



WMIW

Member Events Calendar Instructions

How To Add Your Event

You can add your event by Navigating your way to your **"My Account"** page and clicking on the **Events Calendar Dashboard**.
After that, Click on the Events Menu and go to the Add New.

You can also go to the Calendar Events Page under Members Event to add your event or go directly to <https://wmiw.com.au/event-form/>

The image illustrates a three-step process for adding an event:

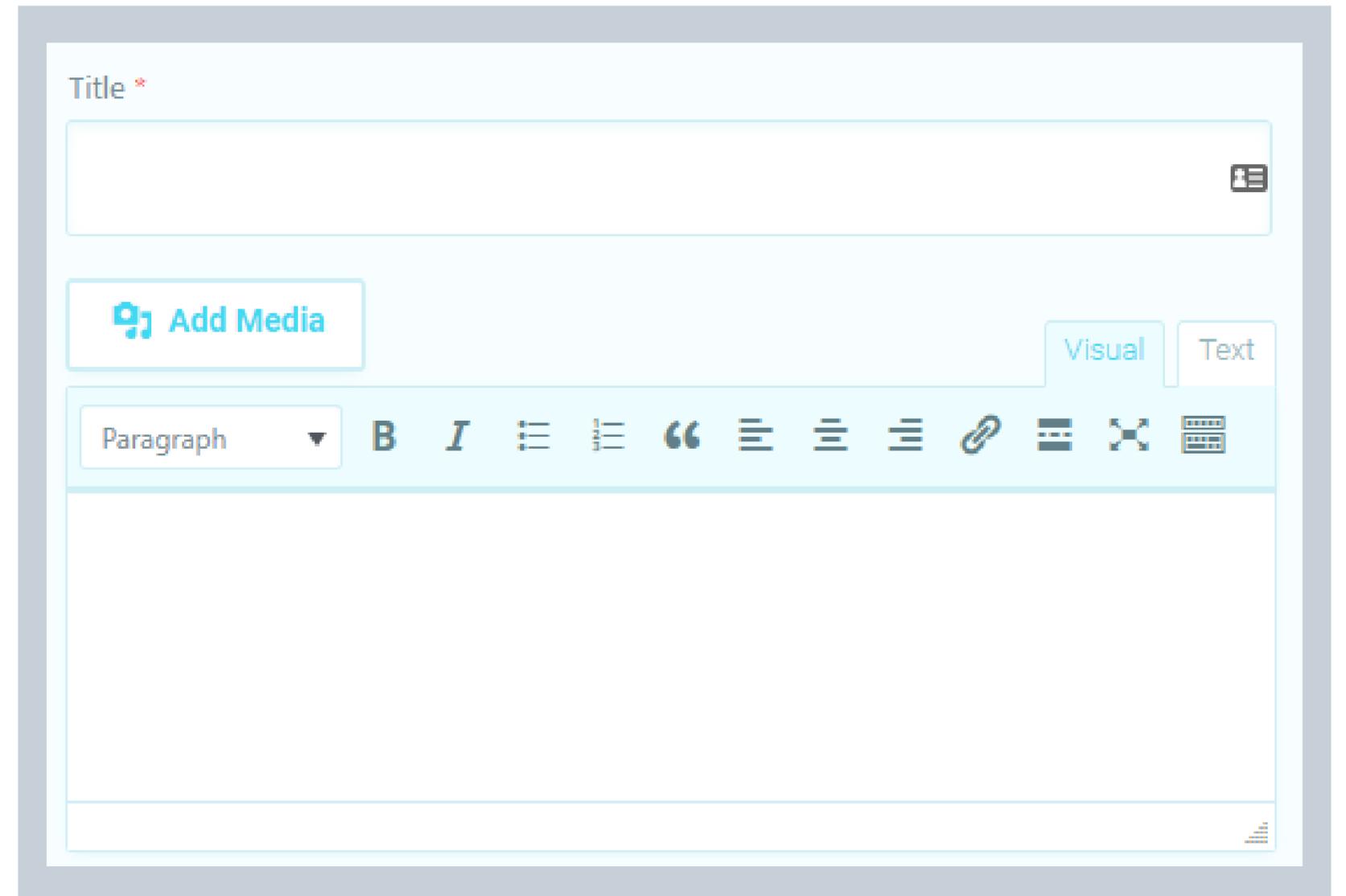
- Step 1: My Account Page** - Shows the user's profile page with a navigation menu. The "Event Calendar Dashboard" option is highlighted with a red box.
- Step 2: User Dashboard** - Shows the "Events" menu item in the left sidebar highlighted with a red box. The main content area displays "0 Tickets" and "0 Events".
- Step 3: Add New Event** - Shows the "Events" menu item selected in the sidebar. The main content area displays "No events found!" and a blue "ADD NEW" button highlighted with a red box.

Red arrows and dotted lines indicate the flow from the first step to the second, and from the second to the third.

Filling Out the Event Form

TITLE AND DESCRIPTION

Be sure to Fill out the Title of the event and Description so other members can see what your event is all about.



The image shows a screenshot of a web form editor for creating an event. At the top, there is a text input field labeled "Title *". Below this is a large text area for the description. The interface includes a rich text editor toolbar with various icons for text formatting (bold, italic, list, quote, link, unlink, table) and a "Visual" tab. A blue "Add Media" button is also visible. The entire form is enclosed in a light blue border.

Filling Out the Event Form

DATE AND TIME

Set the date and time of your event so people can see when and what time it will happen. You can set it to an all-day event or on specific hours.

You also have the option to hide the time from the event page.

REPEATING

If this event is recurring, you can check the box set up the time how often it reoccurs.

The screenshot shows the 'Date And Time' section of an event form. It includes fields for 'Start Date' and 'End Date', each with a time selector (hour, minute, and AM/PM). Below these are three checkboxes: 'All-day Event', 'Hide Event Time', and 'Hide Event End Time'. There is also a text area for 'Notes on the time' with a small explanatory note below it. The 'Countdown Method' section has a dropdown menu set to 'Inherit from global options'. The 'Repeating' section has a checkbox for 'Event Repeating'.

Date And Time

Start Date

8 : 00 AM

End Date

6 : 00 PM

All-day Event

Hide Event Time

Hide Event End Time

Notes on the time

It shows next to event time on the Single Event Page. You can enter notes such as timezone in this field.

Countdown Method

Inherit from global options

Repeating

Event Repeating

EVENT LINKS

If your event accepts or takes place on another website, or if you want other members to see further details regarding the event, you can add an external event link.

Event Links

Event Link *

If you fill it, it will replace the default event page link. Insert full link including http(s)://

More Info

▼

If you fill it, it will be shown in event details page as an optional link. Insert full link including http(s)://

Filling Out the Event Form

EVENT COST

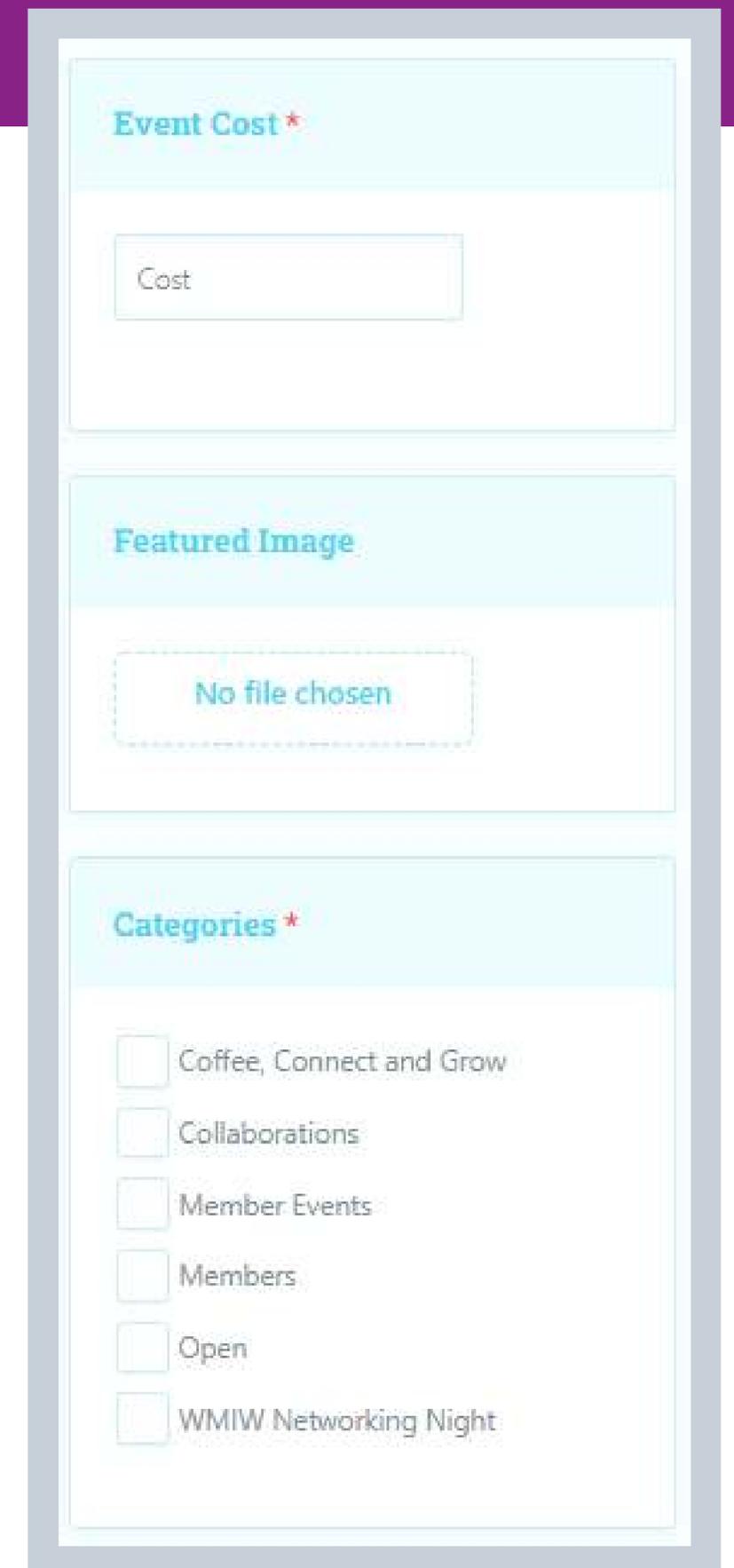
Be sure to add in how much a ticket to your event might cost.

FEATURED IMAGE

Having a Featured Image for the Event can help members see what the event is about at a glance. (Upload in .jpeg/.png format)

CATEGORIES

As a member, please select the Member Events category so your event appears under the Member Events section of the WMIW Event page.



The image shows a screenshot of an event form with three main sections:

- Event Cost ***: A text input field with the placeholder text "Cost".
- Featured Image**: A dashed border box containing the text "No file chosen".
- Categories ***: A list of six categories, each with an unchecked checkbox:
 - Coffee, Connect and Grow
 - Collaborations
 - Member Events
 - Members
 - Open
 - WMIW Networking Night

Filling Out the Event Form

HOURLY SCHEDULE

If your event takes place over multiple days, you can add a different schedule for each day!

EVENT MAIN LOCATION

If your event is held in a specific location, you can add it in this section so others will know where the event will take place. If your event is virtual however, you can skip this one and fill out the event link or Zoom links in their own sections (to follow)

EVENT MAIN ORGANIZER

You can specify who the organizers are.

The screenshot displays a user interface for an event form with four distinct sections, each with a light blue header:

- Hourly Schedule:** Features a button labeled "Add Day" and a text instruction: "Add new days for schedule. For example if your event is multiple days, you can add a different schedule for each day!"
- Event Main Location:** Contains a dropdown menu with the text "Hide location" and a blue question mark icon. Below it is a checkbox labeled "Don't show map in single event page".
- Other Locations:** Includes a text instruction: "You can select extra locations in addition to main location if you like." followed by an empty text input field.
- Event Main Organizer:** Contains a dropdown menu with the text "Hide organizer" and a blue question mark icon.

Filling Out the Event Form

ZOOM EVENT

If your event will be set online using Zoom, you can add the event here and fill in the details such as the zoom link and event title.

If you don't want your attendees to see the link until after they have booked, please tick the "Display when booking is complete" boxes.

You can also add the registration link if you want others to register on an external website, rather than in WMIW.

You can embed the zoom link under embed as well.

Zoom Event

None Webinar Meeting

Display zoom badge in shortcode

Display zoom badge in single event

Join URL

eg. <https://youtube.com>

Title

Current Window ▼

Display when booking is complete

Password

Display when booking is complete

Embed

Filling Out the Event Form

TOTAL BOOKING LIMIT

Set a limit (if any) for the number of tickets available.

INTERVAL OPTIONS

If you want the booking form to show certain times before the event start, you can set it here (in minutes) **e.g: If you set this option to 30 then the booking form will open only 30 minutes before starting the event! One day is 1440 minutes.** Leave it Blank if you want your event to be viewable immediately after you publish

LAST FEW TICKET PERCENTAGE

If you want to flag to attendees that there are only e.g. 10% of tickets left for sale, enter 10% here, otherwise leave this field blank

TOTAL USER BOOKING LIMITS

Set a limit (if any) for how many bookings an individual person can make

The screenshot displays a configuration interface for an event form, organized into several sections:

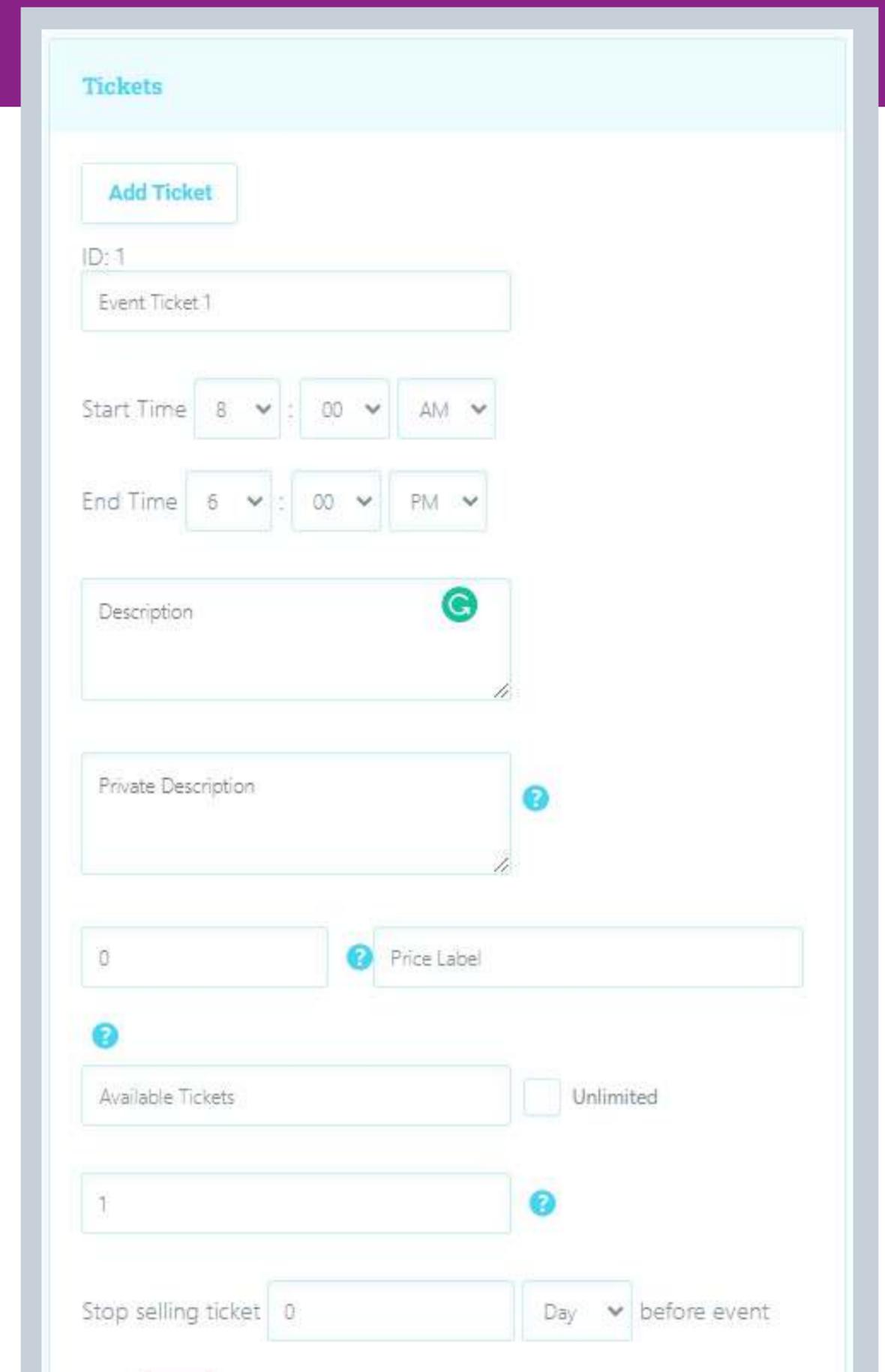
- Total Booking Limit:** A section with a header "Total Booking Limit". It contains a checkbox labeled "Unlimited" with a question mark icon. Below it is a text input field containing the number "100".
- Interval Options:** A section with a header "Interval Options". It contains a label "Show Booking Form Interval" above a text input field containing "Minutes (e.g 5)" and a question mark icon. Below this is a checkbox labeled "Stop selling tickets after first occurrence.", which is currently unchecked.
- Last Few Tickets Percentage:** A section with a header "Last Few Tickets Percentage". It contains a checked checkbox labeled "Inherit from global options".
- Total User Booking Limits:** A section with a header "Total User Booking Limits". It contains a checked checkbox labeled "Inherit from global options".

Filling Out the Event Form

TICKETS

"Tickets" sets the payment and booking details for your event.

This is where you can set up different ticket prices, how many each are available, and the closing date for sales.

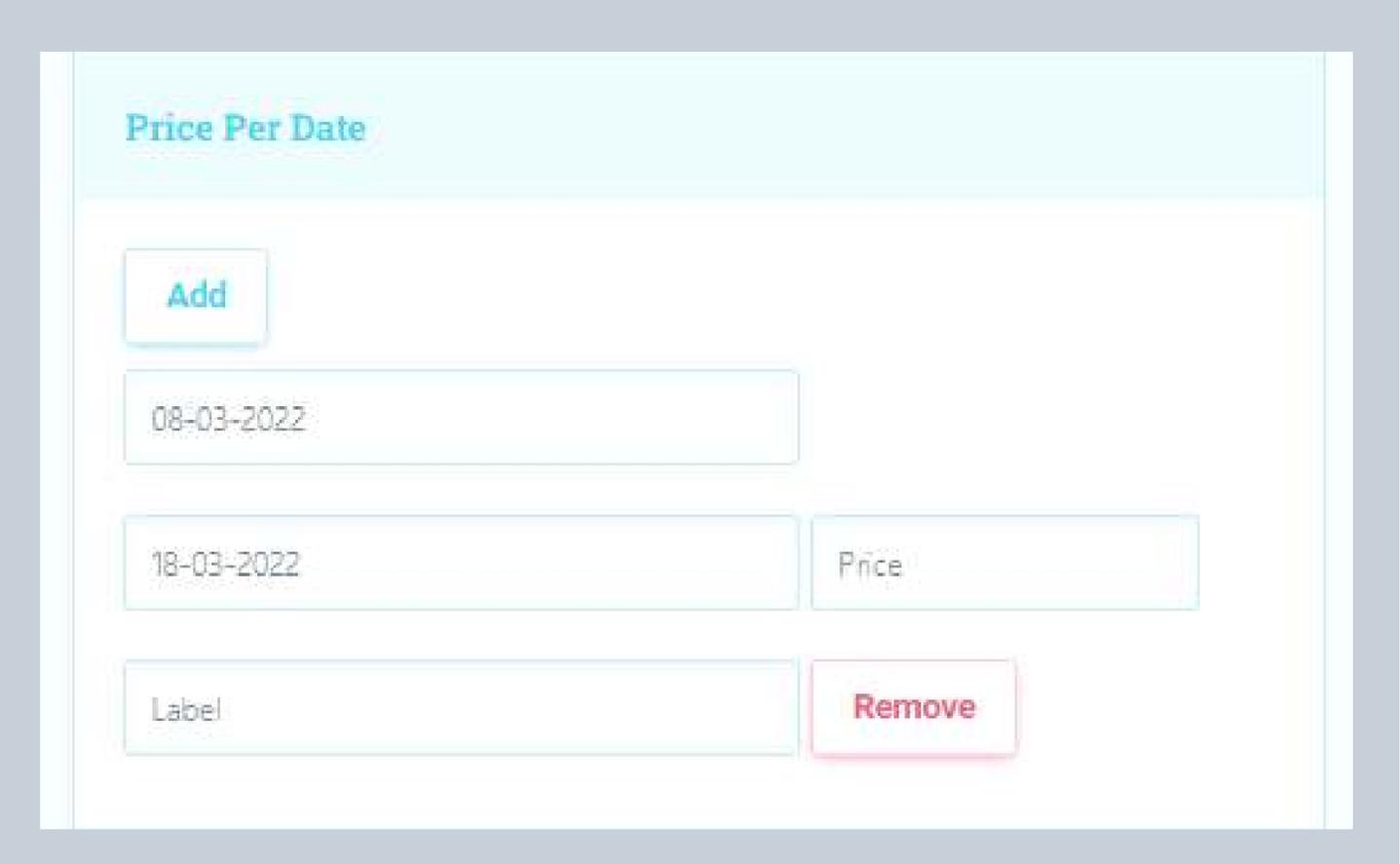


The screenshot shows a 'Tickets' configuration form. At the top is a light blue header with the word 'Tickets'. Below it is a blue 'Add Ticket' button. The form contains several fields: 'ID: 1' with a text input containing 'Event Ticket 1'; 'Start Time' set to 8:00 AM; 'End Time' set to 6:00 PM; a 'Description' text area with a green circular icon; a 'Private Description' text area with a question mark icon; a '0' input field next to a 'Price Label' text input; an 'Available Tickets' input field with a question mark icon and an 'Unlimited' checkbox; a '1' input field with a question mark icon; and 'Stop selling ticket' set to '0' with a 'Day' dropdown menu and the text 'before event'.

Filling Out the Event Form

PRICE PER DATE

You can set early bird prices on this section of the event form.



The screenshot shows a section titled "Price Per Date" with a light blue header. Below the header is an "Add" button. Underneath, there are three rows of input fields. The first row contains a date field with "08-03-2022". The second row contains a date field with "18-03-2022" and a price field with "Price". The third row contains a label field with "Label" and a "Remove" button.

Price Per Date	
<input type="button" value="Add"/>	
<input type="text" value="08-03-2022"/>	
<input type="text" value="18-03-2022"/>	<input type="text" value="Price"/>
<input type="text" value="Label"/>	<input type="button" value="Remove"/>

Filling Out the Event Form

BOOKING FORM

You can customize the booking form for your event. **The default is Name and Email** but you can add fields if you need further information from your attendees.

The screenshot shows the 'Booking Form' configuration interface. At the top, there is a title 'Booking Form' and a checkbox labeled 'Inherit from global options'. Below this is the 'Per Attendee Fields' section, which contains two fields: 'MEC Name' (with a 'Name' input box) and 'MEC Email' (with an 'Email' input box). Each field has a 'Remove' button. Below the fields is a grid of field type buttons: 'MEC NAME', 'MEC EMAIL', 'TEXT', 'EMAIL', 'DATE', 'TEL', 'FILE', 'TEXTAREA', 'CHECKBOXES', 'RADIO BUTTONS', 'DROPDOWN', 'AGREEMENT', and 'PARAGRAPH'. At the bottom, there is a 'Fixed Fields' section with a grid of field type buttons: 'TEXT', 'EMAIL', 'DATE', 'TEL', 'TEXTAREA', 'CHECKBOXES', 'RADIO BUTTONS', 'DROPDOWN', 'AGREEMENT', and 'PARAGRAPH'.

Filling Out the Event Form

FEES AND TAXES

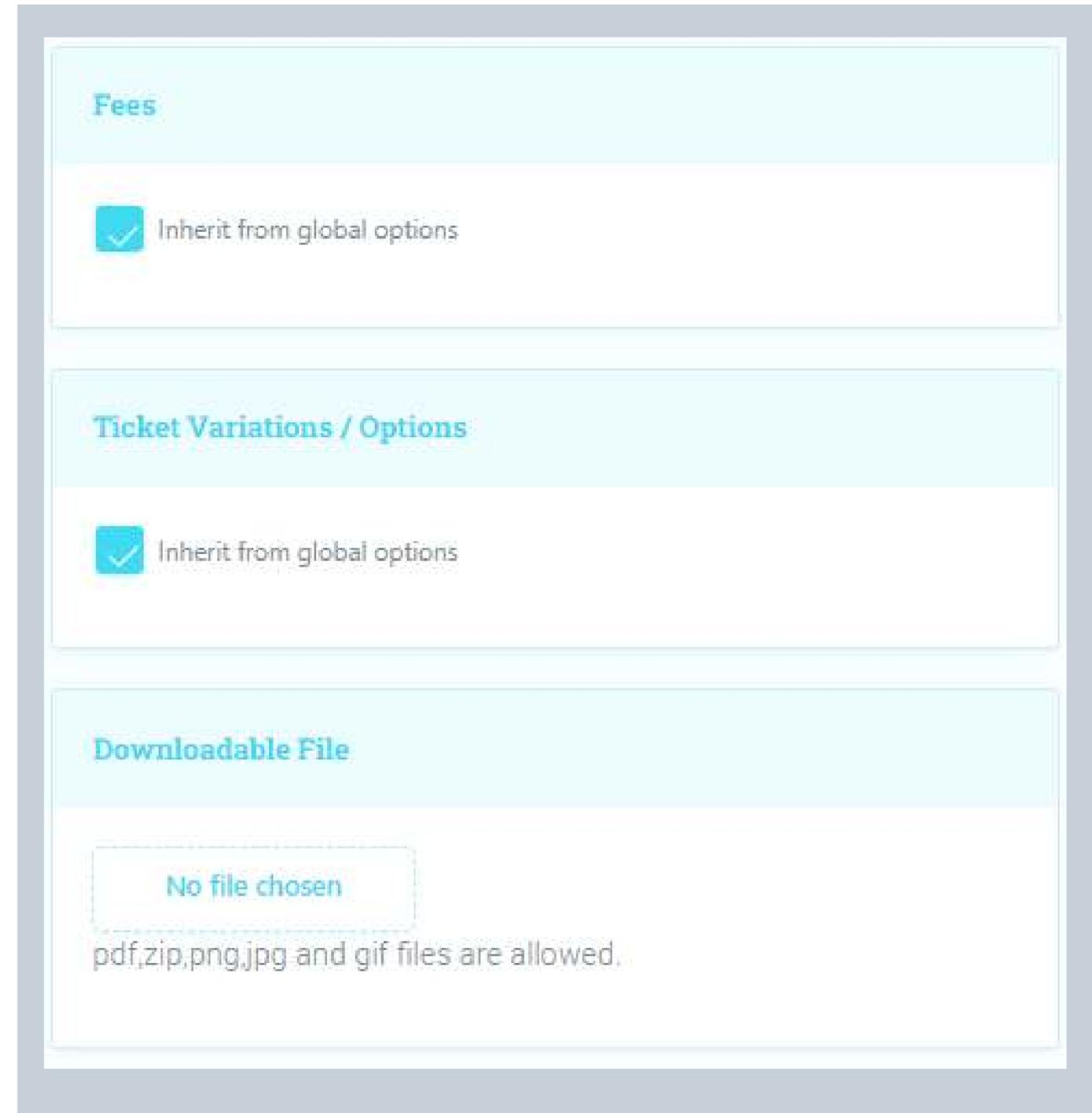
Leave as Default

TICKET VARIATIONS

Leave as Default

DOWNLOADABLE FILE

If your event also offers downloadable forms or pdf files for attendees to look through, you can add them here.



The screenshot shows a form interface with three sections, each with a light blue header and a white body. The first section is titled 'Fees' and contains a checked checkbox labeled 'Inherit from global options'. The second section is titled 'Ticket Variations / Options' and also contains a checked checkbox labeled 'Inherit from global options'. The third section is titled 'Downloadable File' and features a dashed border box with the text 'No file chosen' inside. Below this box, it states 'pdf,zip,png,jpg and gif files are allowed.'

Filling Out the Event Form

ORGANIZER PAYMENT CREDENTIALS

If your event is a paid event, you can add your payment credentials here to receive payment for your events.

SEO SCHEMA

And finally, it's a good idea to fill in as much of the SEO (Search Engine Optimization) information as you can to inform search engines (Google, Bing, etc) about your events so they can more easily find your events.

Organizer Payment Credentials

PayPal Express

Business Account



Stripe

Secret Key

Publishable Key

SEO Schema

Following statuses are for informing search engines (Google, Bing, etc) about your events so they can manage your events better. Therefore you can use these statuses to be more Search Engine Friendly:

Scheduled

For active events!

Postponed

If you postponed an event then you can use this status!

Cancelled

If you cancelled an event then you should select this status!

Moved Online

For the events that moved online!

WE HOPE THAT YOU FIND THIS SERVICE USEFUL.

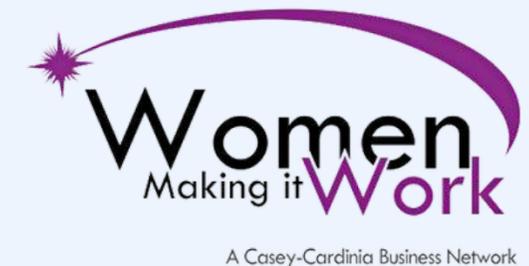
You'll find it easier if you could create your event on your own space (Facebook, Website, etc...) first, then complete the information on your WMIW dashboard second.

Good luck with it all!

Mary Benton

Memberships

March 2022



www.wmiw.com.au

