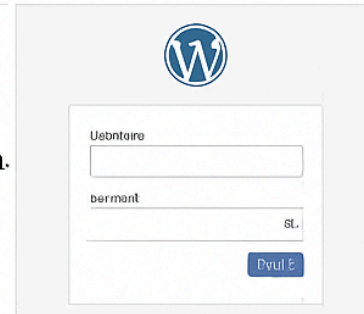


How to Create Events in WordPress

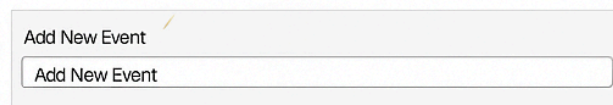
Step 1: Log in to WordPress

1. Go to your WordPress login page (usually `yourdomain.com/wp-admin`).
2. Enter your username; and password, then click Log in.



Step 2: Add Event Title and Description

1. Add a Title field, enter a name of your event, add details
2. A content area.



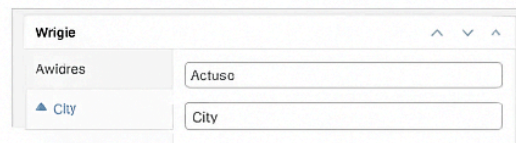
Step 3: Set Event Date and Time

4. Scroll to the Time & Date section.
2. Choose a start and end date and time.



Step 4: Add Event Location (if applicable)

1. Add a name, phone number, email, or website.



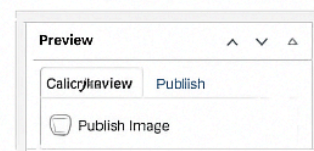
Step 6: Add Organizer Info (optional)

1. Add organizer info or website



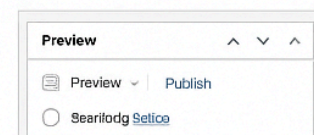
Step 7: Add Event Image

1. Click „Preview” to see what our event looks like.
2. If everything looks good, click „Publish.”



Step 8: Choose a Category or Tag (optional)

1. Label your event with a category (e.g. 'Community', 'Workshop') to keep things organized.



✓ Tips:

- Double check your dates and times!
- Make sure your featured image is high quality.
- You can edit events anytime by going to Events → All Events and clicking „Edit.”