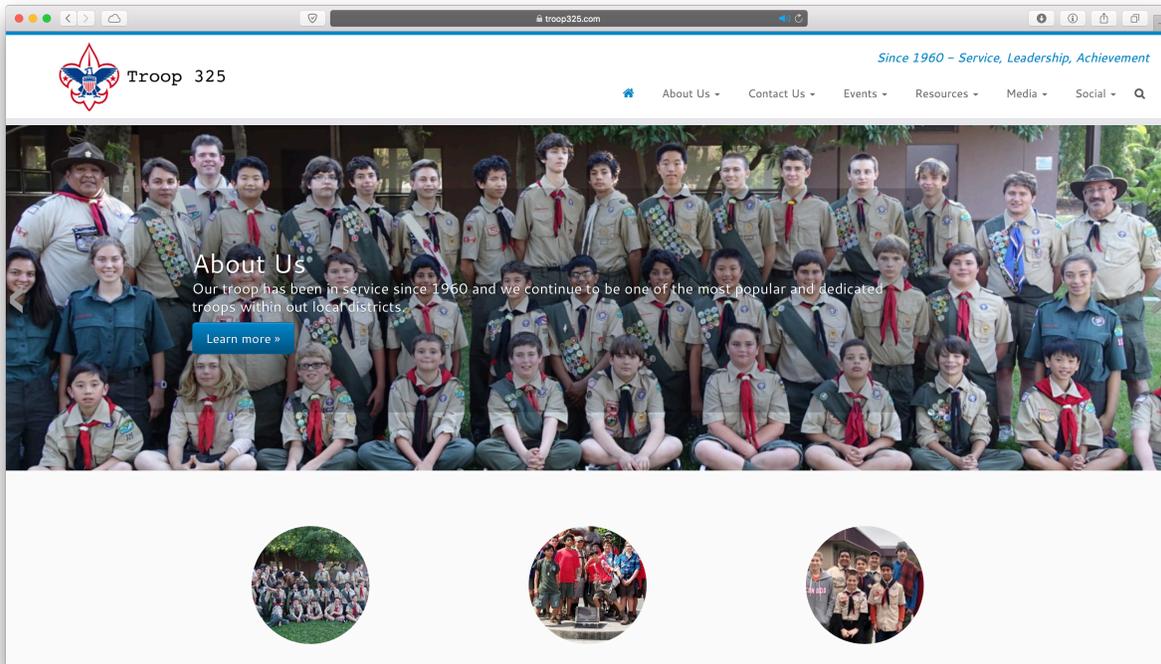
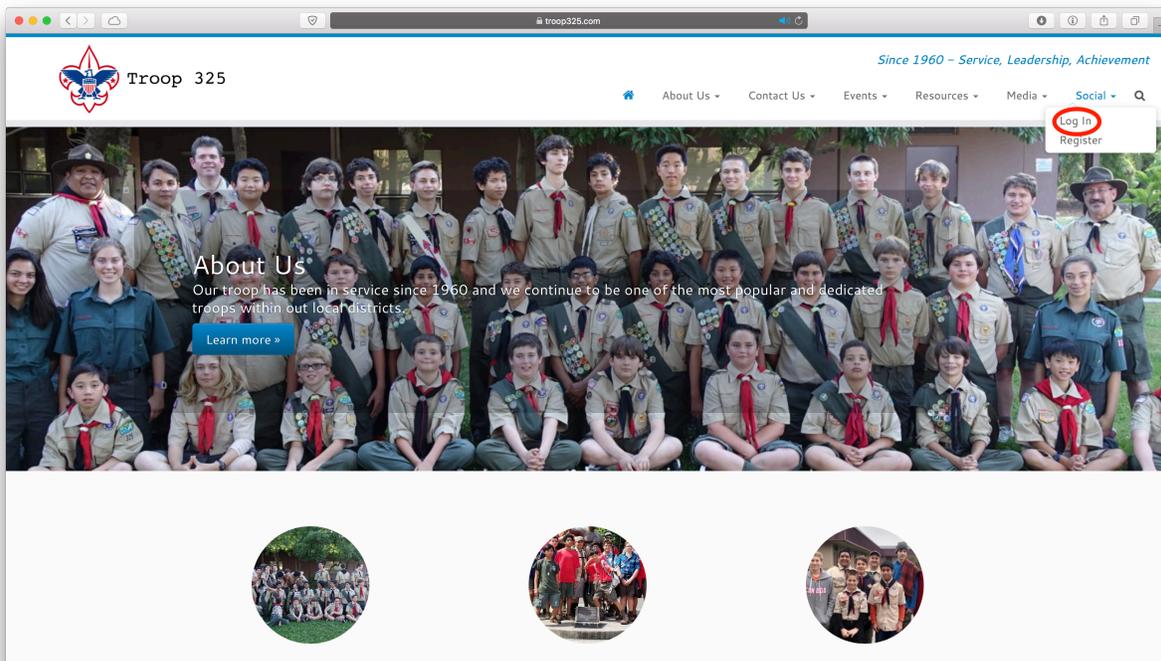


# Steps to Create an Event

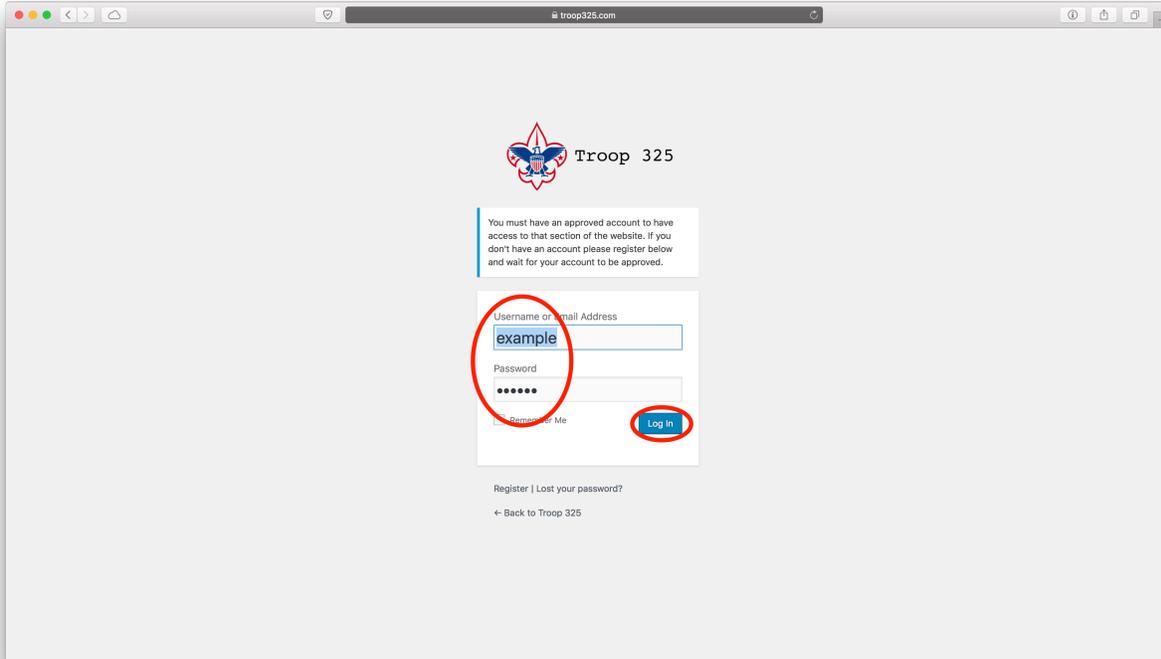
Step 1: Go to [troop325.com](http://troop325.com)



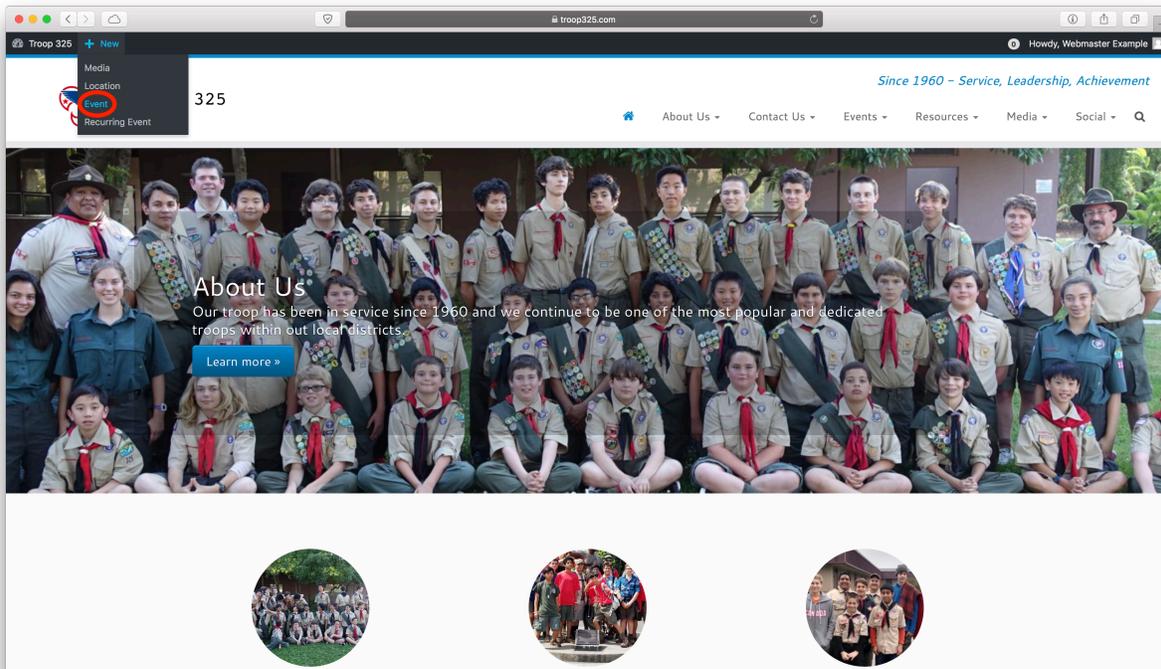
Step 2: Hover over "Social" and select "Log In"



## Step 3: Enter your login information and Log In



## Step 4: Hover over "New" and select "Event"



## Step 5: Set the title, description, and event dates

The screenshot shows the 'Add New Event' form in a WordPress dashboard. The form is titled 'Add New Event' and has a sidebar menu on the left with options like 'Dashboard', 'Media', 'Events', 'Add Event', 'Event Categories', 'Locations', 'Recurring Events', 'Bookings', 'Coupons Manager', 'Profile', and 'Collapse menu'. The main content area has a text editor with a toolbar and a large empty text area. The 'When' section is on the right, with fields for 'From', 'to', 'Event starts at', and 'All day'. The 'Publish' section is also on the right, with buttons for 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish Immediately', and 'Duplicate Event'. The 'Event Categories' section is at the bottom right, with a list of categories and checkboxes. The 'Where' section is at the bottom left, with fields for 'Location Name', 'Address', 'City/Town', 'State/County', and 'Postcode'. The 'When' section is circled in red, as is the 'Event Categories' section. The text editor area is also circled in red.

## Step 6: Set the event location and category

The screenshot shows the 'Add New Event' form in a WordPress dashboard, focusing on the 'Where' and 'Event Categories' sections. The 'Where' section is circled in red and contains fields for 'Location Name', 'Address', 'City/Town', 'State/County', 'Postcode', 'Region', and 'Country'. The 'Event Categories' section is also circled in red and contains a list of categories with checkboxes. The 'Bookings/Registration' section is below the 'Where' section, with a checkbox for 'Enable registration for this event'. The 'Discussion' section is below the 'Bookings/Registration' section, with a checkbox for 'Allow comments'. The 'Author' section is at the bottom, with a dropdown menu for 'Webmaster Example (example)'. The 'Publish' button is at the top right. The 'Event Categories' section is also circled in red.

## Step 7: Enable bookings for the event, and enter the red event details as show below

Troop 325 + New

Dashboard

Media

Events

Add Event

Event Categories

Locations

Recurring Events

Bookings

Coupons Manager

Profile

Collapse menu

Howdy, Webmaster Example

### Bookings/Registration

Enable registration for this event

#### Ticket Options

Name: Standard Ticket Rename this to: "(Name of your event) Ticket" ex: "Boardwalk Ticket"

Description:

Price: 0.00 Ticket price

Spaces: 10 Allowed spaces

At least: 1 spaces per booking

At most: 1 spaces per booking

Available from: Opening at

Available until: Closing at

Available for: Everyone

[Hide Advanced Options](#)

#### Booking Form

You can choose to use a custom booking form, or leave as is to use the default booking form.

Selected Booking Form: [ Default ]

Coupons [\[show coupons\]](#)

#### Discussion

Allow comments

Featured image [Set featured image](#)

Group Ownership No groups defined yet.

## Step 9: Enable comments on the event

Troop 325 + New

Dashboard

Media

Events

Add Event

Event Categories

Locations

Recurring Events

Bookings

Coupons Manager

Profile

Collapse menu

Howdy, Webmaster Example

#### Ticket Options

Name: Standard Ticket

Description:

Price: 0.00

Spaces: 10

At least:  spaces per booking

At most:  spaces per booking

Available from:  at

Available until:  at

Available for: Everyone

[Hide Advanced Options](#)

#### Booking Form

You can choose to use a custom booking form, or leave as is to use the default booking form.

Selected Booking Form: [ Default ]

Coupons [\[show coupons\]](#)

#### Discussion

Allow comments

Author: Webmaster Example (example)

Thank you for creating with [WordPress](#)

Version 4.8.2

# Step 10: Publish the event

The screenshot shows the 'Add New Event' page on the Troop 325 website. The page is divided into several sections:

- Header:** 'Troop 325 + New' and 'Howdy, Webmaster Example'.
- Left Sidebar:** Navigation menu with 'Events' selected. Sub-menu items include 'Add Event', 'Event Categories', 'Locations', 'Recurring Events', 'Bookings', and 'Coupons Manager'. Below this are 'Profile' and 'Collapse menu'.
- Main Content Area:**
  - Title:** 'Enter title here'.
  - Rich Text Editor:** Includes 'Add Media' and 'Insert Download' buttons. The editor toolbar shows 'Paragraph', 'B', 'I', 'Quote', 'List', 'Table', 'Tools', 'Link', 'Image', 'Table', and 'Table'.
  - Word count:** 'Word count: 0'.
  - Where:** A section for location details with fields for 'Location Name', 'Address', 'City/Town', 'State/County', and 'Postcode'. A message 'Location not found' is displayed.
- Right Sidebar:**
  - When:** 'Event starts at 12:00 AM to 12:00 AM All day'. A note states: 'This event spans every day between the beginning and end date, with start/end times applying to each day.'
  - Publish:** Contains 'Save Draft' and 'Preview' buttons. Below are links for 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish Immediately Edit'. A '+ Duplicate Event' link is also present. The 'Publish' button is circled in red.
  - Event Categories:** A list of categories with checkboxes: 'Bear Paw', 'Boardwalk', 'Camporee', 'Community Service', 'Fundraising', 'Stanford Football', and 'Court of Honor'.