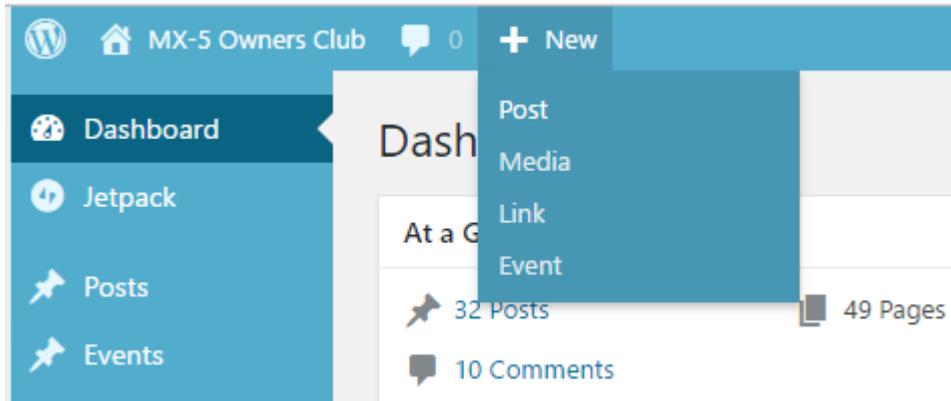1. **Login to the new website.**

AC New Front End Login

2. **Add New Event (to appear in your Area Diary)**

Once at the Dashboard, on the top row of the screen is the ⊕ New button. Hover over this and select/click on Event.

You should then be presented with the "Add a New Event" screen.

Here you can enter your Event name heading as the Title. You then enter the main article in the large box below. This larger box is just like a word processor and you can make words bold, italic, underline, use indents, bulleted list etc. Those already familiar with this can click on this button

for even more formatting options.

Events have more options than a News Story as you can populate the date & time, the location, the cost of entry/tickets, contact info as well as general information about the event itself. So we'll work through each section one at a time.

The title is the name of the event – e.g. **Sausage Making Tour / Demo**
As this event has a specific date & start time we need to pick the date and time. If the event was all day then you could tick the box

Next, we will add some location details.

The system is quite clever. Pop in the venue name, and then put in the address, or just the postcode.

Tick ☐ Show Map and it should highlight where people need to go.

Next, we can add details of any costs, or setup a link to where tickets can be purchased. In this example there is a cost of £10 per person, but tickets are not required. We can add more details about the event and the collecting deposits in the main section shortly.

Finally, we can add details about the event organiser weather that me a member or external company.

You're now ready to add the main info about your event in the large box below. This larger box is just like a word processor and you can make words bold, italic, underline, use indents, bulleted list

etc. Those already familiar with this can click on this button central London for even more formatting options.

After a little bit of typing you should have somethings like this: -

You're now ready to publish this online, but there is an **important** stage before clicking on the Publish button.

YOU MUST select which areas Diary you'd like your Event to appear. You can select more than one, or just your own. To select an area just put a tick in the box like this:
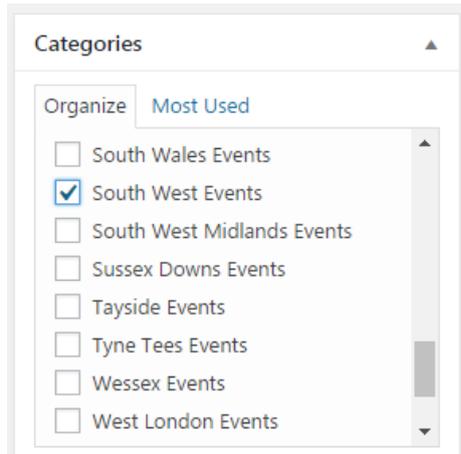
3. Publish

You're now ready to publish your story.

If you scroll back up to the top of the screen, on the right-hand side are the Publish options:
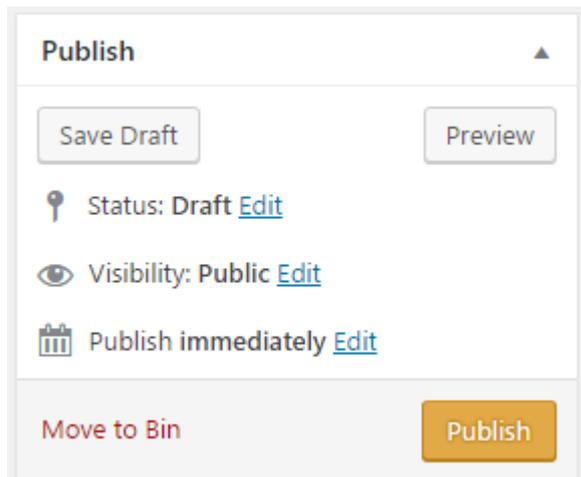
To make your Diary Entry live you just need to click the button. That's it' you're done and the Event will now appear on the website under your areas Future Events like this:

Sausage making tour / demo.

(Edit Event)

WHEN:	4th May 2017 @ 5:30 pm – 8:30 pm
WHERE:	Pyne the Butcher,
	Regional Rural Business Centre
	Market Way, North Petherton, Bridgwater TA6 6DF
	UK
COST:	£10
CONTACT:	👤 Dot and Alan
	📞 07914 123456
	✉ Email
📁	SOUTH WEST EVENTS

📅 Calendar

🔊 Add to Calendar ▾

Sausages!!

Meet at venue 5.30pm for 6pm start

Approx 47 miles from Exeter

Make your own way

£10 per person to include demo/tour and Supper:
Sausages, cottage pie or lasagne and veggie option available too.
To include a drink as well!

Shop will be open for purchases.

April 2017 club meeting. (£5 deposit will be required).

Please contact Dot and Alan direct to express your interest in this event and to give an idea of expected numbers.

The Event will also appear in the Calendar feed with all the other events for your area.

APR **23** Sun 2017	**SPRING RALLY 2017 @ Ashton Court** Apr 23 all-day	⊕
	Spring Rally Sun 23rd April 2017 Apr 23 @ 9:00 am	⊕
MAY **4** Thu 2017	**Sausage making tour / demo. @ Pyne the Butcher,** May 4 @ 5:30 pm – 8:30 pm	⊕

‹ | 📅 FEBRUARY – MAY 2017 | ›   🔊 Subscribe to filtered calendar ▲

Need more time? Save a Draft copy.

If you run out of time and would like to finish this off at a later date you can click [Save Draft] .

To edit a post that you've previously created then see the help guide "Editing Content".

Want to add a photo or a photo gallery?

A picture paints a thousand words, or so the saying goes. Adding a single photo or a gallery of photos to your content is detailed in the help guide "Adding Photos or a Photo Gallery".