

Use this document IF....

You do not have a RSO Event Template created.

Skyline Hunting and Fishing
View skylinehfc.org

Site

WP Admin

Add new site

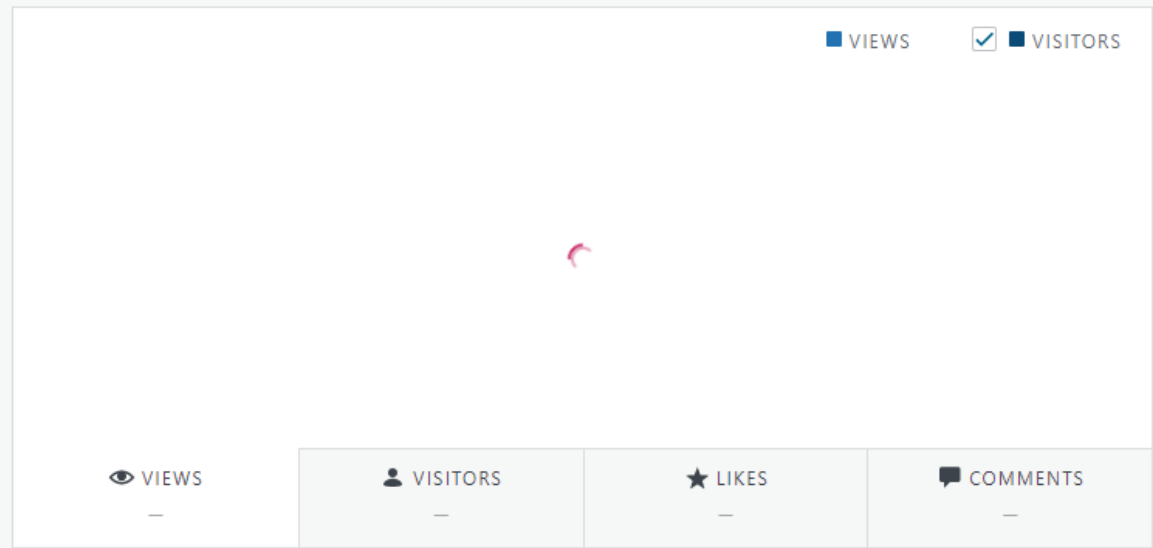
Step 1

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	Countries Country Views
Search terms No search terms recorded	Clicks

Step 2



Step 3



Step 2:
Select M.E. Calendar

Step 3:
Select *Add Event*

NOTE: Any event you create can only be modified or deleted by you.

Admins are the exception to this.

The screenshot shows the WordPress dashboard for the Modern Events Calendar (Lite) plugin. The top navigation bar includes 'My Site', 'Reader', and 'Write'. The main header says 'Welcome Kyle' and 'Modern Events Calendar (Lite) - Most Powerful & Easy to Use Events Management System Rate the plugin ★★★★★'. The version is 5.14.0. The left sidebar contains a menu with items: Dashboard, Jetpack, Posts, Media, PDF Poster, Comments, M.E. Calendar (highlighted with a red oval), All Events, Add Event (highlighted with a red oval), Profile, Tools, Settings, Gutenberg, and Collapse menu. The main content area features a 'Newsletter' subscription form with fields for 'Name' and 'Email', and a 'SUBSCRIBE' button. Below this is a promotional message for the Pro version with a 'GO PREMIUM' button. At the bottom, there is an 'Announcement' box for the 'Divi Single Builder Addon' with a close button (X) in the top right corner. The announcement includes a screenshot of the add-on interface and a list of key features: Creating Templates, Active Alongside Other Page Builders, Unique Styling, and Activate On MEC Lite.

Step 4 :
Create the title “**Template – RSO ON DUTY**”

Step 5:
in the **categories** section, select “*RSO On Duty*”

In the **Event Color** section, select the green color.

NOTE: Should you have a Color Vision Deficiency, please select the color selector box and enter in **a3b745**

Step 6:
Select **Organizer**

Step 7:
Warning: All information in this section is published to the website. At a minimum please provide your name. Provide your phone number and email at your own discretion
From the drop down select **Insert a new organizer**

Fill out the information on the form.
Do no fill out the website box

NOTE: *If your name already exists inside of the Organizers lists and you did not create it Please contact boardofdirectors@skylinehuntingfishing.org with the subject “Organizer Update Info”*

The screenshot shows the WordPress 'Add New Event' page. The title 'Template - RSO ON DUTY' is circled in red, with a red arrow labeled 'Step 4' pointing to it. The 'Categories' section on the right is circled in red, with a red arrow labeled 'Step 5' pointing to the 'RSO On Duty' category, which is checked. The 'Event Color' section is also circled in red, with a red arrow labeled 'Step 5' pointing to the green color selector. The 'Event Main Organizer' section is circled in red, with a red arrow labeled 'Step 6' pointing to the 'Organizer' dropdown menu. The 'Event Main Organizer' form fields are also circled in red, with a red arrow labeled 'Step 7' pointing to the 'Name' field.

Step 8 :

We need to add a photo to this event.

Scroll to the top of the page to find and select **Add Media**

Step 8

My Site Reader

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

Add New Event

Template - RSO ON DUTY

Permalink: <https://skylinehfc.org/events/aa-template-rso-on-duty/> Edit

Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon] M.E. Calendar

Word count: 0 Draft saved at 11:24:21 am.

Event Details

- Date And Time
- Event Repeating
- Hourly Schedule
- Location/Venue
- Links
- Organizer**
- Cost
- SEO Schema / Event Status

Event Main Organizer

Insert a new organizer ?

Name eg. John Smith

Phone number. eg. +1 (234) 5678

Email address. eg. john@smith.com

DO NOT FILL THIS OUT eg. https://webnus.net

Choose image

Other Organizers

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

- Events Calendar
- Hunter Education Event
- Range Closed
- RSO On Duty
- Shotgun Event

Event Color

Select Color

[Color Swatches]

Event Labels

Likes and Shares

Show likes

- Step 9:**
Select Media Library
- Step 10:**
Select Featured Image
- Step 11:**
Search for the image
Windsock
- Step 12:**
Select the Image
- Step 13:**
Select **Set Featured Image**

The screenshot shows the 'Featured image' dialog in the WordPress Media Library. The interface includes an 'Actions' sidebar on the left, a main media grid, and an 'ATTACHMENT DETAILS' sidebar on the right. Red annotations and arrows highlight the following steps:

- Step 9:** An arrow points to the 'Media Library' button in the 'Upload file' section.
- Step 10:** An arrow points to the 'Featured image' button in the 'Actions' sidebar.
- Step 11:** An arrow points to the search input field containing the text 'windsock'.
- Step 12:** An arrow points to a red windsock image in the media grid, which is also circled in red.
- Step 13:** An arrow points to the 'Set featured image' button at the bottom right of the dialog, which is also circled in red.

The 'ATTACHMENT DETAILS' sidebar for the selected image shows the following information:

- File name: Windsock-e1607622117909.jpg
- Date: December 10, 2020
- Size: 45 KB
- Dimensions: 798 by 497 pixels
- Alt Text: (empty field)
- Title: Windsock
- Caption: (empty field)
- Description: (empty field)
- File URL: https://skylinehfc.org/wp-c

Step 14 :

At the top of the page, select **Save Draft** button.

NOTE: *Failure to save as draft will publish this to the RSO Calendar. This Template is meant to be used as a quick way to add your RSO Dates to the RSO Calendar*

Step 14

The screenshot shows the WordPress 'Add New Event' interface. The title is 'Template - RSO ON DUTY'. A red arrow points from the text 'Step 14' to the 'Save Draft' button in the 'Publish' sidebar, which is circled in red. The 'Event Details' sidebar is expanded to the 'Organizer' section, which includes fields for Name, Phone number, Email address, and a 'DO NOT FILL THIS OUT' field. The 'Publish' sidebar also shows 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options. The 'Categories' section is expanded to 'Most Used', with 'RSO On Duty' selected. The 'Event Color' section shows a 'Select Color' button and a row of colored dots. The 'Event Labels' and 'Likes and Shares' sections are also visible.

My Site Reader Write Screen Options

Dashboard Jetpack

Add New Event

Template - RSO ON DUTY

Visual Text

Paragraph B I [List Icons] [Link Icon] [Image Icon] M.E. Calendar

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