

Dashboard >Events >Add New

Enter relevant information:

Title, description, featured image, date/time, location (venue), and select category; Kids, Teen, Adult, Friends. Options available for recurring events, booking and selling seats, PayPal payments, etc.

The screenshot shows the 'Add New Event' form in a WordPress dashboard. The left sidebar contains navigation menus for 'Events', 'Add New', 'Event Categories', 'Venues', 'Organizers', 'Import: CSV', 'Settings', 'Help', 'Event Add-Ons', 'Media', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', 'Easy Sign Up', 'Gallery', 'E-Mail', 'Page Widgets', 'PHP Code', and 'Collapse menu'. The main content area is titled 'Add New Event' and includes a text box for the title, a rich text editor for the description, and a section for event details. The event details section is divided into 'EVENT TIME & DATE' and 'EVENT LOCATION DETAILS'. The right sidebar contains 'Publish' options, 'Tags', 'Event Categories', and 'Event Options'. Red annotations and arrows highlight the following elements:

- Enter title here**: A red arrow points to the title input field.
- Description here**: A red arrow points to the rich text editor.
- Save as draft or publish**: A red arrow points to the 'Save Draft' and 'Publish' buttons.
- select category**: A red arrow points to the 'Event Categories' section.
- enter relevant data**: A red arrow points to the 'EVENT TIME & DATE' section.

The 'EVENT TIME & DATE' section includes fields for 'All Day Event', 'Start Date & Time', and 'End Date & Time'. The 'EVENT LOCATION DETAILS' section includes fields for 'Use Saved Venue', 'Venue Name', 'Address', 'City', 'Country', 'State or Province', 'Postal Code', and 'Phone'.