

ASSOCIATION OF WOMEN IN THE METAL INDUSTRIES

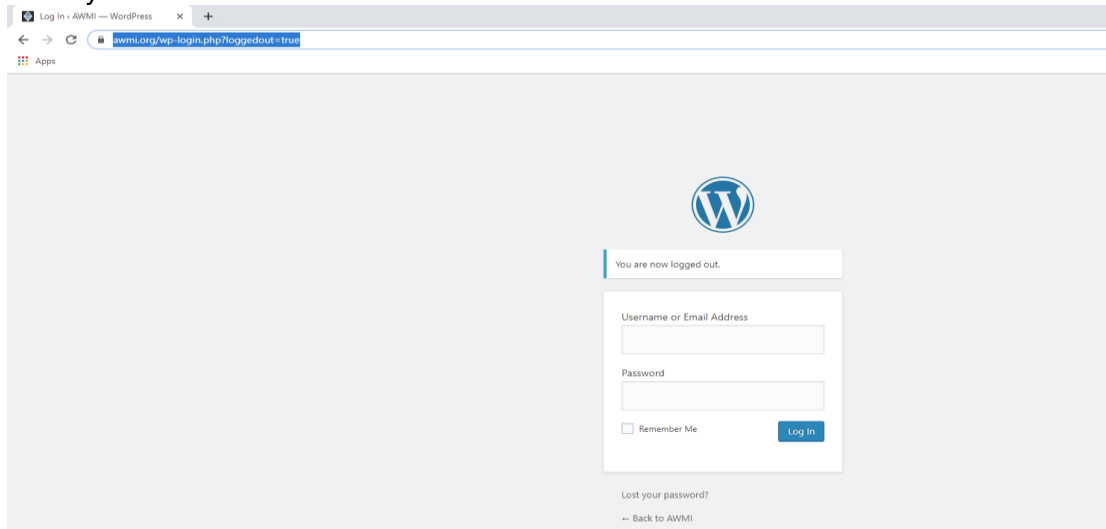
Instructions for Entering Chapter Events into Website Calendar:

Reach out to awmi@talley.com if you are unsure of your Log In information OR Chapter Page URL

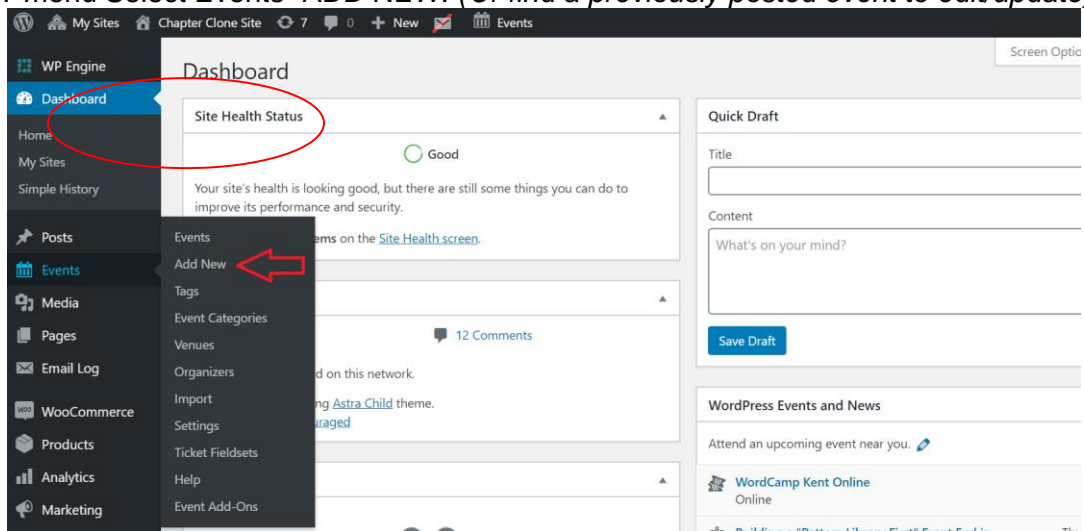
1. Logging into WordPress

- a. Go to your Chapter page, ie: <https://carolinaschapter.awmi.org/wp-admin>
 - This is best done in Chrome
 - Consider adding Log In page to your Bookmark

b. Enter your Word Press Username & Password



2. On LEFT menu Select Events- ADD NEW. (Or find a previously posted event to edit/update).



3. Enter Event information into appropriate fields including Event Title and Details.
 - a. Choose Time & Date. Location, Organizer's and Event Website are Optional.

Submit an Event

Home » Posts » Submit an Event

Submit an Event

Add New Event VIEW YOUR SUBMITTED EVENTS

EVENT TITLE: (required)

EVENT DESCRIPTION: (required) Visual Text

Paragraph B I [list icons] [link icon] [unlink icon] [media icon]

Any and all event info can go here
 note about event, Parking info, R, SVP INFO
 If there are multiple price points for your event, outline HERE
 AWMI Regular & Corporate Members \$15

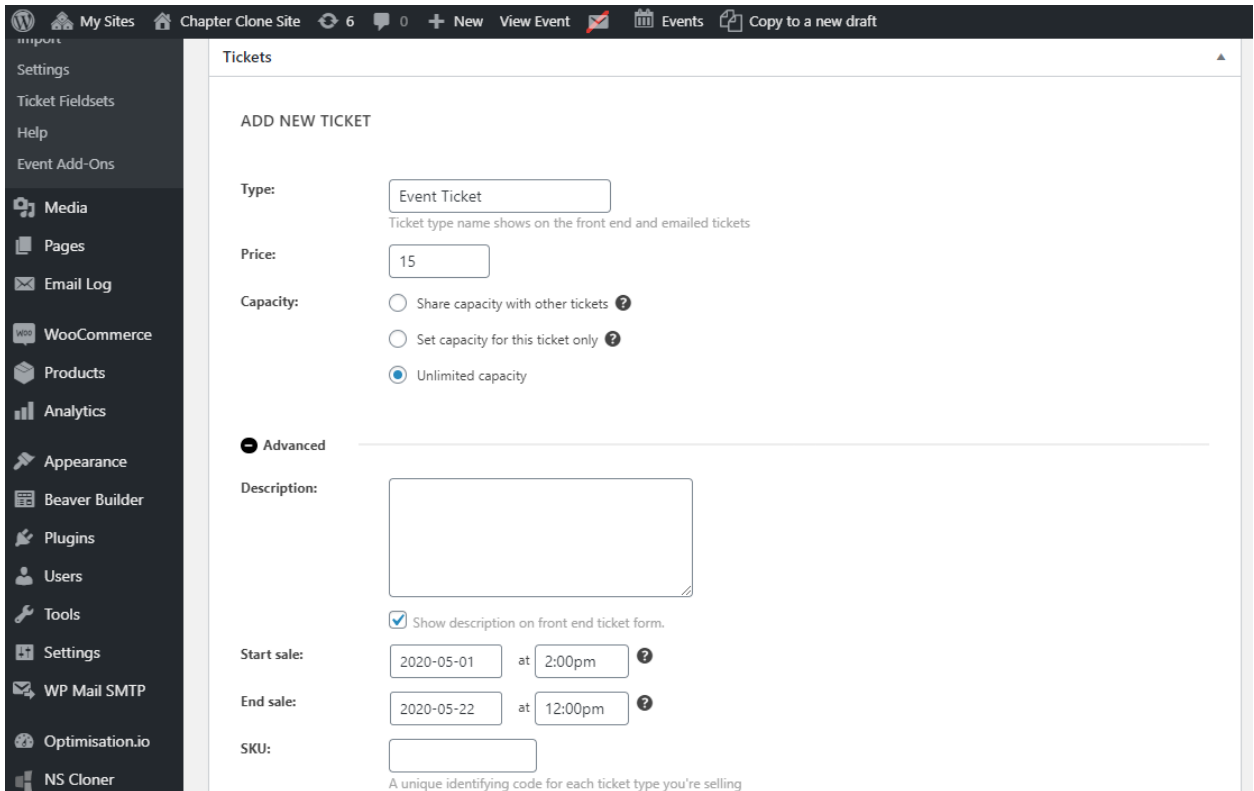
EVENT TIME & DATE

Start/End: 2019-09-16 8:00am to 5:00pm 2019-09-16 Timezone: UTC+0

Event Series:

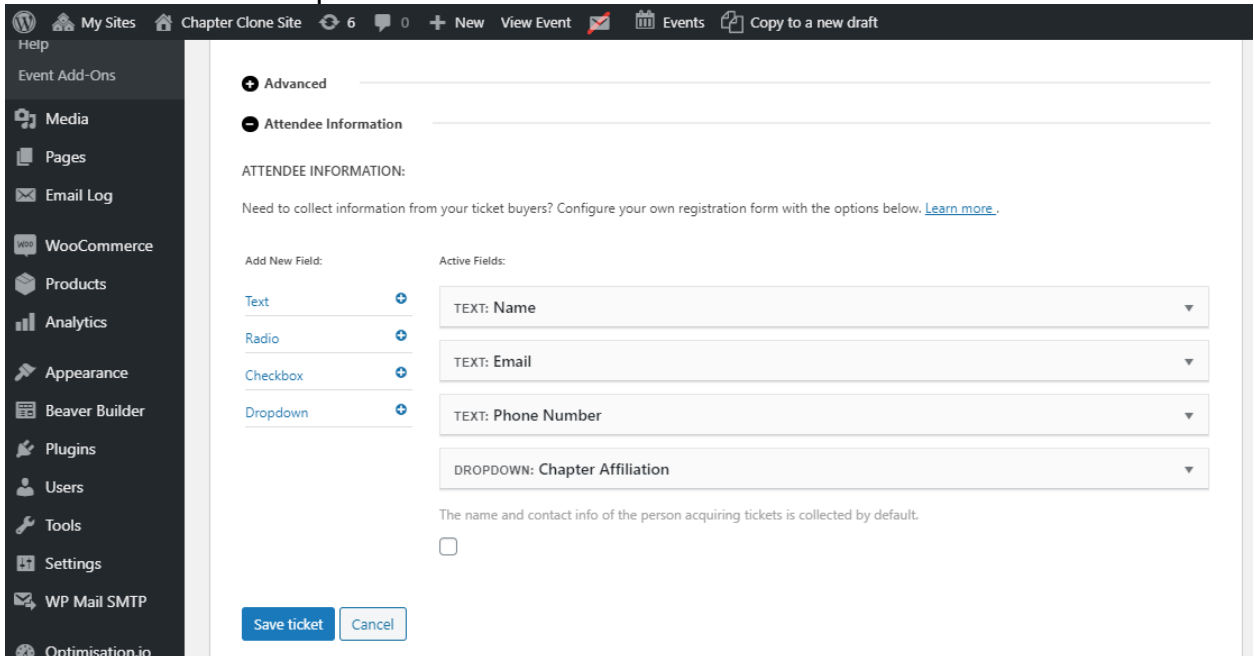
EVENT IMAGE

4. Tickets.
 - a. Tickets are for a paid event. RSVP is for a free event & you want to track registrants. *Follow the same steps below to create an RSVP. A new Ticket should be created for each event, don't reuse past tickets.*
 - b. Type > Event Ticket, Add Price, Select Capacity if limited or set Unlimited Capacity.
 - c. Advanced > Set Start Sale & End Sale Date. Optional: Add a Description. ****SKU does not need to be entered.**




5. Attendee Information

- a. This is the information you wish to collect from someone purchasing a ticket/submitting an RSVP. There is a pre-saved Ticket Fields you can select that includes Name, Email, Phone Number and Chapter. You may also create your own fields and use stylings such as a simple text box response, a checkbox, a drop-down list, etc.
- b. Save ticket when complete.



6. Upload an image to your computer to insert into listing if you like.

EVENT IMAGE



Choose a .jpg, .png, or .gif file under 50 MB in size.

CHOOSE IMAGE

7. Hit Submit Event

EVENT WEBSITE

External Link:

EVENT COST

Cost:

Leave blank to hide the field. Enter a 0 for events that are free.

SUBMIT EVENT

- You should now see your event on the Calendar. *Chapter Events* are filtered through to the *AWMI.ORG* calendar every 24 hours so it may take up to that long to view.

[About AWMI](#) |
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 [Events](#) |
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 [Members Access](#)

EVENTS IN: SEARCH: [FIND EVENTS](#) VIEW AS:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13 Mid-Atlantic Chapter Self Defense Event	14 Mid-Atlantic Chapter Monument Tour
15	16	17	18	19 AWMI Seattle Chapter - PacMed University Tour	20 AWMI Carolinas University Service, Plant Tour & Fundraiser	21
22	23	24 AWMI Mid-Atlantic Chapter - Tour History of Saw Blades	25	26 AWMI St Louis Chapter - Metal Jewelry Making Lunch and Learn	27 AWMI Alabama Chapter - 2nd Annual Top Golf Outing	28 AWMI Chicago Chapter - 20th Annual Holiday Dinner with Dan DiMico
29	30	1	2	3 AWMI Mid-Atlantic Chapter - Hands On: Metalworking with Jewelry	4	5

- Event Calendar
- Tradeshows
- Annual Conference
- Conference Sponsors
- Advertise / Sponsor
- Post an Event

9. Registrants

- a. Back on the Events Page, you will see a number of attendees once the event is public and people are registering/rsvp.

Events | Add New

All (6) | Published (6) | Ticketed (5) | Unticketed (1) | Beaver Builder (0)

<input type="checkbox"/>	Title	Author	Event Categories	Tags	Attendees	Recurring	Start Date	End Date
<input type="checkbox"/>	Test Event with Shortcode	Jason Harle	Clone Chapter	—	1 Unlimited		May 11	May 11

- b. You can click on the number to view a detailed list **OR** select Attendees underneath the Event Name.

Test Event with Shortcode | Screen Options

Orders | Attendees

Event Details

Event Date: May 11, 2020

Post type: event

[Edit Event](#) | [View Event](#)

Overview

Test Event Ticket: 0 issued (Unlimited available)

Checked in: 0

Total Tickets: 1

Complete: 0

Cancelled: 0

Search by Purchaser Name [Search attendees](#)

Bulk Actions 1 item

<input type="checkbox"/>	Ticket	Primary Information	Details	Security Code	Status	Check in
<input type="checkbox"/>	TEST-1-ZCVUVK - Test Event Ticket	Arianna Bender abender@talley.com	Hide details ▲	5d8c236fc2	#3027 - Processing	View order

Name Arianna B
Email abender@talley.com
Phone Number 856-423-3201
Chapter Affiliation Carolinas

- c. If you'd like to export the attendee list/certain attendees – simply check the box next to each name you wish to Export & Select Export at the top next to **Apply, Print...**