

5Rhythms.ch

Adding sporadic events for your
classes and workshops.

Login:

5rhythms.ch/admin

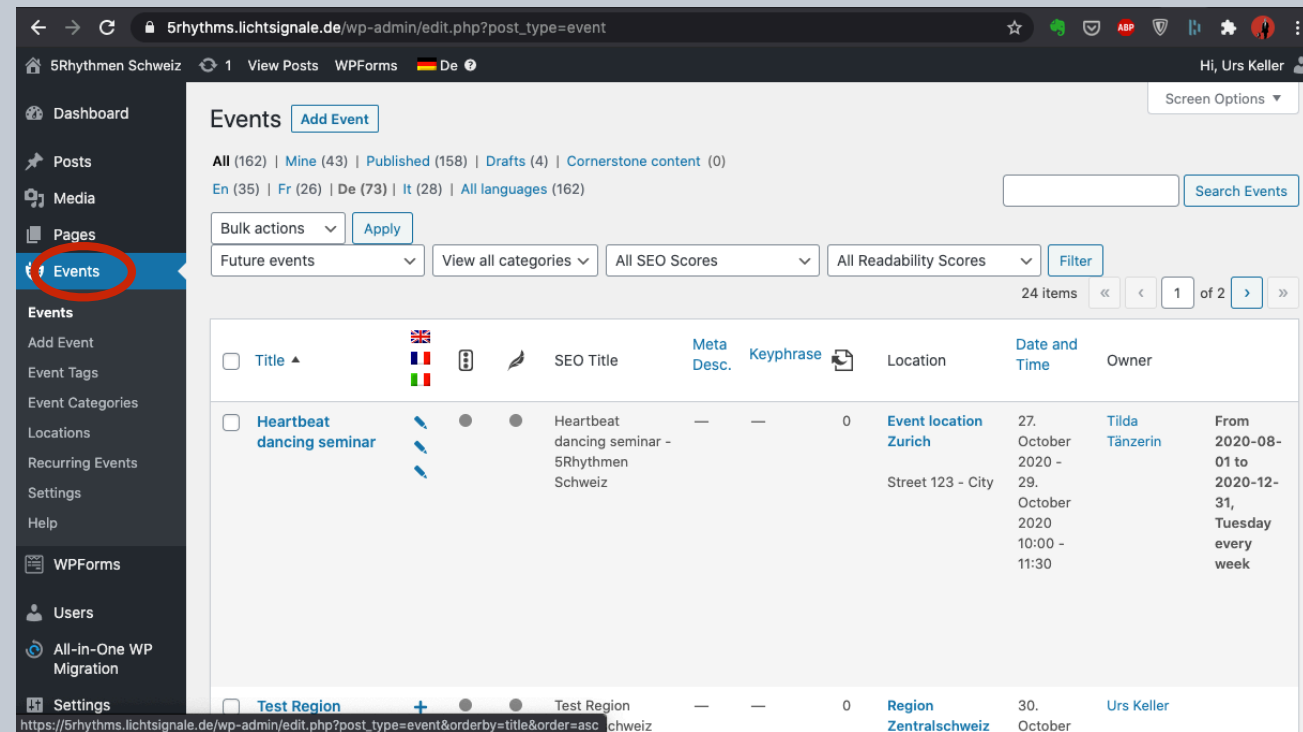
Introduction

Adding an event consists of three steps:

1. Adding missing locations
2. Adding the event
3. Add similar events by duplicating the event and updating the date and time

Adding missing locations

First click on **Events/**
Veranstaltungen and you will
see a list of the current
events.



The screenshot shows the WordPress admin interface for the website 5Rhythms Schweiz. The left sidebar contains a menu with the following items: Dashboard, Posts, Media, Pages, **Events** (highlighted with a red circle), Add Event, Event Tags, Event Categories, Locations, Recurring Events, Settings, WPForms, Users, All-in-One WP Migration, and Settings. The main content area is titled 'Events' and includes a search bar, a 'Search Events' button, and a table of events. The table has columns for Title, Location, Date and Time, and Owner. The first event listed is 'Heartbeat dancing seminar' with a location of 'Event location Zurich' and a date of '27. October 2020 - 29. October 2020'. The second event is 'Test Region' with a location of 'Region Zentralschweiz' and a date of '30. October'.

| Title | Location | Date and Time | Owner |
|---------------------------|--|--|----------------|
| Heartbeat dancing seminar | Event location Zurich Street 123 - City | 27. October 2020 - 29. October 2020 10:00 - 11:30 | Tilda Tänzerin |
| Test Region | Region Zentralschweiz | 30. October | Urs Keller |

Adding missing locations

Now click on **Locations/Veranstaltungsorte** under **Events/Veranstaltungen** and check if your location exists.

If your location doesn't exist click **Add Location/Veranstaltungsort** hinzufügen.

The screenshot shows the WordPress admin interface for '5Rhythmen Schweiz'. The left sidebar has a menu with 'Events' expanded, and 'Locations' is highlighted with a red circle. The main content area is titled 'Locations' and has an 'Add Location' button circled in red. Below the button, there are filters for 'All (29)', 'Mine (20)', 'Published (27)', 'Drafts (2)', and 'Trash (1)'. There are also filters for 'En (5)', 'Fr (0)', 'De (24)', 'It (0)', and 'All languages (29)'. A 'Search Locations' button is on the right. Below the filters is a table with the following columns: Title, SEO Title, Meta Desc., Keyphrase, Address, Town, State, and Country. The table lists several locations, including '@Abroad', 'Beispielort (Tessin)', 'Fabrikhalle 12 (Eventfabrik)', 'Festhalle Zürich', 'Giesserei-Saal', 'MusikRaum', 'MusikRaum (Zentralschweiz)', and 'Region Mittelland Neu'.

| Title | SEO Title | Meta Desc. | Keyphrase | Address | Town | State | Country |
|------------------------------|--|------------|-----------|---------|-------------------------|-------------|-----------|
| @Abroad — Draft | @Abroad - 5Rhythmen Schweiz | — | — | 0 | | | |
| Beispielort (Tessin) | Beispielort (Tessin) - 5Rhythmen Schweiz | — | — | 0 | Beispielstraße 1 | Musterstadt | Zürich CH |
| Fabrikhalle 12 (Eventfabrik) | Fabrikhalle 12 (Eventfabrik) - 5Rhythmen Schweiz | — | — | 0 | Fabrikstrasse 12 | Bern | CH |
| Festhalle Zürich | Festhalle Zürich - 5Rhythmen Schweiz | — | — | 0 | Musterstraße 1 | Zürich | Kanton CH |
| Giesserei-Saal | Giesserei-Saal - 5Rhythmen Schweiz | — | — | 0 | Ida-Sträubli-Strasse 71 | Winterthur | CH |
| MusikRaum | MusikRaum - 5Rhythmen Schweiz | — | — | 0 | Grimselweg 5 | Luzern | CH |
| MusikRaum (Zentralschweiz) | MusikRaum (Zentralschweiz) - 5Rhythmen Schweiz | — | — | 0 | Grimselweg 5 - 3. Stock | Luzern | CH |
| Region Mittelland Neu | Region Mittelland Neu - 5Rhythmen | — | — | 0 | Strasse | Bern | CH |

Adding missing locations

Please fill in the following information for the new location:

- Location Name
- Address
- City/Town
- Postcode
- Country

Then choose the **region** of the location.

Once done please **publish** the new location.

The screenshot shows the 'Edit Location' form in a WordPress dashboard. The form is titled 'Edit Location' and shows the location 'MusikRaum'. The 'Where' section is circled in red and contains fields for Address (Grimselweg 5), City/Town (Luzern), State/County, Postcode (6005), Region, and Country (Switzerland). The 'Attributes' section at the bottom has a 'regionslug' field with a dropdown menu set to 'central-switzerland', also circled in red. On the right sidebar, the 'Update' button is circled in red.

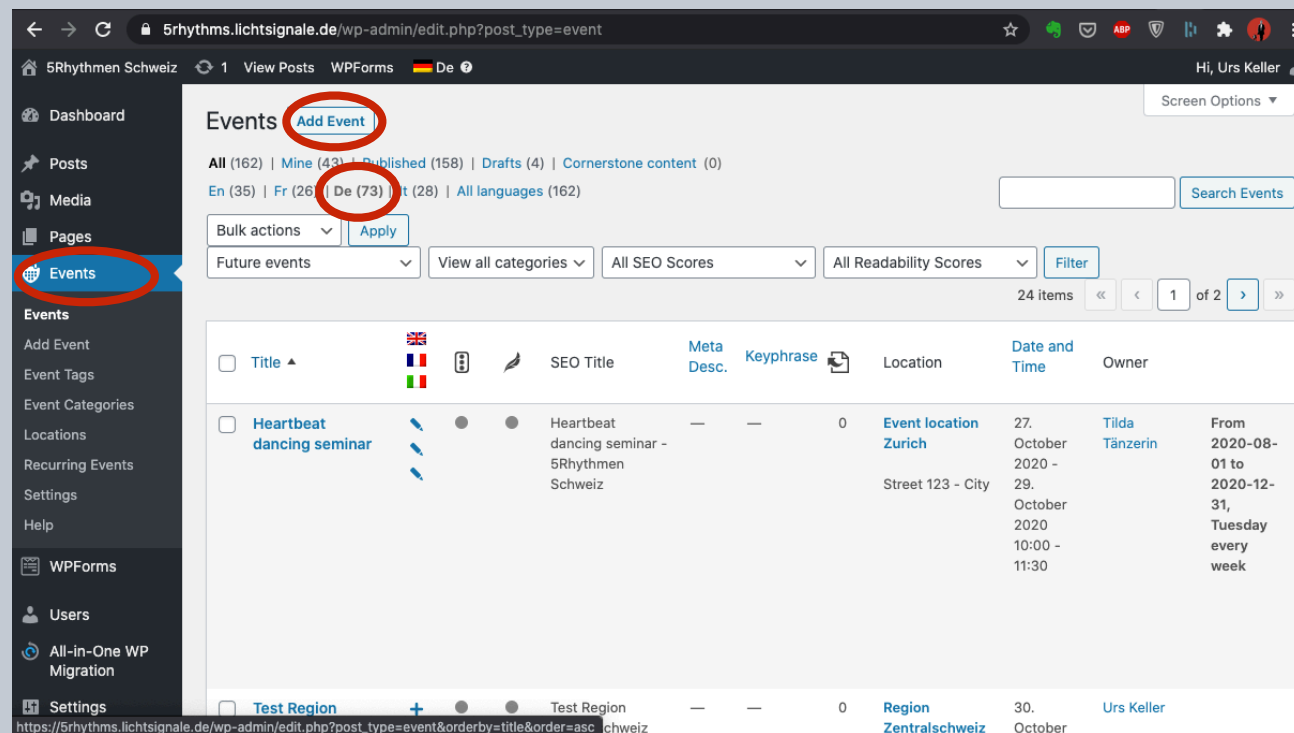
Adding events

Now - since your location exists - you can add a new event.

For this click on **Events/Veranstaltungen** and you will see a list of the current events.

Please click on **DE**, if it isn't already selected.

Now click **Add Event/Veranstaltung hinzufügen**



The screenshot shows the WordPress admin interface for the website 5Rhythms Schweiz. The left sidebar contains a menu with items like Dashboard, Posts, Media, Pages, Events, Add Event, Event Tags, Event Categories, Locations, Recurring Events, Settings, WPForms, Users, All-in-One WP Migration, and Settings. The 'Events' menu item is highlighted with a red circle. The main content area shows the 'Events' management screen. At the top, there is a header with 'Events' and a circled 'Add Event' button. Below this, there are filters for 'All (162)', 'Mine (43)', 'Published (158)', 'Drafts (4)', 'Cornerstone content (0)', 'En (35)', 'Fr (26)', 'De (73)', and 'All languages (162)'. There is also a 'Search Events' button. Below the filters, there are dropdown menus for 'Bulk actions', 'Future events', 'View all categories', 'All SEO Scores', and 'All Readability Scores'. A 'Filter' button is also present. The main content area displays a table of events with columns for Title, Location, Date and Time, and Owner. The first event listed is 'Heartbeat dancing seminar'.

| Title | Location | Date and Time | Owner |
|---------------------------|--|--|----------------|
| Heartbeat dancing seminar | Event location Zurich Street 123 - City | 27. October 2020 - 29. October 2020 10:00 - 11:30 | Tilda Tänzerin |
| Test Region | Region Zentralschweiz | 30. October | Urs Keller |

Adding events

Please type in the title of your event and a description.

The screenshot shows the 'Add New Event' form in a WordPress admin interface. The title field contains 'My New Workshop' and is circled in red. Below the title, the permalink is shown as 'https://5rhythms.lichtsignale.de/termine/my-new-workshop/'. The description field is empty and circled in red, with the text 'Event description goes here.' written inside. The form includes a rich text editor with a toolbar and a 'Word count: 4' indicator. On the right, there are sections for 'Publish' (with 'Save Draft' and 'Preview' buttons), 'When' (with date and time pickers), and 'Event Categories' (with 'Klasse' and 'Workshop' options, where 'Workshop' is selected).

Adding events

If you want to add a flyer or any other PDF document, please place the text cursor to where it should appear and click on **Add Media**.

The screenshot shows the WordPress 'Edit Event' interface for an event titled 'My New Workshop'. The interface is divided into several sections:

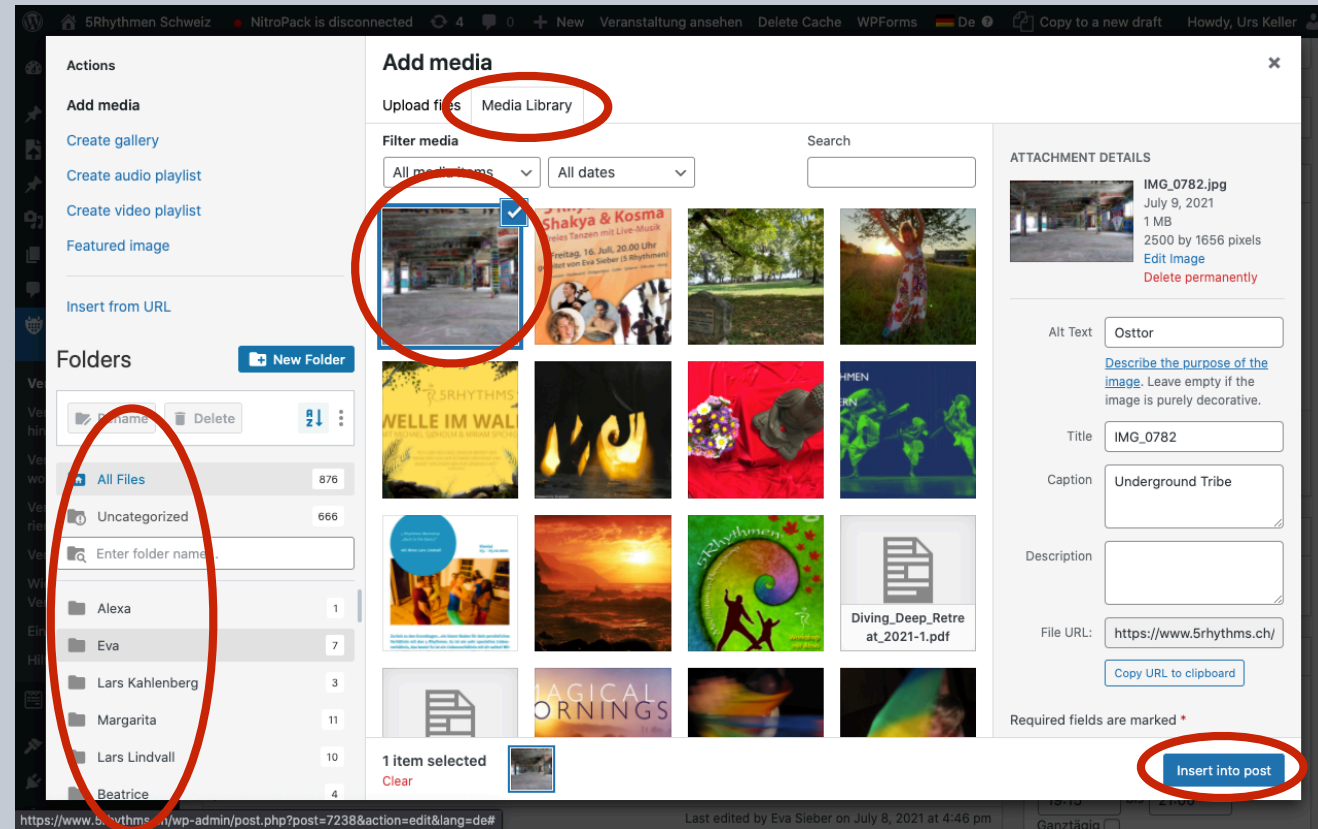
- Left Sidebar:** Contains navigation links for Dashboard, Posts, Media, Pages, Events (highlighted), Event Tags, Event Categories, Locations, Recurring Events, Profile, Translations, WPML, and Collapse menu.
- Event Title:** 'My New Workshop' with a button to 'Add Event'.
- Permalink:** 'https://5rhythms.lichtsignale.de/termine/my-new-workshop/' with an 'Edit' button.
- Add Media Button:** A blue button with a plus icon and the text 'Add Media', circled in red.
- Text Editor:** A rich text editor with a toolbar. The text 'Event description goes here.' is present, and the cursor is positioned at the end of the line, also circled in red.
- Word count:** 'Word count: 4'.
- Last edited:** 'Last edited by Tilda Tänzerin on October 24, 2020 at 2:07 pm'.
- Where Section:** Contains location details:
 - Location Name: Festhalle Zürich
 - Address: Musterstraße 1
 - City/Town: Zürich
 - State/County: Kanton
 - Postcode: 1234
 - Region: Grossraum Zürich
- Publish Section:** Contains status and visibility information:
 - Status: Published (with an 'Edit' link)
 - Visibility: Public (with an 'Edit' link)
 - Published on: Oct 24, 2020 at 14:07 (with an 'Edit' link)
 - Buttons: Duplicate Event, Readability: Needs improvement, SEO: Not available, Copy to a new draft, Move to Trash, and Update.
- When Section:** Contains date and time information:
 - From: 30.10.2020 to 30.10.2020
 - Event starts at: 17:00 to 18:30 (with an 'All day' checkbox)
 - Timezone: Zürich
 - Text: 'This event spans every day between the beginning and end date, with start/end times applying to each day.'
- Event Categories Section:** Contains a list of categories:
 - All Event Categories (with a 'Most Used' link)
 - Workshop (checked)
 - Klasse (unchecked)

Adding events

Now, you can choose from already uploaded images or you can upload your own.

How to upload a new image is explained on the next page of this tutorial.

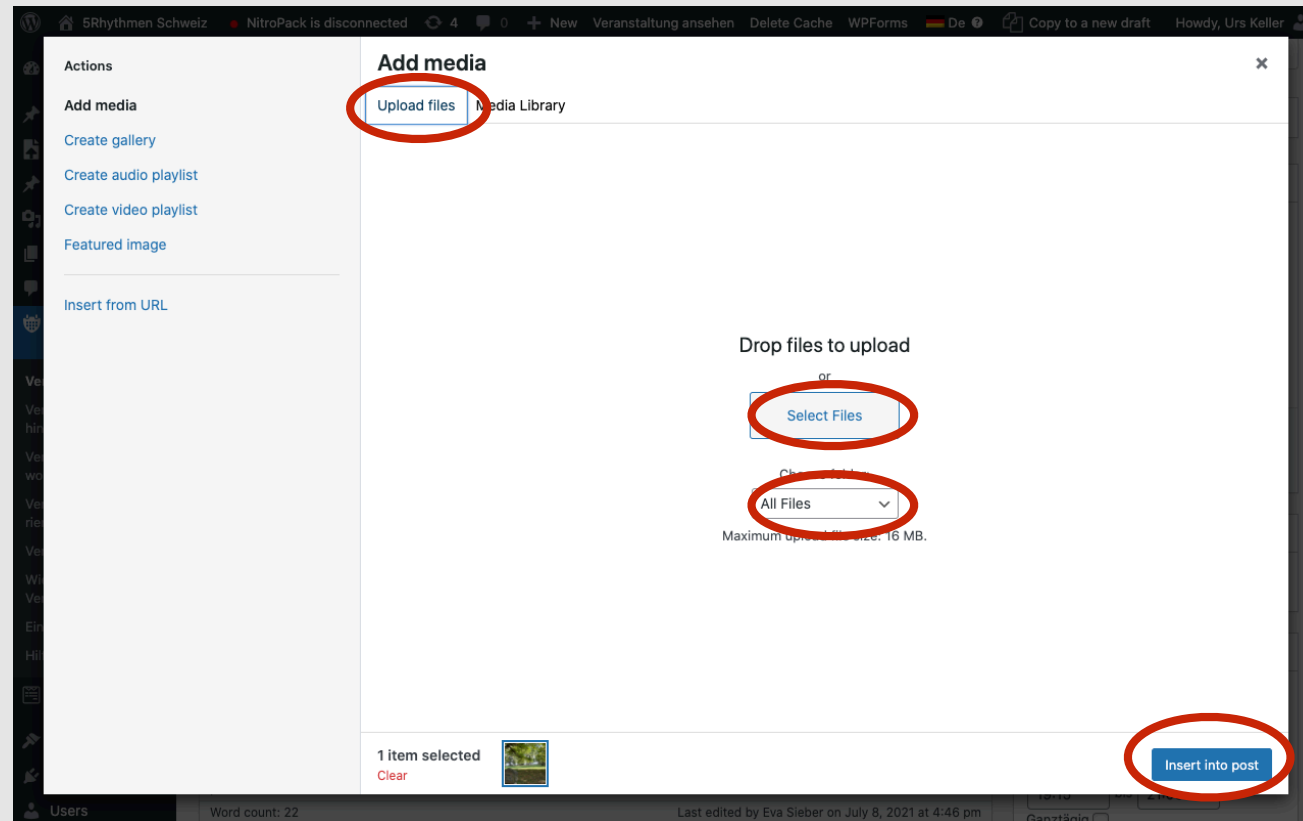
To choose an existing image choose your folder, select the image and finally click on Insert into post.



Adding events

To upload a new image change to **Upload files**, then choose your folder and upload your image with **Select Files**.

And finally click **Insert into post**



Adding events

After that, please pick a date and time from the right side.

Please remember to choose under Event Categories whether it's a class or a workshop.

The screenshot shows the 'Add New Event' form in the 5Rhythms Schweiz WordPress admin interface. The form is titled 'Add New Event' and has a title field containing 'My New Workshop'. Below the title is a permalink field with the value 'https://5rhythms.lichtsignale.de/termine/my-new-workshop/'. The form includes a rich text editor for the event description, which currently contains the placeholder text 'Event description goes here.'.

On the right side of the form, there are several sections. The 'Publish' section includes buttons for 'Save Draft', 'Preview', and 'Publish'. Below this is the 'When' section, which is circled in red. It contains fields for 'From' (30.10.2020) and 'to' (30.10.2020), 'Event starts at' (17:00) and 'to' (18:30), and a 'Timezone' dropdown set to 'Zurich'. Below the 'When' section is the 'Event Categories' section, also circled in red. It includes a list of categories: 'All Event Categories', 'Most Used', 'Klasse', and 'Workshop'. The 'Workshop' category is selected with a checkmark.

At the bottom of the form, there is a 'Where' section with fields for 'Location Name', 'Address', 'City/Town', 'State/County', 'Postcode', and 'Region'. The 'Location Name' field is currently empty.

Adding events

After that, please choose a location/**Veranstaltungsort** from the dropdown list.

Finally **publish** the event.

The screenshot shows the WordPress 'Veranstaltung hinzufügen' (Add Event) form. The title field contains 'My new Workshop'. The permalink is 'https://www.5rhythms.ch/termine/zweite-veranstaltung-ohne-lokation/'. The form includes a rich text editor with 'Add Media' and 'Add Form' buttons. Below the editor, the 'Wo' (Where) section has a dropdown menu for 'Veranstaltungsort' with the placeholder text 'Ort auswählen', which is circled in red. The right sidebar contains the 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish' (circled in red), as well as options for status, visibility, and publishing immediately. Below this is the 'Featured image' section with a 'Set featured image' button. At the bottom, the 'Wann' (When) section shows date and time pickers.

Add similar events

To add similar events you can duplicate an existing event.

To do so, please go to the **Events/Veranstaltungen** overview and hover with the mouse over the title of your event. You will get the additional options **Clone** and **Duplicate** (which have the same functionality).

Now you click on the duplicated event and update the date and time.

