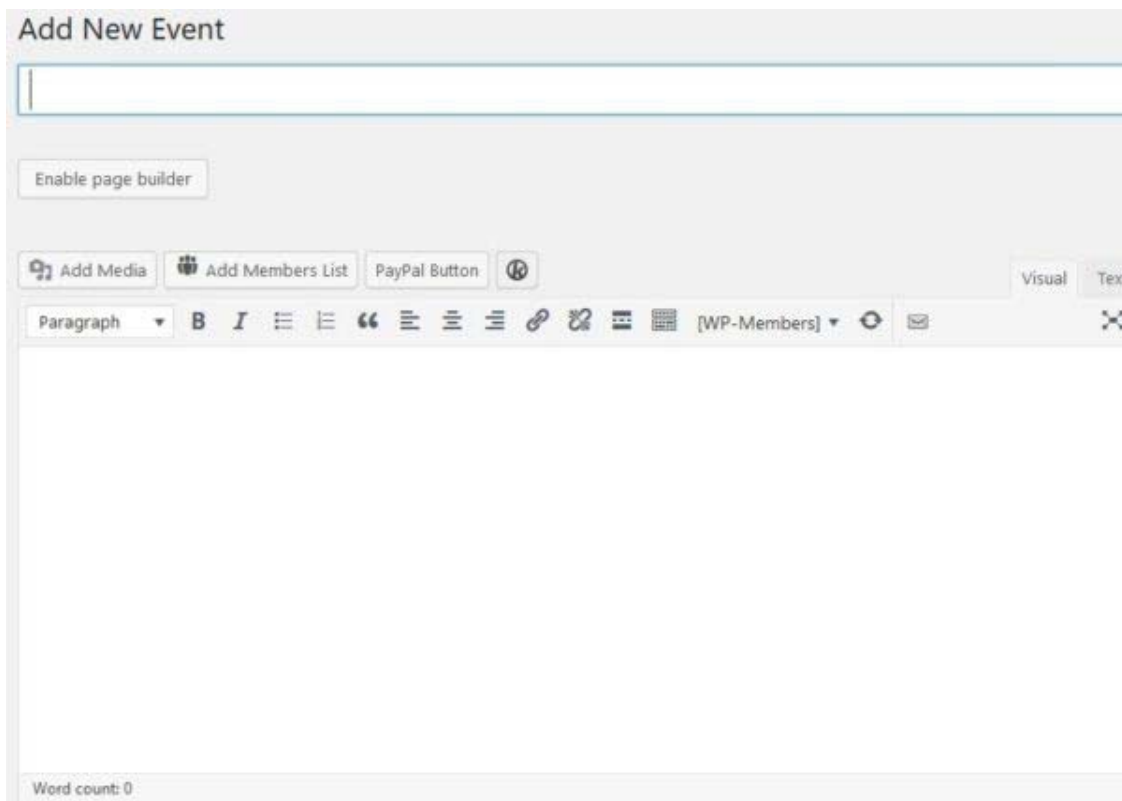


Adding a Ride or Event to Calendar Editing and Deleting it too!

Here is a quick how to on adding a ride or event to the calendar. See screen shots below.

1. Log-in.
2. Go to the calendar to which you want to add a ride or event.
3. Look at the top of the page and click on the word **Events**.
4. Select "**Add Event**" - This will take you to the screen shot below.



The screenshot shows the 'Add New Event' form. At the top, there is a title 'Add New Event' and a large empty text input field. Below the input field is a button labeled 'Enable page builder'. Underneath that is a row of buttons: 'Add Media', 'Add Members List', 'PayPal Button', and a lock icon. To the right of these buttons are two tabs: 'Visual' and 'Text'. Below the buttons is a rich text editor toolbar with various icons for text formatting (bold, italic, list, quote, link, unlink, table, table of contents), a dropdown menu for 'Paragraph', a '[WP-Members]' dropdown, a refresh icon, and a close icon. At the bottom left of the form, it says 'Word count: 0'.

5. **Fill in the ride/event information, Name, Narrative, Date, Time, Location.** In order to have the map feature to work correctly a physical address is needed. If you don't have a physical address include the zip code and the map will at least show the town.

Note: For the High level description, please include "LOS" for LOS rides or "Store name" for Store rides.
Example: LOS – 7:30am Chatt Hills Ride

6. **Select Organizer** - if you have not put a ride on the calendar before, you will need to add your name and contact information. This info will be saved for future use. This is critical information for riders to know who to contact with questions.

The Events Calendar

TIME & DATE

Start/End: 2017-02-02 8:00am to 5:00pm 2017-02-02 [Timezone: UTC+0](#)

All Day Event

This event is from 8:00am to 5:00pm on February 2, 2017.

Event Series: [Schedule multiple events](#)


LOCATION

Use Saved Venue:

Show Google Map:

Show Google Maps Link:

ORGANIZERS

Use Saved Organizer: 

7. If you would like people to **RSVP**, click on **"Add a New Ticket"**. Add a name, such as 'Chatt Hills Ride'. You do not need to add a ticket description.
8. Next put the date you post the ride in the **Start Sale** box and the date of the ride in the **End Sale** box.
9. In the **"Stock"** box, type 200...this just means that 200 people can RSVP!!! Sorry 201!!

Add new ticket

Add new ticket

Sell using: RSVP

Ticket Name:

Ticket Description:

Start sale:

End sale:

When will ticket sales occur? If you don't set a start/end date for sales, tickets will be available from now until the event ends.

Stock: (Total available # of this ticket type. Once they're gone, ticket type is sold out.)

Selling tickets for recurring events

[Save this ticket](#) [Cancel](#)

10. **Very Important!!** You must select the calendar that the ride or event is going to be on. It will be on the right side of the screen.

Event Categories

All Event Categories [Most Used](#)

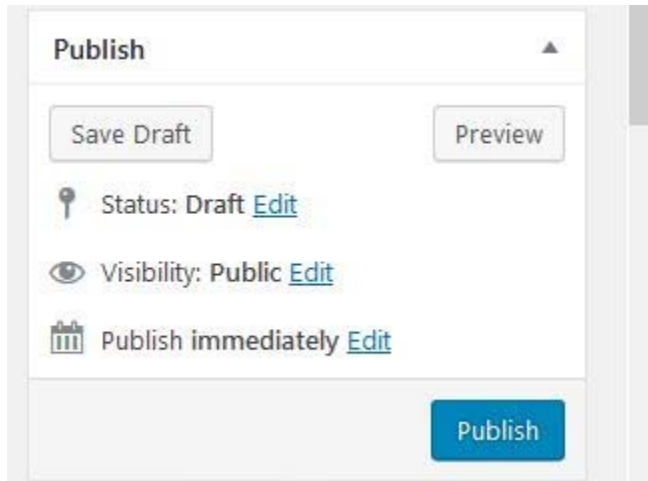
Birthdays

Member Events

Ride Calendar

[+ Add New Event Category](#)

11. Now you can **Preview** it before publishing by clicking the Preview button at the top right of the screen. Once you are satisfied, click **Publish**, right below the Preview button.



TO EDIT OR DELETE A RIDE OR EVENT (No screen shots)

1, **Click on the calendar and then the event - very important!!**. Click **Edit Events** and you will be taken to the screen you used to create the event. Make the changes and then click **Publish**.

2. If you want to delete a ride/event, follow the same procedure as editing. To the left of the Publish button is a **Move to Trash** button. Click it and the event will be deleted.

If you have any questions or issues with publishing a ride or event, please reach out to Tia, Lana, or Deb. We will gladly walk you through the process. We want to make sure all of our riders are invited to our rides, not just the riders on FaceBook.

Happy Riding!