Adding sporadic events for your classes and workshops.

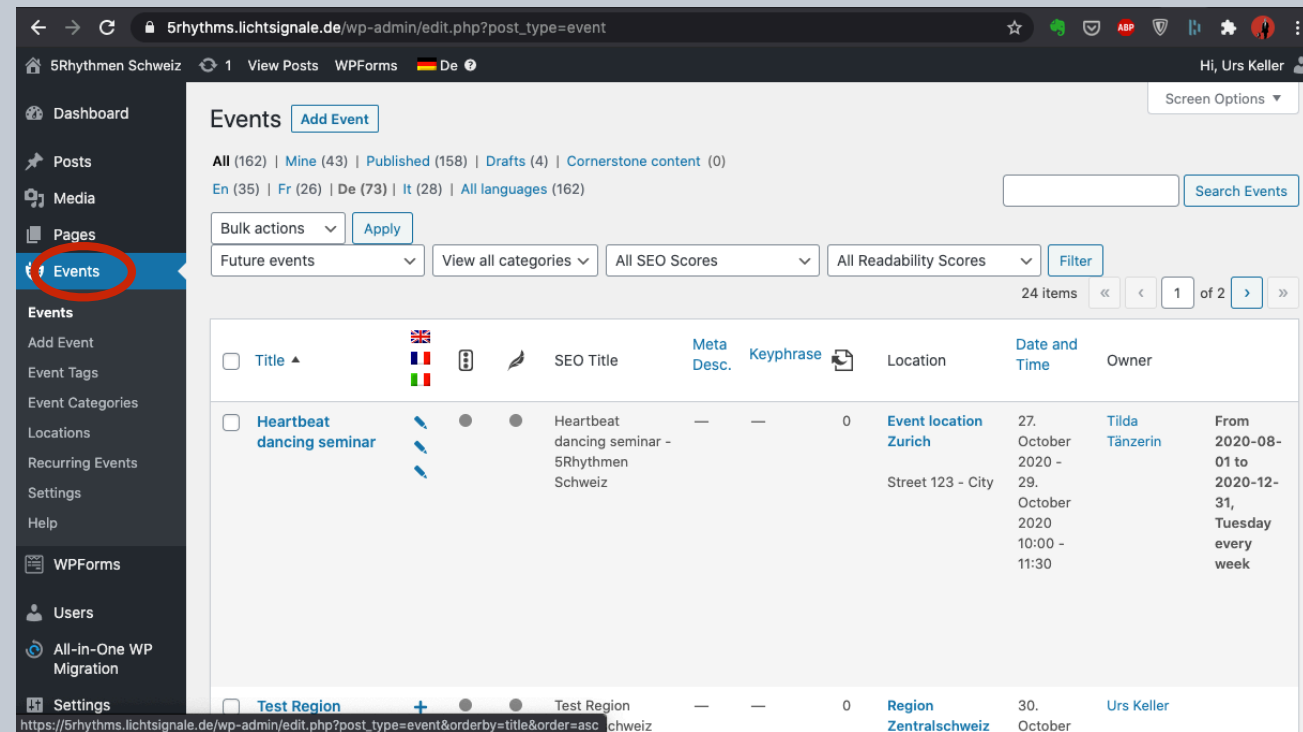# Login:
5rhythms.ch/admin

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.

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.

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.
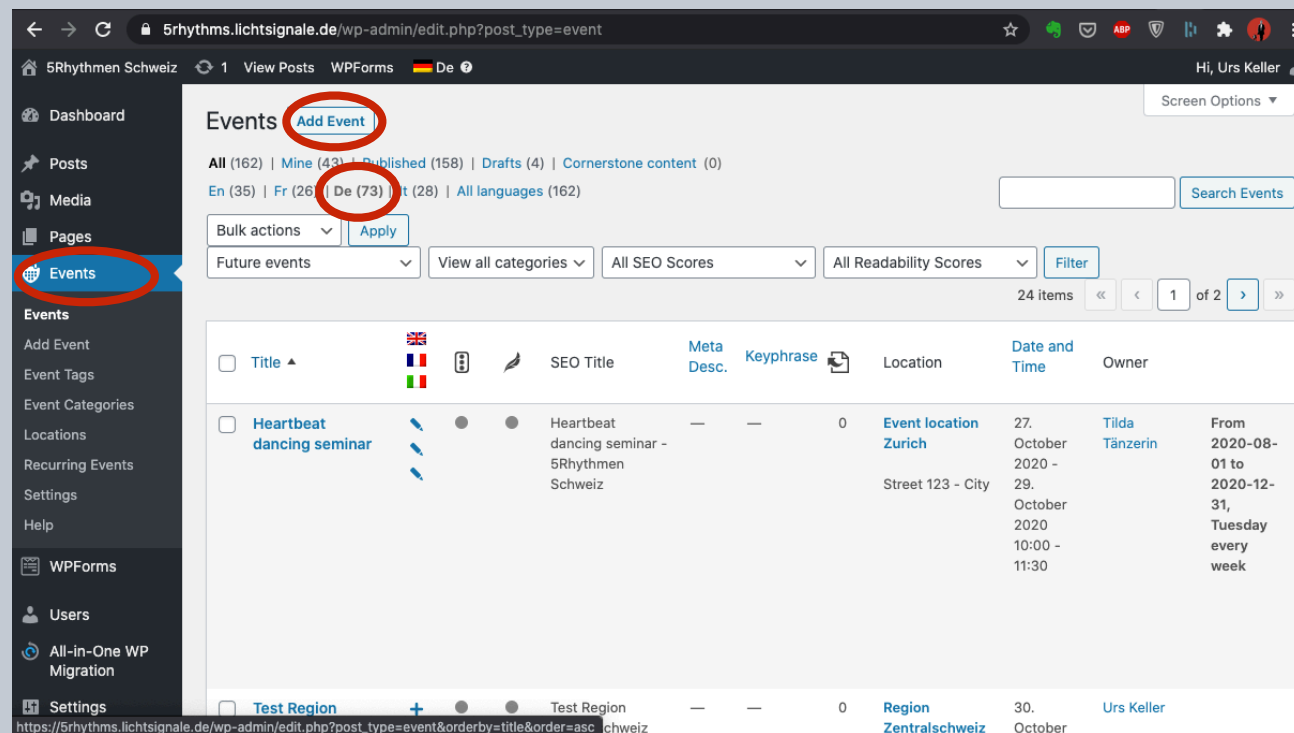
Once done please publish the new location.

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

Adding events

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

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.

Adding events

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

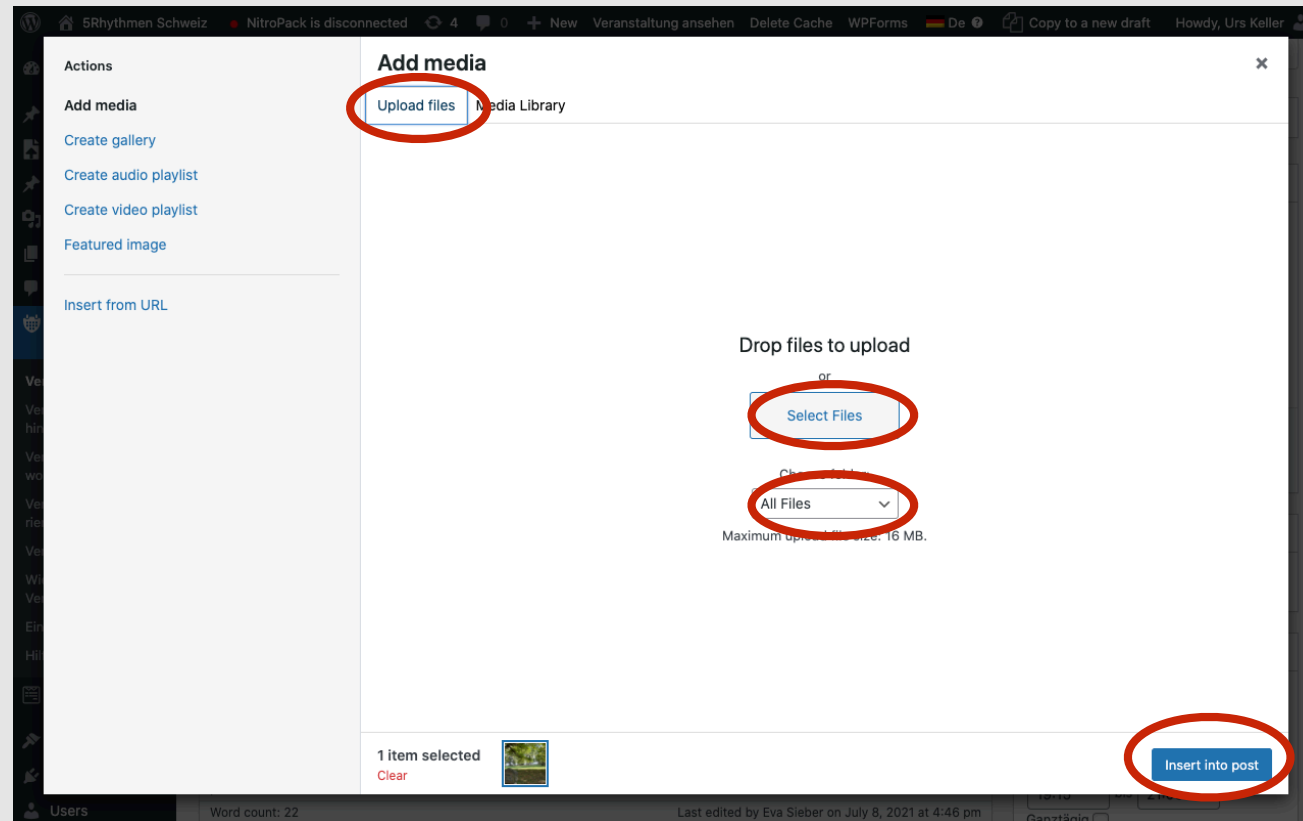How to upload a new image is explained on the next page of this tutorial.

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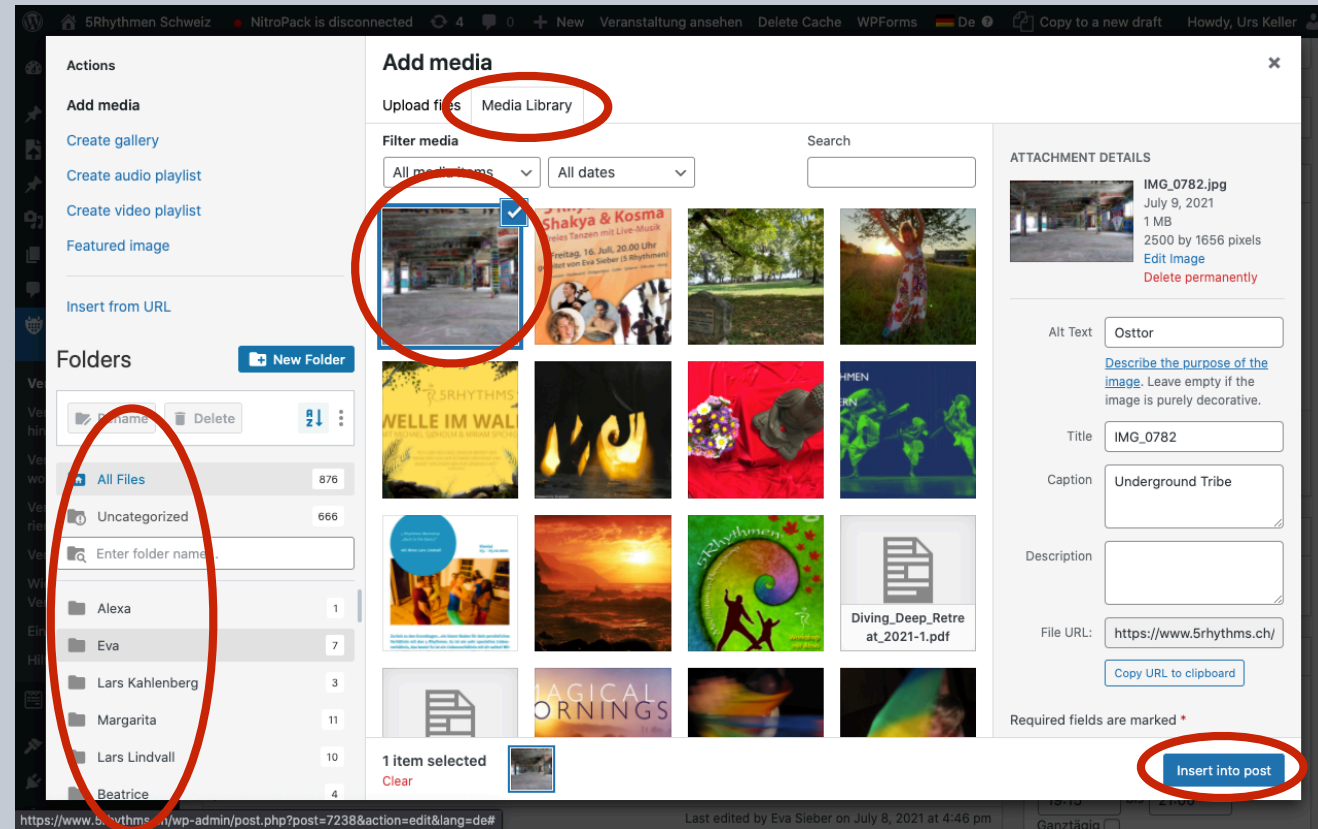
Adding events

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 chose under Event Categories whether it's a class or a workshop.

Adding events

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

Finally publish the event.

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.