Calendar events on the Cornerstone website are displayed in various locations: upcoming mentoring sessions or other current events are shown on the main page and links to view of events filtered by category are also used. When creating an event, the most important setting is Event Categories to be sure it appears on the appropriate calendar.

Log in to your website account at http://cornerstone.wustl.edu/wp-login.php

Creating new Event

Mouse over Events in left menu and then choose Add New.

Add Event Title—displays as the name of Event and as clickable link to see full Event information.

In the content area, enter description of Event: can include formatted text, images, links, etc.

At Event Categories, check options that apply to the Event and be as specific as possible. For a Calculus Help Desk check Mentoring Sessions plus Help Desk plus Calculus Help Desk.

NOTES: Events MUST be added to a category to appear on the website.
Please do not add new Event Categories while creating Events and do not edit Event Categories from left menu.

At Time & Date, select the starting date and time plus ending date and time from the calendar widget and pulldown menus. Add recurrence if event repeats: for example, a help desk that meets weekly.

TIP: Time & Date
Any Event should have the same Start and End date unless it covers multiple days.

Recurring Event should also have the same Start and End date. Recurrence rule sets the frequency, i.e. starts on Monday, 6/27/16 and runs every week on Mondays until 8/15/16.

NOTES: Use ONLY the calendar widget to pick dates and avoid entering dates directly into field.
Double-check event Start and End times for accuracy, including am and pm setting.
Choose Event Location—displays in some Event views and always appears in Event details
At “Use Saved Venue,” open pulldown menu to pick Location or enter it under “Use New Venue”

**TIP:** Venue names Always check list at “Saved Venues” FIRST before entering a new venue name.
Venues you’ve used before appear under “My Venues” and venues used previously on the site by all appear below.

**NOTES:** DO NOT fill in further Event Location details including Address, Phone, etc.
Please don’t check Google Maps Link since campus locations don’t map accurately with Google
Additional fields on the Event form should be **left empty.**

Click button “Publish” to save changes and add Event to website.

**Changing Event**
In left menu, click on Events. Locate event in List or use search at top left to find it. Click on title to edit or mouse over title and choose Quick Edit to make basic changes. Click button “Update” to save changes

**Deleting Event**
In left menu, click on Events. Locate Event in List or use search at top left to find it. Mouse over title and choose Trash.

Then click on Trash folder at top right. Mouse over title and choose Delete Permanently

**NOTES:** Events must be deleted permanently from Trash folder or they will still appear on the website.
To edit recurring Event, choose Edit Single to edit only that Event from series—this will break the event out of series and it must be edited separately ongoing
To edit series of recurring Events, choose Edit Series—all Events in series will be changed
To delete recurring Event, choose Delete to delete only that Event from series or Delete Series to delete all Events in series. Then delete permanently from Trash folder

TO VIEW PUBLISHED EVENTS, SEE http://cornerstone.wustl.edu/events/category/mentoringsessions