

Adding New Things to the Baronial Calendar

For any meeting, practice, event, or scheduled activity to be official, it needs to be in the newsletter and/or published on the baronial website. Any Baronial Officer or Guildhead can add items to the online calendar. Here's how to do so.

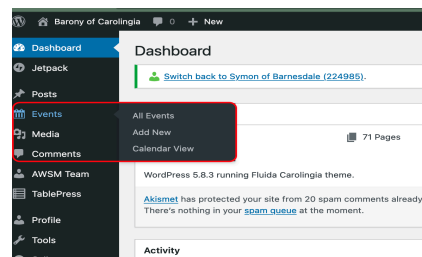
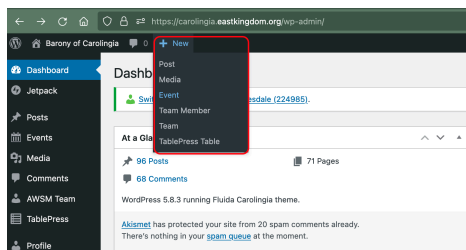
First, some terminology:

Event: The online calendar system calls everything events. In the SCA context an Event is a specific term for a specific thing, but the online system calls all calendar entries events. If you see the word 'event', it means a calendar entry for the purposes of this document, unless otherwise specified.

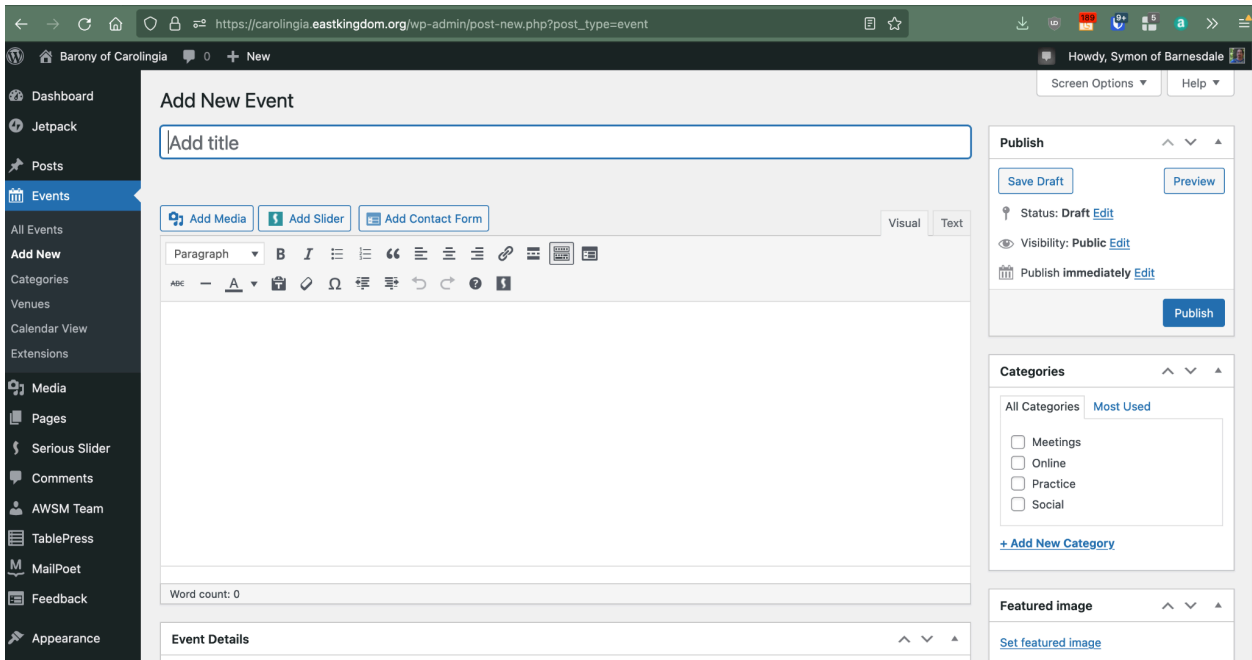
EK Member Account: East Kingdom Member account. This is the account that all officers must hold, and any paid member of the SCA in the East Kingdom may hold. This account uses your member number as the username, and a password of your own devising. If you do not have one, you may get one at <https://members.eastkingdom.org/newaccount/>.

Now, on to the steps:

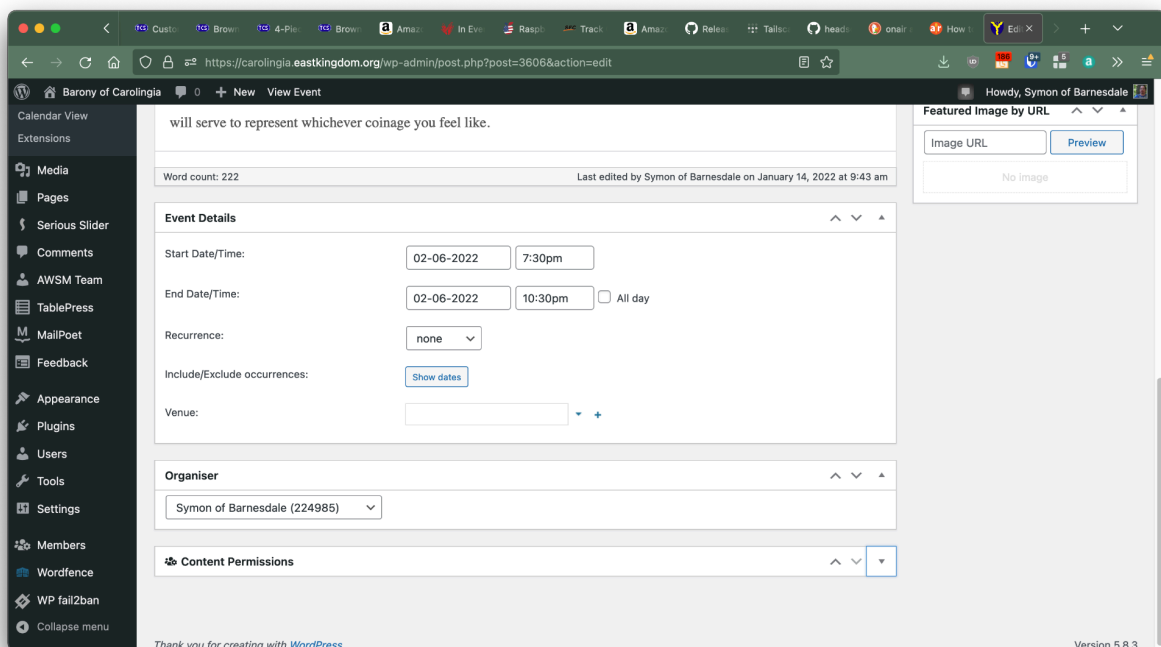
1. Go to the login page for the Barony of Carolingia website by going to <https://carolingia.eastkingdom.org/wp-login.php>
2. Log in using your EK Member account. NOTE that you are using only your member number as the username, not the full email address associated with the account, or your officer email address.
3. After logging in you will be on the Dashboard. Here you can start a new event entry by hovering over the '+New' button in the menu at the top and choosing 'Event', or by hovering over the 'Events' item in the navigation on the left and choosing 'Add New'.

A screenshot of the WordPress login page for the Barony of Carolingia. The page features the WordPress logo at the top. Below it is a login form with the following elements: a text input field for 'Username or Email Address' containing the number '224985'; a password input field with a strength indicator and an eye icon; a checkbox for 'Remember Me'; and a blue 'Log In' button. At the bottom of the form, there are links for 'Register' and 'Lost your password?'. Below the form is a link that says '← Go to Barony of Carolingia'.

- You will now be at a blank event page. Enter the title of your event and a description of it. Add in any additional information. Please try to include the date and time and location of the event in the description somewhere.



- Below the description area you can set the date and time in the “Event Details” section. This is important for it to appear correctly on the calendar. You can also use the ‘recurrence’ option to make this a recurring event.



6. On the right hand side of this area, please select the Categories for this event. Is it a meeting? A practice? An Event as that word means in the SCA?

7. Give this event a Featured Image. You can select something already in the media library or you can upload your own. The Featured Image shows up in various places, including the emailed version of the event.

Howdy, Symon of Barnesdale

Edit

Visual Text

Move to Trash Update

Categories ^ v ▲

All Categories Most Used

Meetings

Online

Practice

Social

+ Add New Category

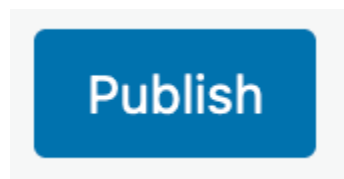
Featured image ^ v ▲

Click the image to edit or update

Last edited by Symon of Barnesdale on January 14, 2022 at 9:43 am

Publish

8. When you have double-checked that everything is correct, press the 'Publish' button to add the event to the online calendar and to automatically send the announcement of it to the Baronial Mailing List. At this time the announcement does not include the details set in the "Event Details" section, so it is important to mention the date and time in the description of the event.



Please note that if you can not log in, or in any other way have questions or trouble with posting an event, reach out to your friendly local Baronial Webminister.