



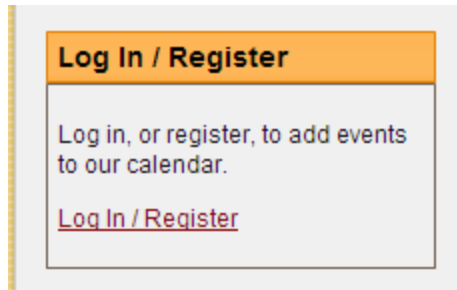
## **CERA's Event Contributor Guide**

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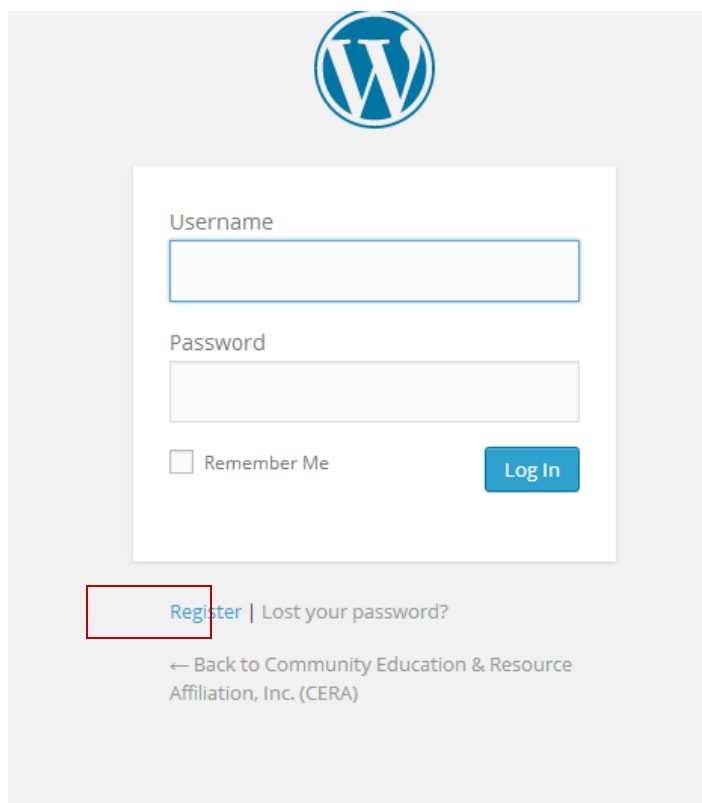
## How to Log In / Register for CERA's Website and Add / Edit Events

Click the Log In / Register link, located in the menu on the bottom left side of the page.

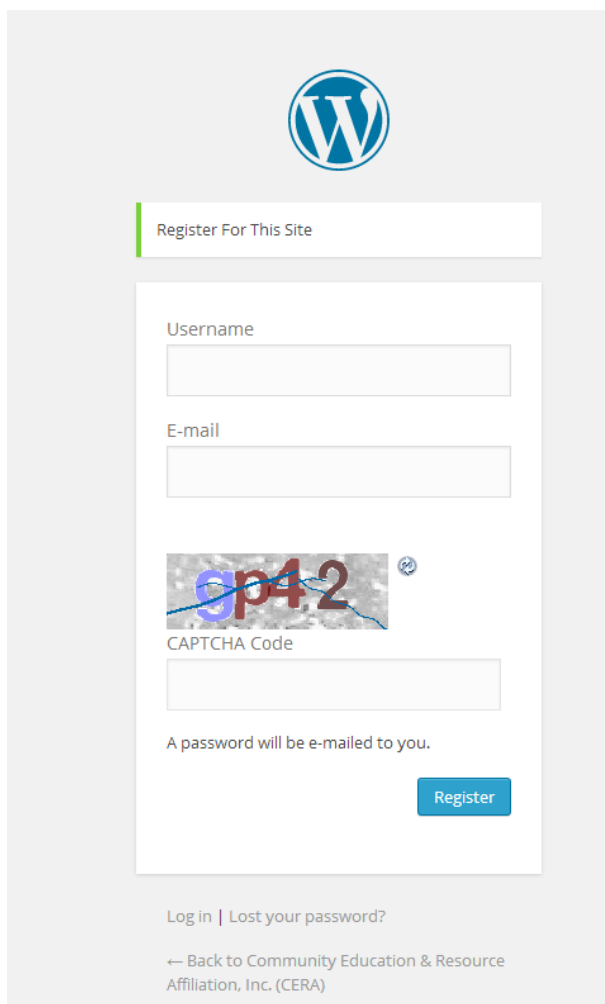


If you have a log in for CERA's website, enter your user name and password into the fields provided, and then click the Log In button.

If you do not have a log in, click on Register to create an account.

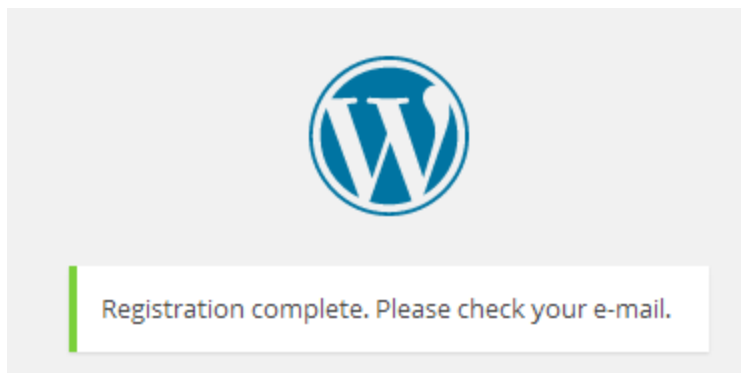
A screenshot of a WordPress login form. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white rectangular form containing two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember Me" and a blue "Log In" button. Below the form, there is a red rectangular box highlighting the text "Register | Lost your password?". At the bottom of the page, there is a link that says "← Back to Community Education & Resource Affiliation, Inc. (CERA)".

Enter your desired user name and your email address into the fields provided. You must enter the CAPTCHA code, to confirm you are human and not a spam robot, and then click the register button.

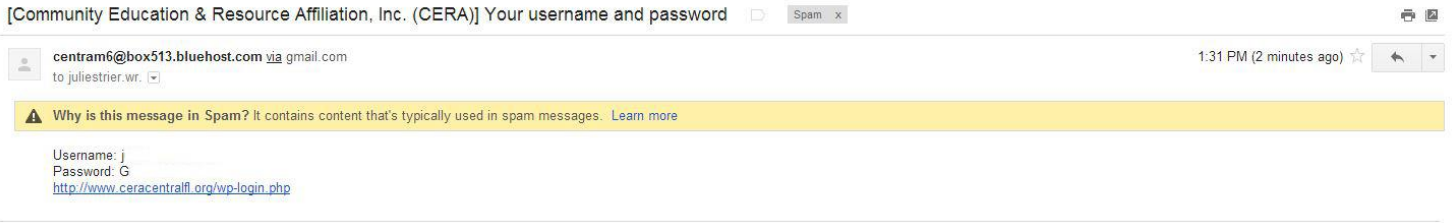


The image shows a WordPress registration form. At the top is the WordPress logo. Below it is a white box with the title "Register For This Site". The form contains three input fields: "Username", "E-mail", and "CAPTCHA Code". The CAPTCHA image shows the text "sp42" with a blue lightning bolt. Below the CAPTCHA field is the text "A password will be e-mailed to you." and a blue "Register" button. At the bottom of the form are links for "Log in | Lost your password?" and "← Back to Community Education & Resource Affiliation, Inc. (CERA)".

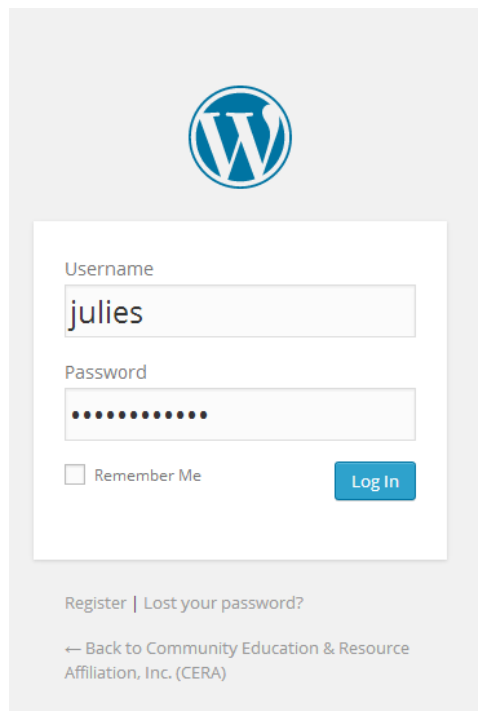
If registration is successful, you will see a message that says: “Registration complete. Please check your e-mail.”



Check your email. **IMPORTANT:** If you do not see an email from CERA in your inbox, check your SPAM folder. The subject will be “Community Education & Resource Affiliation, Inc. (CERA) Your username and password.”



The email contains your username and a randomly generated password. Click the link provided in the email and enter your information into the fields provided. Then click the Log In button.



Every time you log into CERA’s site, you will see your profile page. Here you can change the color of the WordPress interface that you see, add information about yourself, and more.

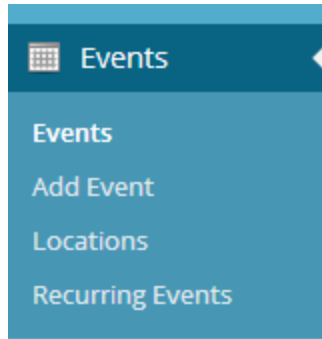
To update your password, scroll down to the bottom where it says New Password, and fill out the password fields. When done, click the Update Profile button.

## Adding Events

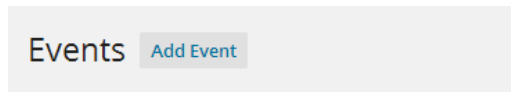
Having a log in to CERA's site allows you to submit events to the site. While you will see the titles for other events posted to the site, you will only be able to edit your own events.

All events require moderation and administrator approval prior to being published on the site.

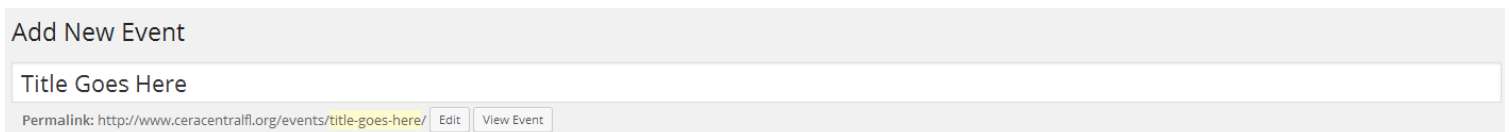
To add events to CERA's site, click on Events from the menu on the left.



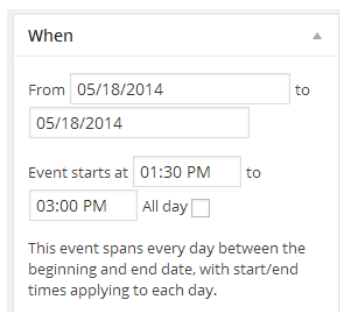
Then click on Add Event. You can click on this from the menu on the left, or by clicking the Add Event button at the top of the Events screen.



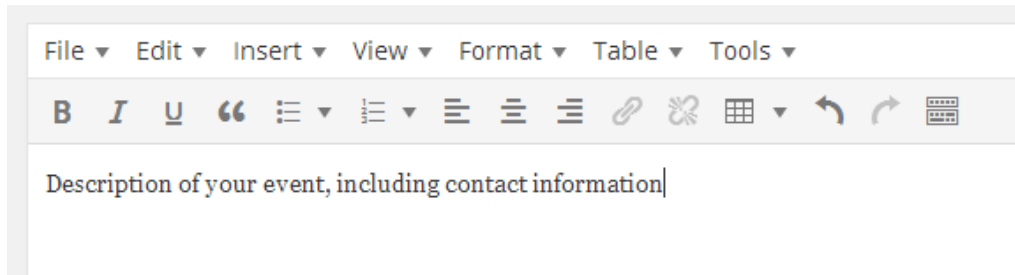
Give your event a Title.



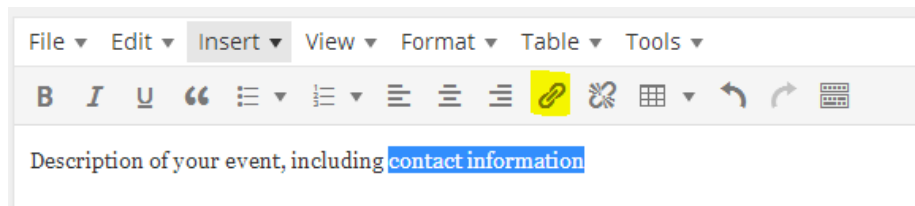
Enter the date and time of your Event. This field is located to the right of the title, at the top of the screen.



Give your event a Description. Don't forget to enter contact information for your event.



To add a Link to another website in the Description of your event, highlight the text you want to turn into a link, and then click the link button.



Enter the website address, name of the site, and click on Open in New Window. Then, click on Add Link.

A screenshot of a dialog box titled 'Insert/edit link'. It has a close button (X) in the top right corner. The dialog contains the following elements:

- A label 'Enter the destination URL' above a text input field.
- The text input field for 'URL' contains 'http://www.yoursitehere.com'.
- A label 'Title' above a text input field.
- The text input field for 'Title' contains 'Name of Your Site'.
- A checked checkbox labeled 'Open link in a new window/tab'.
- A dropdown menu labeled 'Or link to existing content' with a downward arrow.
- A 'Cancel' button in red text on the bottom left.
- An 'Add Link' button in orange on the bottom right.

Once you are done with the description, scroll down and enter the event location information.

Important Note: Remember to select the Country, otherwise the form will reset and you will have to reenter your event information.

## Where

This event does not have a physical location.

Location Name:  \*

*Create a location or start typing to search a previously created location.*

Address:  \*

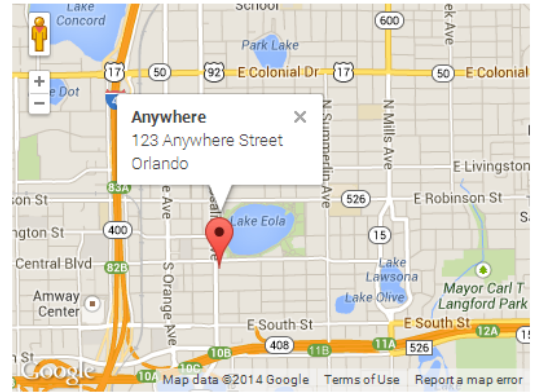
City/Town:  \*

State/County:

Postcode:

Region:

Country:  \*



Select the appropriate Category for your event. This is located to the Right of the event address information.

**Event Categories**

All Event Categories  Most Used

CERA Monthly Meeting

Community Events

Professional Events

Scroll down to the Discussion section, and uncheck “Allow Comments.”

**Discussion**

Allow comments.

Allow [trackbacks and pingbacks](#) on this page.

Once all fields are completed, scroll up and click on the Submit for Review button. Note: Events require approval prior to being posted on the website.

If you aren't ready to submit your information, you can click on Save Draft to save a copy.

To see a preview of your event, click on the Preview button. To delete your event, click on the Move to Trash link.

**Publish** ▲

Save Draft Preview

🔑 Status: Draft

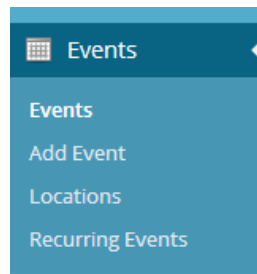
👁️ Visibility: **Public**

Move to Trash Submit for Review



## Adding Recurring Events

To add recurring events, click on Events from the menu on the left, and then click on Recurring Events.



Click on Add Recurring Event at the top of the screen.

Recurring Events [Add Recurring Event](#)

Fill out the event fields just like you would when creating a new event. For more information, see Adding an Event on page 5 of this guide.

The only difference between a new event and a new recurring event is the Recurrences section. Use the dropdowns to select how often your event repeats.

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Recurrences

This event repeats  every  month on the   of each month

Recurrences span from  to

Events start from  to  All day

Each event spans  day(s)

*For a recurring event, a one day event will be created on each recurring date within this date range.*

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Once you have filled out all fields on the Add Recurrent Event screen, click the Submit for Review button located at the top right of the page.

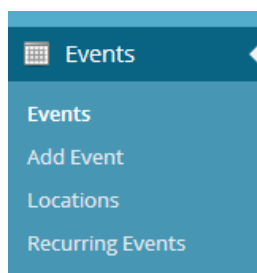
Publish ▲

📌 Status: Draft

👁️ Visibility: Public

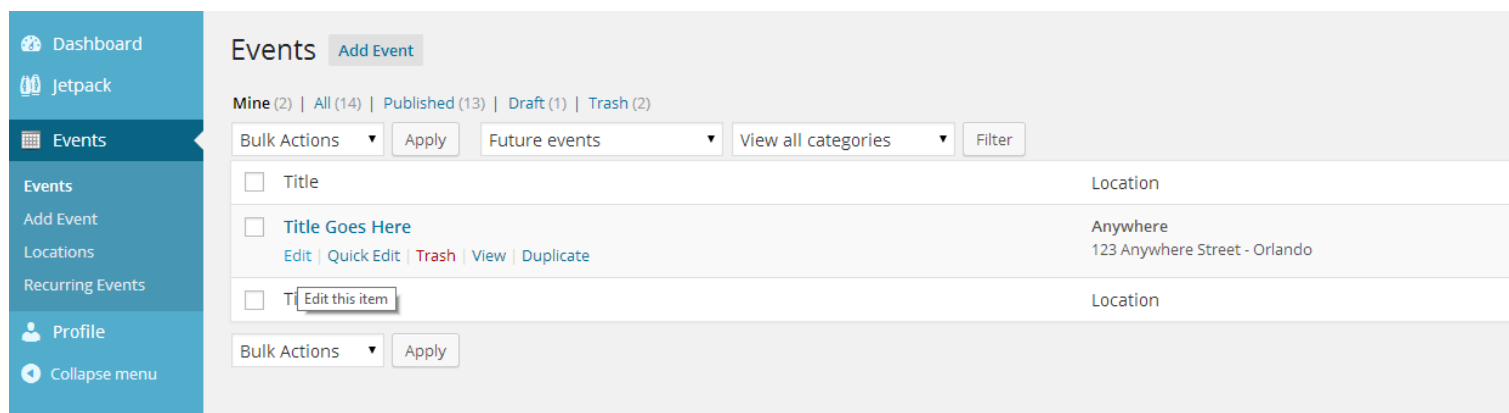
## Editing Events

To edit existing events, click on Events from the menu on the left. And then click on Events from the submenu.

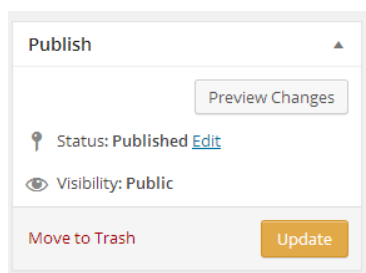


By default, you will see only the events you added. While there are ways to see all events, you only have access to edit your own events. **IMPORTANT NOTE:** Any changes made to your event will require moderation before it is published to the site.

Locate the event you want to edit, hover over the title, and then click the Edit button. Clicking on the event title also takes you to the Edit Event screen.



Change anything you wish on your event, by editing the fields you filled out when you originally setup the event. When you are done, click on the Update button.



Even if your event was previously published, any changes you make will require moderation by an administrator before is published to the site.