

ChurchHope

Responsive WordPress Theme Documentation

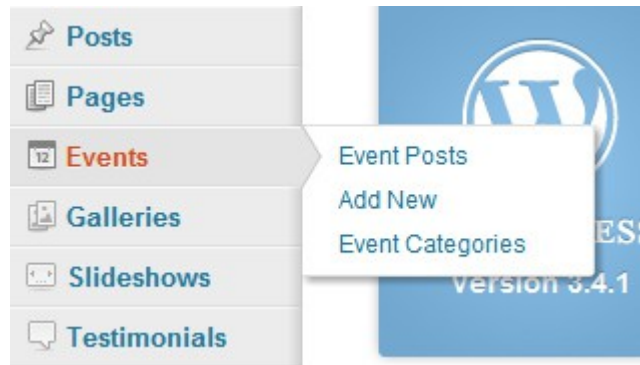
PART 3.6

CONTENT SETUP: EVENTS

developed by [Themoholics.com](https://themoholics.com)

Events

On the next image and in your dashboard you can see new menu item called “Events”. This is where you can organize and setup your events.



Create Event categories

To organize events you need to create events categories.

You can make it before, after or directly during the creation of the event posts.

To create event category go to **Events -> Event Categories**

Create Event Post

To create new event post, go to **Events -> Add new**

A screenshot of the 'Event Categories' management interface. At the top, there are two tabs: 'All Events Categories' and 'Most Used'. Under the 'All Events Categories' tab, there is a list of categories, with 'events' checked and marked with a blue square. Below the list, there is a link '+ Add New Events Category' with a circled '1' next to it. Below this, there is a form to create a new category. It has a text input field labeled 'New Events Category Name' with a circled '2' next to it. Below the input field is a dropdown menu with a circled '3' next to it. At the bottom of the form is a button labeled 'Add New Events Category'.

Assign Event Category

On the right side you will see your events categories. You need to check in which category you want this event to be displayed.

If you don't have any categories yet, then you need to create one.

To do this click + Add New Events Category. Set Category name and press Add New Events Category

Set Event Date

Now you need to set date & time for your event.

You can find this setting below the content editor in “Event date“ block.

Event date	
Event Date	<input type="text"/> <i>Event will happen</i>
Event Time	<input type="text"/> <i>Event start at</i>

Click on the date field and calendar will appear where you can choose the date.

Or you can simply type your date and time in this fields but **keep the formatting I.E.:**

07/31/2012

12:00 AM

This is most common issue.

Note: you can change time format in **Settings-> General: Time Format**.

Event Date	<input type="text"/>	<i>Event will happen</i>																																										
Event Time	<div><div>July 2012</div><table><thead><tr><th>Su</th><th>Mo</th><th>Tu</th><th>We</th><th>Th</th><th>Fr</th><th>Sa</th></tr></thead><tbody><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></tbody></table></div>		Su	Mo	Tu	We	Th	Fr	Sa	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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Is Repeating?	<input type="checkbox"/>																																											
Repeat every:	<input type="text"/>																																											

Repeatable Event

To make event repeatable, you need to check “**Is repeating?**” option. You can find it in the same Event date block. After that choose repetition interval.

Is Repeating? ☐ *Is this event repetition?*

Repeat every: 1

Repetition interval

Repeat every: 2

- Every day
- Every week(initial day of week)
- Every month(initial day of month)
- Every year(initial day of month)

Event map

Now you need to add event location.

Event Map

Current Maps [New Map](#)


Click **New map**. After that new options will appear.

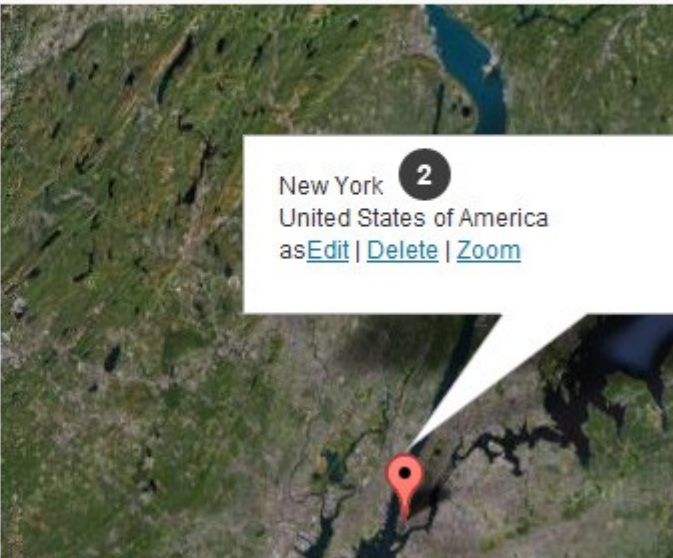
Event Map

1 [Add](#) Location:

Title: 3

[Save](#) [Center](#)

 **New York**
United States of America

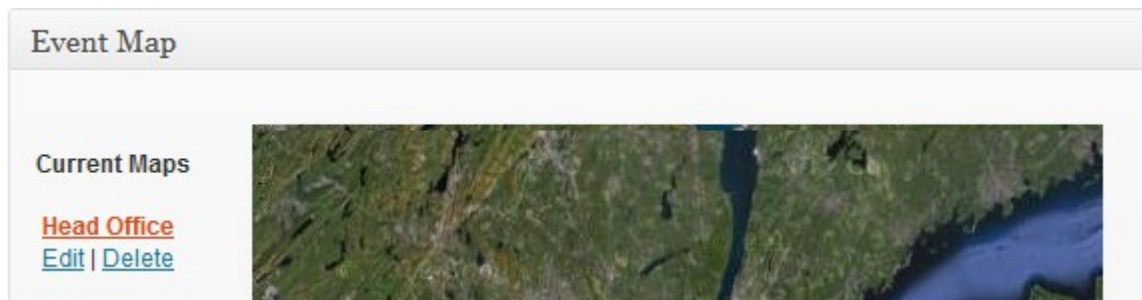


2 New York
United States of America
as [Edit](#) | [Delete](#) | [Zoom](#)

1. Type your location and click **Add** button. You will see a pin with popup on the map.
2. You can edit address in popup on the map by clicking “edit” link directly in popup.

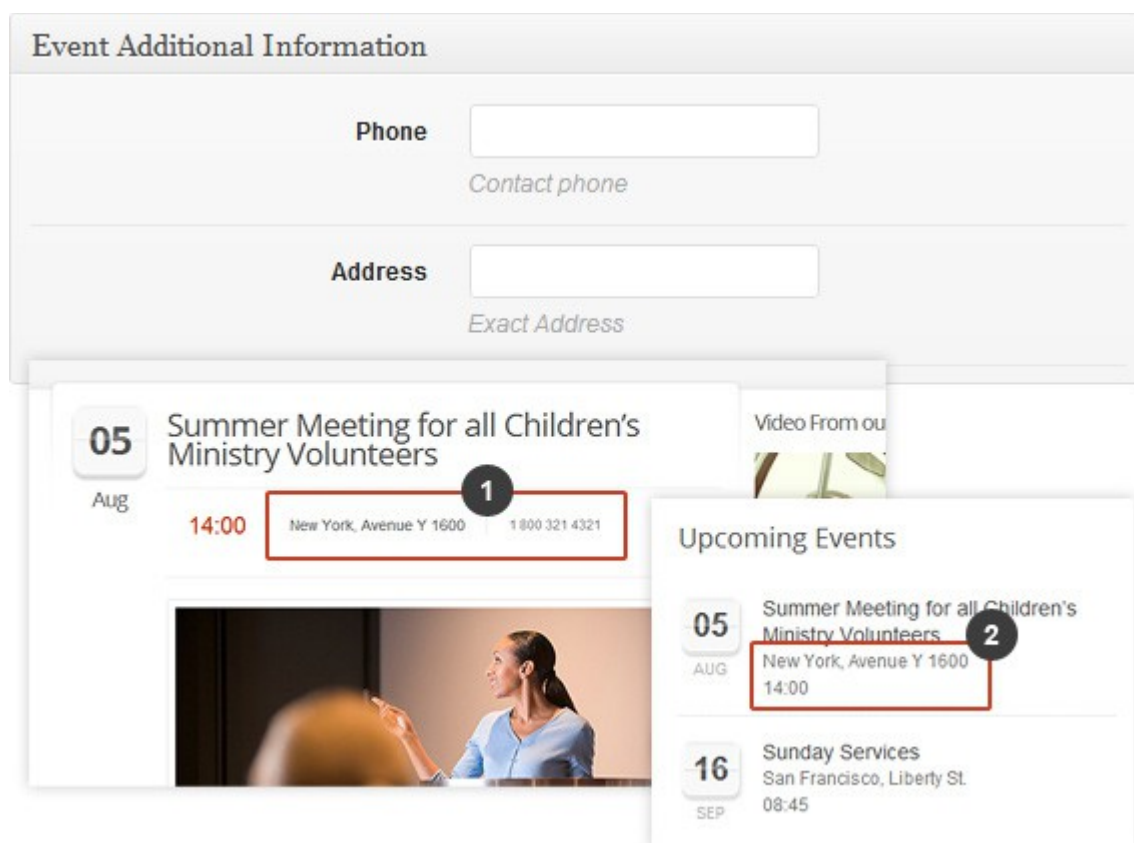
3. Add title for this location and press **save** button to save location.
Now you have a location for your event.

You can edit this location at any time. To do that rollover on location title and edit link will appear.



Additional Information

You can add additional information such as phone and address that will be used to display on event page and upcoming event widget.



Set layout and sidebar for event post.

You can set one of three possible layouts for event post: Full width, Left Sidebar and Right Sidebar.

You can find this settings at the right side below the event categories.



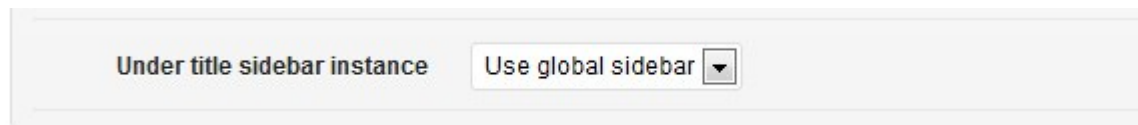
Layout Type

Template Right sidebar ▼

Sidebar postSidebar1 ▼

If you want to have same sidebar and layout for all event posts you can set it in [global event settings](#).

Also there are additional widget area between the map and content. You can enable it by choosing **Under title sidebar instance** in “Title area settings” block below the editor.



Under title sidebar instance Use global sidebar ▼

You can learn more about layouts, sidebars and widgets [here](#).

Slideshow Settings

Our theme is extremely flexible and allows to set unique slideshow, with unique settings for each post/page or taxonomies.

Please note that this settings will be applied **ONLY** for the specific page/post, where you set it and not for the other pages/posts.

To set slideshow for specific page, scroll down to the “Slideshow options” block.

1. **Choose slideshow type** – here you can between our custom JCycle or Revolution slideshows. By default it is set to use global settings (global settings is set in Theme Options -> Slideshows)
2. Choose Revolution Slider (for revolution slider only) – you can create many revolution slideshows, so here you can choose which of revolution slideshows you would like to use.
2. Set slideshow category (for jCycle only)
3. and set max amount of slides for this slideshow (for jCycle only).

Slideshow options

Select a slideshow type for current page

Use global ▼

Choose Revolution slider

main ▼

Choose Revolution slider

Select a slider category

contacts ▼

How many slides to display:

4

Set a number of how many slides you want

Publish

Add information for your event in editor and click publish button when you are done.

You can learn how to create rockin content for your post/page [here](#).

Publish