

# Use this event instruction document IF....

you need to add a new RSO Event for yourself and you’ve been given edit permissions to do so.

## **Requirements for adding an event via WordPress:**

You must have a WordPress account

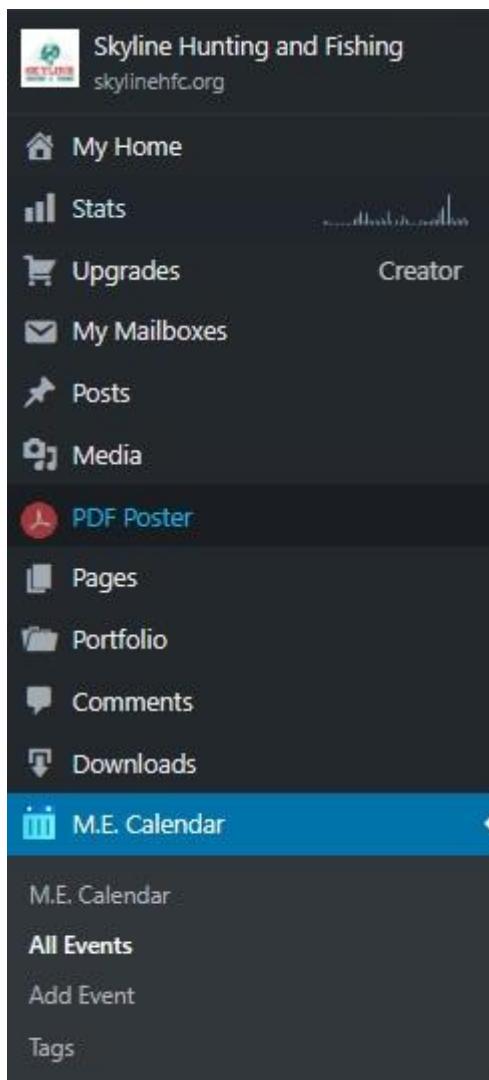
Don’t have one yet? You can create one at the WordPress link below

You must have RSO Calendar edit rights given to your account

You must fill out the “RSO Calendar Access Request Form” on our website ([RSO Calendar – Skyline Hunting and Fishing \(skylinehfc.org\)](https://skylinehfc.org)). This form will provide our team with the information needed to give you edit permissions

**Step 1:** Please visit <https://wordpress.com/log-in> and log in with your credentials

When you log in your screen should appear with a like this:



Revision History: Updated on 09/30/2025 to add a new step to populate the “Organizer” field

**Step 2:** Click/hover on “M.E. Calendar” and then click on “All Events”

All of our calendar events should now be shown.

The screenshot shows the Skyline Hunting and Fishing website interface. On the left sidebar, the 'M.E. Calendar' and 'All Events' options are highlighted with red circles and labeled 'step 2'. The main content area displays a list of events under the 'Events' tab. The events list includes columns for Title, Author, Stats, and Category. The first event is '(TEMPLATE) RSO On Duty: Your Name, Start Time-Finish Time' with the category 'RSO On Duty'. Other events include 'Template - RSO ON DUTY - Draft', 'This is an admin test', 'RSO ON DUTY 1000 - 1200 McCaslin, Steve', and 'Copy of RSO ON DUTY - Draft'.

**You now have two methods of creating an event.**

- 1) The first option is to duplicate a previously created event. **See the directions below for completing those steps.**
- 2) The second method is to create a new event from scratch. **Please skip to Step 8 for those steps.**

**Step 3:** To duplicate an existing event, first ensure that the “RSO On Duty” Category is appearing on the event you are selecting to duplicate. The RSO Calendar only displays events with a category of “RSO On Duty” **and if that selection is not chosen, the event will not appear on the calendar.**

Click on Duplicate

The screenshot shows the same website interface as before, but with the 'Duplicate' button highlighted with a red circle and labeled 'step 3'. The 'RSO On Duty' category in the first event's row is also highlighted with a red circle.

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**Step 4:** Update the Event Name (Remove “Copy of”, add the following: (new as of 10/15/25)

**“RSO on Duty:” + Name (Member Number) + (Start Time and End Time) + “Instructor” if a club approved instructor**

The screenshot shows the 'Edit Event' form with several red annotations and arrows indicating steps:

- Step 4:** A red circle around the event title field containing the text "(TEMPLATE) RSO On Duty: Your Name, Start Time-Finish Time".
- Step 5:** A red circle around the event description field containing the text "Please place your phone number here so that others may reach you. Folks RSOing before your reserved time may need to reach out to you stating that the range may be closed and that you will not need to RSO at the range (weather, plant protection direction, emergency, etc)". Below this, another line of text says "Please indicate if you are a CLUB SELECTED and CLUB APPROVED instructor that can accommodate children at the range." A red arrow points from this area down to the 'Date And Time' section.
- Step 6:** A red circle around the 'RSO On Duty' checkbox in the 'Categories' section, which is checked.
- Step 7:** A red circle around the 'Publish' button in the 'Publish' section.

The 'Date And Time' section shows the start date as 12/29/2023, start time as 8:00 AM, and end date as 12/29/2023, end time as 9:00 AM. The 'Event Details' sidebar on the left lists various event options like 'Event Repeating', 'Event Data', 'Hourly Schedule', 'Location/Venue', 'Links', and 'Organizer'.

**Step 5:** Update your event date and start/finish time per figure above. Add your phone number/contact info into the description field shown below the event title. Additionally, please indicate if you are a CLUB SELECTED and CLUB APPROVED instructor that can accommodate children under 18 at the range. Folks may need to reach out to you to tell you that the range may be closed and your RSOing is not required. This may save you time traveling to the range and being told by plant protection that you cannot open the range.

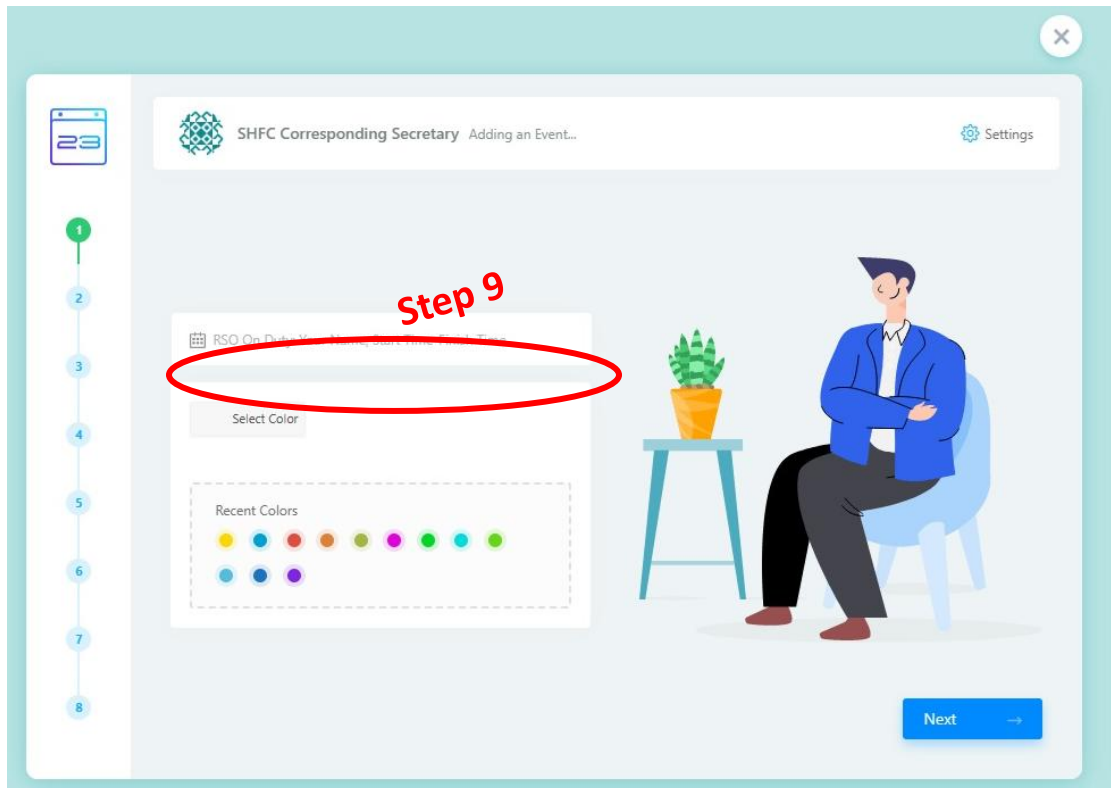
**Step 6:** Confirm that the RSO On Duty check box is checked per figure above

**Step 6a (New as of 9/30/25):** Click on “Organizer” on the left menu pane and use the drop down menu to add your name as the organizer. This field is now mandatory as it allows our team to audit our data to ensure your RSO hours are accounted for.

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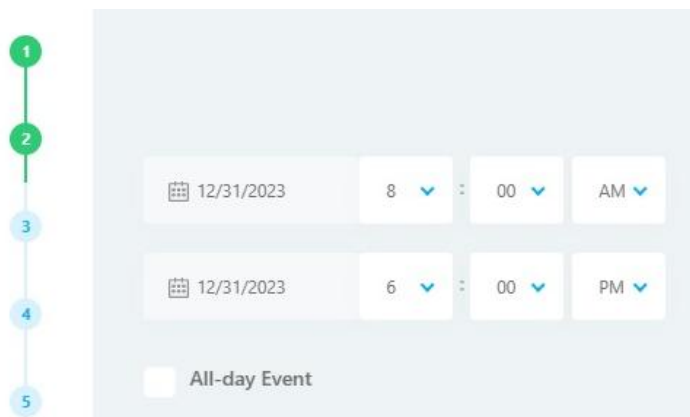
**Step 7:** Click on Publish. Verify that your event is on the RSO Calendar (it may take 1-2 minutes for it to appear if its not instant. If it doesn’t appear, you may have forgotten to verify step 6. If your event category needs to be updated, navigate to the All Events page and click “Edit” under your event that you just created. Find the Categories section and scroll down until you see “RSO On Duty”

**Step 8 (Alternate Method):** Creating a New Event from scratch can be done by clicking on the “Add Event” button at the top of the screen. Another window will appear where you will step through 8 screens that will create your event (not all of the prompts are utilized).

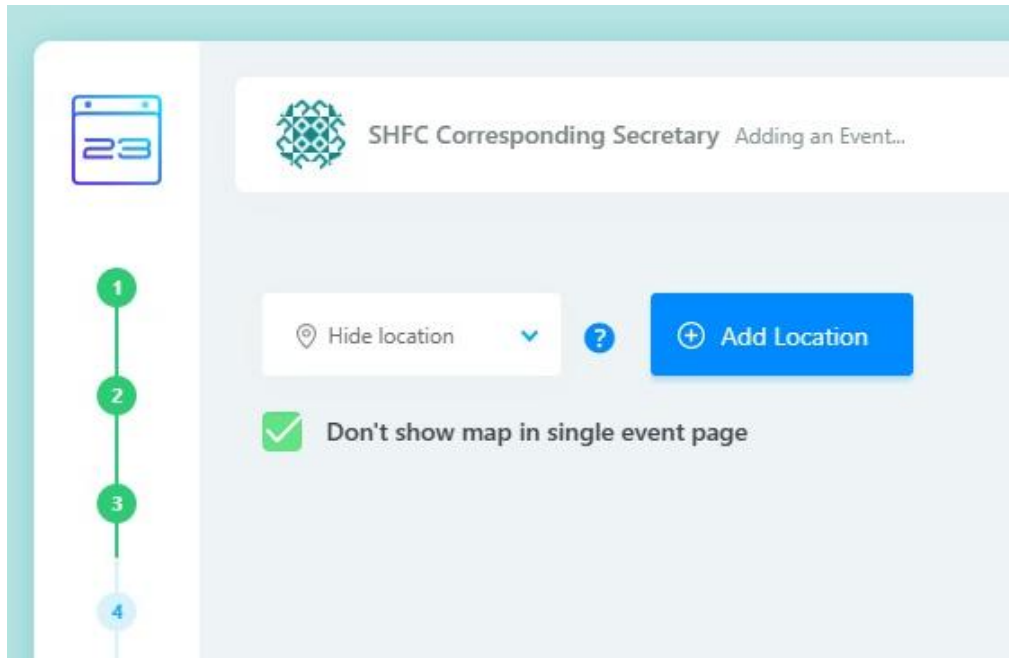


**Step 9:** Enter your Event Title (include your name and start/finish time); Click Next

**Step 10:** You will then be prompted to enter in a date, start/finish time; Click Next

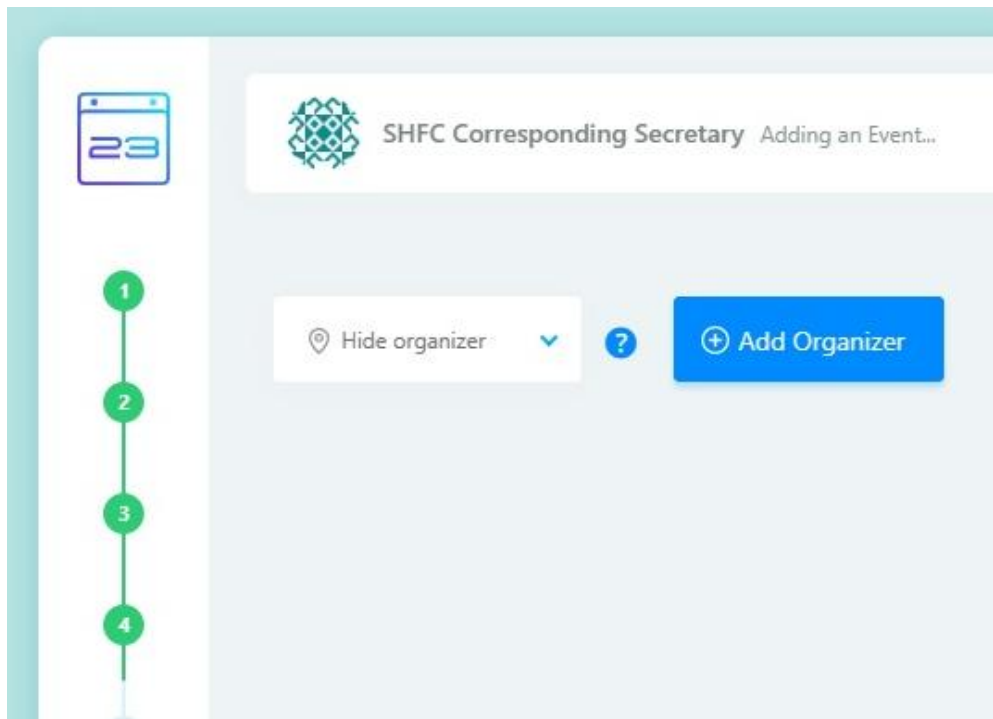


**Step 11:** You will next be prompted for a location (please do not change any selections here as we do not use this function and it is not required). Click Next to proceed.



The screenshot shows a web interface for 'SHFC Corresponding Secretary' with the title 'Adding an Event...'. On the left, a vertical sidebar contains a calendar icon with the number '23' and a sequence of four numbered steps (1, 2, 3, 4), where step 1 is highlighted. The main content area features a dropdown menu labeled 'Hide location' with a location pin icon and a downward arrow, followed by a blue button with a plus icon and the text 'Add Location'. Below this is a checked checkbox labeled 'Don't show map in single event page'.

**Step 12:** You will next be prompted for an organizer (please do not change any selections here as we do not use this function and it is not required). Click Next to proceed.



The screenshot shows the same web interface as Step 11, but the dropdown menu is now labeled 'Hide organizer' with an organizer icon and a downward arrow. The blue button is labeled 'Add Organizer'. The sidebar and other elements remain the same.

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**Step 13:** You are now asked to select a category. Please scroll down to select “RSO On Duty”. Click Next.

SHFC Corresponding Secretary Adding an Event... Settings

1 2 3 4 5 6 7 8

All Categories Most Used

- ☐ Old Town Tripper Canoe Reservation
- ☐ Events Calendar
- ☐ Hunter Education Event
- ☐ Range Closed
- ☒ RSO On Duty
- ☐ Shotgun Event

+ Add New Category

Prev Next

**Step 14:** Enter in your phone number into the description field. Click Next.

SHFC Corresponding Secretary Adding an Event... Settings

1 2 3 4

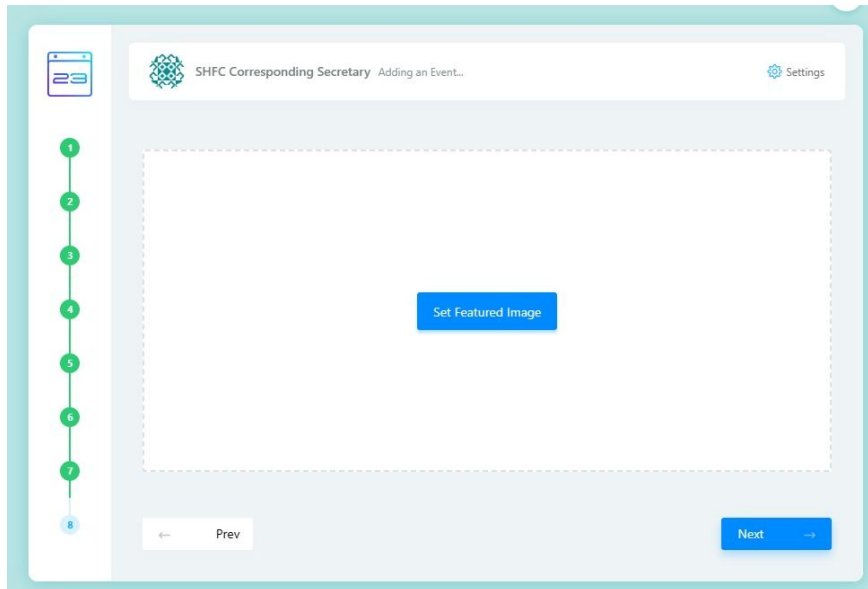
**B I U** ABC

Place phone number here for others if they need to reach you. Folks RSOing before you may need to reach out to you stating that the range is closed for a certain reason (weather, plant protection direction, etc) and they you will not need to RSO at the range.

**Step 15:** You will next be prompted to upload an image. Please do not upload any images. This step is not required and will take up storage space on our website. Click Next – this will end the Event Creation process and will publish your event. Review the RSO Calendar to ensure that it appears correctly.

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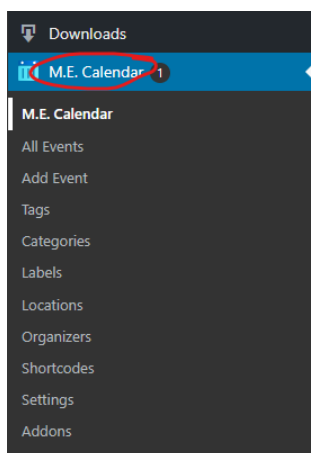
If your event category needs to be updated, navigate to the “All Events” page and click “Edit” under your event that you just created. Find the Categories section and scroll down until you see “RSO On Duty” as shown in Step 4. Check that box and reverify that it appears on the RSO Calendar.



You have now created your RSO event.

**Did you forget to add your name as the organizer of your event (Step 6A)? This will ensure your RSO hours are accounted for. If you forgot or need to confirm, conduct Step 16:**

**Step 16:** (new as of 9/30/25) Update the organizer field to display your name by clicking “M.E. Calendar” and then click on “All Events”.



Look for the event you just created and open the event.

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The screenshot displays the M.E. Calendar application interface. On the left is a dark sidebar menu with options: Downloads, M.E. Calendar, All Events, Add Event, Tags, Categories, Labels, Locations, Organizers, Shortcodes, Settings, Addons, Wizard, Go Pro, Import / Export, Support, and QSM. The 'Organizer' option is highlighted with a red circle. The main area shows 'Event Details' for an event titled 'Event Main Organizer'. The 'Event Data' section contains a dropdown menu for the organizer, currently showing 'Tom Jedlicka' (circled in red). Below this, a list of names is visible: Tom Jedlicka (Personal), Tom Howard, Tom Moore, Tommy Thompson, and Vito DeAngeli. An 'Add' button is next to the list. The 'Location/Venue' field is empty. The 'Links' field is also empty. The 'Cost' field is empty. The top of the main area shows 'Word count: 9' and 'Last edited on September 30, 2025 at 8:51'.

**Click on “Organizer” on the left menu pane and use the drop down menu to add your name as the organizer. This field is now mandatory as it allows our team to audit our data to ensure your RSO hours are accounted for.**