

# 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

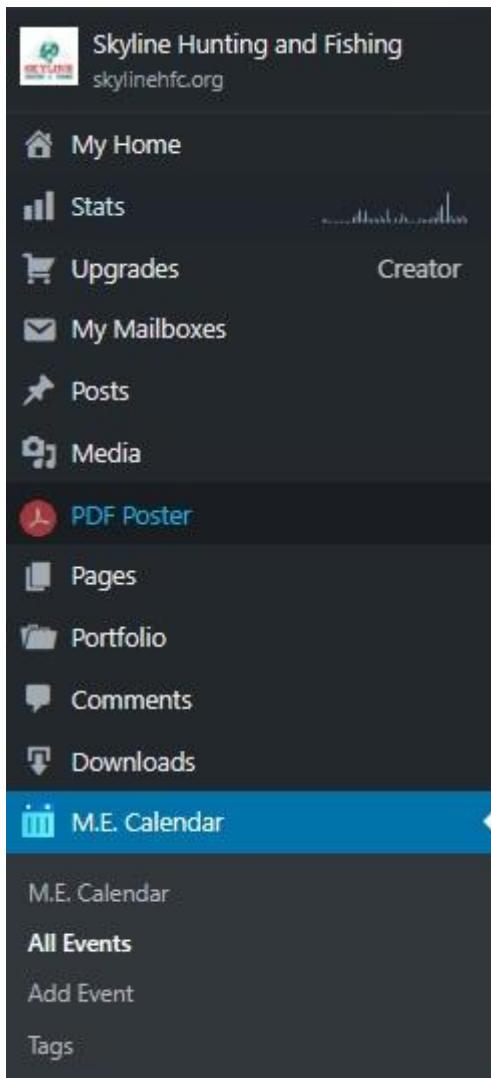
Don't have one yet? You can create one at the WordPress link below

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 \(skylinehfc.org\)](#)). 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

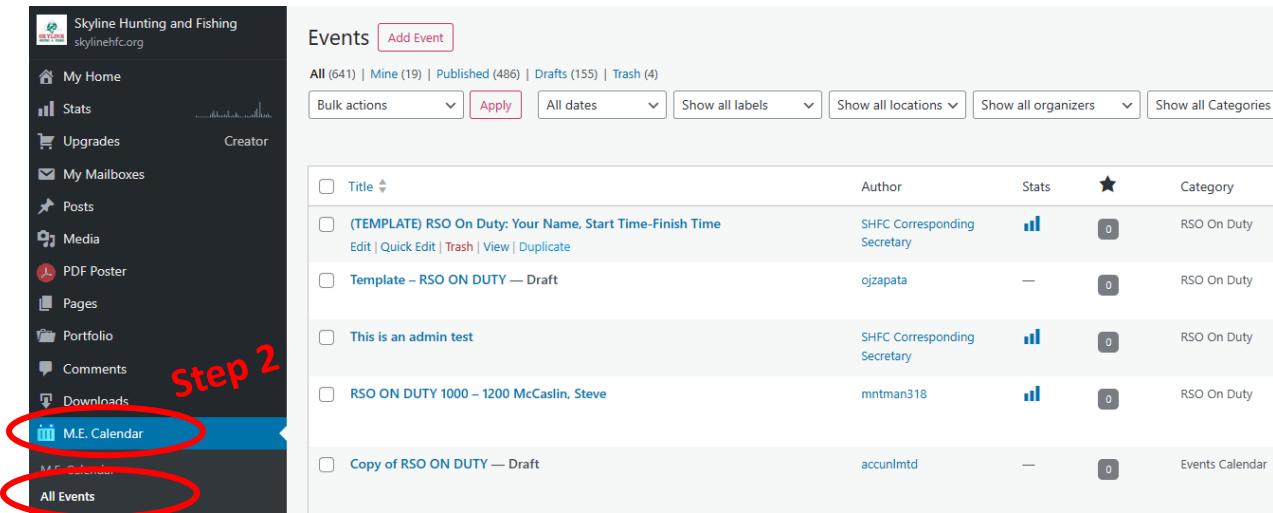
When you log in your screen should appear with a like this:



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**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 'Events' page of the Skyline Hunting and Fishing website. The left sidebar has a 'M.E. Calendar' menu item highlighted with a red circle and labeled 'Step 2'. Below it is the 'All Events' link, also highlighted with a red circle. The main content area shows a list of events with columns for Title, Author, Stats, and Category. One event is specifically labeled 'RSO On Duty' in the Category column.

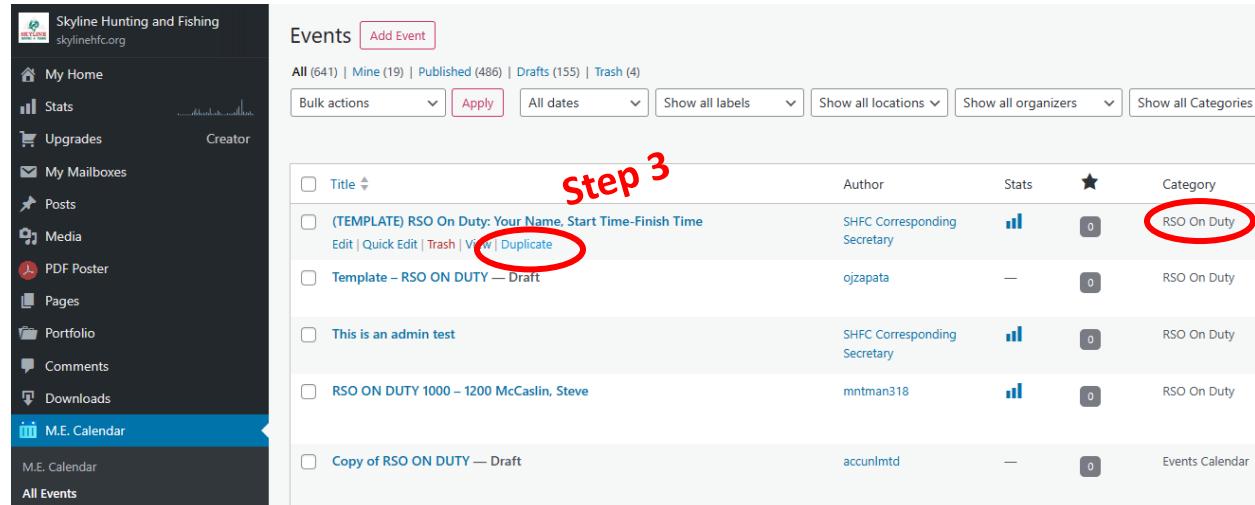
Title	Author	Stats	Category
(TEMPLATE) RSO On Duty: Your Name, Start Time-Finish Time	SHFC Corresponding Secretary	0	RSO On Duty
Template – RSO ON DUTY — Draft	ojzapata	0	RSO On Duty
This is an admin test	SHFC Corresponding Secretary	0	RSO On Duty
RSO ON DUTY 1000 – 1200 McCaslin, Steve	mntman318	0	RSO On Duty
Copy of RSO ON DUTY — Draft	accunlmtd	0	Events Calendar

**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 'Events' page with the 'M.E. Calendar' menu item highlighted. The 'All Events' link is also highlighted. A specific event in the list has its 'Category' column circled in red. Within that column, the 'RSO On Duty' category is also circled in red. The 'Duplicate' link for this event is also circled in red and labeled 'Step 3'.

Title	Author	Stats	Category
(TEMPLATE) RSO On Duty: Your Name, Start Time-Finish Time	SHFC Corresponding Secretary	0	RSO On Duty
Template – RSO ON DUTY — Draft	ojzapata	0	RSO On Duty
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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' screen in WordPress. A red circle highlights the event title field, labeled 'Step 4'. A large red circle highlights the entire content area, labeled 'Step 5'. A red circle highlights the 'Publish' button in the right sidebar, labeled 'Step 7'. A red circle highlights the 'RSO On Duty' checkbox in the 'Categories' sidebar, labeled 'Step 6'.

**Step 4:** (TEMPLATE) RSO On Duty: Your Name, Start Time-Finish Time

**Step 5:** 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)

Please indicate if you are a CLUB SELECTED and CLUB APPROVED instructor that can accommodate children at the range.

**Step 6:**  RSO On Duty

**Step 7:** Publish

**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.

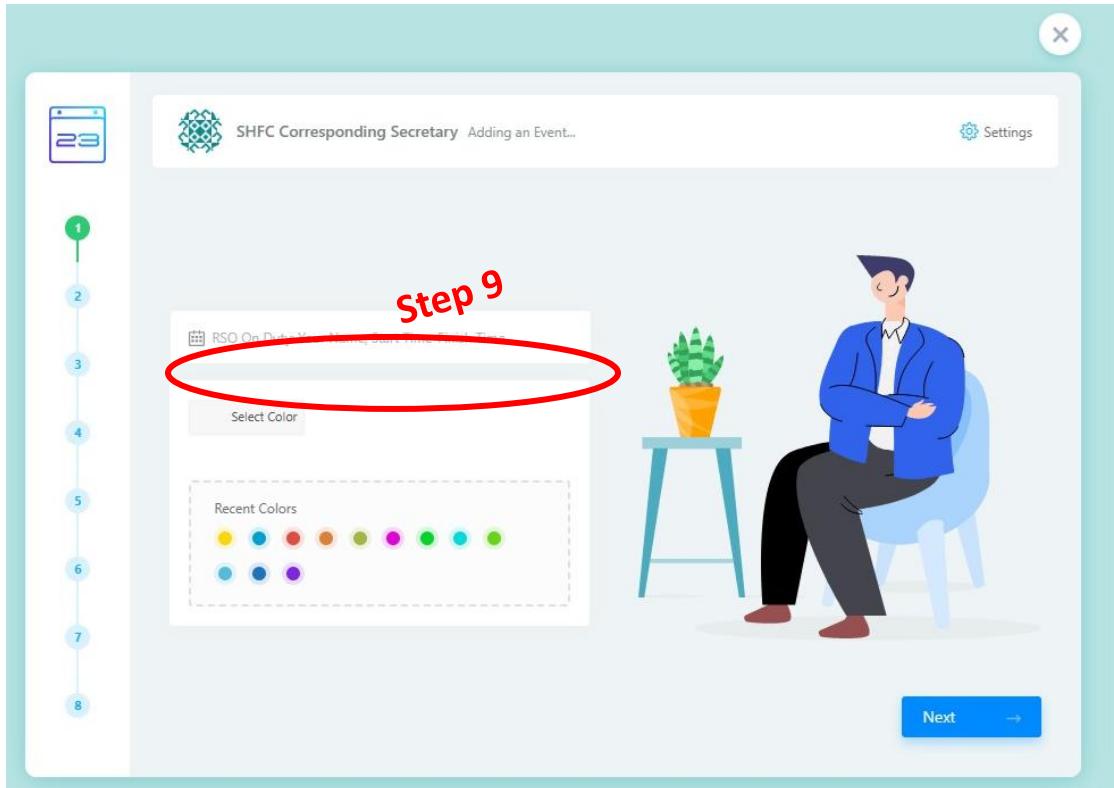
**Step 6:** Confirm that the RSO On Duty check box is checked per figure above

**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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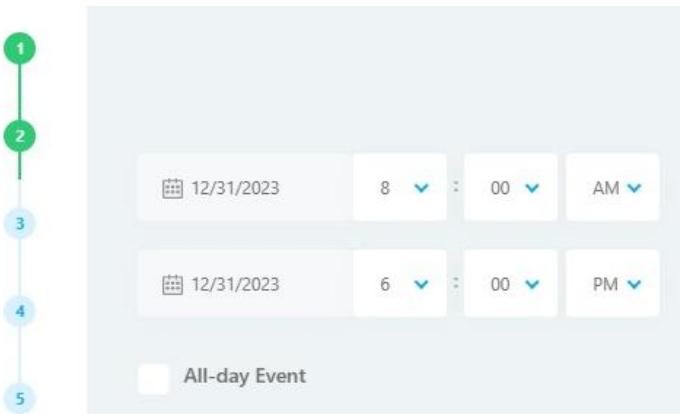
**Step 7:** Click on Publish. Verify that your event is on the RSO Calendar (it may take 1-2 minutes for it to appear if it's not instant. If it doesn't appear, you may have forgotten to verify step 6. If your event category needs to be updated, navigate to the All Events page and click “Edit” under 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).



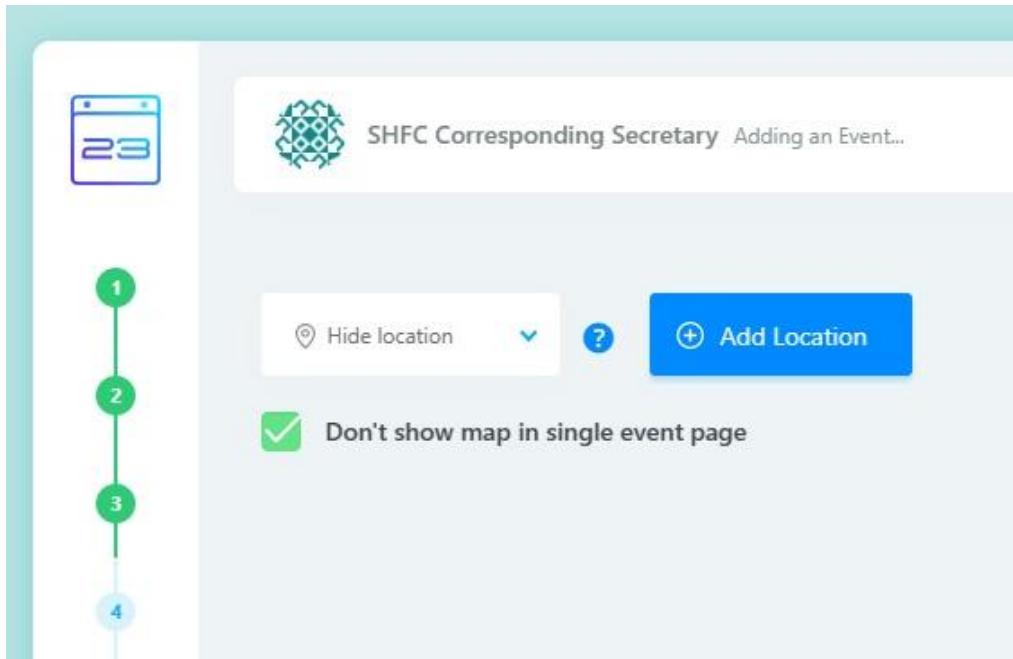
**Step 9:** Enter your Event Title (include your name and start/finish time); Click Next

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

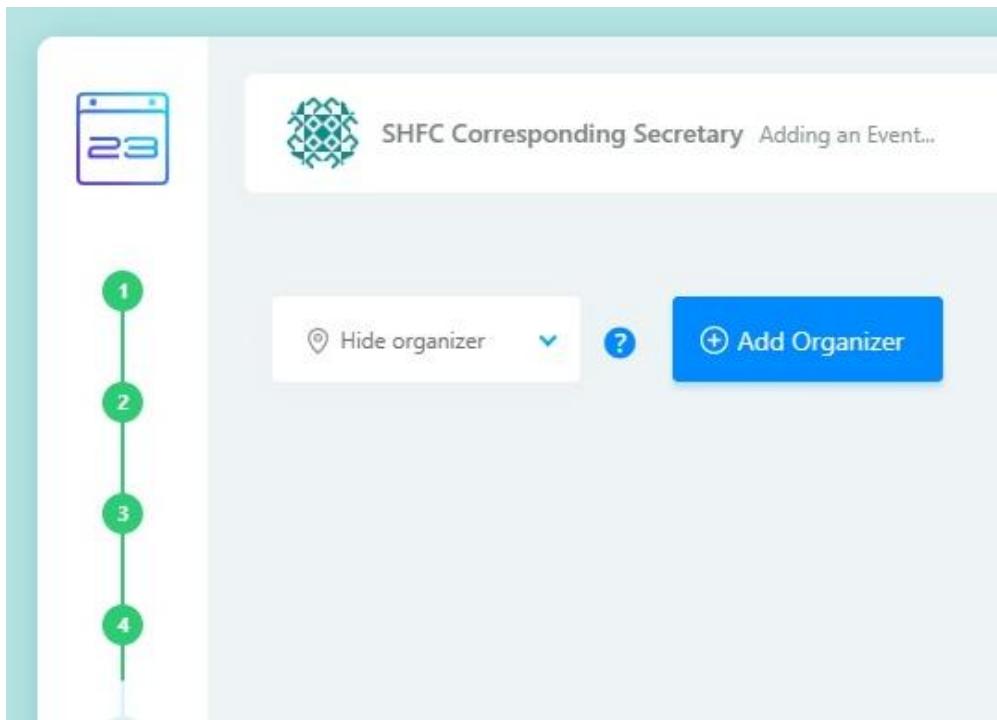


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**Step 11:** You will next be prompted for a location (please do not change any selections here as we do not use this function and it is not required). Click Next to proceed.

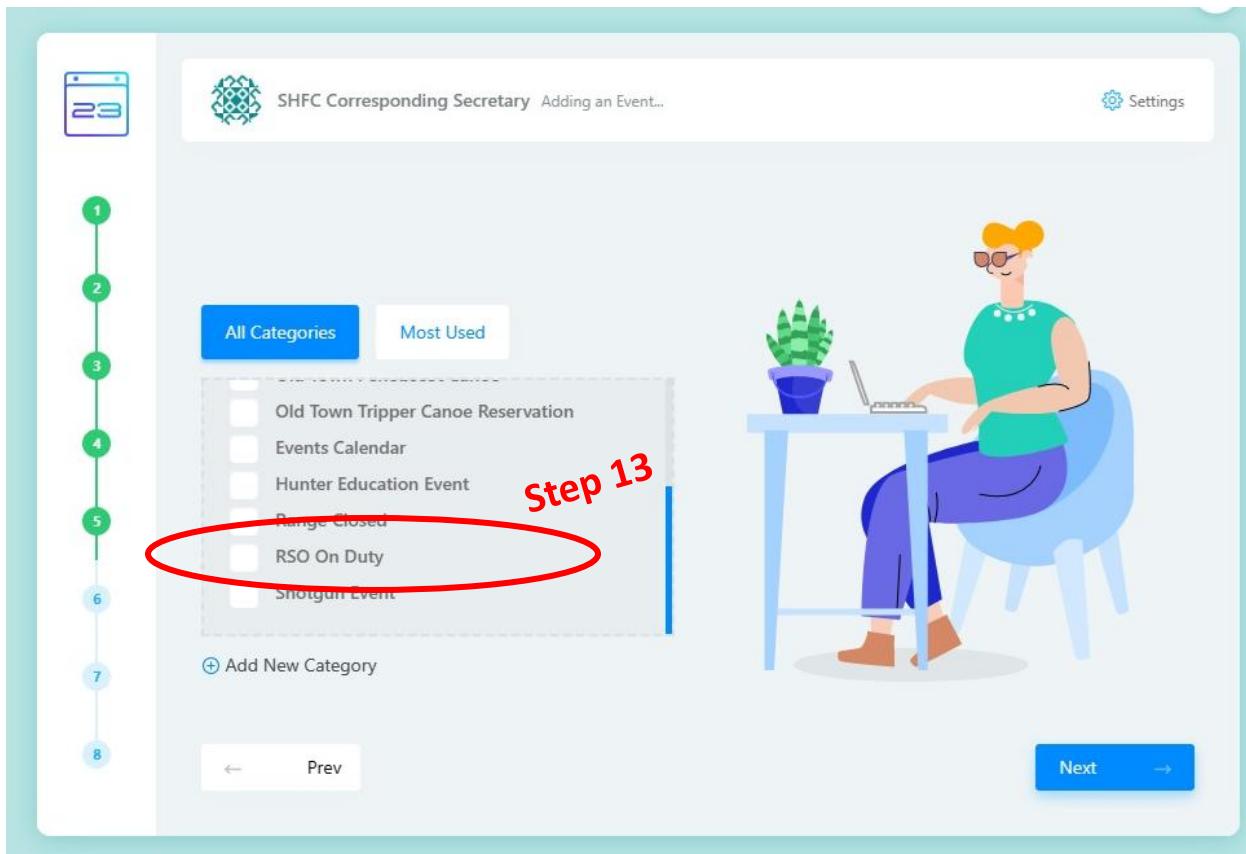


**Step 12:** You will next be prompted for an organizer (please do not change any selections here as we do not use this function and it is not required). Click Next to proceed.

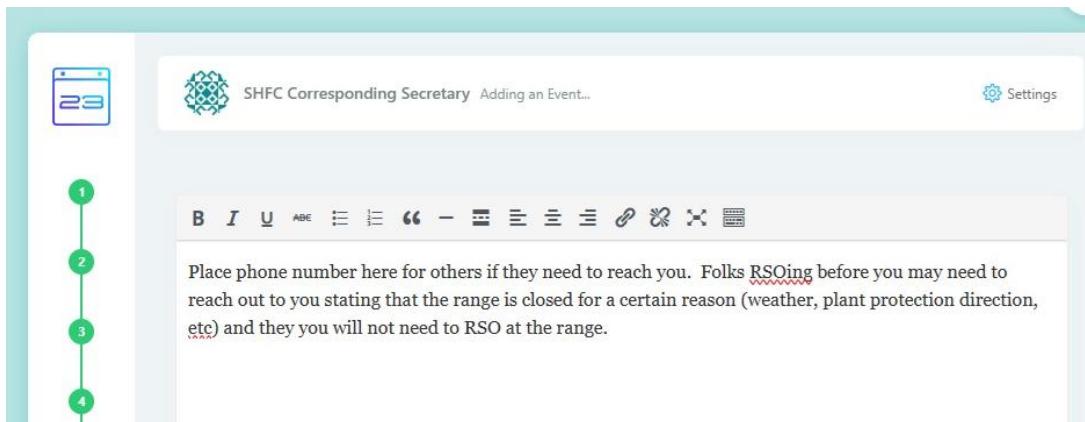


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**Step 13:** You are now asked to select a category. Please scroll down to select “RSO On Duty”. Click Next.



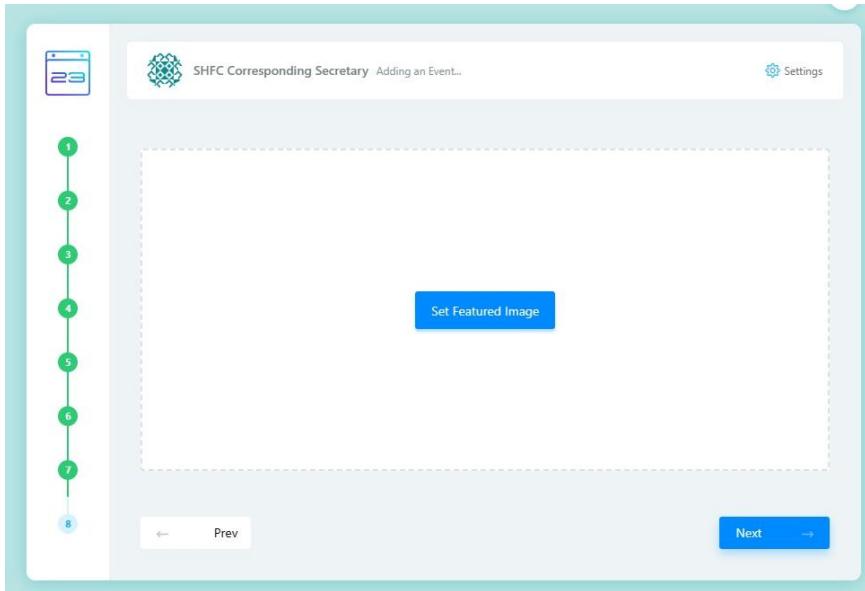
**Step 14:** Enter in your phone number into the description field. Click Next.



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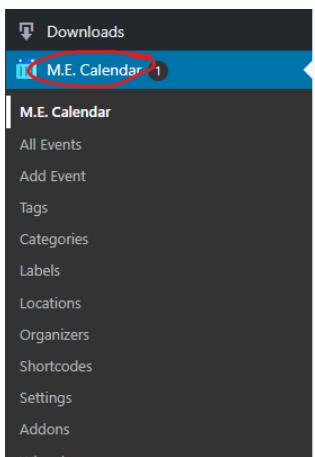
If your event category needs to be updated, navigate to the “All Events” page and click “Edit” under your event that you just created. Find the Categories section and scroll down until you see “RSO On Duty” as shown in Step 4. Check that box and reverify that it appears on the RSO Calendar.



You have now created your RSO event.

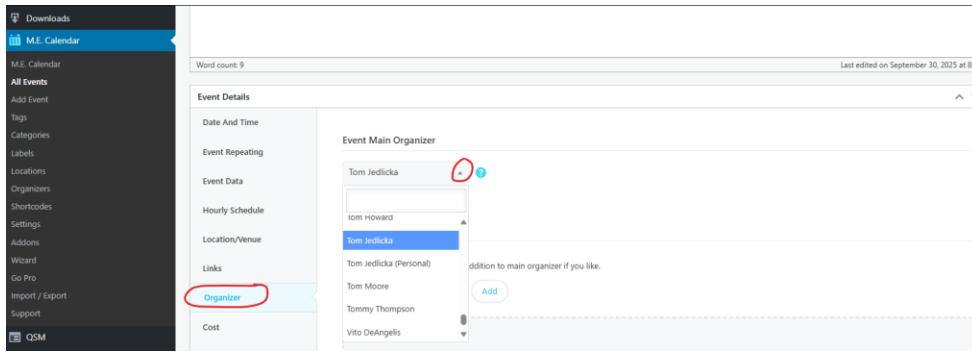
**Did you forget to add your name as the organizer of your event (Step 6A)? This will ensure your RSO hours are accounted for. If you forgot or need to confirm, conduct Step 16:**

**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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**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.**