



The Samphire Club

CANAPÉS & CONVERSATIONS

How to add an Event onto the website

After logging into Wordpress, selecting “Add New Event” in the “Events” section and entering the initial details, there are a few additional steps that must be completed before publishing it to the live site.

The following is a step-by-step guide for completing the process, which you can navigate using the table of contents below:

Table of Contents

| | |
|---|---|
| How to add an Event onto the website | 1 |
| 1. Adding the event details..... | 2 |
| 2. Add an Event Feature Image - Important!..... | 3 |
| 3. Add the Venue address..... | 4 |
| 4. Specify Event ticket type | 4 |
| 5. Setting the date and time | 5 |
| Amending the date and time | 5 |
| 6. Set the Event Registration Form fields | 5 |
| 7. Set the Event Category and Organiser | 7 |
| 8. Disable the “Number of places left” | 7 |
| 9. Preview and Publish..... | 8 |
| 10. Fields that don’t need to be changed..... | 9 |



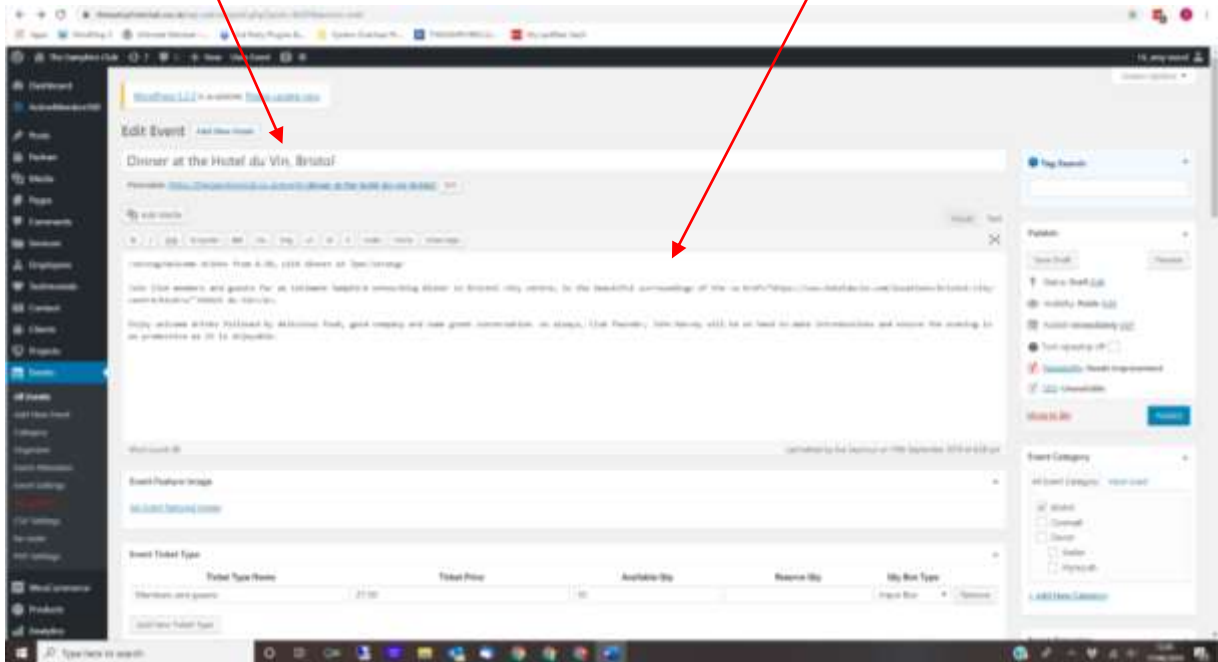
The Samphire Club

CANAPÉS & CONVERSATIONS

1. Adding the event details

Ensure there is an appropriate heading that accurately summarises the event...

...followed by a brief description (written by Eva)



In this example, the “text” tab is selected and you can see a small amount of html code in the text which do the following:

- `TEXT` = “Strong” turns the written text between the opening “<>” and closing “</>” bold on the front end
- `TEXT` = “a” is an anchor tag which is used to identify sections within a document, and “href” links a web page url to the written text between the opening “<>” and closing “</>”. In this case, it is used to create a reference link to the venue’s website.

The result on the front end looks like this, which can also be seen by clicking the “Visual” tab above the text area in the backend:



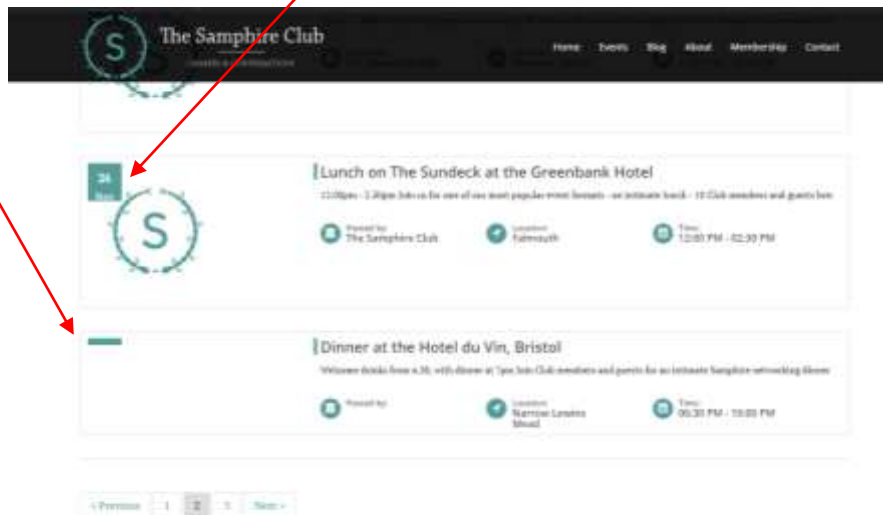


2. Add an Event Feature Image - Important!

An image **MUST** be added to ensure the event date displays in the list on the live “Events” page, as show in the following examples:

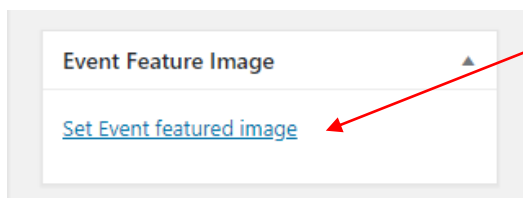
Without an image.

With an image.

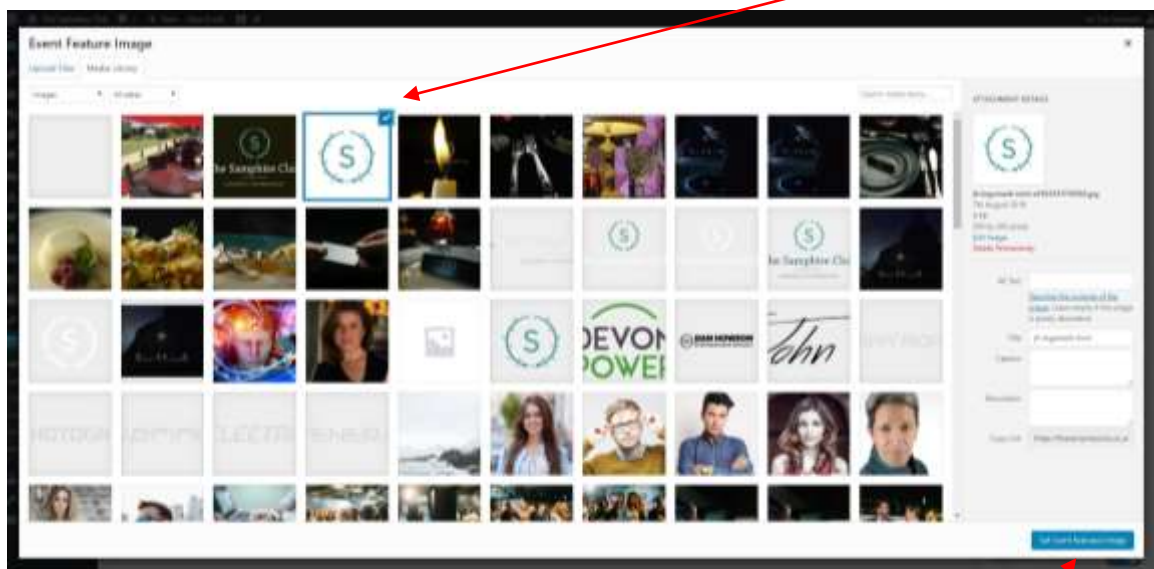


If an event-appropriate image isn't available, we use the default logo image. Here's how:

In the right-hand column, you'll see a small box with a link to set the Event featured image



Click the link to open the Media Library, and search for the square logo with a white background:



Then click “Set Event featured image”, the blue button in the bottom right hand corner



3. Add the Venue address

It's important to ensure all fields are filled, otherwise it will create a blank line on the front end:

This information also syncs with the user's calendar if they purchase a ticket or add the event to their calendar using the button on the page, so it's important the address is accurate.

4. Specify Event ticket type

Beneath the address fields you'll find a place to add the ticket type. This is where we add ticket levels, e.g. "Members and guests", "Members only" etc. This is particularly useful if, for example, there is a preferential rate for members and a surpluss fee for guests, perhaps providing an incentive to become a member. It gives us the option to add multiple ticket prices.

- Enter the type name
- Ticket price with 2 decimals
- Total tickets available
- "Qty Box Type" set as "Input Box" - this means users can type in the amount they want, instead of seeing an endless drop-down list, which makes it far more user friendly across multiple devices.
- The "Reserve Qty" is not necessary and can be left blank:

Below the ticket type, you'll notice we have an option to add extra services. This could be used for anything additional to the cost of the ticket, for example, a picnic basket for lunch or an extra bottle of bubbles for the table.



5. Setting the date and time

This one is pretty self-explanatory when you click into the start and end time fields:

The screenshot shows a form titled 'Event Date & Time'. It contains the following fields:

- Start Date & Time:** 2019-11-27 18:30 (A red arrow points to this field)
- Day 2 (Use this only if you have same event multiple day):** (Empty)
- Day 3 (Use this only if you have same event multiple day):** (Empty)
- Day 4 (Use this only if you have same event multiple day):** (Empty)
- End Date & Time:** 2019-11-27 22:00

Use the navigator box that appears to select the correct date and times.

Amending the date and time

- To bring the date forward, amend the start date first, followed by the end date, adjusting the times if necessary.
- To move the event to a later date, you'll need to **amend the END date first**, as it isn't possible to set the start time to begin after the already set end time. Once you have set the new end date and time, you're then able to update the start date and time to the correct day.

6. Set the Event Registration Form fields

Another important section to complete is the registration form details - this is the information the user completes during the purchase process. It tells us who is attending the event, not just buying the ticket, as a lot of users purchase tickets on behalf of others.

There are a number of unnecessary system defaults in this box, so we **only** need to tick "Full Name" and then we need to add a new field for "Dietary Requirements" by clicking the button at the bottom:

[See next page]



→ A new row will expand for us to fill in the information we want to collect:

Type "Dietary Requirements" into all three empty fields as shown below

* "Not Required" means the field does not need to be filled in by the user before they buy their ticket. The "Full Name" field is a required field by default.



7. Set the Event Category and Organizer

Event Category

All Event Category Most Used

Bristol
 Cornwall
 Devon
 Exeter
 Plymouth

[+ Add New Category](#)

Event Organizer

All Event Organizer Most Used

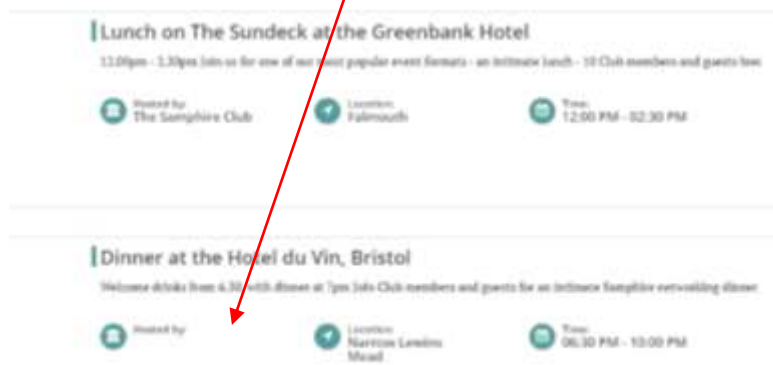
The Saphire Club

[+ Add New Organizer](#)

These fields are located in the right-hand column. Setting the Event Category to the correct location will ensure the event appears in the filtered list on the live “Events” page. Users can filter events by their location of interest.

If a category is not selected, it won't appear in any of the filtered results.

The Event Organizer **MUST** be set to “The Saphire Club” to prevent a blank space appearing on the Events listing as shown below:



8. Disable the “Number of places left”

We don't want to show how many tickets have been booked and how many are remaining, so this feature must be turned off. This field can be found in the right-hand column below the featured image:

Set to “On” by default

Feature turned off

Show Available Seat Count?

Show Available Seat?

Show Available Seat Count?

Show Available Seat?



9. Preview and Publish

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish on: 17 Sep 2019 @ 12:43 [Edit](#)

Turn wpautop off:

Readability: Needs improvement

SEO: Unavailable

[Move to Bin](#) [Publish](#)

The final step is to “Preview” the event to ensure everything looks as it should, and then “Publish” if it does

The final result should look something like this:

The Sapphire Club

Home Events Blog About Membership Contact

Dinner at the Hotel du Vin, Bristol

Wed 27 Nov 2019 06:00 PM - Wed 27 Nov 2019 12:00 PM
Hotel du Vin, The Royal Hotel, Temple Lane, Bristol, BS1 1PL, UK

Book Now: Total available: 10

Event Type: [ADD TO CALENDAR](#)

| | | |
|-----------------------|-----------------------------|-------------------------|
| Members and guests | Ticket Qty: 0 | Cost per ticket: £12.00 |
| Quantity: 0 Total: £0 | BUY TICKETS | |

Share This Event: [f](#) [t](#)

About The Event:

Witness drinks from 6.30, with dinner at 7pm

Join Club members and guests for an intimate Sapphire networking dinner in Bristol city centre, in the beautiful surroundings of the Hotel du Vin.

Enjoy welcome drinks followed by delicious food, good company and some great conversations. As always, Club fees, but there will be a need to make introductions and ensure the evening is as productive as it is enjoyable.

Contact: [About](#) [Partners](#) [Membership](#) [Events](#)

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[Twitter](#) [Instagram](#) [LinkedIn](#)



10. Fields that don't need to be changed

- **“Registration Status”** - enables the ticket booking table - DON'T TURN THIS OFF

Registration Status ▲

Registration On/Off:

- **“Event Reset Booking Count”** - resets the number of booked tickets. This can only be used in exceptional circumstances, for example, if pretend bookings have been made during system testing.

Event Reset Booking Count ▲

Current Status **10/10**

If you reset this count, All booking information will be removed including attendee list & its impossible to undo

Reset Booking Count :

- **“Template”** - this is the events theme template - DO NOT CHANGE THIS (the other templates are hideous!!)

Template ▲

Bristol ▼

- **“Hide Title?”** - this is necessary for other parts of the site but has no effect on the events, so this can just be ignored

Hide Title? ▲

Hide the title for this item



- **“Event Email text”** - this is to set an event-specific email to be triggered to the user upon purchase. It is not a very user-friendly function and the email it sends is plain text only, so please try to avoid using this. We can send event-specific emails from our CRM system instead.

- **“Event F.A.Q”** - you can add event-specific frequently asked questions, for example, “What happens if it rains”, “Where do I park?” etc. It’s not a function we currently use but it could be useful if we decide to implement it.

- **“Event Daywise Details”** - a function to add day-specific details for events held over two or more days, for example, a festival weekend with a time schedule. This is not something we currently need.

- **“Yoast SEO”** - a site-wide plugin that helps with Search Engine Optimisation. It provides scores on content readability and user-friendliness. It’s not a vital tool for the events, but greens are always good!



- **“Excerpt”** - a place to provide a summary of the content for use around the website. Our theme template does not use this, so it is not necessary.

Excerpt ↕

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