

# WordPress Events

Why use an event manager?

# Why use an event manager?

Useful for managing multiple events

- Archive lists of events

- Searchable by date or category

Sign up form embedded in product

Customize presentation

Distribute content within microsite

Connect to google maps

Managing multiple venues

# Why wouldn't you use an event manager?

No need to collect registration information

Only managing single event

Can still use it, but many departments  
manage without it fairly well

No need to distribute content

# What's an alternative to using event manager?

If you're managing a single event (usually an annual event) without using an event manager, please [contact the marketing department for help with promoting the event.](#)

# Alternatives to using an event manager

Google calendar - it can be styled so it's easier to read  
Custom linking can be problematic  
Custom styling and formats as well

Large annual events could necessitate a microsite  
example - <https://westliberty.edu/madfest/>

Small events could include a registration form on your site.

Events are great enrollment facilitators. They reinforce connections to regional schools. They succeed when there is a strategy behind their organization and promotion. [Contact marketing for help.](#)

# Event Archives

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[TOPPERSTATION](#)

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## Event Listings

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### [Florida Chapter Reunion](#)

at John Liptak Residence [Read More](#)

### [Homecoming 2022](#)

at West Liberty University [Read More](#)

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# Event Listing



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## Florida Chapter Reunion



Share



**SAVE THE DATE!**

West Liberty University

Florida Alumni Alumni Reunion

**May 14, 2022**

Mr. John Liptak's residence

33610 E. Lake Johanna Drive

Eustis, FL 32736

Register by May 1, 2022




# Event Listing

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**WZ** WEST LIBERTY UNIVERSITY  
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## Florida Chapter Reunion



SAVE THE DATE!  
West Liberty University  
Florida Alumni Alumni Reunion  
**May 14, 2022**  
Mr. John Liptak's residence  
33610 E. Lake Johanna Drive  
Eustis, FL 32736

Social Sharing -  
Not part of event  
manager. Can be  
added



Register by May 1, 2022

# Event Listing

WLU Alum John Liptak '80 is this year's host. The event will be held at John's home and he is generously providing "food, beverages, stories, live music and friendship." All are welcomed and encouraged to attend.

For those who wish to come a day early, John is also hosting a casual happy hour at his residence from 5-8PM.

## Hotel Info

Hampton Inn  
9700 US Highway 441  
Mt. Dora, FL 32757

[352-383-4267](tel:352-383-4267)

CODE: WLU

Florida Alumni Chapter Annual Dues: \$10

Register online ▼

[Already registered?](#)

[+ Add to Google Calendar](#)

# Event Listing

## Details

Date:

[May 14](#)

Time:

1:00 pm - 11:59 pm

Event Category:

[alumni events 2022](#)

## Venue

John Liptak Residence

33610 E Lake Joanna Dr.

Eustis, [FL](#), 32726 United States + [Google Map](#)



- [Day of Giving 2022](#)

- [Homecoming 2022](#)

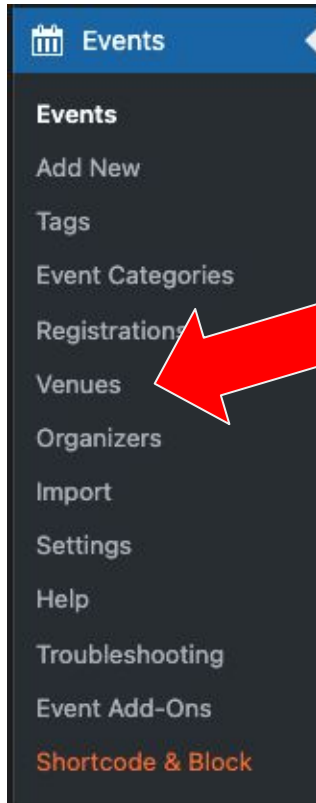
# Event - Search Engine Result Page

<https://westliberty.edu> › Home › Events

## Florida Chapter Reunion - Alumni Affairs - West Liberty ...

SAVE THE DATE! **West Liberty University Florida Alumni** Alumni Reunion May 14, 2022. Mr. John Liptak's residence 33610 E. Lake Johanna Drive Eustis, FL 32736.

# Event - Edit Event Content



Set up an event venue (if it's not done already) - probably should come first. Will make everything else easier to deal with. Below is all you need - then hit "update"

Wheeling Brewing Company

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**Venue Information**

Address:

City:

Country:

State or Province:

Postal Code:

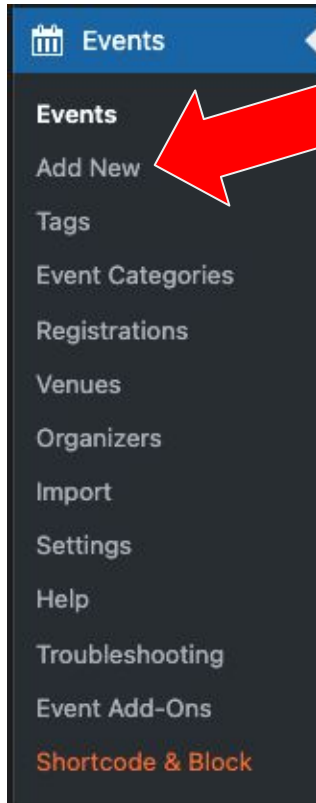
Phone:

Website:

Show Map:

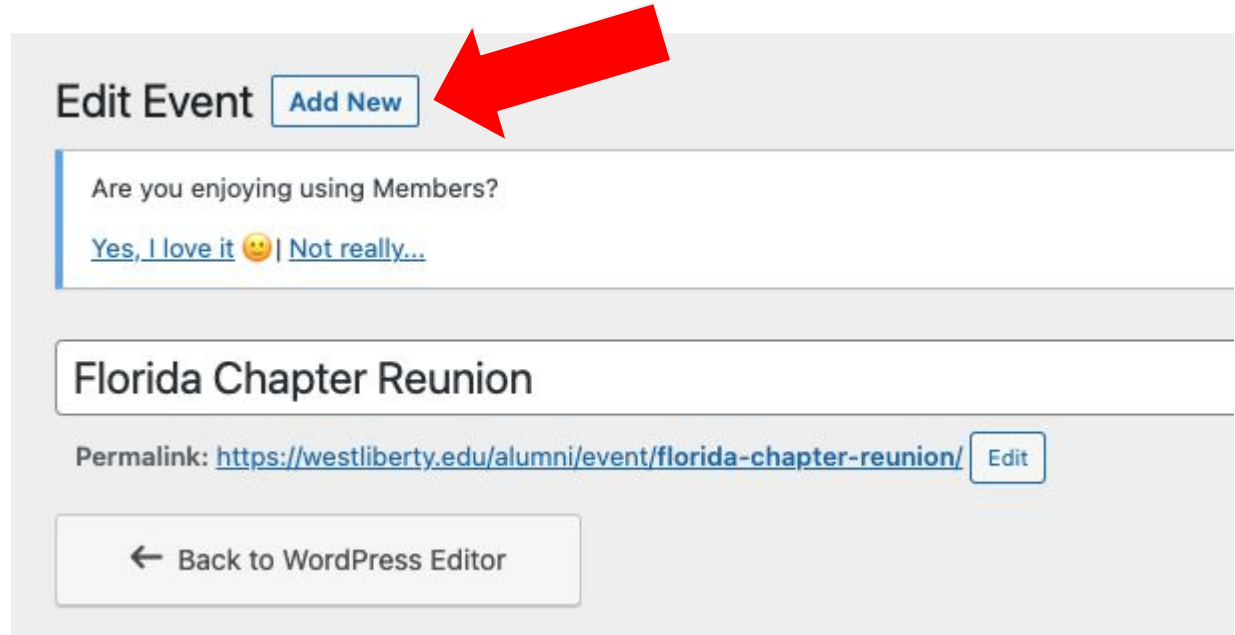
Show Map Link:

# Event - New Event



A vertical sidebar menu for the 'Events' section. The top item is 'Events' with a calendar icon. Below it are 'Add New', 'Tags', 'Event Categories', 'Registrations', 'Venues', 'Organizers', 'Import', 'Settings', 'Help', 'Troubleshooting', and 'Event Add-Ons'. At the bottom is 'Shortcode & Block' in orange text. A red arrow points to the 'Add New' item.

- Events
- Add New
- Tags
- Event Categories
- Registrations
- Venues
- Organizers
- Import
- Settings
- Help
- Troubleshooting
- Event Add-Ons
- Shortcode & Block



The 'Edit Event' page in WordPress. At the top left is the text 'Edit Event' and a blue 'Add New' button. A red arrow points to this button. Below is a survey question: 'Are you enjoying using Members?' with two options: 'Yes, I love it 😊' and 'Not really...'. The event title is 'Florida Chapter Reunion'. Below the title is the 'Permalink' section showing the URL <https://westliberty.edu/alumni/event/florida-chapter-reunion/> and an 'Edit' button. At the bottom is a button that says '← Back to WordPress Editor'.

Edit Event [Add New](#)

Are you enjoying using Members?

[Yes, I love it 😊](#) | [Not really...](#)

## Florida Chapter Reunion

Permalink: <https://westliberty.edu/alumni/event/florida-chapter-reunion/> [Edit](#)

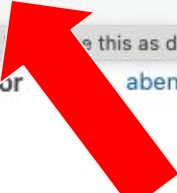
[← Back to WordPress Editor](#)

# Event - New Event - Control Panel

All (8) | Mine (4) | Published (3) | Draft (1) | Private (4) | Cornerstone content (0)

Bulk actions  All SEO Scores All Readability Scores

<input type="checkbox"/>	Title	Author	Event Categories	Tags
<input type="checkbox"/>	<b>Homecoming 2022 — Elementor</b> Edit   Quick Edit   <b>Trash</b>   View   Duplicate This   Edit with Elementor	testlack	alumni events 2022	archive all events
<input type="checkbox"/>	<b>Florida Chapter Reunion — Elementor</b>	abennett	alumni events 2022	—



Duplicate is handy in cases where you need to quickly create a new event, but it's pretty much going to be like another one you already have.

# Event - Edit Event Content (classic editor)

Edit Event [Add New](#)

Are you enjoying using Members?

[Yes, I love it 😊](#) | [Not really...](#)

Wine Down Wednesday

Permalink: <https://westliberty.edu/alumni/event/wine-down-wednesday/> [Edit](#)

[Edit with Elementor](#)

[Add Media](#) [Add Gallery](#) [Add Form](#) [Insert shortcode](#)

[Visual](#) [Text](#)

File ▾ Edit ▾ View ▾ Insert ▾ Format ▾ Tools ▾ Table ▾

**B** *I* “ ” ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♂ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♁ ♂ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓



Wine Down Wednesday

April 15, 2020

5-7 pm

Wheeling Brewing Company

Wine & Appetizer Specials

RSVP to alexis.montes@westliberty.edu or call 304.336.8888

Word count: 16

Last edited by rbugaj on March 13, 2020 at 11:28 am



# Event - Edit Event Content (elementor)

Edit Event [Add New](#)

Are you enjoying using Members?

[Yes, I love it 😊](#) | [Not really...](#)

Florida Chapter Reunion

Permalink: <https://westliberty.edu/alumni/event/florida-chapter-reunion/> [Edit](#)

[← Back to WordPress Editor](#)

[Edit with Elementor](#)

# Event - Edit Event Content

The Events Calendar

TIME & DATE

Start/End:   to   [Time Zone: America/New\\_York](#)

All Day Event

*This event is from 5:00pm to 8:00pm on April 15, 2020.*

LOCATION

Venue:  [Edit Venue](#)

Show Map:

Show Map Link:

ORGANIZERS

Organizer:  [Add another organizer](#)

EVENT WEBSITE

URL:

EVENT COST

Currency Symbol:

ISO Currency Code:

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

Set Beginning and End Datetime for event

Location - you will need to set up a "venue"

List organizer info

Event website - not required

Cost - not required

# Event - Edit Event Content

**Registrations for The Events Calendar**

---

**GENERAL**

---

Disable Registrations:

Logged-in Users Only:

Limit Registrations:

Maximum Registrations:

Deadline Type:  Start Time  End Time  No deadline

Other:

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**EMAIL**

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Notification Email Recipients:

Confirmation From Address:

Disable Registrations  
(announcement only)

Only register people who are  
logged in (for WLU, that's  
probably nobody)

Limit crowd size

Deadline to register

Notification process  
(defaults are OK)

# Event - Edit Event Content

## SHORTCODES

Copy and paste these shortcodes to display the registration form and the attendee list on a page outside of the single event view.

### Registration Form:

`[rtec-registration-form event=9549]`

Note that the registration form appears on the single event view automatically.

### Shortcode Settings:

event="123"	Show registration form by event ID
hidden="true"	Use "false" to show the form initially
showheader="false"	Use "true" to add the event title and start/end time information above the form
attendeelist="false"	Use "true" to add the attendee list above the form if enabled for this event

### Attendee List:

`[rtec-attendee-list event=9549]`

### Shortcode Settings:

event="123"	Show attendee list by event ID
showheader="false"	Use "true" to add the event title and start/end time information above the list

## MORE SINGLE EVENT OPTIONS

More single event options like custom confirmation email templates, multiple venues/tier registration, settings for logged-in users and others in [Registrations for The Events Calendar Pro](#)

Shortcodes - none of these are necessary, but may be of interest.

Shortcode for registration form - the form will appear on event page if you left "Disable Registrations" unchecked. This shortcode enables you to add the registration form anywhere else you'd like it to appear.

Attendee list - not automatically added to event page. You can add this to event page or anywhere you like.

# Event - Edit Event Content

Excerpt ^ v ▲

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Excerpt - way down at the bottom of the page. Can be very important for how your event listings show up on the archive lists. Brief descriptions will pull from this field.

# Event - Edit Event Content

The screenshot shows three sections of the form: 'Event Categories', 'Post Attributes', and 'Event Options'. Red arrows point from text on the right to specific elements in the form: one to the 'Most Used' tab in 'Event Categories', one to the 'Template' dropdown in 'Post Attributes', one to the 'Hide From Event Listings' checkbox in 'Event Options', and one to the 'Sticky in Month View' and 'Feature Event' checkboxes in 'Event Options'.

**Event Categories**

All Event Categories **Most Used**

- alumni events 2020
- alumni events 2021
- alumni events 2022

[+ Add New Event Category](#)

**Post Attributes**

Template

Default template

**Event Options**

- Hide From Event Listings
- Sticky in Month View ?
- Feature Event ?

Categories - can be used if you want to be specific about how they appear in archive lists. Useful if you are listing a lot of events (ie. sites for concert halls, ticketing agencies, arts, sports, entertainment organizations)

Same as page templates

Turn off display in Event listings (archive pages)

The (?) items are ways that you can prioritize the event in list views (archive pages).


# Event - Edit Event Content

Events Status ^ v ▲

Set status:

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Featured image ^ v ▲



Click the image to edit or update

[Remove featured image](#)

We recommend a 16:9 aspect ratio for featured images.

Add a featured image to your events. Often times you may not see these in the event page or on archive lists. But they show up on some archive lists depending on how those pages are configured. Check with web designer. They might also appear in search results or on social media posts, if you share the event on different social channels.

Note: use 16:9 aspect ratio - this ain't it. Also, avoid putting type in images. There may be rare cases where you might want to do this (teaser image for social media post), but be careful. Usually stick with a simple image that shows what the event is about. Don't add to it.

# WordPress Events - resources

[The Events Calendar - Knowledgebase](#)

[Events Calendar Youtube Channel](#)

[Plugin Information](#)