An introduction to the calendar for MattersOfMary.org

Notes on the website:

The name ends in **.org**, not **.com**; we didn't reserve the .com name.

The name is not case sensitive; you can use uppercase, lowercase or mixed.

The website now has only two pages, the calendar and this help file; please make suggestions for additional pages and/or text.

The website is hosted by [WordPress.com;](WordPress.com) one of the most popular hosting services.

The calendar is licensed by TheEventsCalendar.com, one of the most popular calendars for a WordPress plug-in.

This calendar app "The Events Calendar" was selected because it has lots of great features and allows multiple groups in the "Community" to manage their own calendar entries while all calendar entries can be seen in one master calendar. **So one group can add+edit their own calendar entries without being able to modify calendar entries of any other groups.**

More help is available:

Both WordPress and TheEventsCalendar have lots of web pages and videos (including YouTube videos) for "how to"; lots of other websites also have helpful "how to" details.

If you want additional help, try asking your question to your Internet search engine (Google, etc) and add "the events calendar" **in quotes**, for example **how to edit an entry in "the events calendar"** or for example **explain community events in "the events calendar"**

For your first time:

Look for your invitation email from **EasyWP wordpress@mattersofmary.org** to set your own password.

If you don't see it soon, look in your email folders for junk mail, spam mail or bulk mail.

How to manage your calendar on MattersOfMary.org (best to use a desktop, laptop or large tablet)

Log into your group's admin page   https://mattersofmary.org/wp-admin/

Select "Events" either in the left column or at the top of the screen
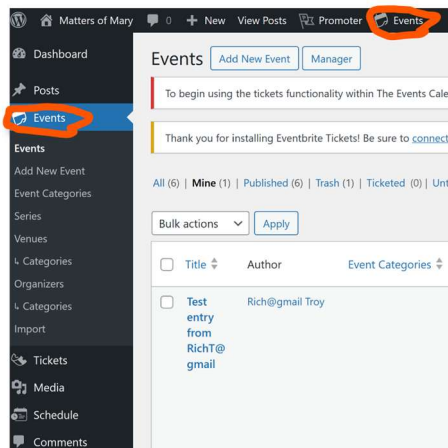
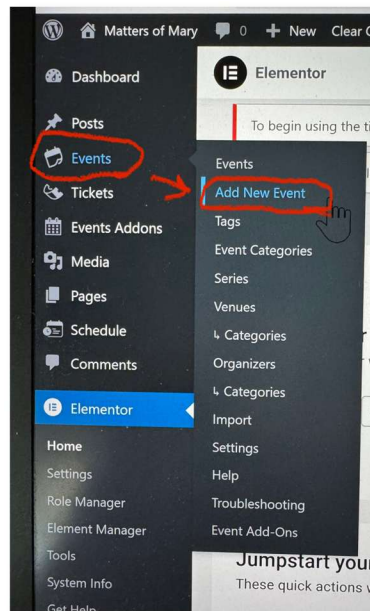# An introduction to the calendar for MattersOfMary.org

From there you can (1) "Add New Event" [button near the top of this screen shot],
(2) look at "All" entries or "Mine" entries [selected near the middle of this screen shot], or
(3) select entries to modify [as listed near the bottom of this screen shot]
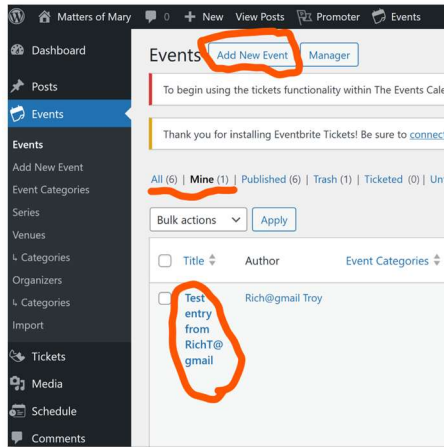
Your login will only let you modify calendar entries from your own group.
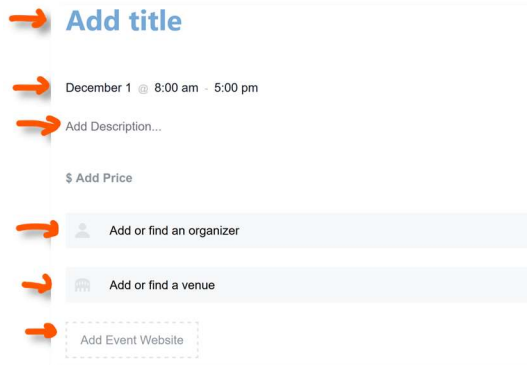
An example of adding to the calendar on MattersOfMary.org (using desktop or laptop)

On the left: Select "Events" and "Add New Event"

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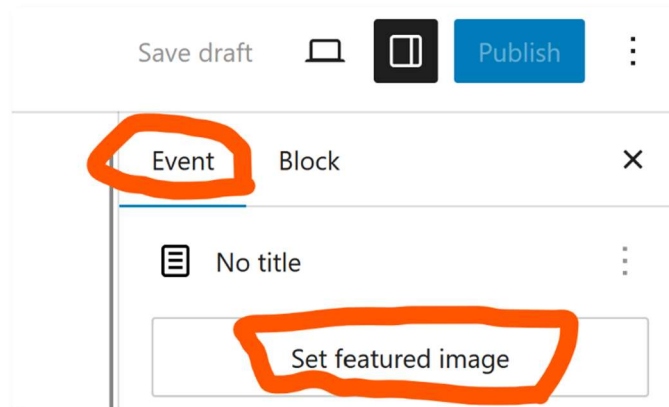
Click into each of the fields to add your new calendar entry.

Suggestions: Set "Organizer" to be unique from the Title, such as Organizer = Fr Roy Tvrdik.
The fields "Organizer" and "Venue" are pull-down; start typing to select an existing entry or add a new entry.
If you add a new entry it will become available to be used again in the future.
For "Venue" be sure there is an address that ends with the country name like "United States".
While setting the date and time there are options to declare the event as recurring weekly, etc.
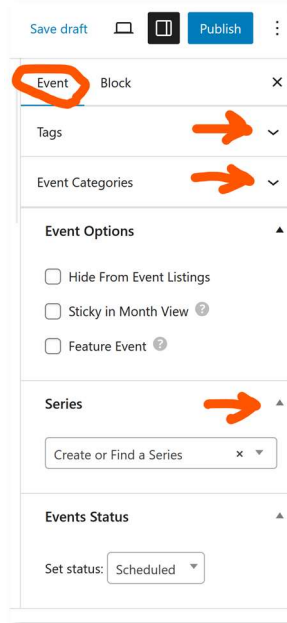
To add a picture, on the right side of the screen select "Event" and then "Set featured image". You can select from existing images or upload a new image.
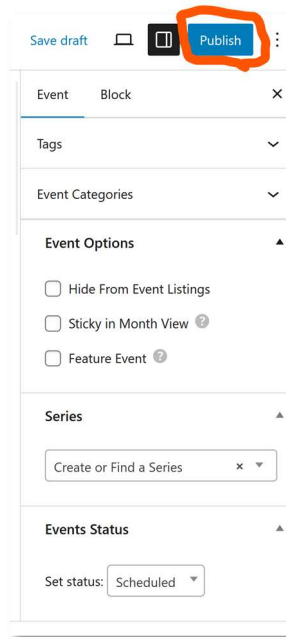
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Also Important: on the right side of the screen, use "Tags" and "Event Categories" to help people search.
Tags could include "Charismatic Prayer Group", "Healing Mass", "Life in the Spirit Seminar", etc.
Categories could be the group, like "Magnificat Nassau".

When done be sure to click on the "Publish" button in the upper right corner.

After you have published your calendar entry, go check it out using another web browser window, another computer, another smart phone, etc.