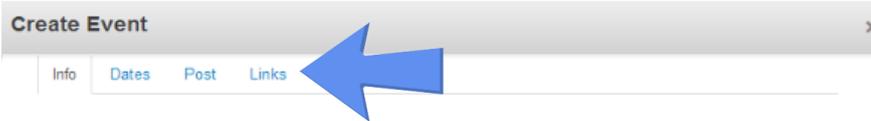


## Pro Events—Help Guide

### How to Post a Event

Step 1. Login to your website, once login in you will see the editor bar across the top of your screen. Click on the “Create Event” button.



There are a few options here

#### Pro Events Navigation

1. Info—This is the first page, where your blog information is entered
2. Dates—Where you will set the date and time of your event
3. Post—Where you will right your event information.
4. Links—Where you will add any links you want, like emails etc

A screenshot of the 'Info' tab in the 'Create Event' form. The form is on a yellow background. It contains several fields: 'Event Title' (text input), 'Section' (dropdown menu with 'Events' selected), 'Category' (dropdown menu with '\*\* None' selected and a link 'Add Another Option'), 'Color' (with a link 'Show ColorPicker'), 'Exclude Link to Event Item?' (checkbox, currently unchecked), and 'Page Type' (dropdown menu with 'Blog Entry' selected). At the bottom, it says 'Additional Attributes none' and has a blue 'Add Event' button.

Step 2. Your events information.

A screenshot of the 'Info' tab in the 'Create Event' form, identical to the previous one. A blue arrow points from the right towards the 'Event Title' text input field.

2.1—Event Title—This is where to enter the title of your blog

A screenshot of the 'Info' tab in the 'Create Event' form, identical to the previous ones. A blue arrow points from the right towards the 'Section' dropdown menu.

Step 3. Section (optional Step)

3.1—Add the what the event is e.g. Club Events, Other Events etc.

Event Title

Section

Category   
[Add Another Option](#)

Color [Show ColorPicker](#)

Exclude Link to Event Item?  Yes

Page Type

Additional Attributes  
none

3.2. Section—Leave as Events, that way your event will show in the calendar.



Event Title

Section

Category   
[Add Another Option](#)

Color [Show ColorPicker](#)

Exclude Link to Event Item?  Yes

Page Type

Additional Attributes  
none

3.3 Category—Choose your event category here. E.g. Club Event, Club Meeting. You can add new category by clicking on the “Add Another Option” link in blue



Event Title

Section

Category   
[Add Another Option](#)

Color [Show ColorPicker](#)

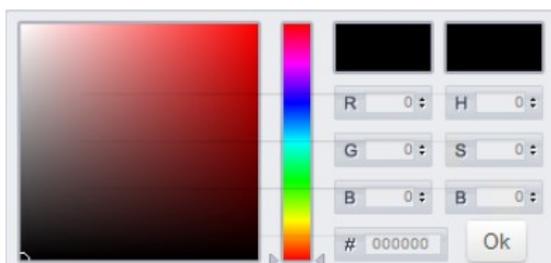
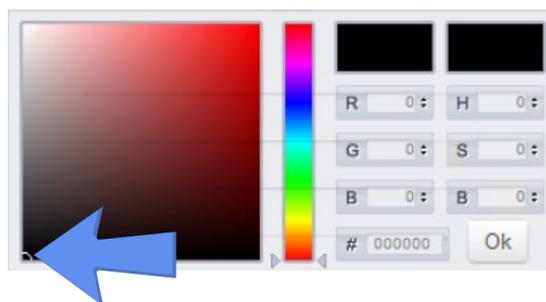
Exclude Link to Event Item?  Yes

Page Type

Additional Attributes  
none

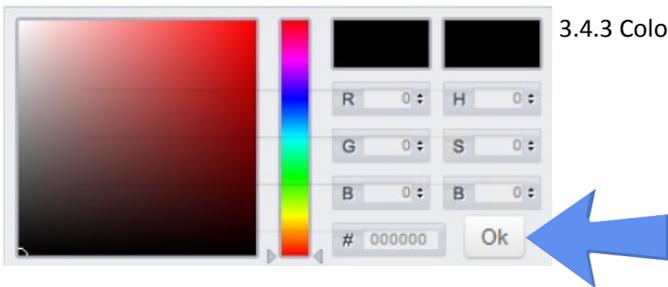
3.4 Colour—Choose what background colour you want to show for your event on the calendar (this background colour is only visible on the calendar view)

3.4.1 Colour Window—Choose your colour by clicking on the white circle and holding your mouse button down, move the circle around the box to get a new colour.



3.4.2 Colour Bar—Slid this up and down the bar to change the colour types. You can use the RGB and HSB colour numbers if you have these for the HTML colour in the # 000000 box.





3.4.3 Colour—Once you have chosen your colour click on 'OK'

3.5 Exclude link to Event Item—Tick this box if you don't wish the calendar to auto link to the event. You can add a link later to the page. This a good idea to tick if your site has dropdown navigation. Pro Events will add a new page to your site for each event, if left untick each event will show in your dropdown menu.

3.6 Page Type—This is set to Blog Entry by default, If this is change your event post may not show in your calendar.

Step 4 Dates— On the Pro Events Navigation bar click on "Dates"



#### 4.1 Adding dates and times

**Create Event** [Close]

Info | **Dates** | Post | Links

Date Info  
[+] Add Date  
All Day Event?  
 Yes (times will be ignored if this is checked)

Recurring Info  
End Date:  Recurring: **\*\* None** (End date will be ignored if recurring is set to "none.")

**Add Event**

4.2 Click on “Add Date” to add the date and time for your event, If the event is an all day event tick this box, if not leave un ticket

**Create Event** [Close]

Info | Dates | **Post** | Links

Date Info  
[+] Add Date  
All Day Event?  
 Yes (times will be ignored if this is checked)

Recurring Info  
End Date:  Recurring:  **\*\* None** (End date will be ignored if recurring is set to "none.")

**Add Event**

4.3 Recurring Info, if your events is the same time and place each year/month you can set it to be an recurring event.

Step 5—Your Event Post, click on “Post” from the Pro Events navigation.

**Create Event** [Close]

Info | Dates | **Post** | Links



**Create Event** [x]

Info Dates Post **Links**

Thumbnail Image  
[Choose File]

Event Location [ ] ←

Address [ ]

Contact Name [ ]

Contact Email [ ]

Event Tags [ ] [Add]

[Add Event]

6.2 Event Location—Enter the location of your event

**Create Event** [x]

Info Dates Post **Links**

Thumbnail Image  
[Choose File]

Event Location [ ]

Address [ ] ←

Contact Name [ ]

Contact Email [ ]

Event Tags [ ] [Add]

[Add Event]

6.3 Address—entre the address of your event

**Create Event** [x]

Info Dates Post **Links**

Thumbnail Image  
[Choose File]

Event Location [ ]

Address [ ]

Contact Name [ ] ←

Contact Email [ ]

Event Tags [ ] [Add]

[Add Event]

6.4 Contact Name—enter the name of the person who is a contact for this event

**Create Event** [x]

Info Dates Post **Links**

Thumbnail Image  
[+ Choose File]

Event Location  
[ ]

Address  
[ ]

Contact Name  
[ ]

Contact Email  
[ ]

Event Tags  
[ ] [Add]

[Add Event]

6.5 Contact Email—enter the email address of the event contact here.

**Create Event** [x]

Info Dates Post **Links**

Thumbnail Image  
[+ Choose File]

Event Location  
[ ]

Address  
[ ]

Contact Name  
[ ]

Contact Email  
[ ]

Event Tags  
[ ] [Add]

[Add Event]

6.6 Event Tags—Enter the tags words for your event here, then click on “add”

### Step 7 Add your event

**Create Event** [x]

Info Dates Post **Links**

Thumbnail Image  
[+ Choose File]

Event Location  
[ ]

Address  
[ ]

Contact Name  
[ ]

Contact Email  
[ ]

Event Tags  
[ ] [Add]

[Add Event]

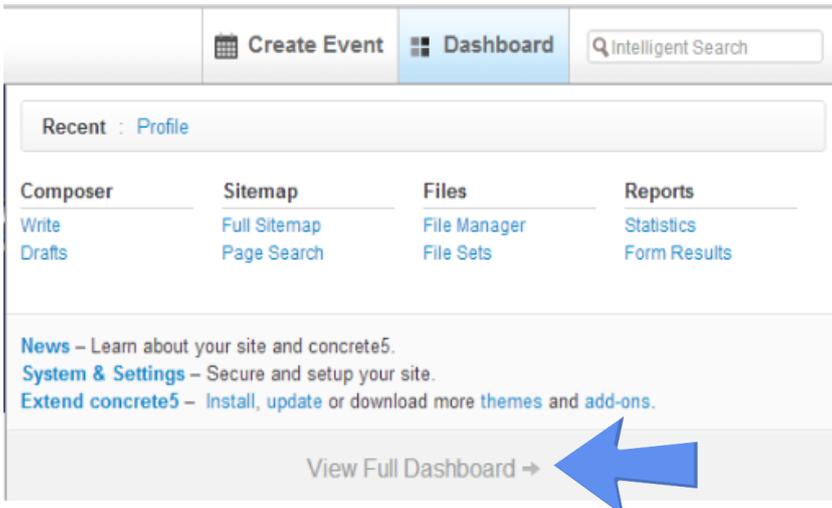
7.1 Once you have add all the information about your event, click on the blue ‘Add Event’ button

## Pro Events—Dashboard settings

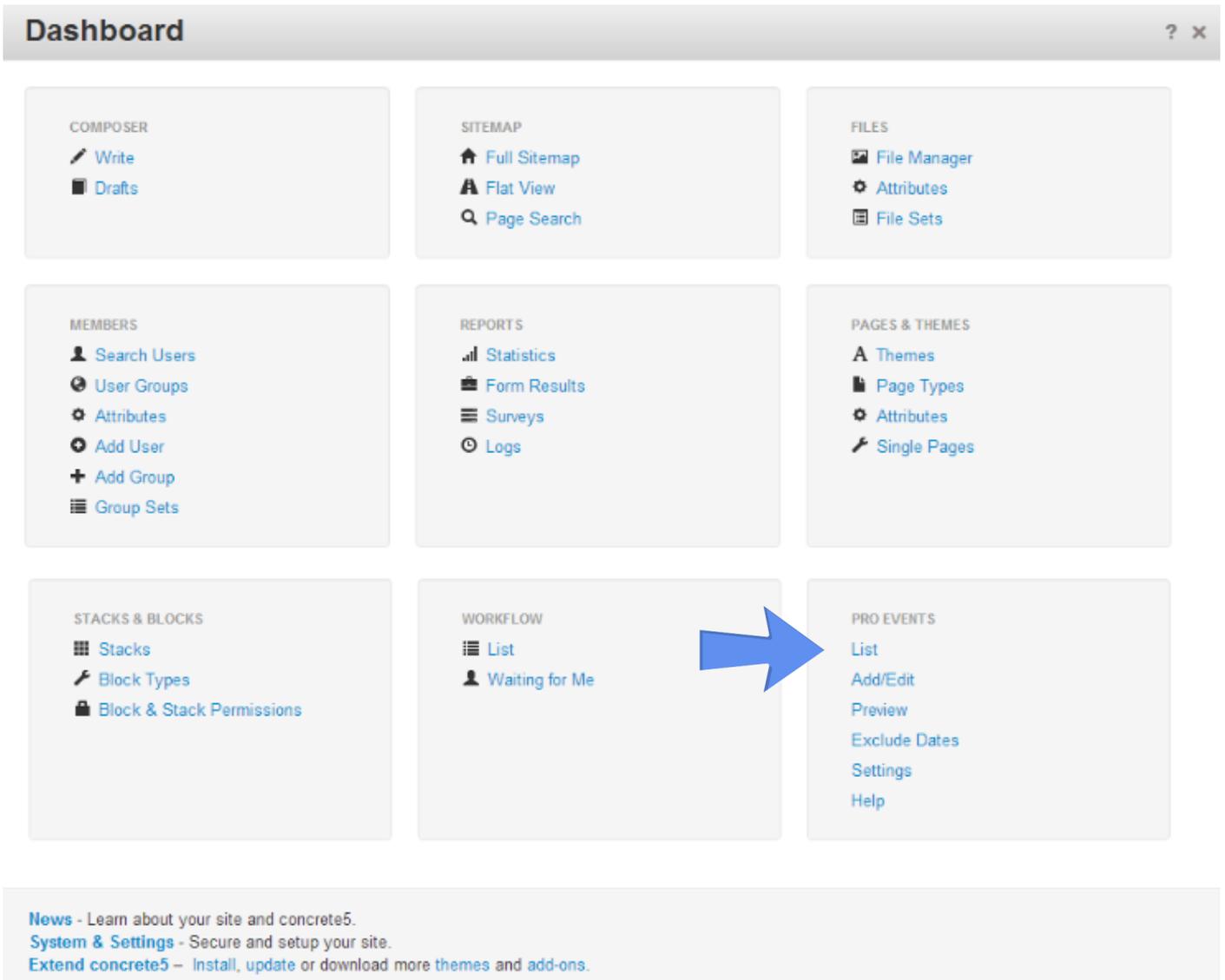
Step 1 Once logged in you web site, click on “Dashboard”



1.1 Click on ‘View Full Dashboard’



1.2 Now find the ‘Pro Events’ menu in the dashboard



## Step 2 Pro Events Dashboard Navatgion Menu

### PRO EVENTS

List

Add/Edit

Preview

Exclude Dates

Settings

Help

1. List—list all your events
2. Add/edit—add new events
3. Preview—preview your events
4. Exclude Dates—exclude dates from your calendar
5. Setting—Your Pro Events site settings
6. Help—More help files.