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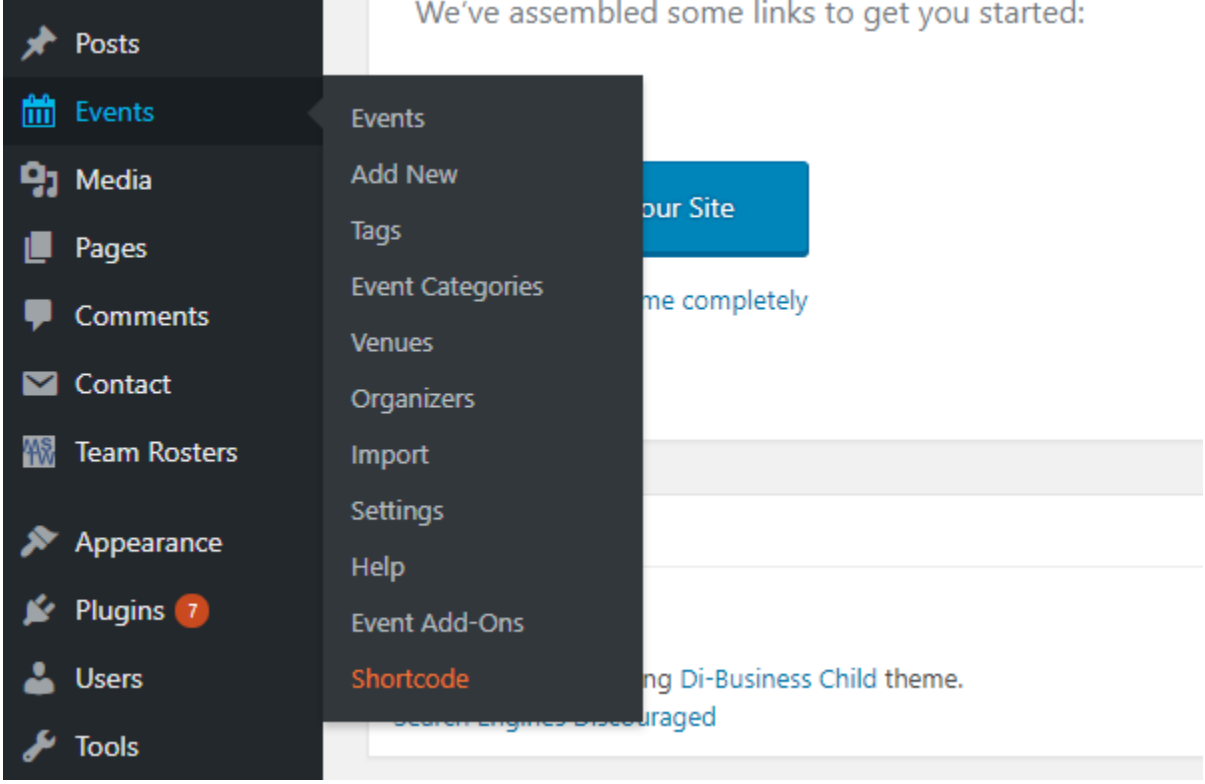
The Events Calendar plugin – Part 1 of 3

In this article, I will be covering The Events Calendar plugin by Modern Tribe - **https://theeventscalendar.com/**. This plug-in is free but also has premium add-on plug-ins worth checking out. The scope of this article is just to focus on the basics of the free standard plug-in.

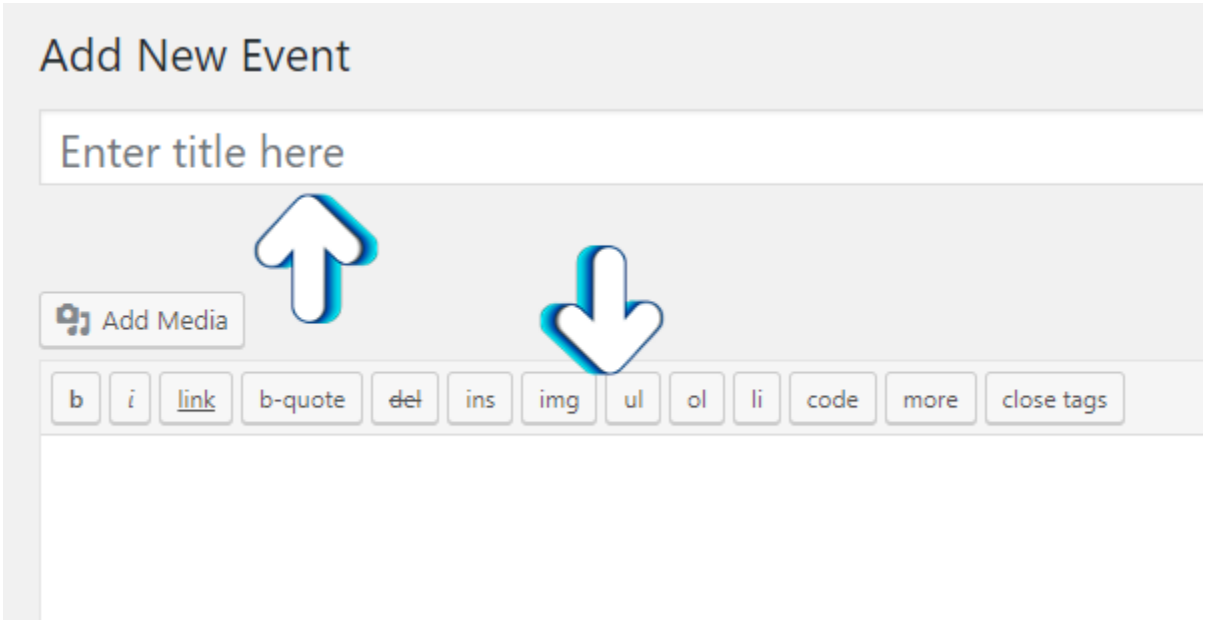
To get started upload the plugin. You can find it in the WordPress plug-in directory. To learn more on uploading a plug-in, check out our article:

https://www.stackmediadesign.com/index.php/knowledgebase/7/How-to-install-WordPress-plug-ins.html

Log into your WordPress dashboard. On the left-hand side menu hover over the **Events** plug-in to see what options come with the plug-in.

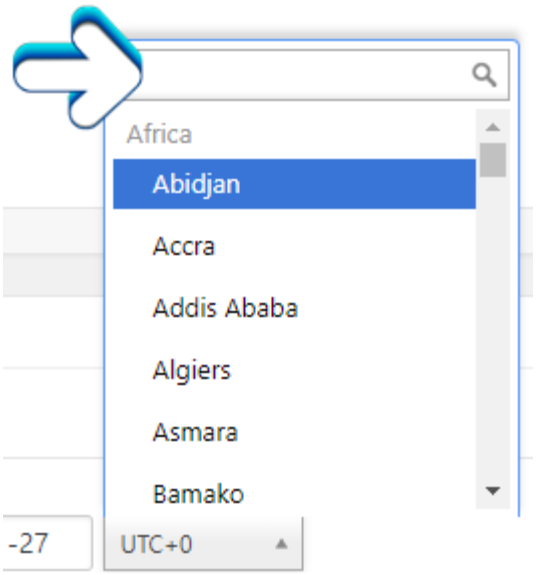


We'll start off by adding a new event. Click on **Add New**. On the next page will start adding our new event. Go ahead and add a title of the event. Below that is the option to add any kind of content you want.

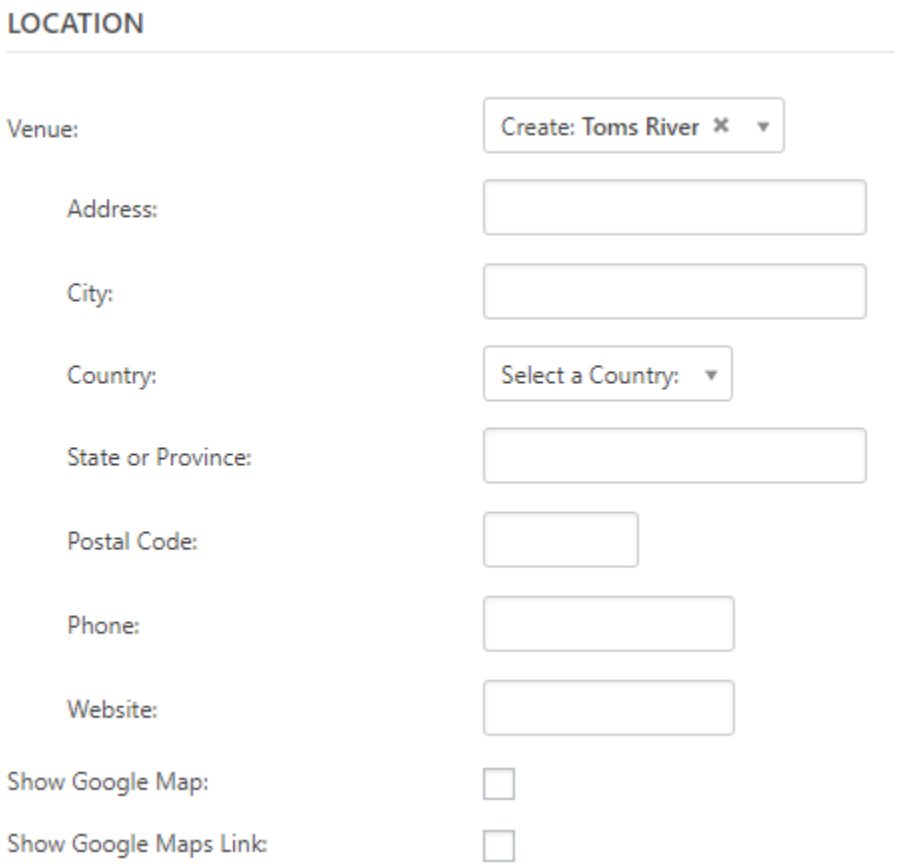


Keep in mind the settings you set on this page can always be changed later. Next is the **TIME & DATE** section. Go ahead and set your dates using this great interface. Your date doesn't just have to be for the future. Perhaps you had a major event in the past and want to

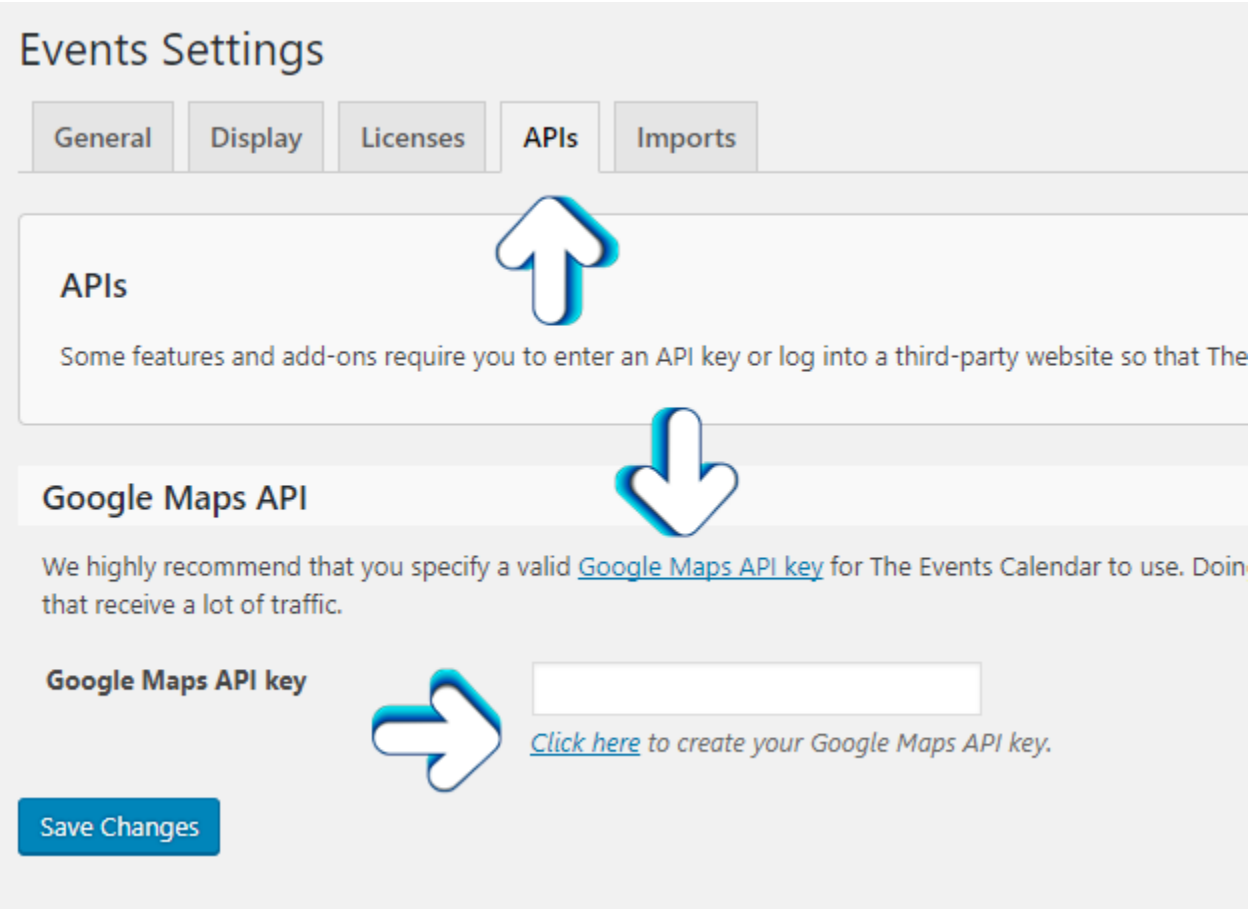
showcase it on your calendar. In this section you can also set the time zone. It's worth noting it's a lot easier to type in the time zone you're searching for rather than scrolling through the hundreds of zones available.



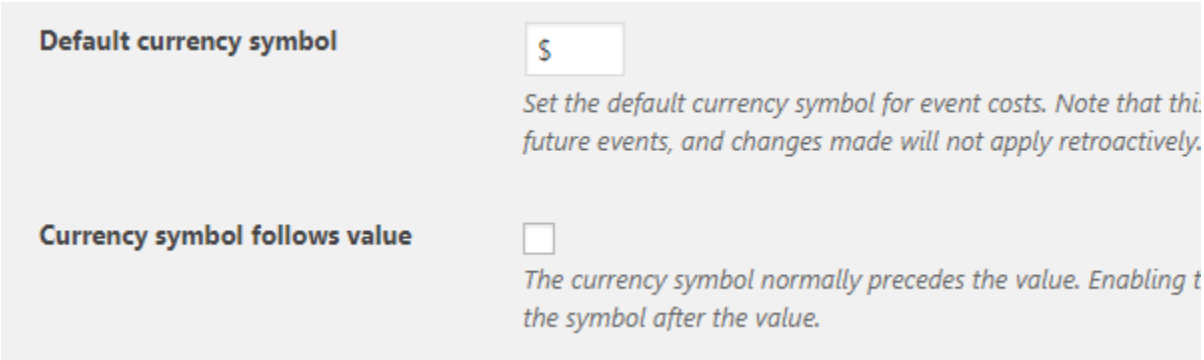
In the next section **LOCATION** you can create your venue location on the fly by entering in a name of the venue. This will bring up a drop-down of options. Later on I will go over creating venues in the **Venues** page. All The downside to creating a venue on-the-fly is you can't add a description like you can on the venue page. However you can always go to the venue page afterwards and add a description to the venue that was created on the fly.



To use the Google Maps options you must first set up an API Key. It's very easy just head over to the **Settings** page and go to the **API** tab. From there you'll see options and links to get you started on setting up the API for your site.



The **EVENT WEBSITE** and **EVENT COST** sections are self-explanatory. Just a quick note the currency option as a default setting in the **Settings** section of the plug-in. So if you set the default option to a currency of your choice, you don't have to set this currency option every time when you add a new event.



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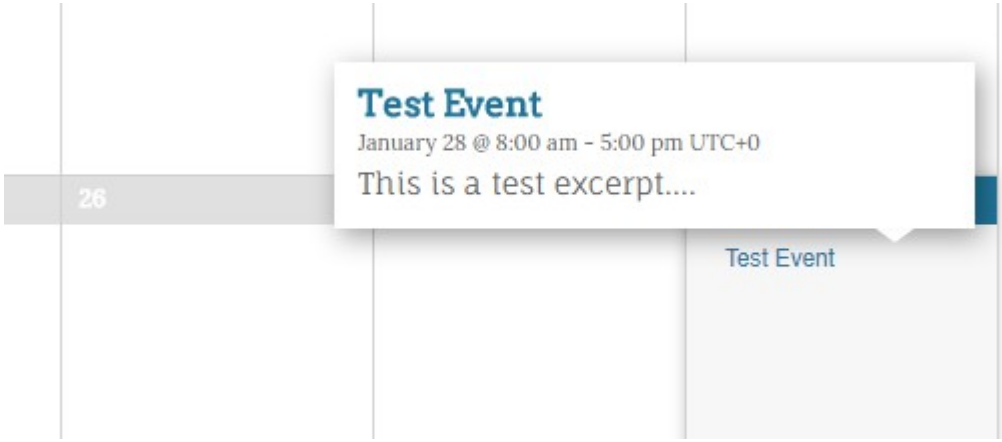
Continuing adding our new event, the next section after the currency options is to add premium functionality. There is a link that's worth checking out to see what premium add-ons are available for this plugin.

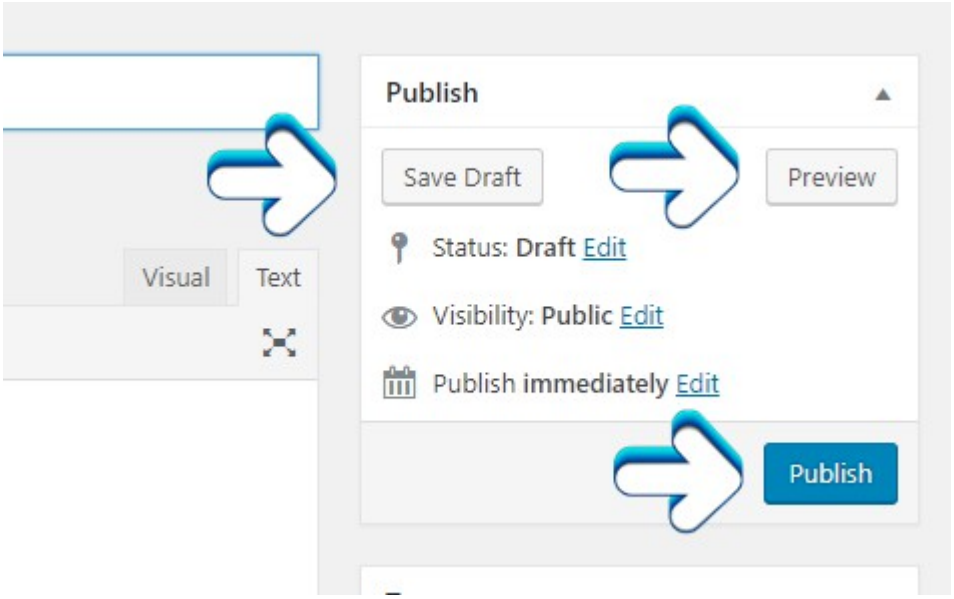
After that is the **Excerpt** section. Any excerpt that you add will show up where excerpts are available. That will depend on your theme settings and the settings for this plug-in. Example of where the excerpt can show up would be on the plug-ins calendar display. While hovering over the vent with your mouse, a tooltip will pop up giving more info on the event including an excerpt. If you create a custom excerpt in the **Excerpt** section, it will appear in a tooltip like this.



The next section **Custom Fields** gives you the opportunity to add fields that are included in your theme or from other plug-ins. Also you can add your own custom fields.
My man on
Next is the **Discussion** section. The first option is you can allow visitors to the event's page you are creating to add comments. The second and last option is to allow *Trackbacks* and *Pingbacks*. For more information on what they are, there is a link right next to the option. This link leads to an excellent article discussing what are

TrackBacks and Pingbacks. Basically they allow better communication between blogs.

The rest is self-explanatory. You may have noticed there is a sidebar with more options. For the most part they are self-explanatory. The category and tag options are shortcuts. As you may have seen before there are pages available for adding tags and categories in this plug-in. Next I will be discussing those pages. Once finished setting your event, click the *Publish* button. You also have the option to click the *Preview Changes* button which will open up a new tab and display your event as is at the current moment. Not ready for the event to be live on your site? No problem just click the *Save Draft* button. You always have the option to in the future to hide it using the *Visibility* option.



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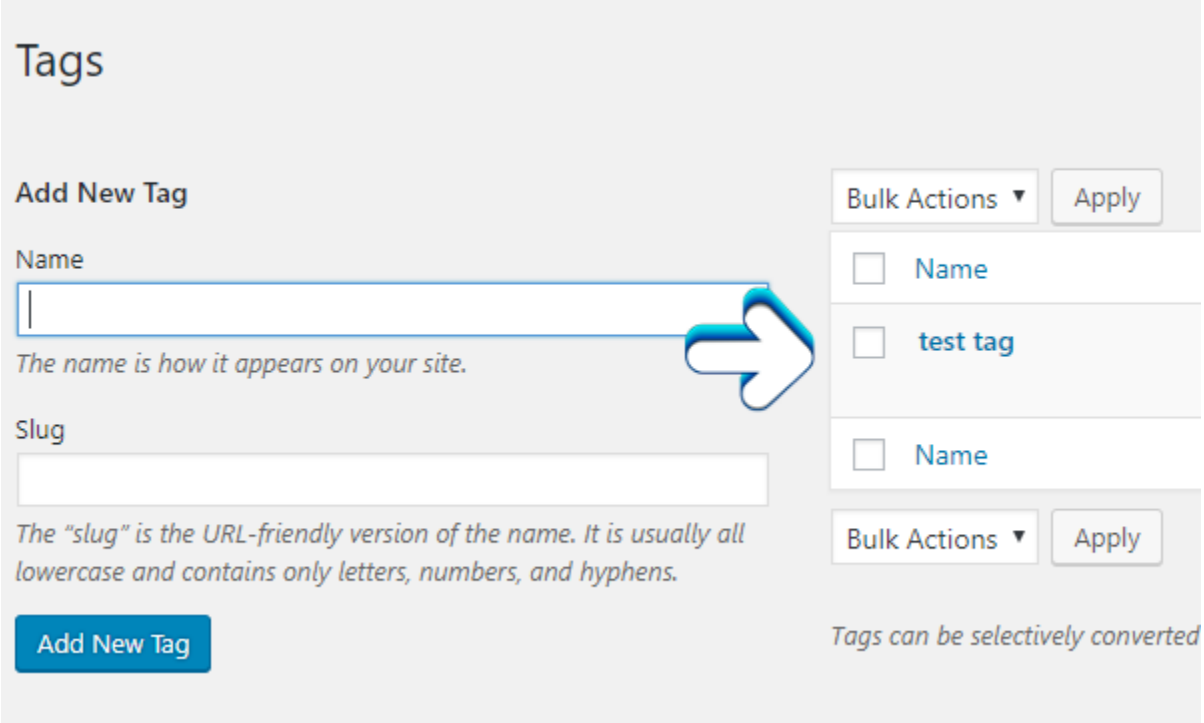
Onto the **Tags** page you will notice it's a simple process to set up a tag. Tags are similar to categories. They can be thought of as keywords. You can assign the same tag to multiple events.

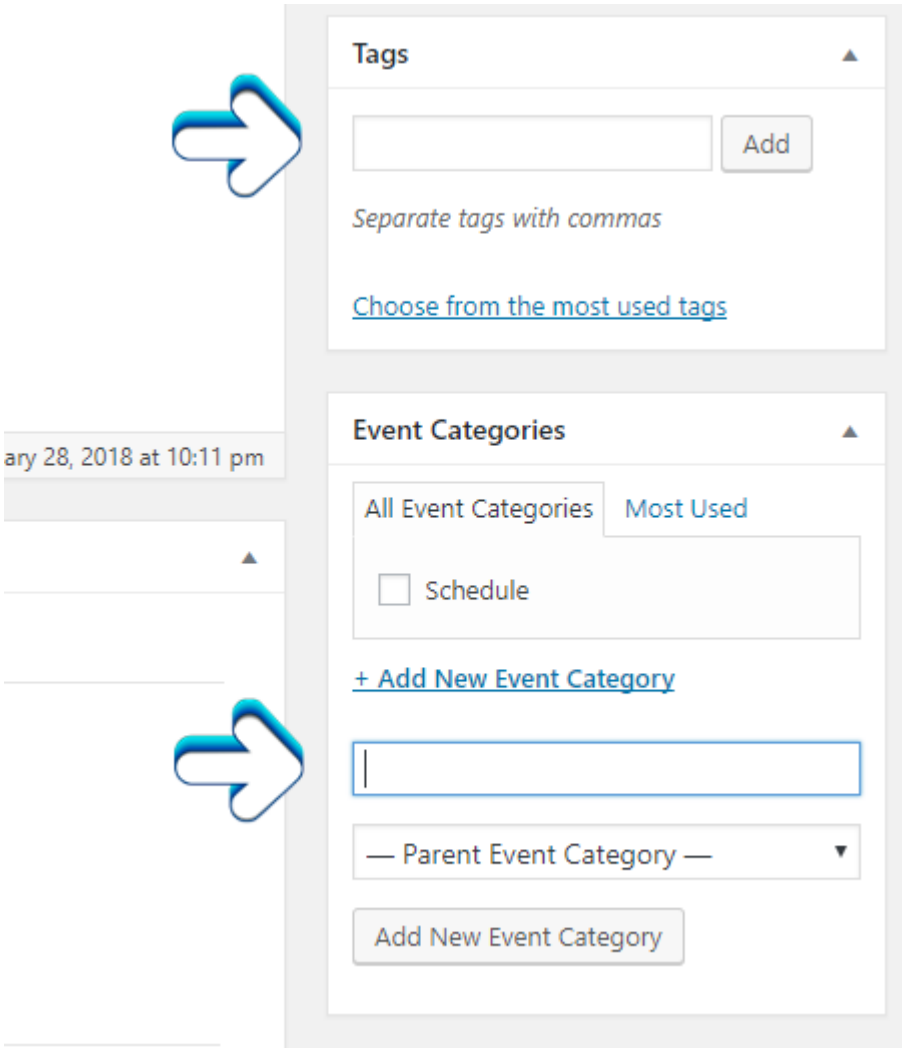
To create a tag just enter in the name. The slug can be whatever you want or you can leave it blank and it will just automatically be the name you set for the tag. After creating a tag, you have the option of clicking on it which will bring you to its editing section. Here you have the option to add a description for the tag.



Now onto the **Event Categories** page. Basically it's the same set up as the **Tag** page. The only differences you can set up a hierarchy with the categories. You'll see you have the option to set a category to be a child of another category.

Adding categories and tags will give you the option to add them in the sidebar section when adding or editing an event. Also in that sidebar is the option to create tags and categories on-the-fly. The only disadvantage is you have the option to set the slug or at a description, you'd have to go to the **Tag** or **Event Categories** page respectively in order to do so.

When adding a tag or category to an event, just begin typing in the name and you should see a drop-down of what's available. When you're all done don't forget to click the *Update* button.



Now head over to the **Venues** page. You can go ahead and create a new one or click on a venue you may have created before. The options available are basically all the same as creating a venue on-the-fly in the event pages except for the option to add a description.

The rest of the plugin pages and settings are easy to understand and modify.

Author: Jesse Lange