



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/>

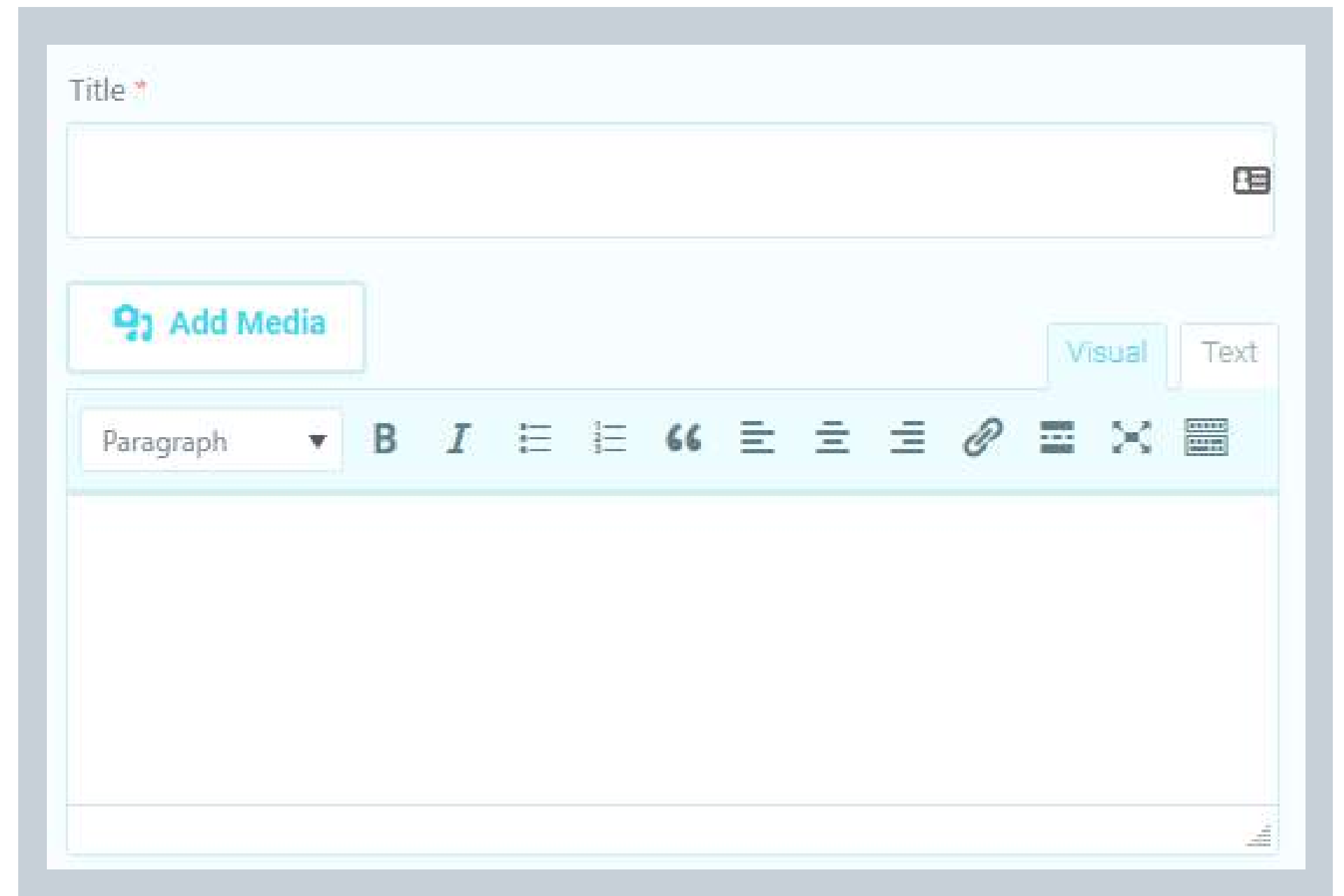
The image illustrates a three-step process for adding an event:

- 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 user's dashboard with the **Events** menu item highlighted by a red box.
- Step 3: Events Calendar Dashboard** - Shows the 'No events found!' screen with the **ADD NEW** button highlighted by a red box.

Red arrows and dotted lines indicate the flow from the 'Event Calendar Dashboard' menu item to the 'Events' menu, and then to the 'ADD NEW' button.

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 screenshot displays a web form editor for an event. At the top, there is a 'Title' field with a red asterisk indicating it is required. Below the title field is a large, empty text area for the description. To the left of the description area is a blue 'Add Media' button. To the right are two tabs: 'Visual' (selected) and 'Text'. Below the tabs is a rich text editor toolbar with icons for paragraph, bold, italic, bulleted list, numbered list, quote, link, unlink, and table. The description area is currently empty.

Filling Out the Event Form

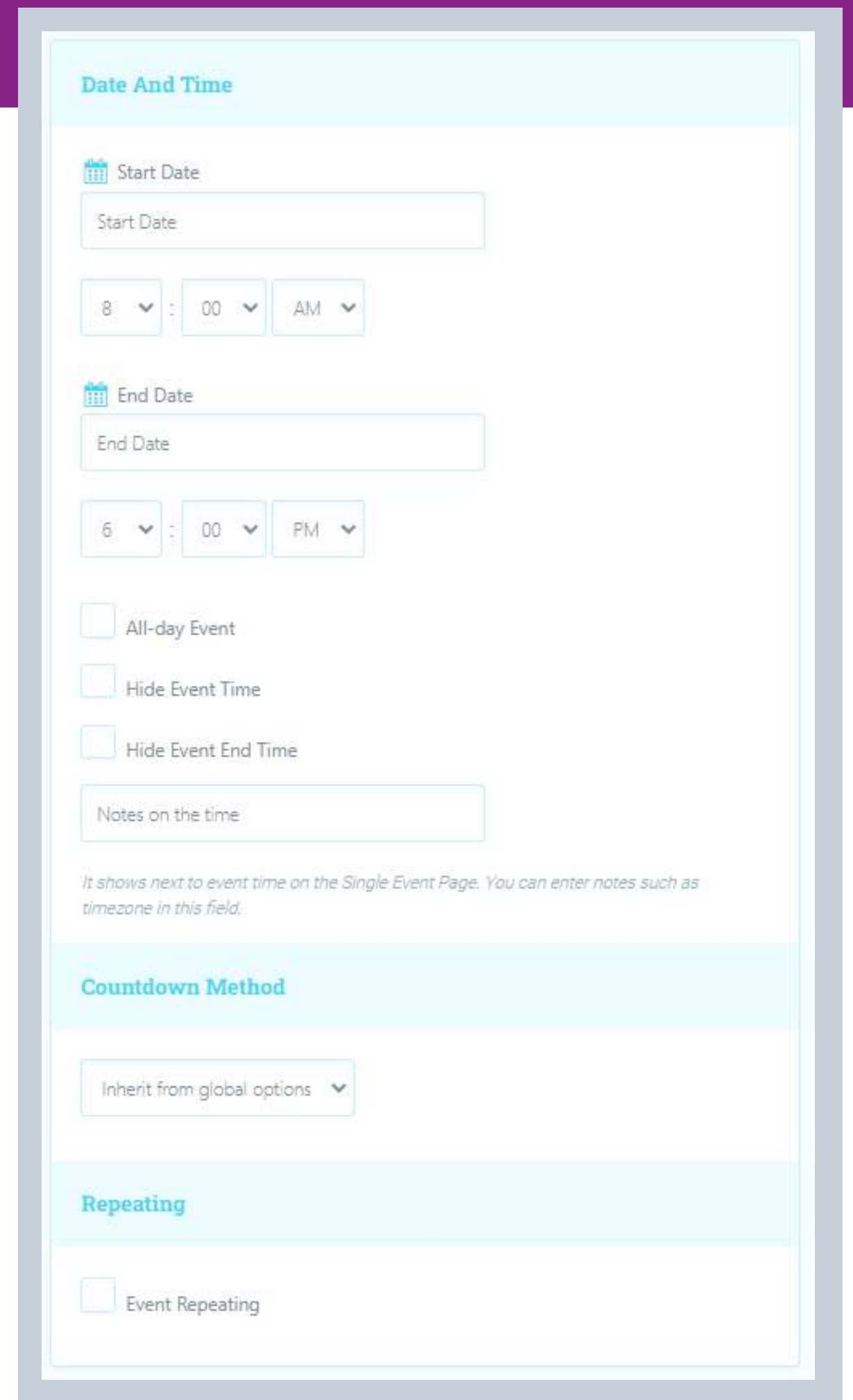
DATE AND TIME

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

Start Date

8 : 00 AM

 End Date

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

Filling Out the Event Form

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.

NOTE : If your event is hosted on an external site such as Eventbrite, and you put that URL site link into here, then **YOU ONLY NEED TO** add in the Title of the event, the Date, The Categories and the Featured Photo in this **WMIW** events form. You don't have to fill in the rest of the form, as clicking on your **WMIW** event link will take viewers to that external site where all your detailed information and booking links will sit.

Event Links

Event Link *

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

More Info

More Information

Current Window ▼

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

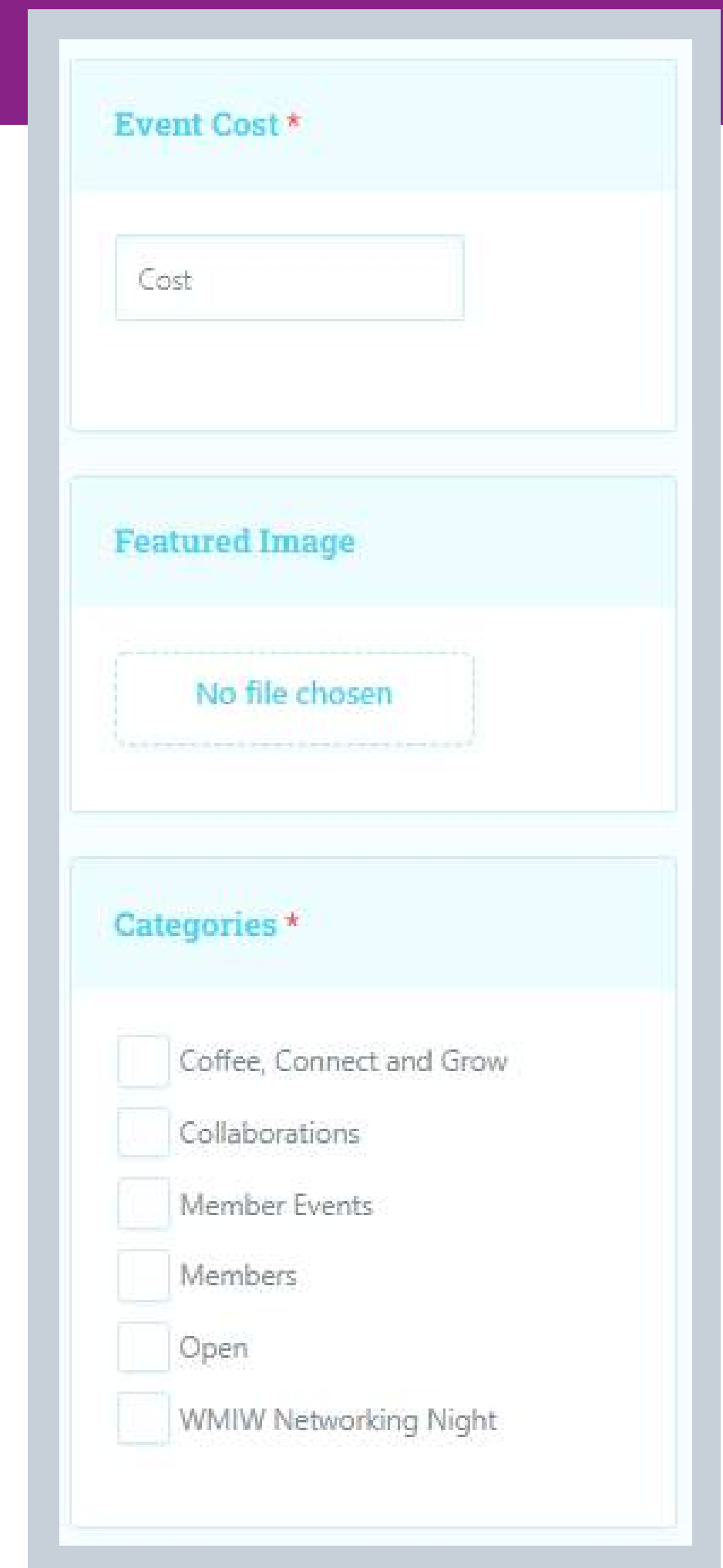
Be sure to add in how much a ticket to your event might cost.

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 web 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 currently set to "Hide location" with a blue question mark icon to its right. 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 currently set to "Hide organizer" with a blue question mark icon to its right.

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 four distinct sections:

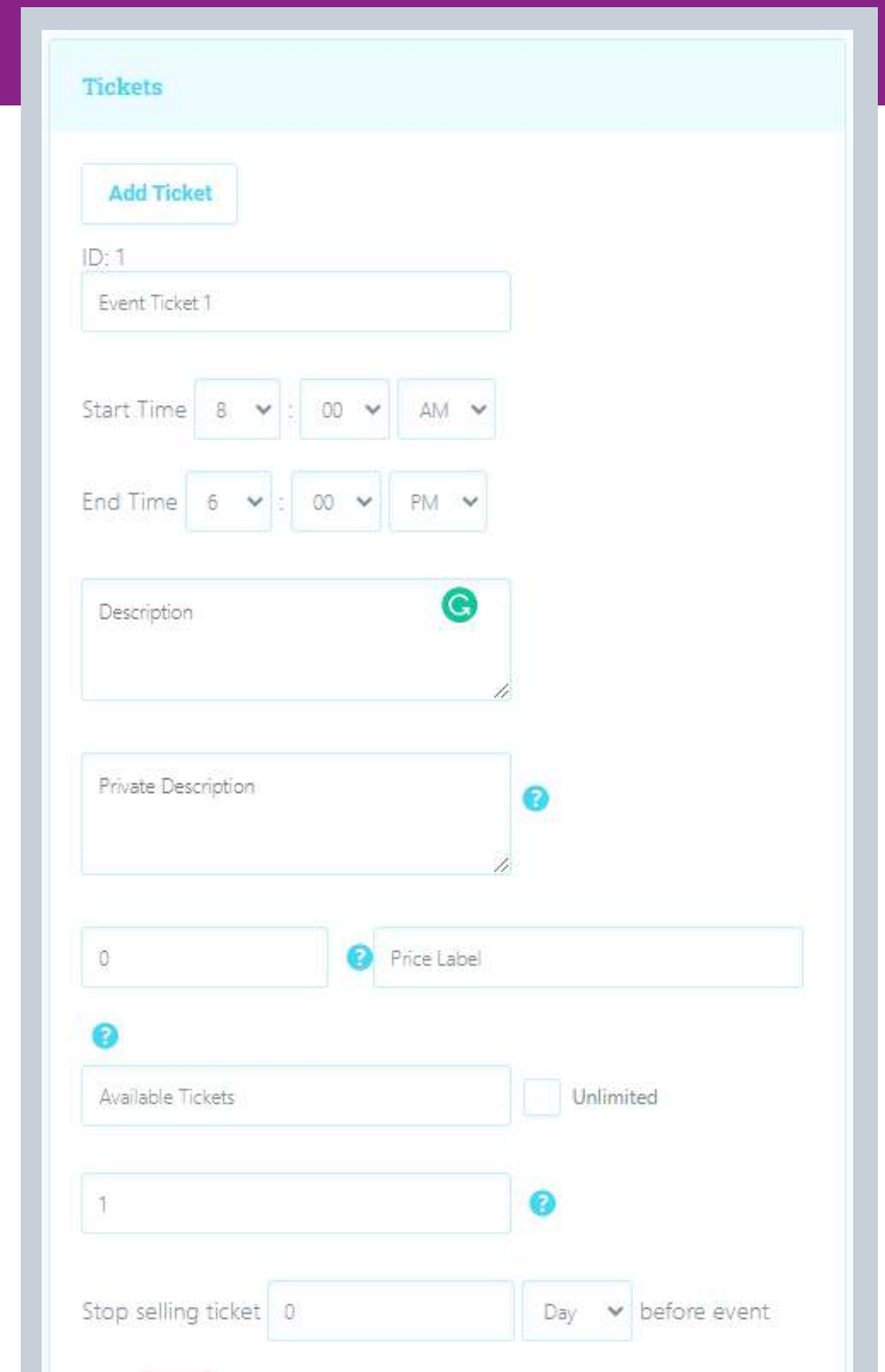
- Total Booking Limit:** This section includes a checkbox for "Unlimited" (with a help icon) and a text input field containing the value "100".
- Interval Options:** This section features a "Show Booking Form Interval" label above a text input field with the placeholder "Minutes (e.g 5)" and a help icon. Below this is a checkbox for "Stop selling tickets after first occurrence.", which is currently unchecked.
- Last Few Tickets Percentage:** This section contains a single checkbox labeled "Inherit from global options", which is checked.
- Total User Booking Limits:** This section contains a single checkbox labeled "Inherit from global options", which is also checked.

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.



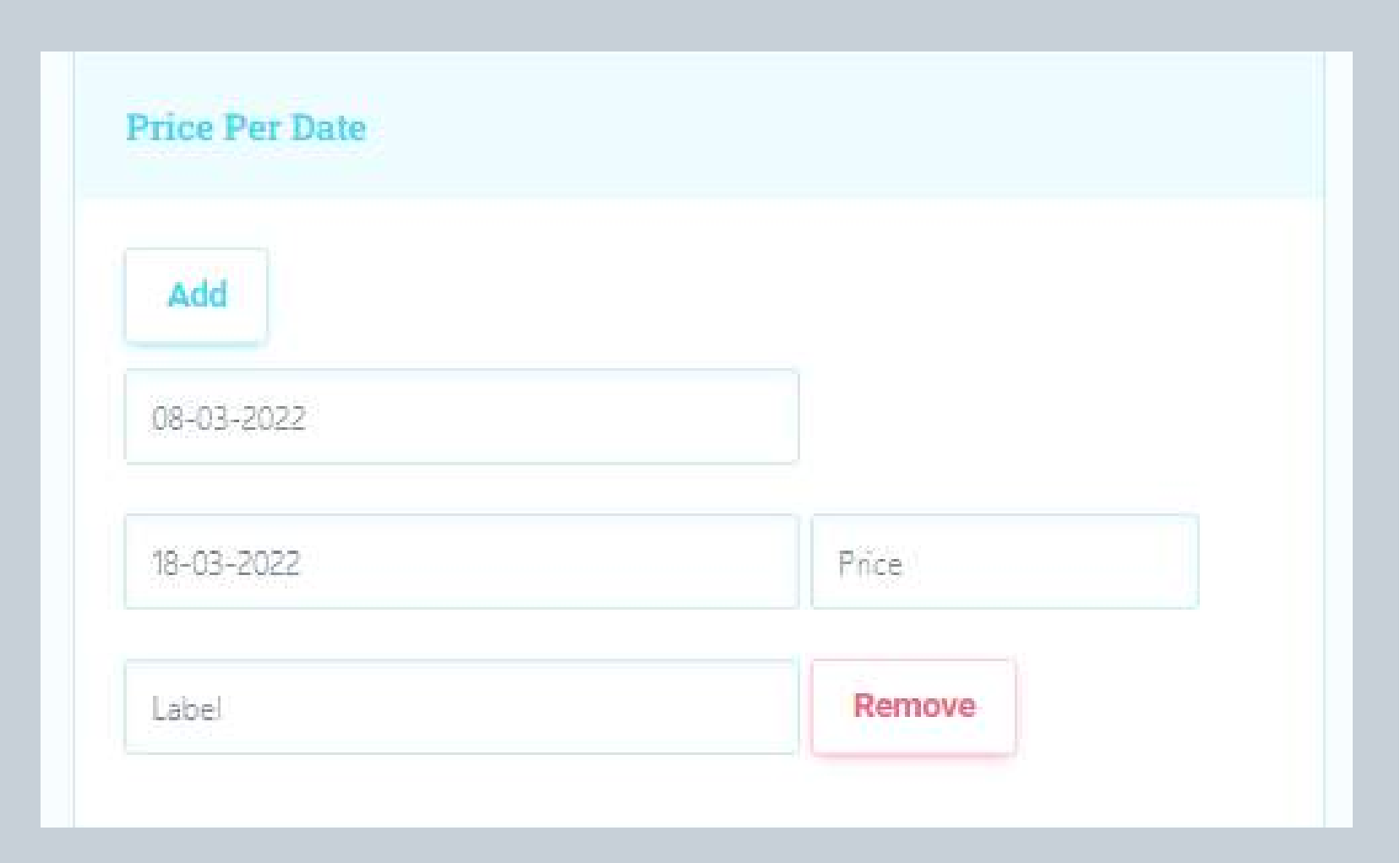
The screenshot shows a 'Tickets' form with the following fields and options:

- Add Ticket** button
- ID:** 1
- Event Ticket 1** text input
- Start Time:** 8 : 00 AM (dropdowns)
- End Time:** 6 : 00 PM (dropdowns)
- Description:** text area with a green circular icon
- Private Description:** text area with a blue question mark icon
- 0** (input) **Price Label** (text input with a blue question mark icon)
- Available Tickets:** text input with a blue question mark icon and an **Unlimited** checkbox
- 1** (input) with a blue question mark icon
- Stop selling ticket:** 0 (input) **Day** (dropdown) 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 has a date field containing "08-03-2022". The second row has a date field containing "18-03-2022" and a price field containing "Price". The third row has a label field containing "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 image shows a configuration interface for a 'Booking Form'. At the top, there is a title 'Booking Form' and a checkbox labeled 'Inherit from global options'. Below this is a section titled 'Per Attendee Fields'. This section contains two fields: 'MEC Name' with a 'Name' input box and a 'Remove' button, and 'MEC Email' with an 'Email' input box and a 'Remove' button. Below the 'Per Attendee Fields' section is a grid of buttons for adding various field types. The first row includes 'MEC NAME', 'MEC EMAIL', and 'TEXT'. The second row includes 'EMAIL', 'DATE', 'TEL', and 'FILE'. The third row includes 'TEXTAREA', 'CHECKBOXES', and 'RADIO BUTTONS'. The fourth row includes 'DROPDOWN', 'AGREEMENT', and 'PARAGRAPH'. Below this grid is a section titled 'Fixed Fields' which contains a grid of buttons for adding field types: 'TEXT', 'EMAIL', 'DATE', 'TEL', 'TEXTAREA', 'CHECKBOXES', 'RADIO BUTTONS', 'DROPDOWN', 'AGREEMENT', and 'PARAGRAPH'.

Filling Out the Event Form

FEES AND TAXES

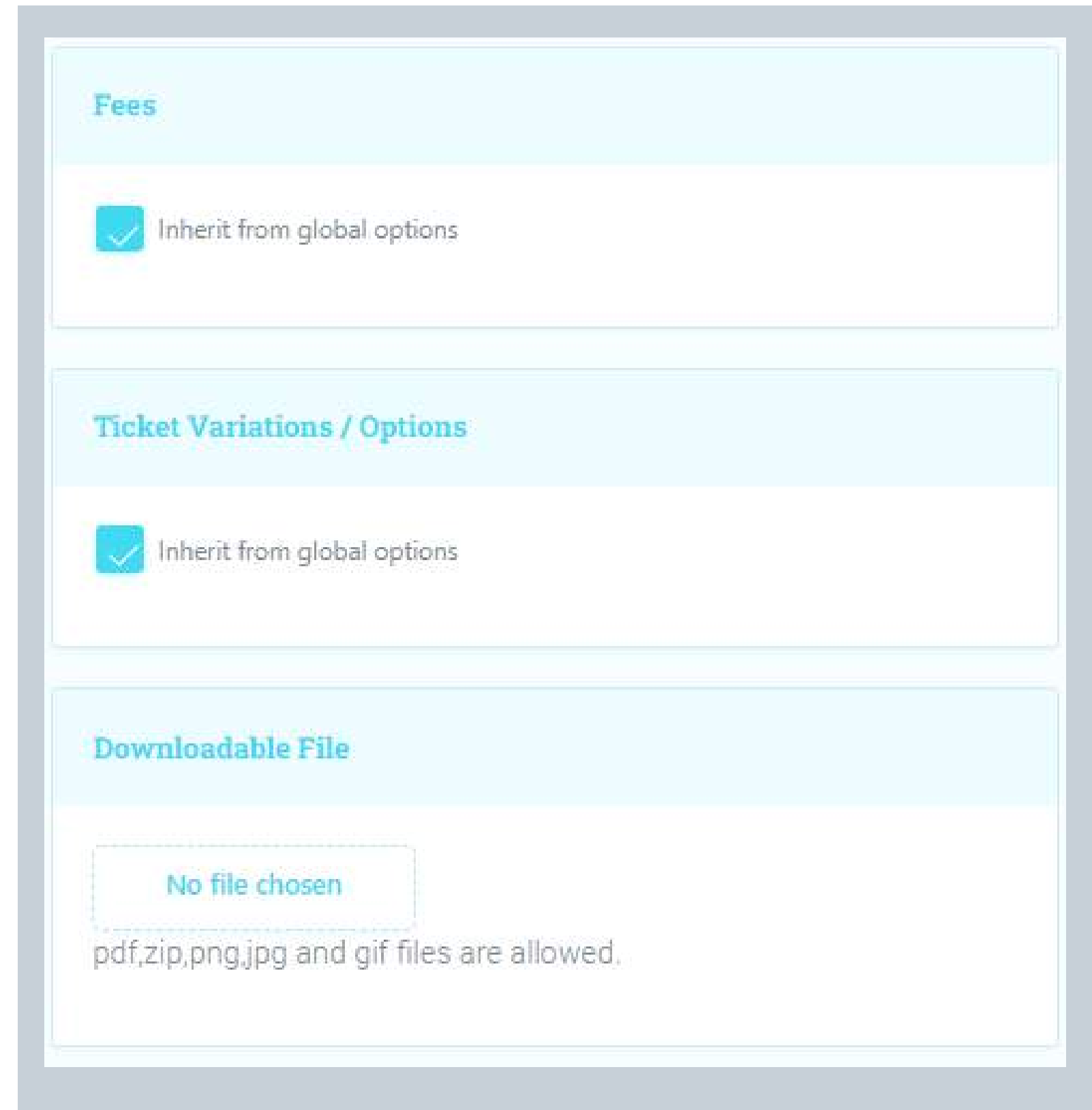
Leave as Default

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 content area. 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 containing the text 'No file chosen'. Below this box, a note 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

