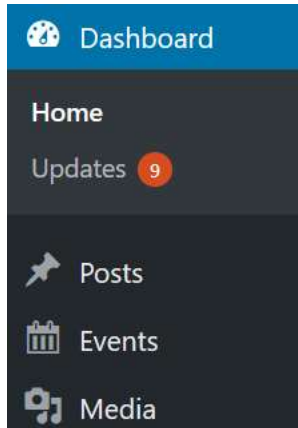# Methods
The Events Calendar

The Events Calendar *plugin* has been added to the FCUAC site. It provides the ability to create and display calendar events.

DASHBOARD

The Events Calendar *plugin* creates a new entry in the Dashboard called "Events", where event calendar functions are accessed.

EVENTS MENU

Events goes to the full list of events.

Add New goes directly to adding a new event.

Tags (not used on FCUAC). Defines tags that can be added to events. Allows user to navigate easier by using the tags for searching.

Event Categories (not used on FCUAC). Allows Defines categories that events can be added to. Allows users to navigate easier by using the categories as filters.

Venues are locations (where the event is held). They are selectable when creating/updating an event.
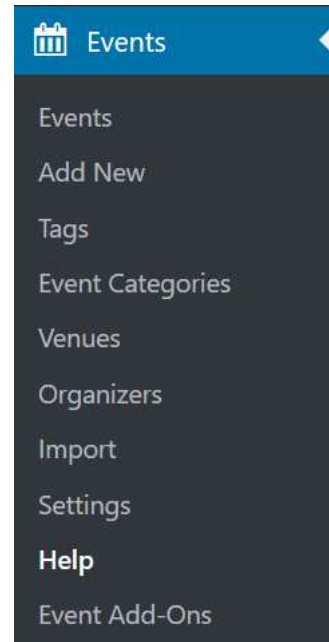
Organizers are who is putting on the event. They are selectable when creating/updating an event.

Import (not used on FCUAC). A purchasable add-on that allows importing calendar events from outside sources.

Settings are a variety of choices for the event calendar. Chose to use the time zone defined for the WordPress site (general settings). Avoids the need to set the time zone for each event. Chose to move events older than 1 year to Events trash.

Event Add-Ons (none used on FCUAC). Purchasable add-ons.

[Note: FCUAC currently uses only the Events, Add New, Venues, Organizers, and Settings]

EVENTS WIDGET

The Events Calendar *plugin* also includes a *widget* that displays the event title, date, and time, with a link for more detail about the event. FCUAC uses the *widget* in the right column on pages that display that column.

UPCOMING EVENTS

FCUAC Monthly Meeting

December 11 @ 7:00 pm - 9:00 pm

View All Events

View All Events displays the events in a variety of forms the user can select (list, month, day, month). This is also where users can search for events, although that would only be useful if we tagged events. The list and month forms are much more useful.

Events for November 2018

SHOW EVENTS SEARCH

VIEW AS
Month

« October   December »

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29	30	31	1	2	3	4