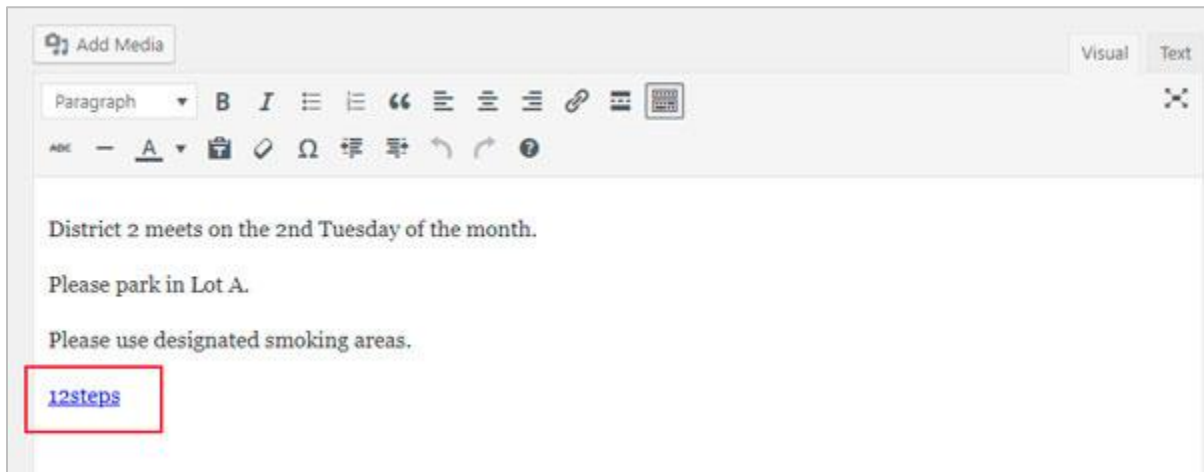
Figure 10: A hyperlink to your uploaded file will appear in the main text area

There is one more step to make accessing your file completely user-friendly. This is not mandatory, but users who access your file will not be directed away from the Area 50 website if you add this step, eliminating the use of the browser back button.

Left-click and drag over your file hyperlink, then select the Edit button (pencil icon).
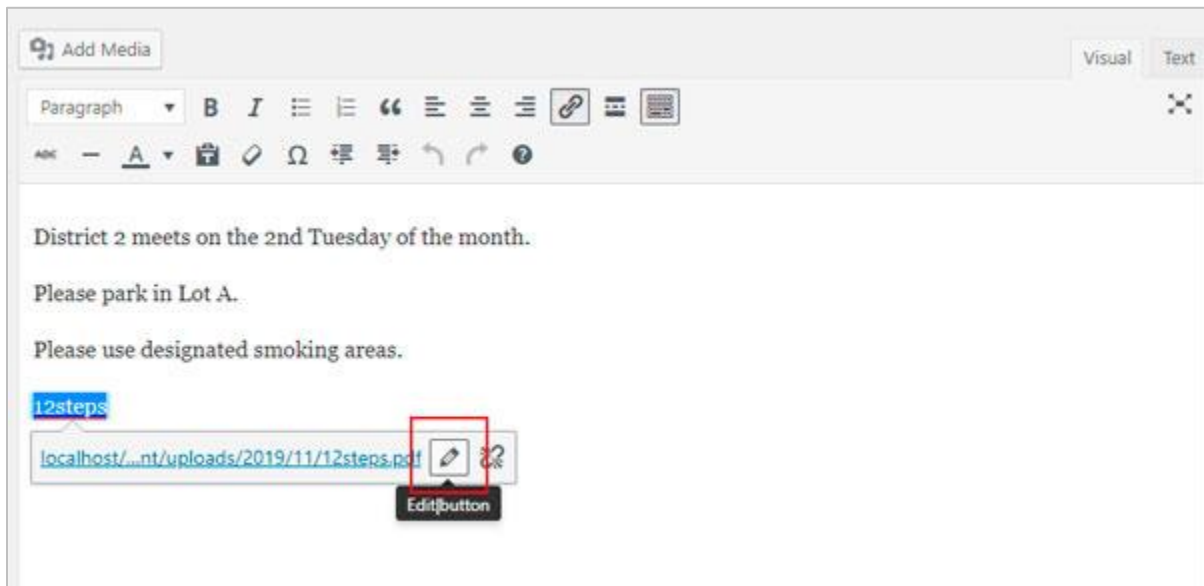
Figure 11: Drag over link and select the Edit button

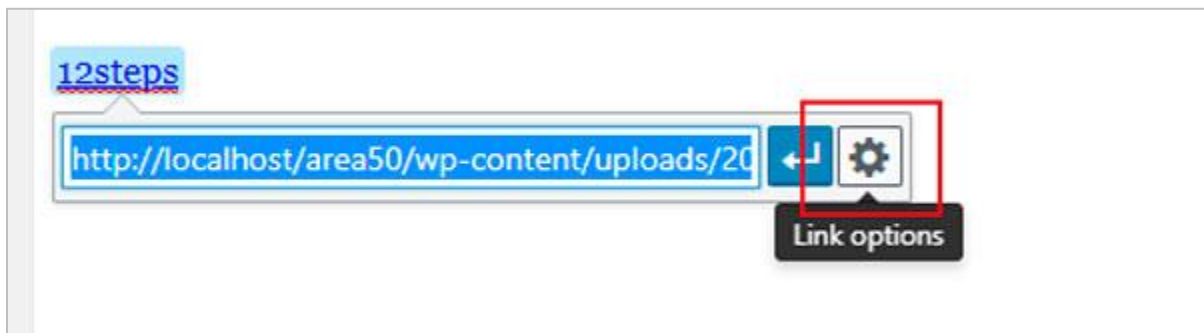After clicking on the Edit button, click on Link Options button (gear icon):

Figure 12: Click on Link Options

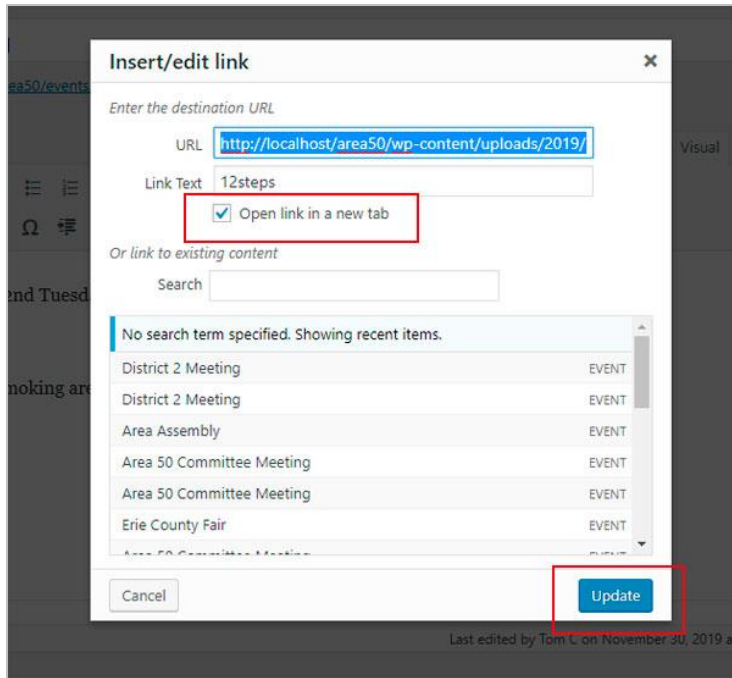In the pop-up window, check the box next to Open Link in New Tab, then click Update.

Figure 13: Check Open Link in New Tab, Update

Your file will now open in a new browser tab when a user clicks on the link it from the calendar event.

8. Setting Event Date and Time

Below the main text field and the SEO field (not applicable to adding events) you will find the Event Details panel. This is where you set the event's start date, end date, and times for same-day events, recurring events, and roll-over events.
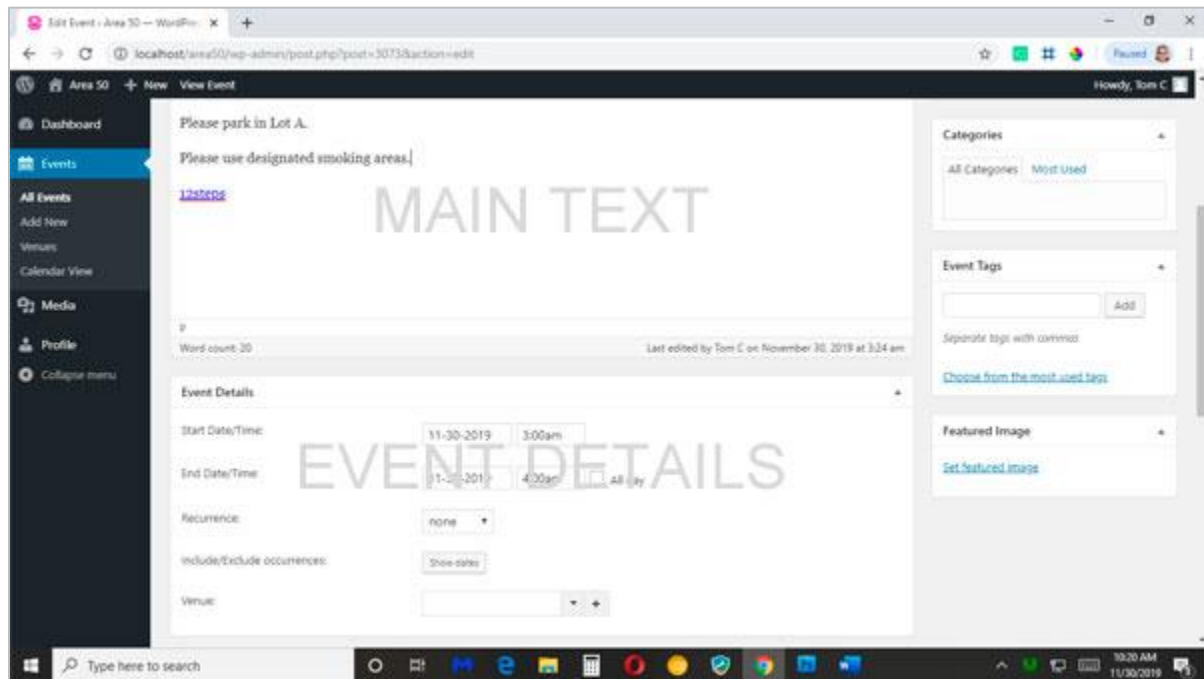
Figure 14: Set dates and times on the Event Details panel

Setting details for same-day events

In the row labeled Start Date/Time:, click once in the date field to open the scheduling calendar:

Figure 15: Click in start date field and select date

Use the same technique in the adjacent field to set the start time:

Figure 16: Set start time

Notice that the end date will default to the start date; therefore, all you need to do to complete a same-day event is set the end time in the adjacent field:

Figure 17: Set end time to complete the task

Setting details for recurring events

Follow the steps outlined in setting a same-day event. When the end time is set, open the Recurrence drop-down menu and select from the list (in most cases, the recurrence will be monthly).
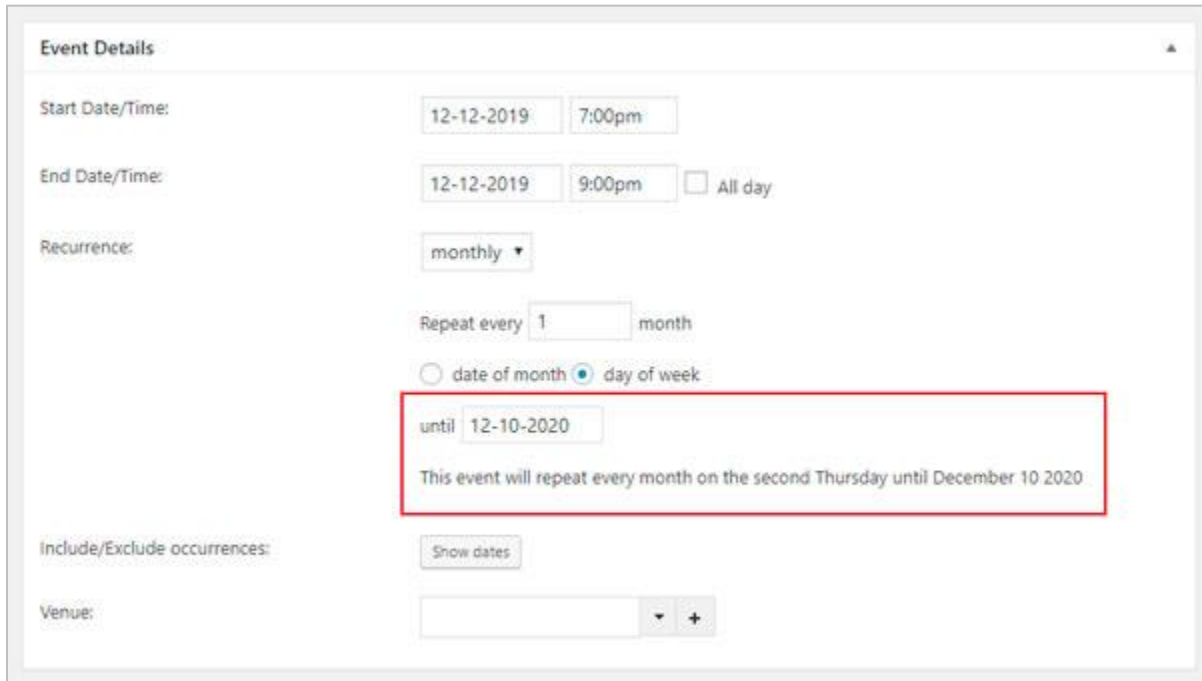

Figure 18: Select event recurrence from the drop-down menu

If you select monthly recurrence, notice that the event defaults to repeat every 1 month on the same day of the week. In most cases, you will leave these as-is.

Open the calendar in the Until field and set a date for the recurring event to end. If you don't do this, your event will end on the default date that is in the field. In many cases, this date

precedes the event start date, which would mean your event will not register on the calendar at all.

I recommend pushing the until date out one year from the event start date, unless the event is expected to end sooner.

Figure 19: Set until date 1 year from the event start date

Setting details for roll-over events

For a roll-over event – an event that spans several days – you only need to set the start date, end date, and check the box next to All day:

Figure 20: Set start date, end date, and check All day for roll-over events

9. Adding a Venue and Google Map

The last field in the Event Details module will allow you to add the meeting place and address, from which WordPress will generate a Google map.

In the row marked Venue, click on the plus sign to create a new venue:

Figure 21: Click the + button to add a new venue

Fill in the fields with the venue name, street address, city, state, zip code, and country:

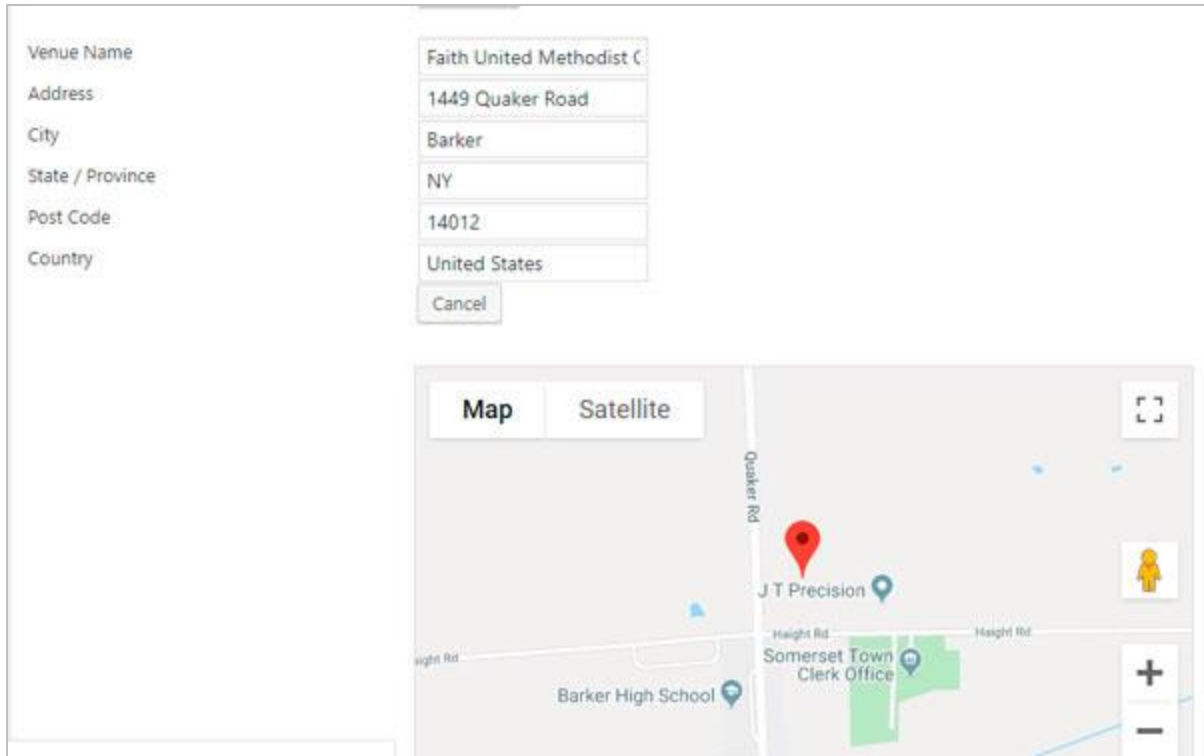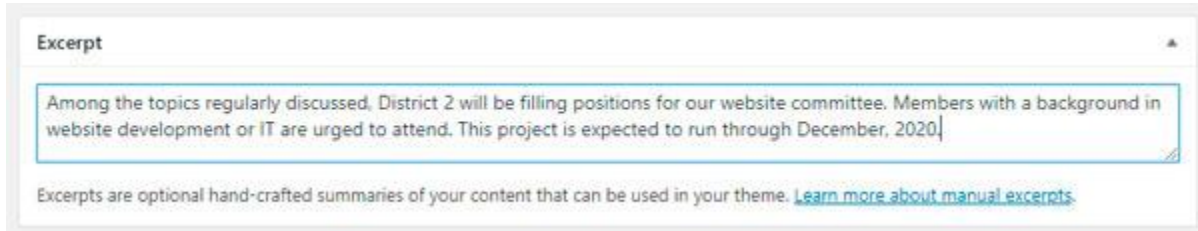|	
Venue Name	Faith United Methodist (
Address	1449 Quaker Road
City	Barker
State / Province	NY
Post Code	14012
Country	United States
	Cancel

Figure 22: Fill in venue location details

10. Adding an Excerpt

Excerpts are summaries about your event. They are optional, but if you have some important details you would like visitors to know about, you can add them in this field.

Figure 23: Add an excerpt if there is special information to be relayed about your event

11. Custom Fields and Comments

These sections are for development and admin purposes only. They are not relevant to posting and managing events, so you can disregard them.

12. Saving Your Event

Scroll back to the top of the WordPress dashboard and locate the blue Update button on the right. Click the button and wait a few moments for the page to update.
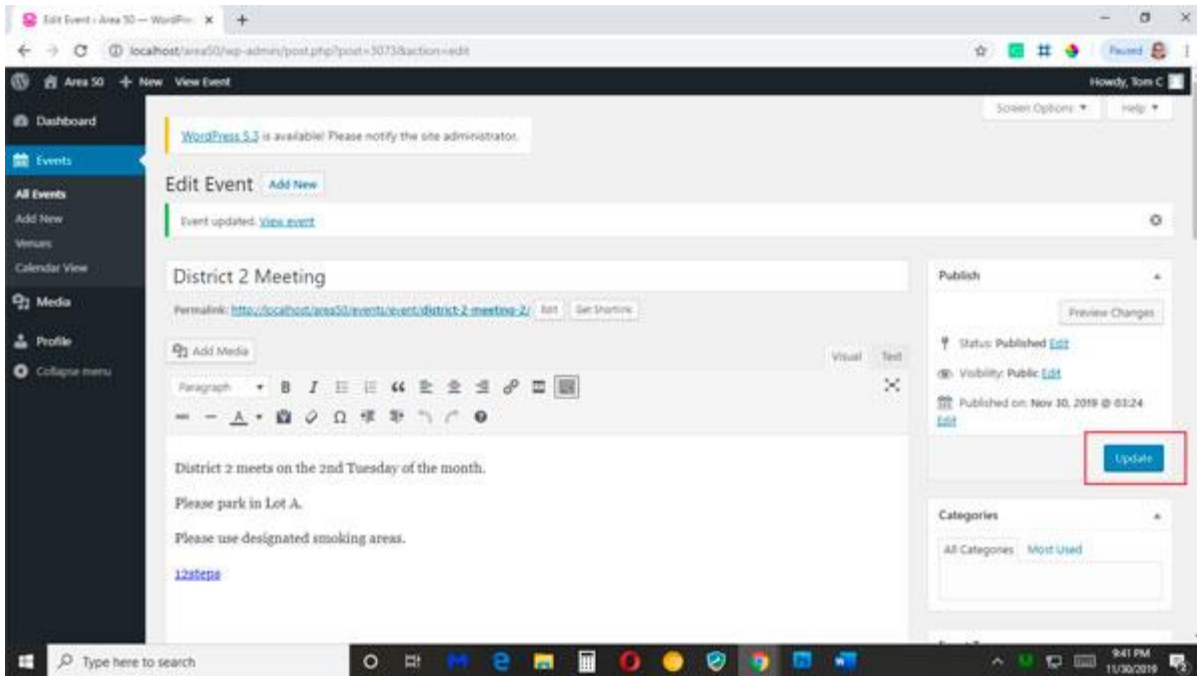
Figure 24: Click Update button to save your event

Congratulations! You've just created an event.

13. Viewing Your Event

There are two ways to view your event: Calendar View on the dashboard or in a new browser window. If you use the first method, click on the Calendar View command in the Events menu in the left column:
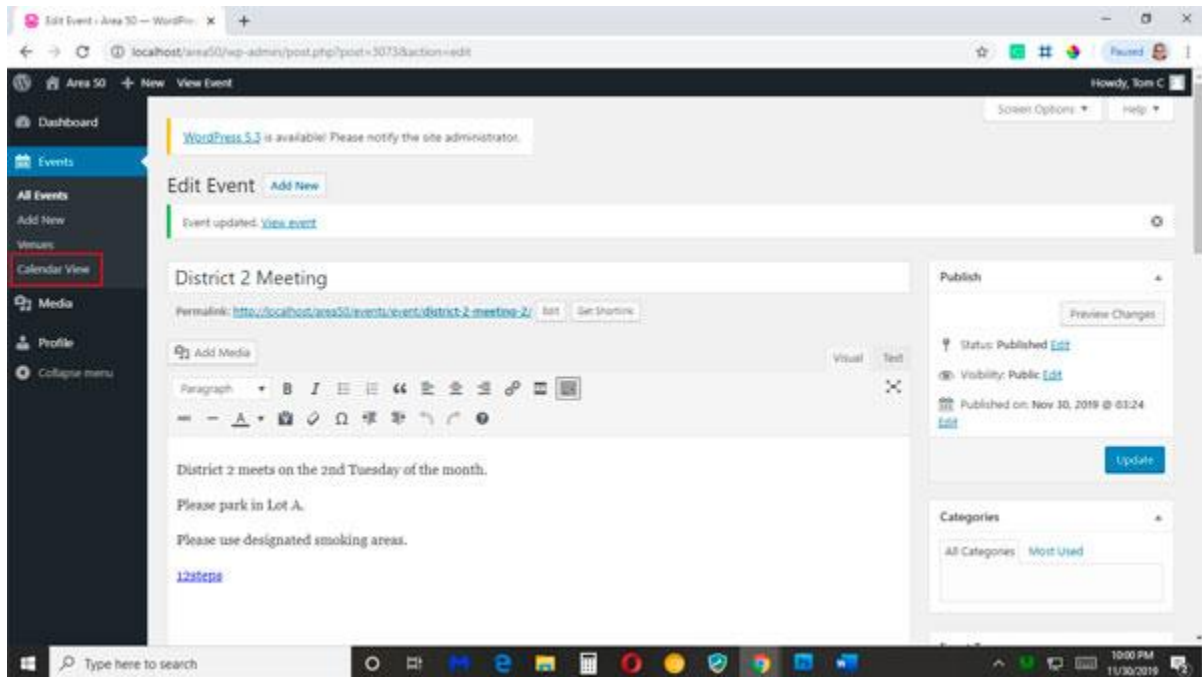

Figure 25: Click on Calendar View to see your event

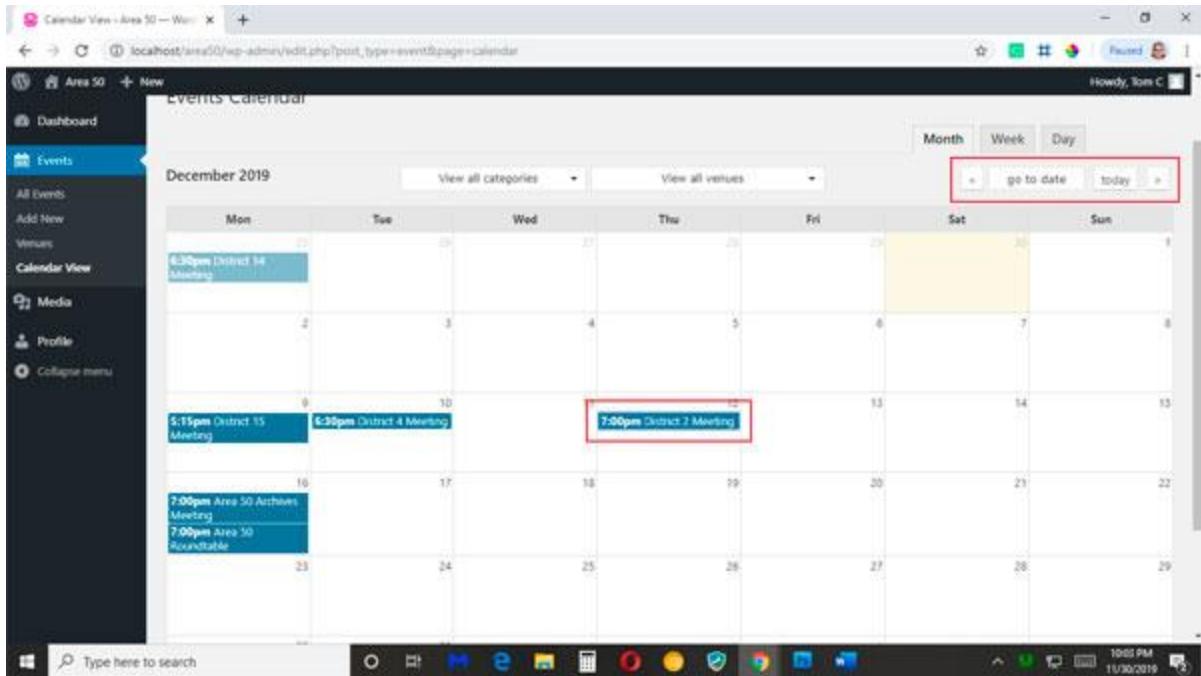Use the navigation tools in the upper right to locate the correct month and find your new event.

Figure 26: Navigate to your event

Clicking on your event in Calendar View will open a window containing basic information about your event.
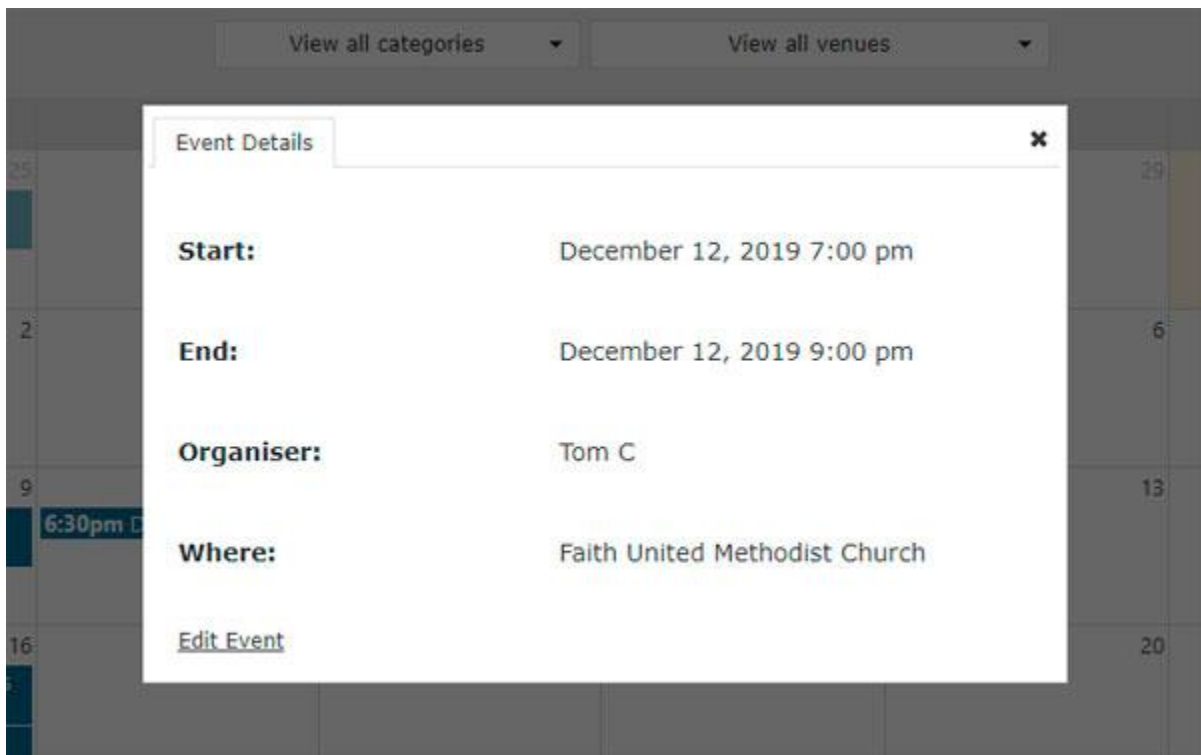

Figure 27: Basic information about your event

If you want to see what your event looks like in the live calendar, use the second viewing method.

Open a new browser tab and navigate to www.area50wny.org.

Figure 28: area50wny.org

Scroll down to the calendar section on the home page and use the navigation arrows to locate the month of your event.
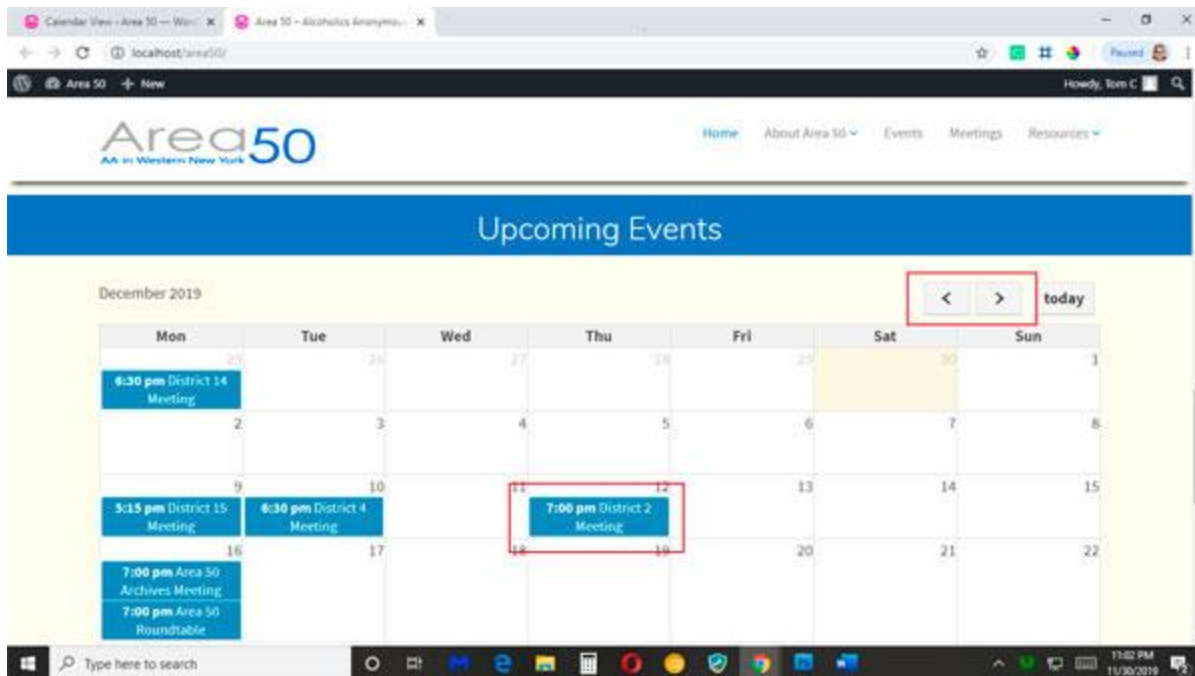
Figure 29: Navigate to the month of your event

When you roll over your event on the calendar, a pop-up window will appear containing details about your event.
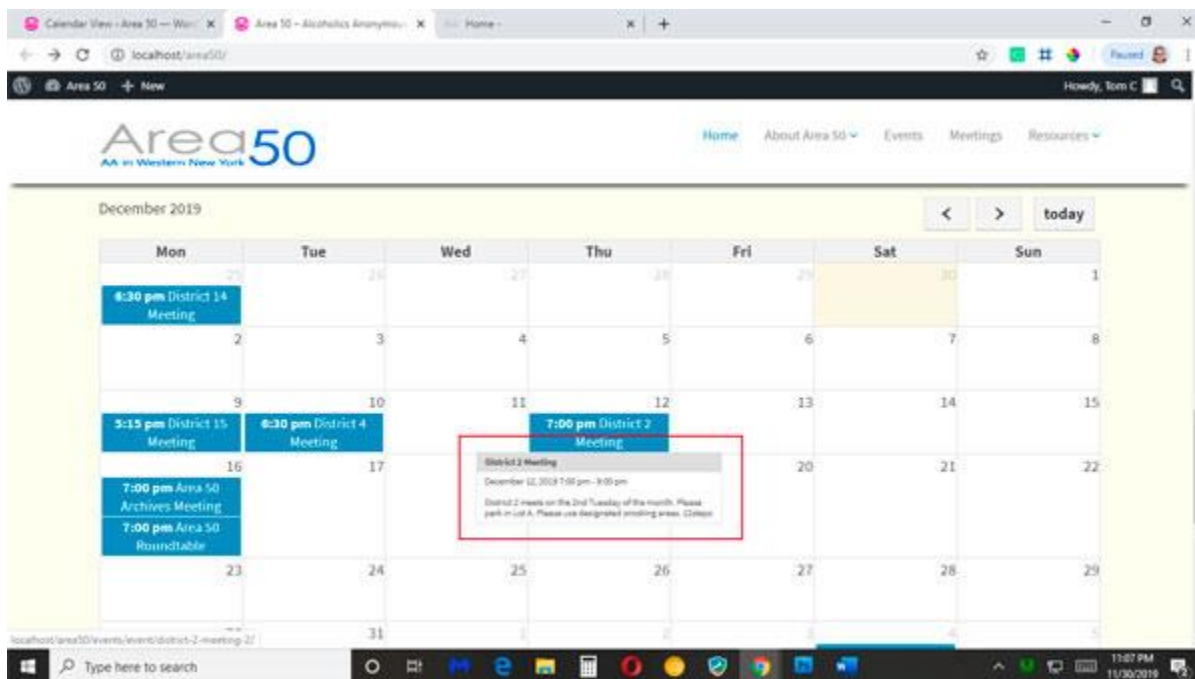

Figure 30: Pop-up window containing event details

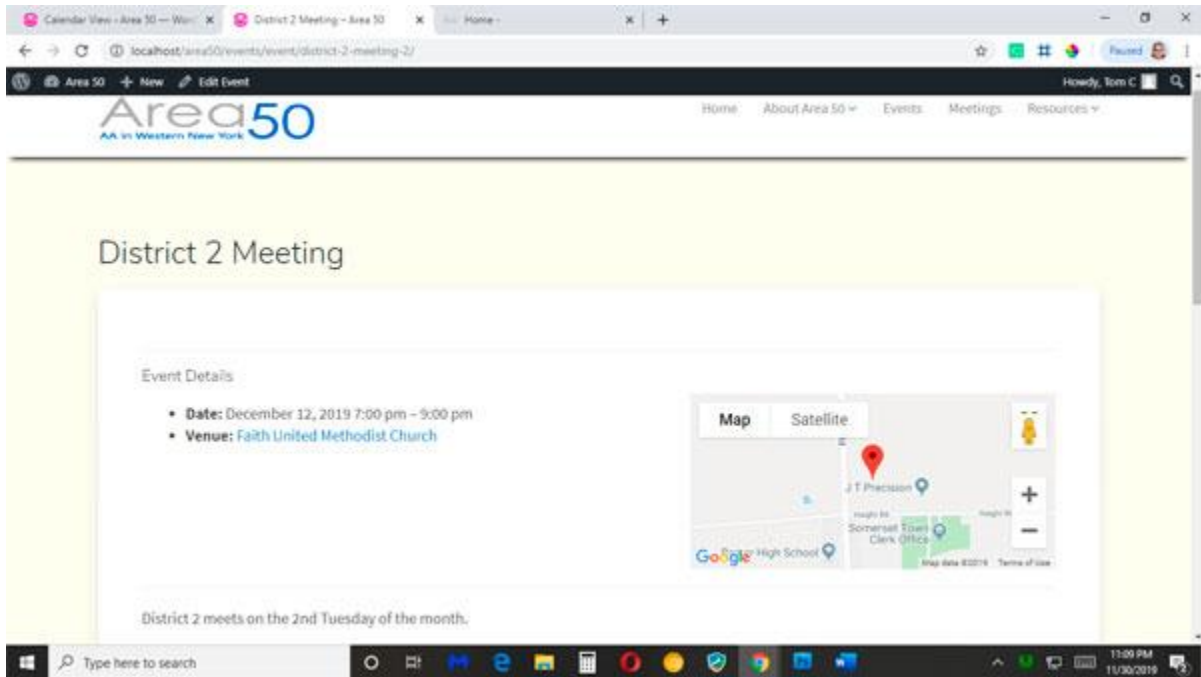When you click on the event, you will be taken to the event page.

Figure 31: Event page

14. Quick Steps for Creating an Event

1. In the browser of your choice, navigate to http://area50wny.org/wp-login.php.
   a. Enter your email address
   b. Enter your password
   c. Click Log In
2. In the left navigation menu, select Events > Add New.
3. Enter your event title
4. Add basic details about your event in the text area below the title field.
5. Below the final detail, add applicable media (images, .pdf, Word/text document).
   a. Click the Add Media button.
   b. Click the Upload Files tab.
   c. Click the Select Files button in the center of the window.
   d. Navigate to the folder on your computer containing your media file; select the file, click Open.
   e. Select the newly uploaded file from the media library (your new file will appear first in the list); click the Insert Into Event button.
   f. Block out the file link; select the Edit button (pencil icon).
   g. Click on Link Options (gear icon).
   h. Check the Open Link in New Tab box.
   i. Set dates and times for either one-day events, recurring events, or roll-over events (see Section 8 for details).
6. Add event venue details (venue name, address).
7. Add further details in the Excerpt field (if applicable).
8. Save your event.
9. View your event in either the Calendar View section (left navigation) or at http://area50wny.org.