

Updating the Calendar

The WordPress website **MyCalendar** plugin is a free, highly functional and versatile plugin to manage and display a calendar of events. This document is specific to its implementation of the Wooden Boat Association of Queensland website. More detailed documentation is available through the following links:

<https://docs.joedolson.com/my-calendar/#content>

<https://wpklik.com/wordpress-plugins/my-calendar-wordpress-plugin/>

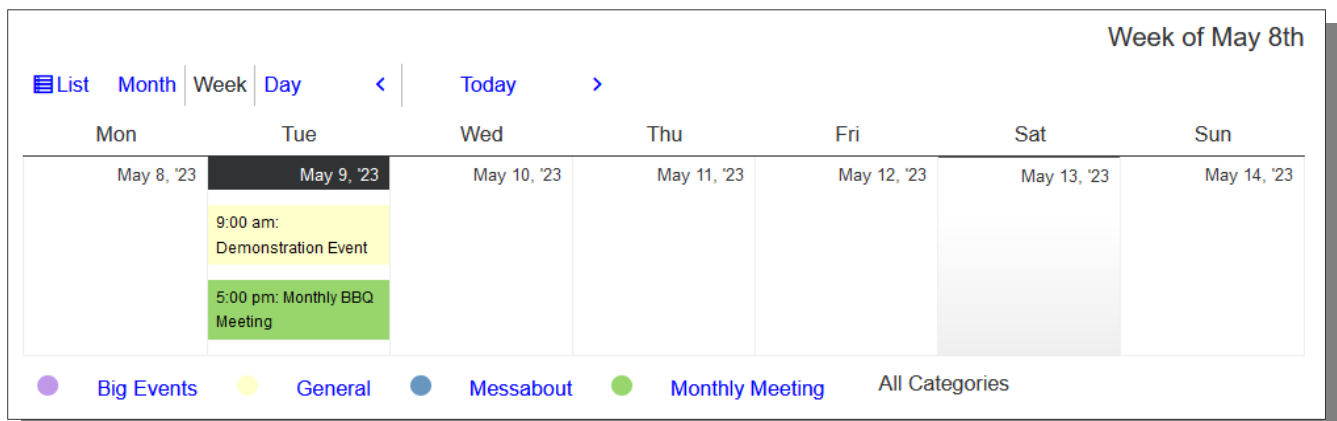
<https://portofinonc.com/wp-content/uploads/2012/07/My-Calendar-v1.10.9.pdf>

Check the dates on the above documents as they will not necessarily have been updated to reflect changes in the latest version of the My Calendar plugin. They can still provide useful information.

When updating the calendar it is important to bear in mind how the 'public facing' view of the calendar will be presented to a website visitor.

Visitors to your website calendar can choose from several different 'views' (The default view can be set by your system administrator.):

- List View - Displays a list of days in the scope of Month, Week, Day, that have active events and shows the number of events on each of these days. To the left of each day is a plus (+) sign. Clicking on the + shows or hides a list of the events on that day. The list view is useful when events are infrequent and a monthly calendar grid would be mostly empty.
- Grid View - Displays a grid of days (whether they have events or not) in the scope of Month, Week or Day.
 - Month - Each event is shown in the appropriate daily cell with the Event Title and Start Time. If the All Day flag is set this will override the Start Time
 - Week - Each event is shown in the appropriate daily cell with the Event Title and Start Time. If the All Day flag is set this will override the Start Time
 - Day - Each event for the day is shown with the Event Title, Start Time, End Time, Description



This screen-shot shows an example of the week-grid view with two events on 9 May 2023. Alternative layouts can be chosen using the List | Month | Week | Day links at the top left. The 'Today' link resets the display to the current date and the < > arrows on either side move the display forward or backward by one period (Month, Week or Day). A key to Event Category colours is displayed across the bottom of the display.

Events must have a status of 'Published' before they appear in the public facing view.

Updating the Calendar

To update the calendar you must be logged in to the website and your user account must have been assigned the 'Calendar' role.

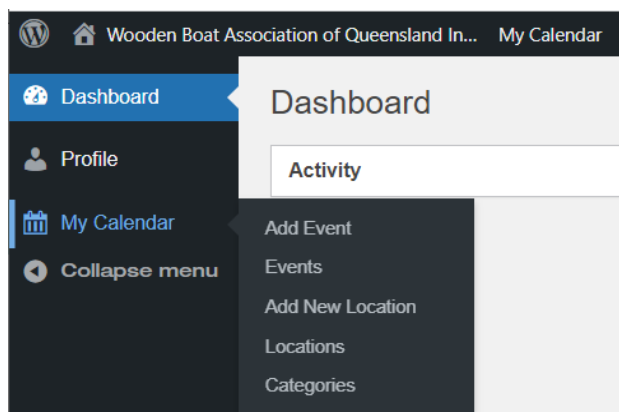
When you are logged in a black band appears at the top of the window. This provides access 'behind the scenes'.

Your username appears the right-hand end. (Hover over that to logout or to edit your profile.)

At the left-hand end of the black band, hover over 'Wooden Boat Association...' and select Dashboard from the drop-down menu.



Click on My Calendar which opens the menu below and the options:



- Add Event
- Events (a listing of existing events)
- Add New Location
- Categories

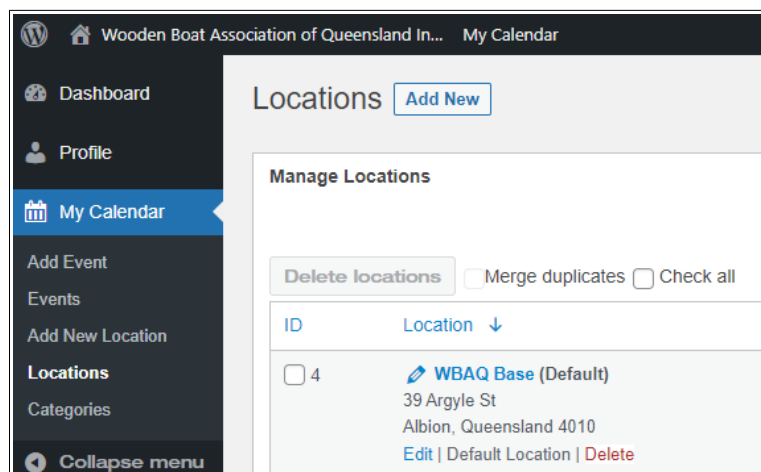
This menu may vary depending on individual user permissions but these are the essential items.

Before discussing how to add or edit events it is necessary to understand Locations and Categories.

Locations

Adding new events can be simplified if comprehensive details of frequently used locations are have been entered previously.

To add a new location click on 'Add New Location' or click on Locations, which will display a list of existing locations then click on 'Add New'.



Note that, when displaying the list of locations you can hover over one to display a sub-menu allowing you to Edit the details, Set it as the Default Location, or Delete it.

The primary details to be entered for a location are the Name, Address and contact phone numbers.

Options can be enabled to allow linking to display the location on Google Maps or to

allow visitors to search events per specific criteria. This may include Locations, Categories or Accessibility Features.

Unless these options are enabled these fields are irrelevant (Initial Zoom, GPS Coordinates, Location Accessibility).

Add New Location

Location Editor

Add Location

Name of Location (required)

The Boat Shed

Location Address

Street Address

39 Argyle St

Street Address (2)

City

Aiblon

State/Province

Queensland

Postal Code

4010

Region

Country

Initial Zoom

Neighborhood

GPS Coordinates (optional)

Coordinates are used for placing the pin on your map when available.

Latitude

Longitude

Add a [Google Maps API Key](#) to generate a location map.

Add Location

Location Contact Information

Phone

0428439001

Secondary Phone

Location URL

Location Accessibility

Accessible Entrance Accessible Parking Designated

Accessible Restrooms Accessible Seating

Accessible Transportation Available Wheelchair Accessible

Courtesy Wheelchairs Bariatric Seating Available

Elevator to all public areas Braille Signage

Fragrance-Free Policy Other

After the details are complete click on the Add Location button.

Categories

Categories are used to differentiate different kinds of event in the 'public facing' views by assigning a different colour to each category.

To add or edit categories click on 'Categories'.

The upper 'Category Editor' part of this screen allows you to enter details of a new category or edit details of an existing category.

These details include the category Colour, whether it is the Default category, Private (visible to logged in users only), or Holiday (more on this later). Icons are not activated and so are irrelevant.

Wooden Boat Association of Queensland In... My Calendar

Dashboard
Profile
My Calendar
Add Event
Events
Add New Location
Locations
Categories
Collapse menu

Edit Category [Add New](#)

Category Editor

Category Name: Color:

Category Icon: [Show Category Icons](#)

Private (logged-in users only) Default Holiday

Category List

ID	Category Name	Events	Private	Color
1	General	2	No	#ffffcc
2	Monthly Meeting Edit Set as Default Delete	5	No	#98d66d
3	Messabout	39	No	#6796bf
4	Big Events	25	No	#c098ea

The lower 'Category List' part of this screen lists the existing categories.

In the list of locations you can hover over one to display a sub-menu allowing you to Edit the details, Set it as the Default Category, or Delete it.

Clicking on Edit will open the selected category in the Category Editor.

Click on 'Save Changes' after editing a category.

Events

The calendar plugin is based on Events. Each event consists of:

- Title (appears in all views of the event)
- Description (Details about the event)
- Category
- Start Time
- End Time
- Event Date
- End Date (for multi-day events)
- Location
- Recurrence (for an event that recurs regularly)

To add a new event click on 'Add Event' or click on 'Events', which will show a list of existing events, then click on 'Add New'.

Note that, when displaying the list of Events you can hover over one to display a sub-menu allowing you to View, Copy or Delete the Event. You can open the event for editing by clicking on the title.

Wooden Boat Association of Queensland In... My Calendar

Dashboard
Profile
My Calendar
Add Event
Events
Add New Location
Locations
Categories
Collapse menu

Events [Add New](#)

My Events [Event Groups](#)

My Events [Grid View](#) [List View](#)

All (64) Published (63) Drafts (1) Trashed (0) Archived (0) [Search](#)

Bulk actions [Apply](#) Check all

ID ↓	Title	Location	Date/Time	Author	Category
<input type="checkbox"/> 71	South Pine River - Learmonth Street, Strathpine boat ramp	Strathpine boat ramp	June 24, 2023, 9:00 am	John Tennock	Messabout

[View](#) | [Copy](#) | [Delete](#) | Published

In this Events window you can:

- Display the events in Grid View or List View
- Filter the list to show only events with a status of Published, Drafts, Trashed or Archived
- Page through the list if it covers multiple pages
- Search for events by text that appears in the Title, Description, Date, or Category

In the Add Event window

- Enter an appropriate Event Title
- Click on Save Draft. A message appears at the top of the screen 'Event draft saved. Continue editing event.'. Click on 'Continue editing'. This changes the Add Event window to Edit Event with an update button and a drop-down list to choose whether to update as a Draft, Publish or Trash.

- Repeat Update Draft periodically to save your work as you progress through creating or updating the details of an event. The Update button appears at the top and bottom of the Edit Event screen. The Draft/Publish/Trash selector appears only at the top.
- In the editor panel type a description of the event. Note that this is a full function editor providing extensive formatting, images and links
- Select the appropriate category check-boxes. Note that you can use the 'Add Categories' button to add new categories if necessary. If you select more than one category check-box you will be prompted to select one of them as a primary category (which will define the category colour in the calendar display).

Date and Time

- In the Date and Time panel enter the Start and End times in the format HH:MM
- Select the event date from the drop-down calendar or enter it in the format YYYY-MM-DD
- If it is a multi-day event occurring on consecutive days you can add an optional End Date and the event will be displayed on all consecutive days in that date range.
- Check 'All day event' (if it is). The start and end times will be cleared when the event is updated (saved) and will not be displayed. You can change the event time label from the default 'All Day' if alternative wording is preferred.
- If the End Time is irrelevant for this event Check 'Hide end time' and this field will not be displayed in the event details popup.

Repetition Pattern

If the event recurs at regular intervals you can specify a repetition pattern by choosing:

- Does not recur (default value)
- Daily
- Daily Weekdays Only
- Weekly
- Monthly by date (e.g. 24th of each month)
- Monthly by day (e.g. 2nd Tuesday of each month)
- Yearly

The display of 'Edit Repetition Pattern' fields can be toggled 'On' or 'Off' using the 'Edit Repetition Pattern' button.

For all repetition patterns except Monthly by day you can also specify a frequency (e.g. every 2nd week) as well as a period.

A definition of the selected repetition pattern is displayed in the coloured banner at the top of the Repetition Pattern panel (above).

If necessary you can toggle on or off the option that if a recurring event date falls on the 5th week of the month, in a month with four weeks, it will be moved one week earlier.

If you have holidays defined in the special 'Holidays' category you can toggle on or off that if a recurring event coincides with one of these holiday dates that recurrence will be cancelled.

When the recurring event is updated (saved), individual events are generated according to the specified repetition pattern. They can then be viewed and edited by clicking the 'View scheduled dates' button.

View scheduled dates

When a recurring event is updated(saved) the View scheduled dates panel allows further editing.

- If the Recurring Event period in the Edit Repetition Pattern window is set to 'Does not recur', when the recurring event is updated(saved) the related scheduled dates will be removed.
- You can delete or edit the individual scheduled dates.
- You can use the 'Add another date' button to add other dates on which this event occurs. These do not need to comply with any regular repetition pattern. This is useful for events that recur at irregular intervals.

Featured Image and **Event Details** are not covered here

Event Location

The Event Location panel allows you to select a previously entered location from a drop-down list when adding a new event or updating an existing event.

Event Location

📍 Current location: [Edit WBAQ Base \(New tab\)](#)

Change location:

No change + Add a new location

Add a [Google Maps API Key](#) to generate a location map.

For an existing event a link is provided to Edit the details of the previously entered location. The Edit Location panel is opened in a new tab.

If the location for this event has not previously been entered a new location can be added using the 'Add a new location' button.

When all the details are completed and you are ready to publish the event, scroll to the top of the Edit Event window, select 'Publish' from the drop-down list and click the Update button. The event now has a status of 'published' and appears in the public-facing views.

Holidays

The possibility exists that the future recurrence of a recurring event will coincide with a public holiday (New Year's Day, Christmas Day, Boxing Day, Good Friday, Easter Monday, Anzac Day, Labour Day etc.).

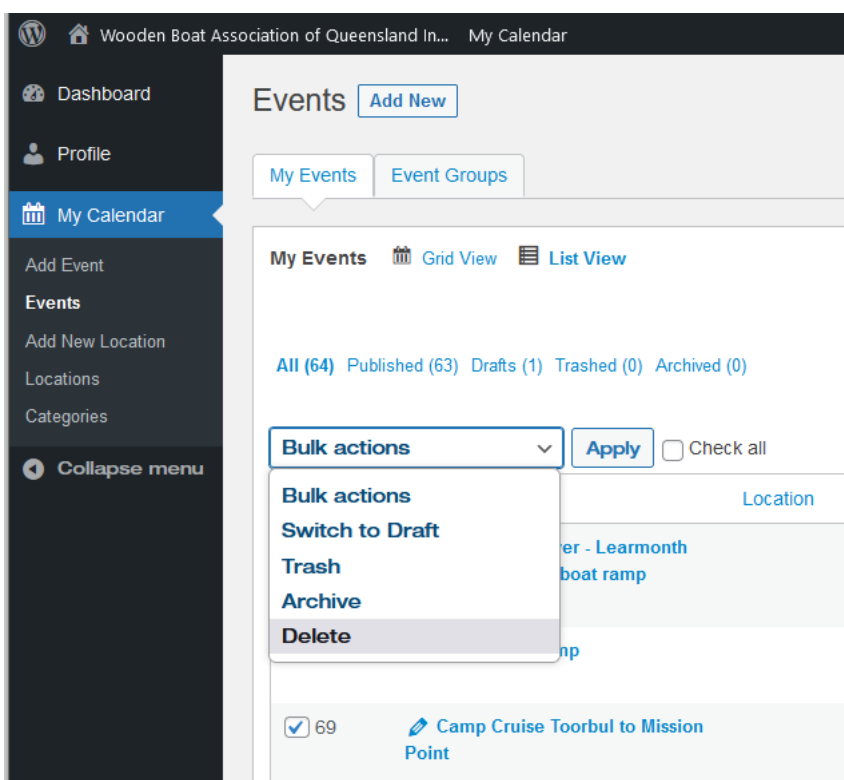
This can be overcome by:

- Creating a special category with the Holiday' flag set.
- Creating events in this category for the holiday dates that you want to skip.

These holidays will then be recognised when a recurring event is created.

Deleting Events

To permanently delete one or more events navigate to My Calendar | Events to display the events list.



1. Check the check-box(s) for the event(s) you wish to delete.
2. Click on the 'Bulk Actions' drop-down list and select Delete.
3. Check your selections.
4. Click on the 'Apply' button.