

Editing Upcoming Events for the Home page

In edit mode, choose Dashboard from the left side menu, click on Appearance and Widgets then choose from the center column Home Events from the dropdown menu choose Text: Upcoming Events

Enter information replacing old events using the same format but inserting the new data shown in the sample below in yellow.

Note: copy the link from the calendar pointing to the event so that anyone wanting more information goes to that page

Remember to press Save before closing

Check page to make sure it reads correctly

Tip: before making changes, copy existing data into text format as back up in case you need to reinsert it

An example of a properly completed event looks like this:

Saturday, July 4 July 4th BBQ and Potluck

Notes:

 means unnumbered list

 means the end to an unordered list so the items are all aligned

 means listed item

 means **bold** – enter date ie, Saturday, July 4

<a href= means anchor (a) the html (h) reference (ref) url link to the calendar event page for the specific event. Note the url is in “quotation marks” – capture link from calendar page

Next comes the event name note < >

Followed by /a></li means anchor (a) the list item (li)