

# Use this document IF...

You need to add a new RSO Event for yourself

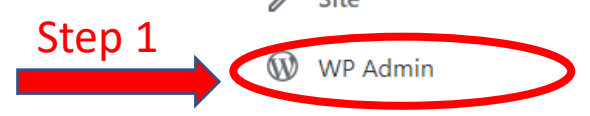
Please visit <https://wordpress.com/log-in>

Skyline Hunting and Fishing  
View skylinehfc.org

Site

**WP Admin**

Add new site



Skip step 1 and proceed to step 2; This button was removed from profiles in early 2023 and is not applicable anymore.

## Stats and Insights

Traffic Insights

Days Weeks Months Years Followers 1

Views Visitors

Views Visitors Likes Comments

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

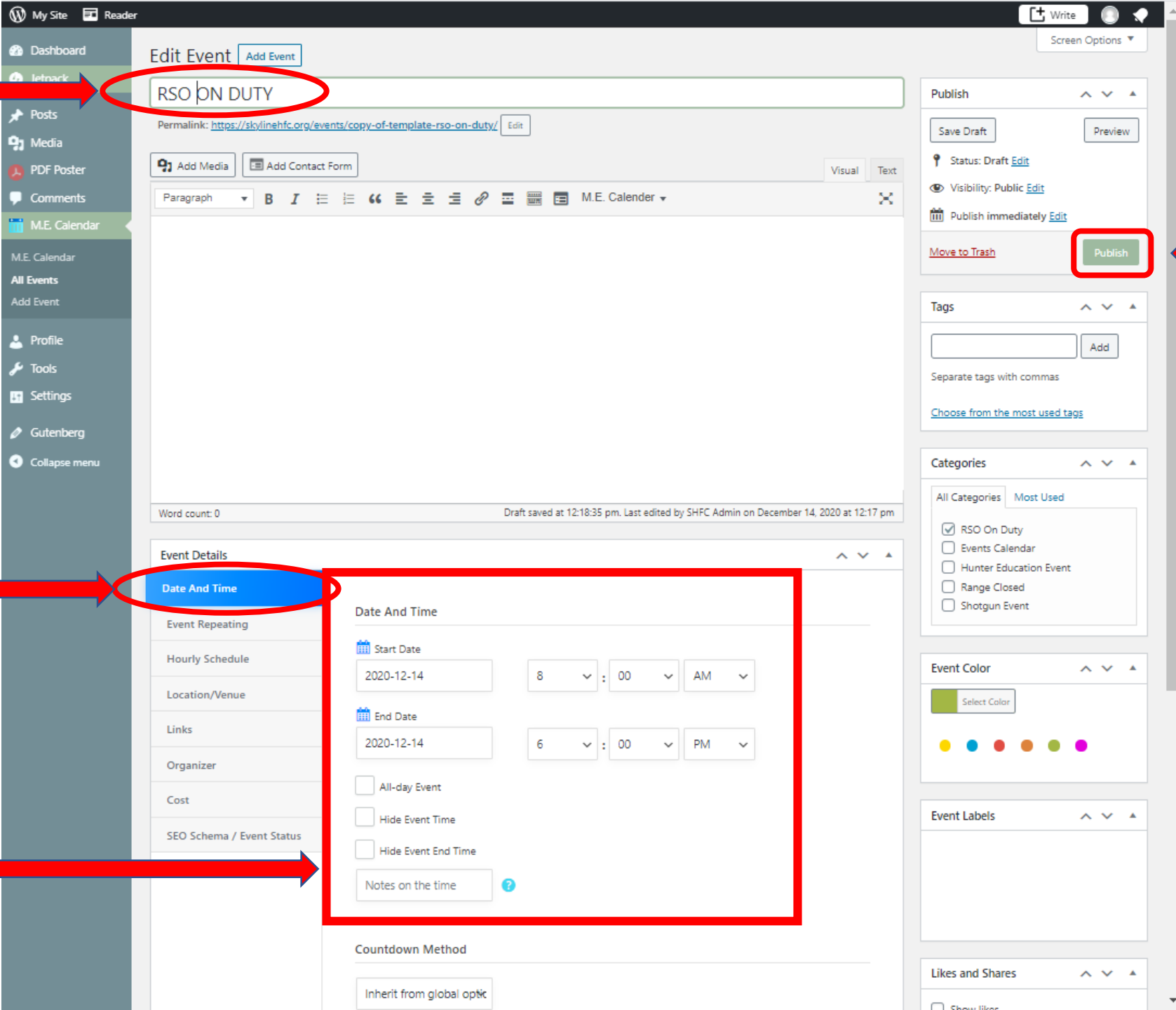
Step 4: Select “Mine” at the top of the list. This will display only your events that you have created

## 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 displays a list of events under the 'Events' heading. At the top, there is a filter bar with 'All (26)', 'Mine (13)', 'Published (24)', 'Draft (1)', and 'Trash (4)'. The 'Mine (13)' filter is circled in red. Below the filter bar, there are several dropdown menus for bulk actions, dates, locations, organizers, and categories. The event list table has columns for Title, Category, Location, Organizer, Start Date, End Date, Repeat, and Author. The first event, 'Template – RSO ON DUTY — Draft', is highlighted with a red oval, and its dropdown menu is open, showing options: Edit, Quick Edit, Trash, Preview, and Duplicate. A red arrow points to the 'Duplicate' option. The table contains 13 rows of 'RSO On Duty' events and one '5 Stand Shooting (Winter)' event. The bottom of the page shows a 'Bulk actions' dropdown and an 'Apply' button, with '13 items' indicated on the right.

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



Step 6



RSO PN DUTY

Step 6:  
Update title to say "RSO O  
N DUTY - [your name]"

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

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

Publish



Step 9