

# Use this document IF...

You need to add a new RSO Event for yourself

Please visit <https://wordpress.com/log-in>

Skyline Hunting and Fishing  
View skylinehfc.org

- Site
- WP Admin**

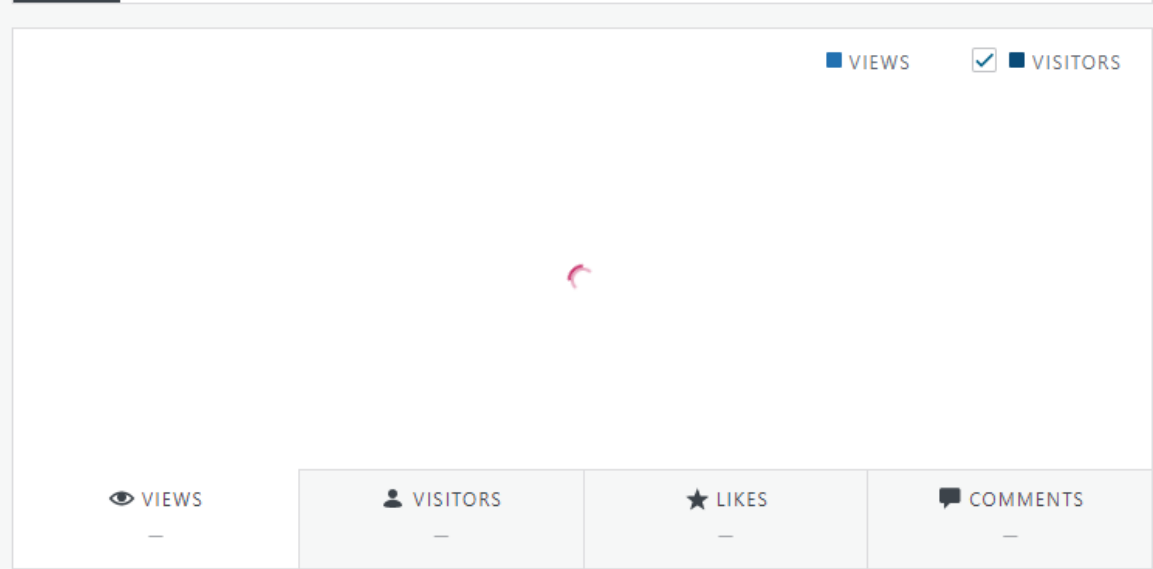


Step 1

Step 1: If you are not already in the admin Window, select *WP Admin*

### Stats and Insights

Traffic Insights Days Weeks Months Years Followers 1



#### Stats for December 14, 2020

- Posts & pages  
No posts or pages viewed
- Search terms  
No search terms recorded

- Countries  
Country Views
- Clicks



My Site Reader

Dashboard  
Jetpack  
Posts  
Media  
PDF Poster  
Comments  
M.E. Calendar  
All Events  
Add event  
Profile  
Tools  
Settings  
Gutenberg  
Collapse menu

# Welcome Kyle

Modern Events Calendar (Lite) - Most Powerful & Easy to Use Events Management System Rate the plugin ★★★★★

Version 5.14.0

## Newsletter

Subscribe to receive all our news and promotions

Name  Email

You're using **lite** version of Modern Events Calendar. To use advanced booking system, modern skins like Agenda, Timetable, Masonry, Yearly View, Available Spots, etc you should upgrade to the Pro version.

Easily get a discount coupon by rating us on [WordPress](#) or following and reposting us on social media. Just send a screenshot to [sales@webnus.net](mailto:sales@webnus.net) and you'll receive the **Copouns!**

[f](#) [t](#) [i](#) [v](#) [e](#)

## Announcement

### Divi Single Builder Addon

With the help of this add-on, you will be able to create a ready-made template for all your events, add styles that you like to your single events, and change the layout in Divi page builder with a single drag and drop. Also, if there is a widget that you do not like, you can delete it and use other widgets in the single event of your website. You can use all the widgets of the single event separately and create any section that you want with whatever size that you want. You can also set an animation for each widget.

**Key Features:**

- Creating Templates
- Active Alongside Other Page Builders
- Unique Styling
- Activate On MEC Lite

Step 2



Step 3



Step 2:  
Select M.E. Calendar

Step 3:  
Select All Events

**NOTE: You will only be able to Edit and add RSO Dates for yourself**



## Step 4

Step 4: Select “Mine” at the top of the list. This will display only your events that you have created

## Step 5

Step 5: Hover over “*Template – RSO ON DUTY*” then select “Duplicate”

The screenshot shows the WordPress Events calendar interface. The left sidebar contains navigation links: Dashboard, Jetpack, Posts, PDF Poster, Comments, M.E. Calendar, Profile, Tools, Settings, Gutenberg, and Collapse menu. The main content area is titled 'Events' and includes an 'Add Event' button. Below the title, there's a notification: '1 post moved to the Trash. [Undo](#)'. The event list is filtered by 'Mine (13)'. The list includes columns for Title, Category, Location, Organizer, Start Date, End Date, Repeat, and Author. The event 'Template – RSO ON DUTY — Draft' is highlighted, and its dropdown menu is open, showing options: Edit, Quick Edit, Trash, Preview, and Duplicate. A red arrow points to the 'Duplicate' option.

<input type="checkbox"/>	Title	★	Category	Location	Organizer	Start Date	End Date	Repeat	Author
<input checked="" type="checkbox"/>	Template – RSO ON DUTY — Draft	0	RSO On Duty	Uncategorized	Kyle Parker	December 14, 2020	December 14, 2020		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	Vito DeAngelis	April 14, 2021	April 14, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	Vito DeAngelis	April 7, 2021	April 7, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	C. Voth	March 20, 2021	March 20, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	C. Voth	March 13, 2021	March 13, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	C. Voth	March 6, 2021	March 6, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	Tom Howard	March 10, 2021	March 10, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	Tom Howard	March 8, 2021	March 8, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	Tom Howard	March 3, 2021	March 3, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	Tom Howard	March 1, 2021	March 1, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	Allen Hild	January 9, 2021	January 9, 2021		SHFC Admin
<input type="checkbox"/>	RSO On Duty	0	RSO On Duty	Uncategorized	Howard Smiley	December 10, 2020	December 10, 2020		SHFC Admin
<input type="checkbox"/>	5 Stand Shooting (Winter)	0	Shotgun Event	Uncategorized	Uncategorized	December 11, 2020	December 11, 2020	Weekly	SHFC Admin
<input type="checkbox"/>	Title	★	Category	Location	Organizer	Start Date	End Date	Repeat	Author

Step 6



RSO ON DUTY

Step 6:  
Update title to say **RSO ON DUTY**

Step 7:  
Select **Date and Time** tab

Step 8:  
Fill out the date and time  
for your RSO Time

Step 9:  
Select **Publish**

Step 7



Date And Time

Step 8



**Date And Time**

Event Repeating

Hourly Schedule

Location/Venue

Links

Organizer

Cost

SEO Schema / Event Status

Start Date: 2020-12-14 8:00 AM

End Date: 2020-12-14 6:00 PM

All-day Event

Hide Event Time

Hide Event End Time

Notes on the time

Screen Options

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash Publish

Tags

Add

Separate tags with commas

Choose from the most used tags

Categories

All Categories Most Used

RSO On Duty

Events Calendar

Hunter Education Event

Range Closed

Shotgun Event

Event Color

Select Color

Event Labels

Likes and Shares

Show likes

Step 9



Publish