

5Rhythms.ch

Adding recurring events for your
classes and workshops.

Login:

5rhythms.ch/admin

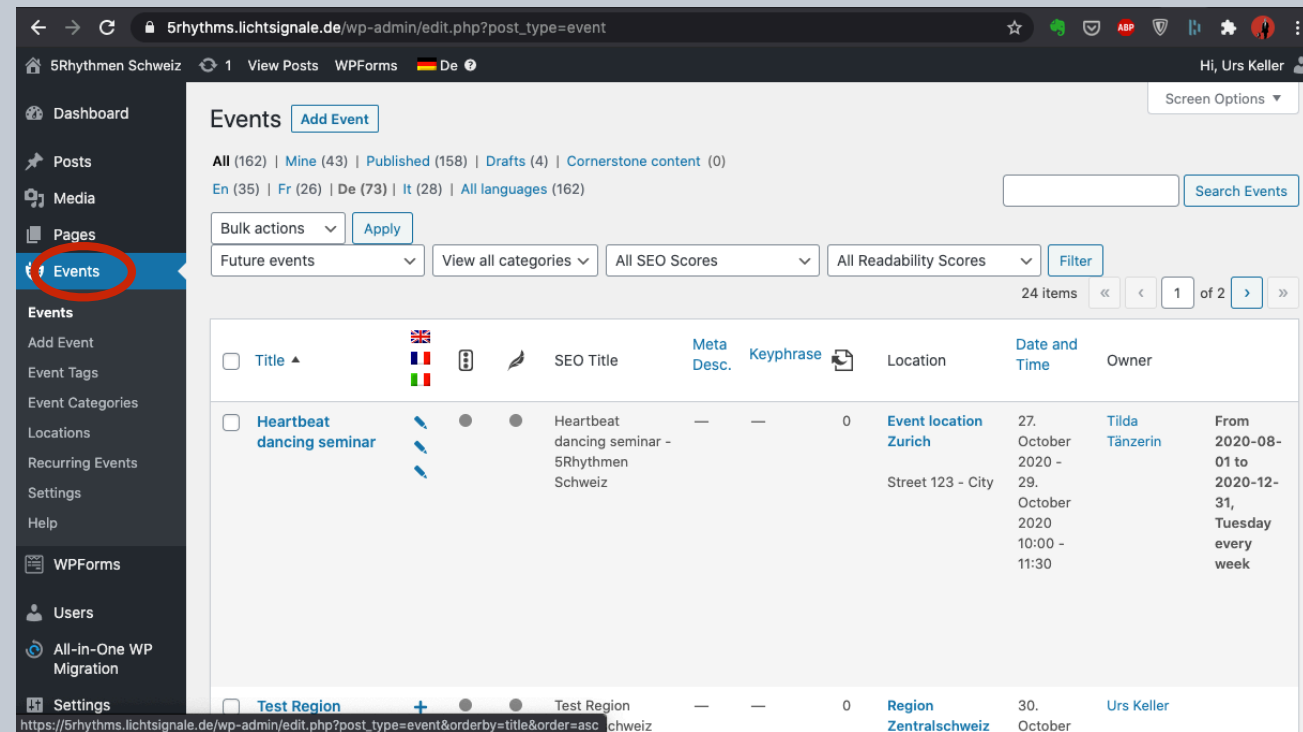
Introduction

Adding an recurring event consists of three steps:

1. Adding missing locations
2. Adding the recurring event
3. Remove holidays

Adding missing locations

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



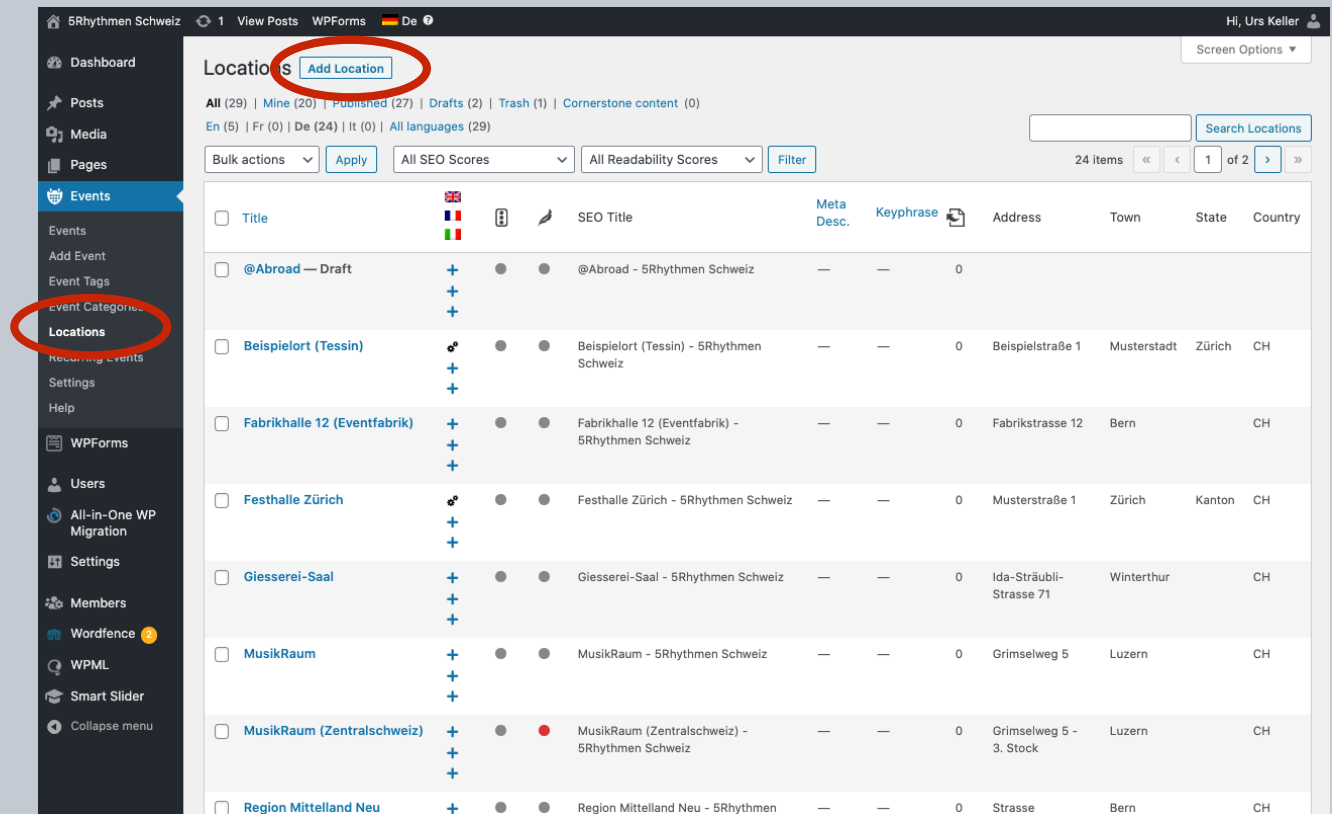
The screenshot shows the WordPress admin interface for the website 5Rhythms Schweiz. The left sidebar contains a menu with the following items: Dashboard, Posts, Media, Pages, **Events** (highlighted with a red circle), Add Event, Event Tags, Event Categories, Locations, Recurring Events, Settings, WPForms, 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 location 'Event location Zurich' and owner 'Tilda Tänzerin'. The second event is 'Test Region' with location 'Region Zentralschweiz' and owner 'Urs Keller'.

Title	Location	Date and Time	Owner
Heartbeat dancing seminar	Event location Zurich	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 contains a menu with 'Locations' highlighted. The main content area is titled 'Locations' and features 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)'. A search bar and a 'Search Locations' button are also present. The main table lists the following locations:

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.

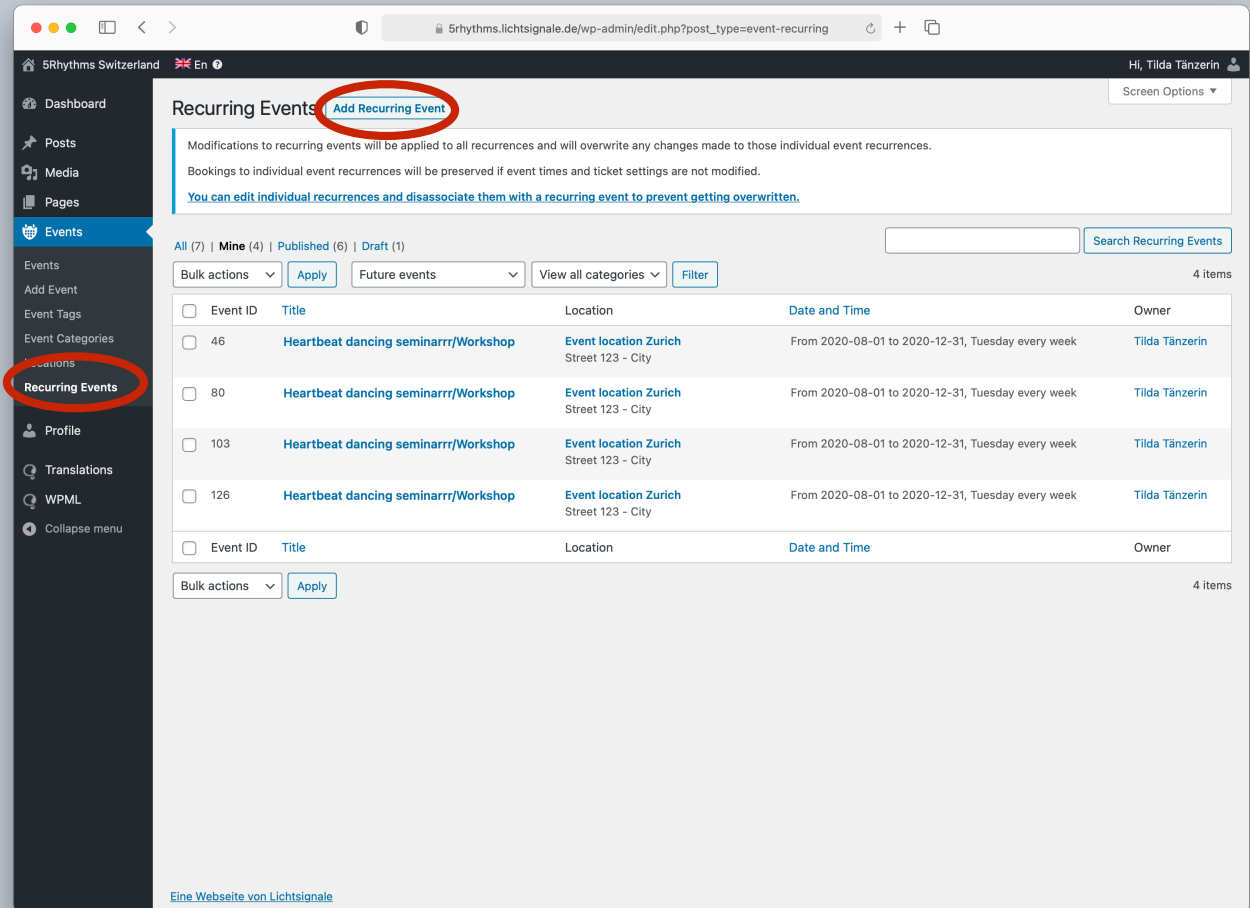
The screenshot shows the 'Edit Location' form in a WordPress dashboard. The form is titled 'Edit Location' and shows the location 'MusikRaum'. The 'Where' section is circled in red, containing fields for Address (Grimselweg 5), City/Town (Luzern), State/County, Postcode (6005), Region, and Country (Switzerland).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

Adding recurring events

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

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

Now click on **Add Recurring Event**



The screenshot shows the WordPress admin interface for '5Rhythms Switzerland'. The left sidebar has a menu with 'Events' selected, and 'Recurring Events' is highlighted with a red circle. The main content area is titled 'Recurring Events' and has an 'Add Recurring Event' button circled in red. Below the title, there are instructions: 'Modifications to recurring events will be applied to all recurrences and will overwrite any changes made to those individual event recurrences. Bookings to individual event recurrences will be preserved if event times and ticket settings are not modified. You can edit individual recurrences and disassociate them with a recurring event to prevent getting overwritten.' There is a search bar and a 'Search Recurring Events' button. Below this, there are filters for 'All (7) | Mine (4) | Published (6) | Draft (1)' and buttons for 'Bulk actions', 'Apply', 'Future events', 'View all categories', and 'Filter'. A table lists 4 items with columns: Event ID, Title, Location, Date and Time, and Owner. The table contains 4 rows of recurring events, all titled 'Heartbeat dancing seminarr/Workshop' and owned by 'Tilda Tänzerin'. At the bottom, there is a link 'Eine Webseite von Lichtsignale'.

Event ID	Title	Location	Date and Time	Owner
46	Heartbeat dancing seminarr/Workshop	Event location Zurich Street 123 - City	From 2020-08-01 to 2020-12-31, Tuesday every week	Tilda Tänzerin
80	Heartbeat dancing seminarr/Workshop	Event location Zurich Street 123 - City	From 2020-08-01 to 2020-12-31, Tuesday every week	Tilda Tänzerin
103	Heartbeat dancing seminarr/Workshop	Event location Zurich Street 123 - City	From 2020-08-01 to 2020-12-31, Tuesday every week	Tilda Tänzerin
126	Heartbeat dancing seminarr/Workshop	Event location Zurich Street 123 - City	From 2020-08-01 to 2020-12-31, Tuesday every week	Tilda Tänzerin

Adding recurring events

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

The screenshot shows the WPForms 'Add New Recurring Event' form. The title 'Morning Wave' is entered in the title field. The description 'Event Description goes here' is entered in the rich text editor. The form includes a sidebar menu with options like Dashboard, Posts, Media, Pages, Events, and WPForms. The main content area has a rich text editor with various formatting options. The right sidebar contains sections for Publish (Save Draft, Status: Draft, Visibility: Public, Publish immediately), Event Tags (Add, Choose from the most used tags), Event Categories (All Event Categories, Most Used, Class, Workshop, Add New Event Category), and Featured image (Set featured image).

Adding recurring 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**.

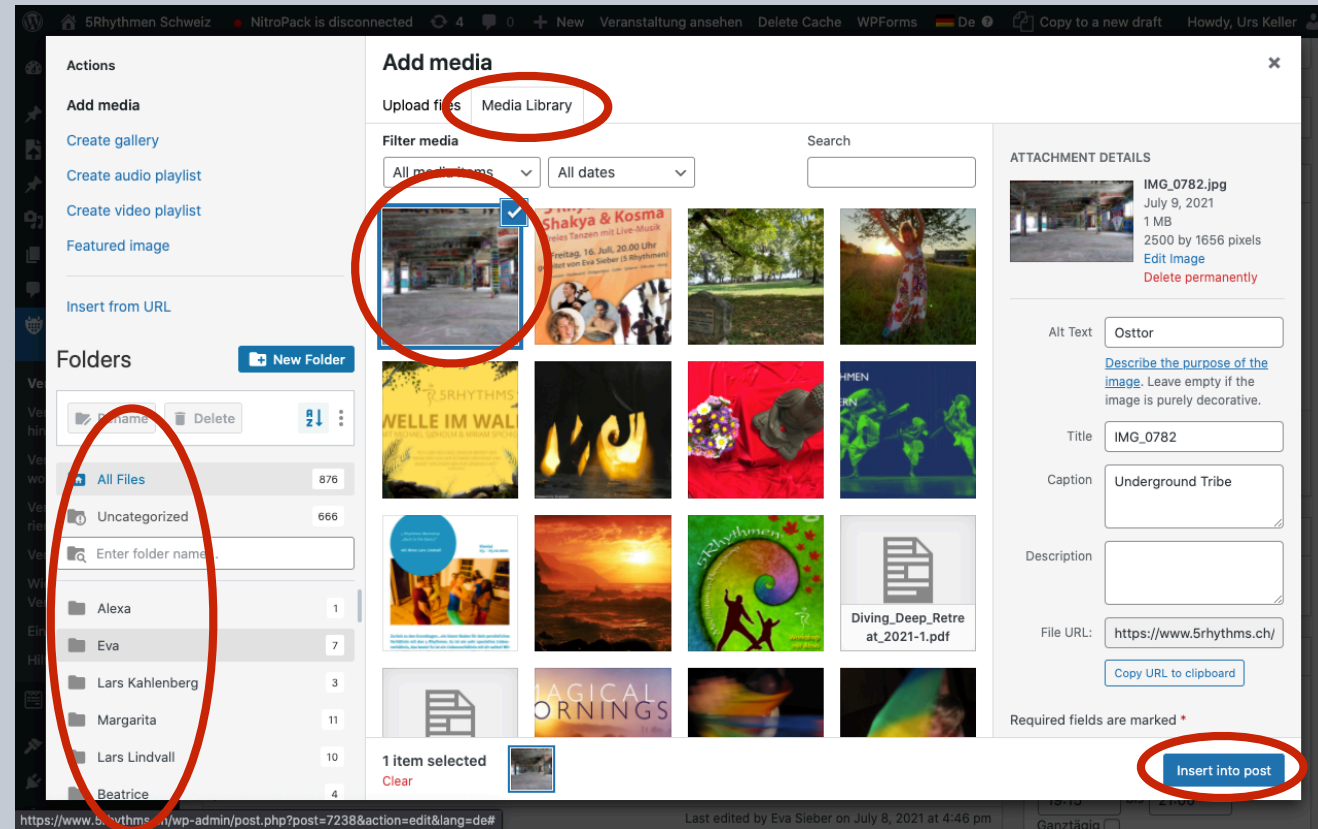
The screenshot shows the 'Add New Recurring Event' form in a WordPress dashboard. The left sidebar contains a menu with options like Dashboard, Posts, Media, Pages, Events, and WPForms. The main content area has a title field with 'Morning Wave' and a description field with a text cursor at the beginning. A toolbar above the description field includes buttons for 'Add Media' and 'Add Form'. Below the description field is a 'Word count' section showing '4' words. Further down are sections for 'WP Ultimate Post Grid' and 'Recurrences'. The 'Recurrences' section includes fields for 'Events start from', 'Timezone', 'This event repeats', 'Recurrences span from', and 'Each event spans'. The right sidebar contains a 'Publish' section with 'Save Draft', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' buttons. Below that are 'Event Tags' and 'Event Categories' sections.

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.

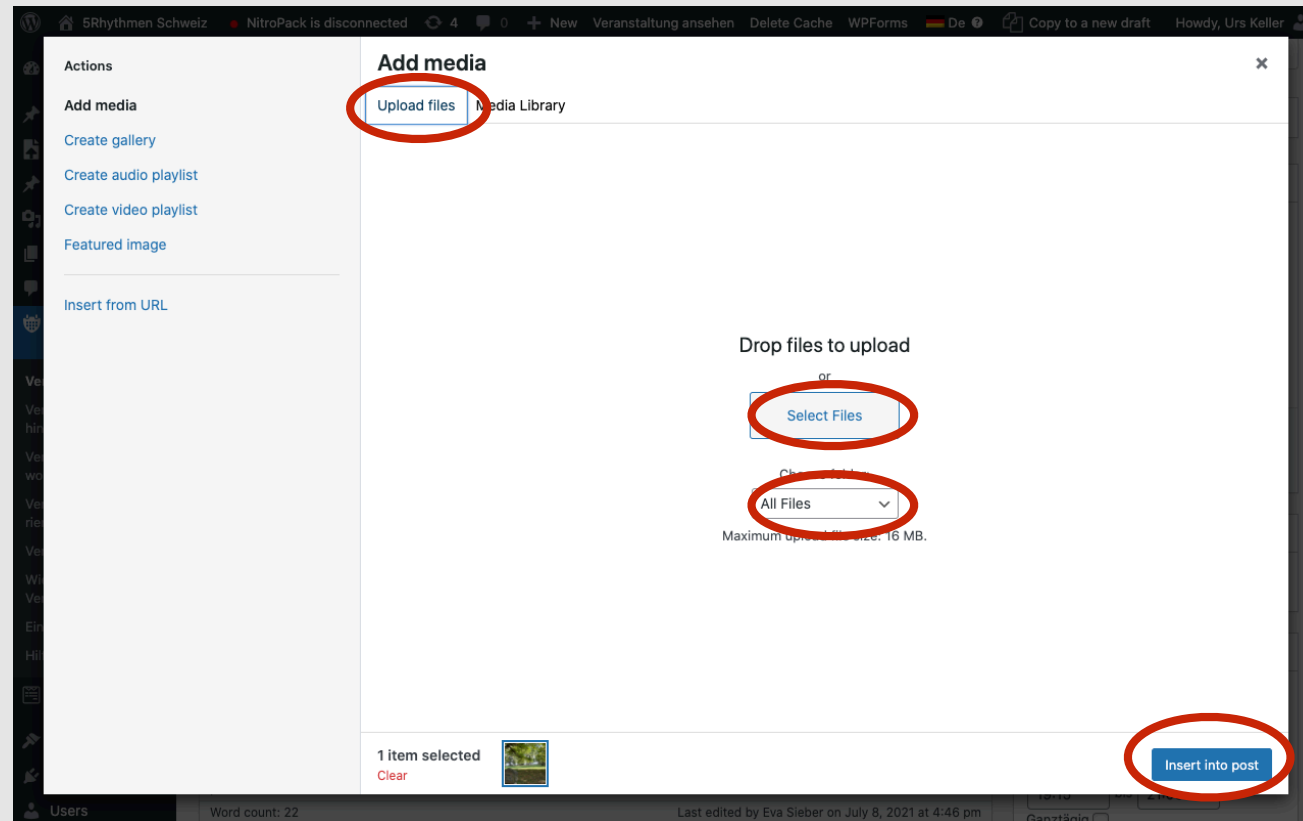
To choose an existing image choose your folder, select the image and finally click on Insert into post.



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 recurring events

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

The screenshot shows the 'Add New Recurring Event' form in the WPForms plugin. The form is titled 'Morning Wave'. The 'Event Description' field is empty. The 'Recurrences' section shows the event starts from 9:00 to 11:00, repeats weekly, and spans from 01.11.2020 to 20.12.2020. The 'Event Categories' section on the right sidebar is circled in red, showing 'Class' selected and 'Workshop' unselected. The 'Publish' section shows the status as 'Draft' and visibility as 'Public'.

Add New Recurring Event

Morning Wave

Add Media Add Form

Visual Text

Event Description goes here

Word count: 4 Draft saved at 2:23:29 pm.

WP Ultimate Post Grid

Custom Link Override the default link for this post.

Custom Link Behaviour Use grid default Override the link behaviour for this item.

Custom Image URL Choose from Library

Recurrences

Events start from 9:00 to 11:00 All day ☐

Timezone Zurich

This event repeats Weekly every week on

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Recurrences span from 01.11.2020 to 20.12.2020

Each event spans 0 day(s)

Event Categories

All Event Categories Most Used

☒ Class ☐ Workshop

Add New Event Category

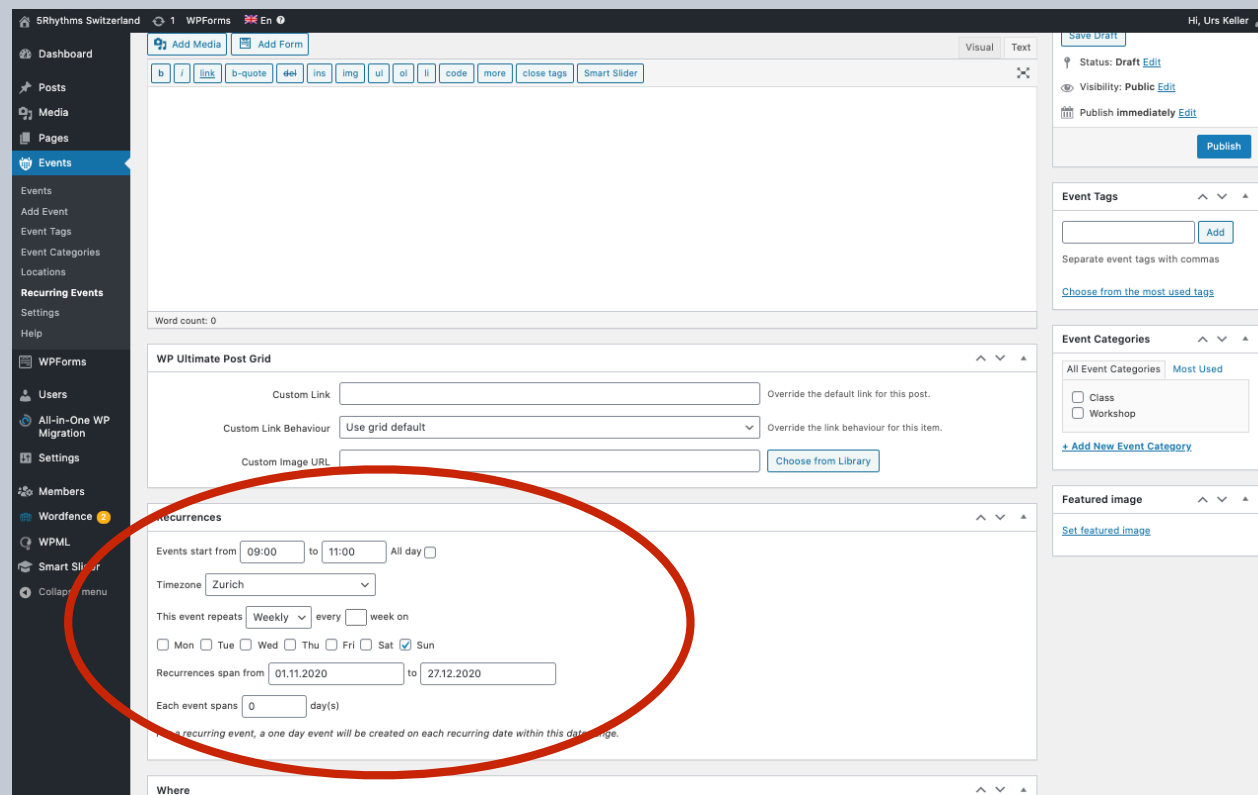
Featured image

Set featured image

Adding recurring events

Under Recurrences further down below, you can set a time and then how and when the event should recur.

Please note that is important for weekly classes to indicate the weekday (Mon, Tue,..). Otherwise the event cannot be saved.



The screenshot shows the WPForms 'Recurring Events' form. A red circle highlights the 'Recurrences' section, which includes the following fields and options:

- Events start from: 09:00 to 11:00 All day ☐
- Timezone: Zurich
- This event repeats: Weekly every ☐ week on
- Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☒ Sun
- Recurrences span from: 01.11.2020 to 27.12.2020
- Each event spans: 0 day(s)

Below the highlighted section, there is a note: "For a recurring event, a one day event will be created on each recurring date within this date range."

Adding recurring events

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

Finally publish the event.

The screenshot shows the WPForms 'Wiederkehrende Veranstaltungen' (Recurring Events) form. The left sidebar contains navigation links for 'Veranstaltungen', 'Wiederkehrende Veranstaltungen', and various settings. The main form area includes fields for event start time, end time, time zone, and frequency. The 'Veranstaltungsort' (Event Location) dropdown is highlighted with a red circle. The 'Publish' button in the top right corner is also highlighted with a red circle.

5Rhythmen Schweiz

Visit Site

Comments

Veranstaltungen 19

Veranstaltungen 19

Veranstaltung hinzufügen

Veranstaltungsschlagworte

Veranstaltungskategorien

Veranstaltungsorte

Wiederkehrende Veranstaltungen

Einstellungen

Hilfe

WPForms

Appearance

Plugins

Users

Tools

All-in-One WP Migration

Settings

Meow Apps

SEO 3

Word count: 0

Wiederkehrende Veranstaltungen

Veranstaltungen beginnen ab 00:00 bis 00:00 Ganztägig ☐

Zeitzone

Die Veranstaltung wiederholt sich jede(r/n) ☐ Tag

Wiederholung findet statt von bis

Jede Veranstaltung dauert Tage.

Für eine wiederkehrende Veranstaltung wird eine ganztägige Veranstaltung für jeden wiederkehrenden Termin in diesem Zeitraum erstellt werden.

Wo

Veranstaltungsort:

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

[Publish](#)

Veranstaltungsschlagworte

[Add](#)

Trenne Veranstaltungsschlagwörter mit Komma

[Choose from the most used tags](#)

Veranstaltungskategorien

Alle Veranstaltungskategorien [Most Used](#)

☐ Klasse

☐ Workshop

[+ Veranstaltungskategorie hinzufügen](#)

Featured image

[Set featured image](#)

Remove holidays

Once you created your recurring event, there might be some overlap with holidays.

To remove individual instances of your recurring event, please go to the **Events/Veranstaltungen** overview and hover with the mouse over the title. You can click on **Trash** to delete it.

You can use the **Search Events** option to find the recurring event in question.

The screenshot shows the WordPress Events overview page for '5Rhythms Switzerland'. The left sidebar contains a menu with 'Events' highlighted. The main content area shows a list of events, all titled 'Morning Wave'. A search bar at the top right contains the text 'morning'. A table of events is displayed below, with columns for Title, Location, Date and Time, and Owner. The third row of the table is circled, showing the 'Morning Wave' event on November 15, 2020. The 'Title' column for this row has a dropdown menu open, showing options: 'Edit', 'Quick Edit', 'Trash', 'View', 'Clone', 'New Draft', and 'Duplicate'. The 'Trash' option is highlighted. The 'Search Events' button is also circled.

Title	Location	Date and Time	Owner
Morning Wave	Event location Zurich Street 123 - City	1. November 2020 09:00 - 11:00	Urs Keller
Morning Wave	Event location Zurich Street 123 - City	8. November 2020 09:00 - 11:00	Urs Keller
Morning Wave	Event location Zurich Street 123 - City	15. November 2020 09:00 - 11:00	Urs Keller
Morning Wave	Event location Zurich Street 123 - City	22. November 2020 09:00 - 11:00	Urs Keller
Morning Wave	Event location Zurich Street 123 - City	29. November 2020 09:00 - 11:00	Urs Keller
Morning Wave	Event location Zurich Street 123 - City	6. December 2020 09:00 - 11:00	Urs Keller
Morning Wave	Event location Zurich Street 123 - City	13. December 2020 09:00 - 11:00	Urs Keller
Morning Wave	Event location Zurich Street 123 - City	20. December 2020 09:00 - 11:00	Urs Keller

Remove holidays

If you need to get rid of more than one of your recurring events, you can check each one, then under Bulk actions above select Move to Trash, and click Apply.

You can use the Search Events option at the upper right to show only the recurring event in question.

The screenshot displays the WordPress Events Manager interface. On the left sidebar, the 'Events' menu is active, and the 'Bulk actions' dropdown is open, showing 'Move to Trash' as the selected option. The main content area shows a list of events titled 'Morning Wave'. The search bar at the top right contains the text 'morning', and the 'Search Events' button is visible. The table lists several recurring events, each with a checkbox for selection. The first two checkboxes are checked, and the third is also checked. The table columns include 'Event location Zurich', 'Date and Time', and 'Owner'.

	Event location Zurich	Date and Time	Owner
<input type="checkbox"/>	Street 123 - City	1. November 2020 09:00 - 11:00	Urs Keller
<input type="checkbox"/>	Street 123 - City	8. November 2020 09:00 - 11:00	Urs Keller
<input checked="" type="checkbox"/>	Street 123 - City	15. November 2020 09:00 - 11:00	Urs Keller
<input type="checkbox"/>	Street 123 - City	22. November 2020 09:00 - 11:00	Urs Keller
<input checked="" type="checkbox"/>	Street 123 - City	29. November 2020 09:00 - 11:00	Urs Keller
<input type="checkbox"/>	Street 123 - City	6. December 2020 09:00 - 11:00	Urs Keller
<input type="checkbox"/>	Street 123 - City	13. December 2020 09:00 - 11:00	Urs Keller
<input type="checkbox"/>	Street 123 - City	20. December 2020 09:00 - 11:00	Urs Keller