

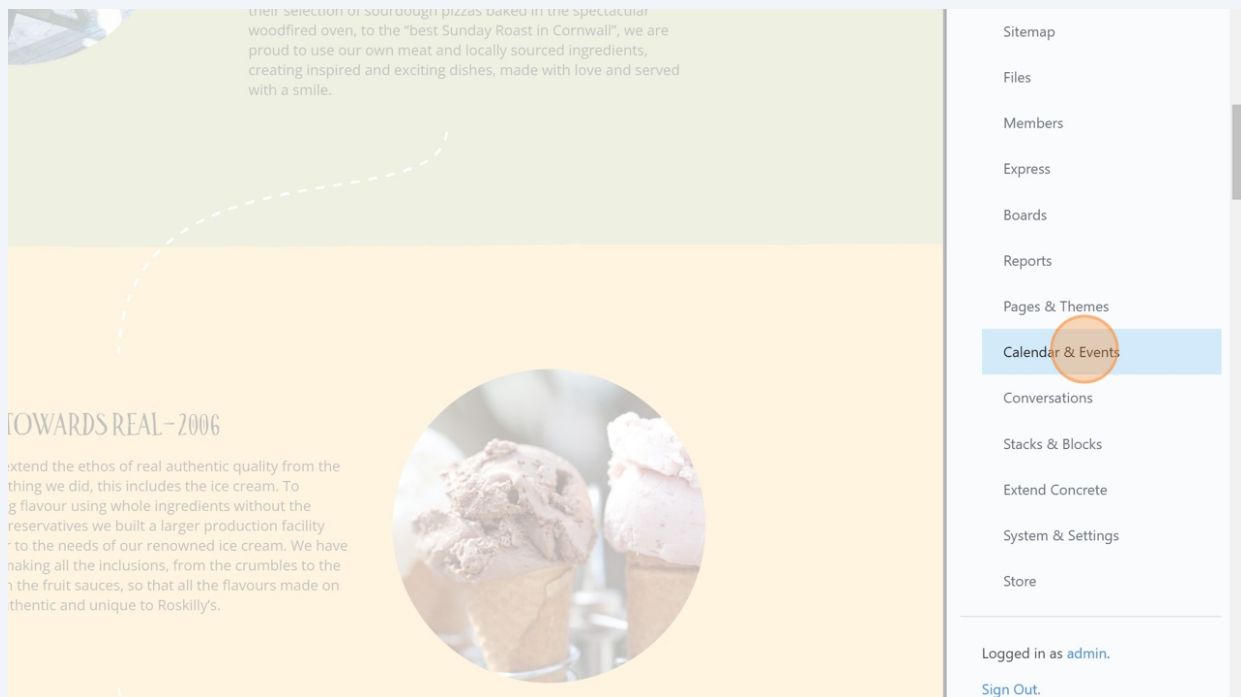
How To Add And Delete Events In Dashboard

1

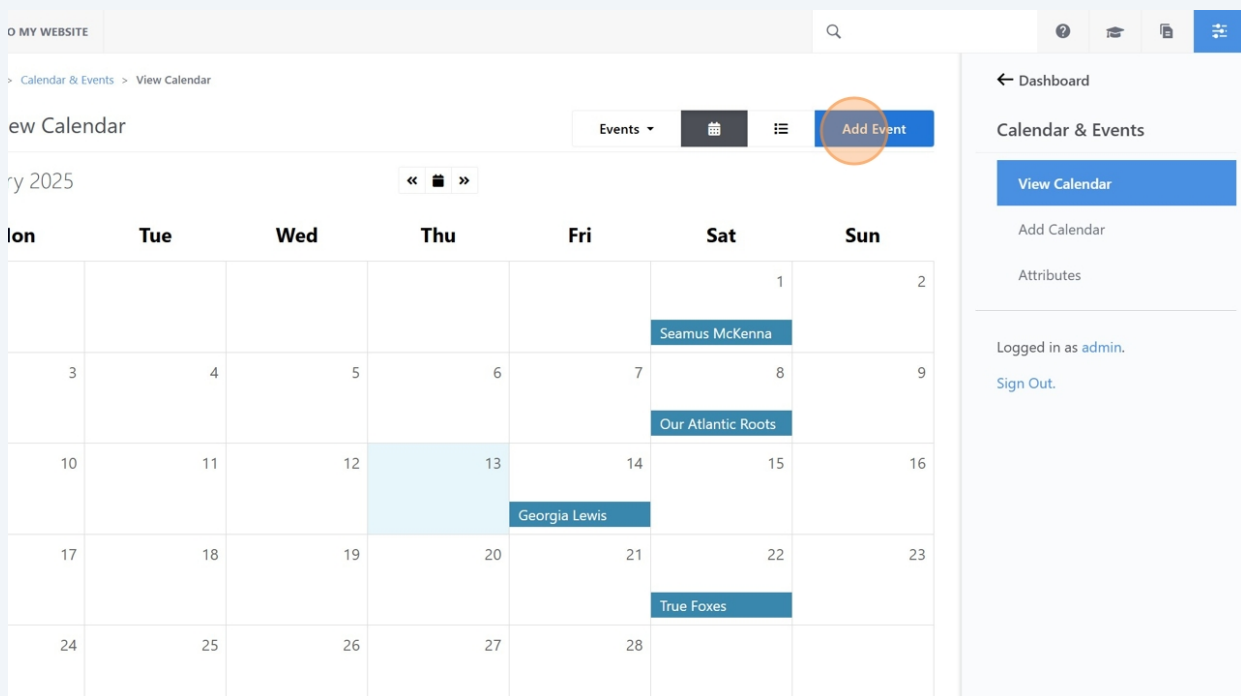
Click "Dashboard"



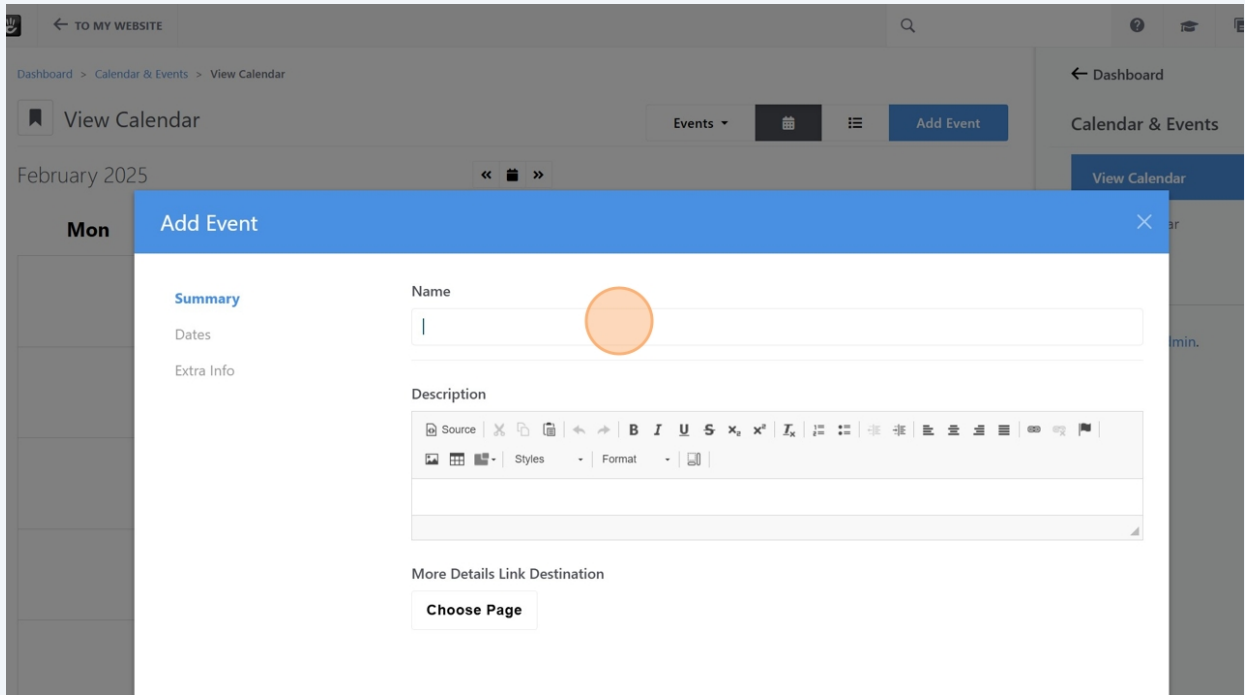
2 Click "Calendar & Events"



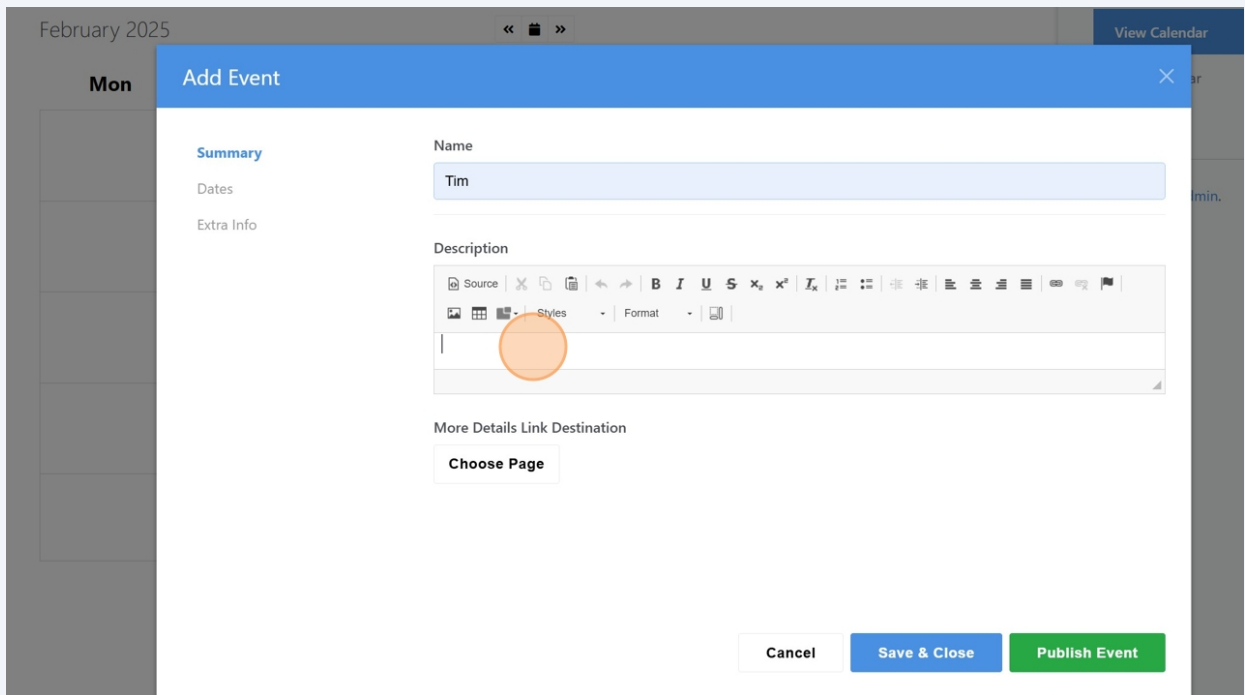
3 Click "Add Event"



4

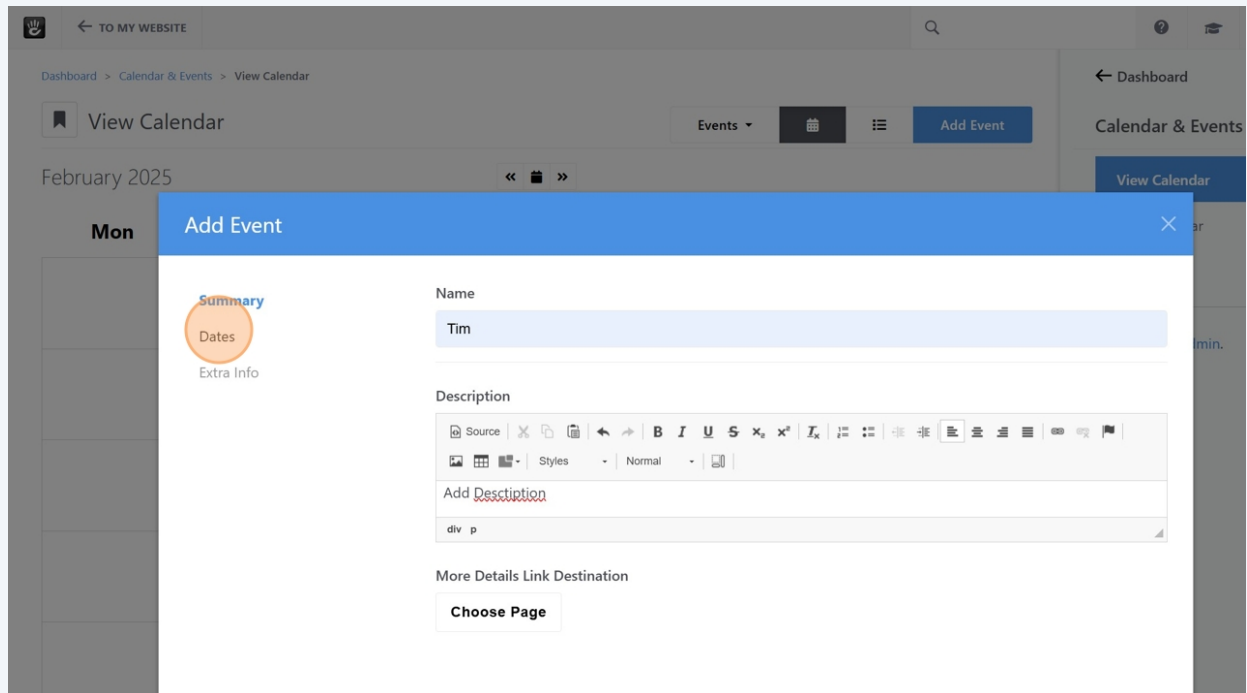


5



6 Type "Add Description"

7 Click "Dates"



8 Click this text field.

The screenshot shows a web application interface for managing a calendar. A modal window titled "Add Event" is open. It has a sidebar with "Summary", "Dates", and "Extra Info" sections. The "Dates" section is active. The "From" date field is highlighted with an orange circle. The "To" date field is also visible. The "From" field contains the date "13/02/2025" and the "To" field contains "13/02/2025". The time fields show "15:30" and "16:30". There are checkboxes for "All Day" and "Repeat Event". A button "Add Date/Time" is at the bottom right of the date selection area. The background shows a calendar view for February 2025.

Dashboard > Calendar & Events > View Calendar

View Calendar

Events ▾ Add Event

February 2025

Mon

Add Event

Summary

Dates

Extra Info

From ⓘ 13/02/2025 15:30 To 13/02/2025 16:30

☐ All Day ☐ Repeat Event Europe/London

Add Date/Time

9 Click "28"

The screenshot shows the same "Add Event" modal window. A date picker is open, showing the month of February 2025. The date "28" is highlighted with an orange circle. The date picker is a calendar grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1-28). The date "28" is in the bottom right corner of the grid. The "From" date field is still highlighted with an orange circle. The "To" date field is also visible. The "From" field contains the date "13/02/2025" and the "To" field contains "13/02/2025". The time fields show "15:30" and "16:30". There are checkboxes for "All Day" and "Repeat Event". A button "Add Date/Time" is at the bottom right of the date selection area. The background shows a calendar view for February 2025.

Mon

Add Event

Summary

Dates

Extra Info

From ⓘ 13/02/2025 15:30 To 13/02/2025 16:30

☐ All Day ☐ Repeat Event Europe/London

Add Date/Time

February 2025

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	

Cancel Save & Close Publish Event

10 Click "Extra Info"

The screenshot shows a web application interface for adding an event. The 'Add Event' modal is open, and the 'Extra Info' tab is selected, indicated by an orange circle. The modal contains the following fields:

- Summary**: A text input field.
- Dates**: A text input field with the value '28/02/2025'.
- From**: A time input field with the value '15:30'.
- To**: A time input field with the value '16:30'.
- Repeat Event**: A checkbox labeled 'Repeat Event'.
- Europe/London**: A text input field.
- Add Date/Time**: A button.

The background shows a calendar view for February 2025, with the 'View Calendar' button visible.

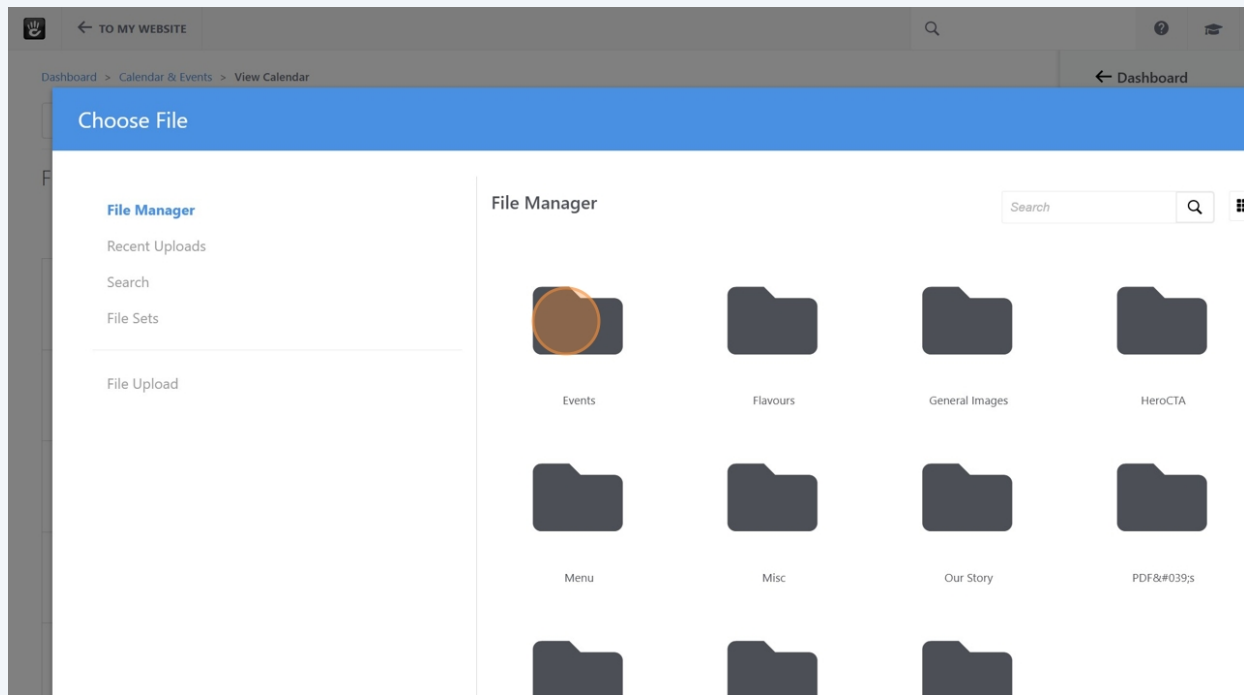
11 Click "Choose File"

The screenshot shows the 'Add Event' modal form with the 'Image' tab selected, indicated by an orange circle. The modal contains the following fields:

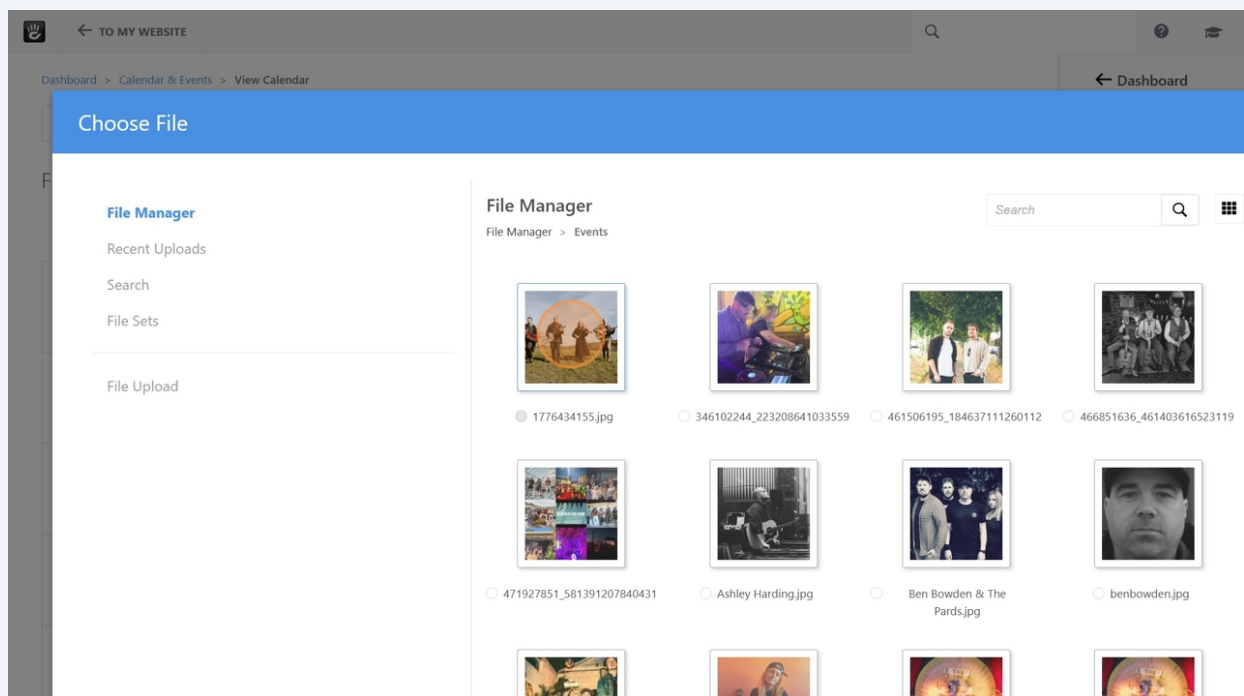
- Image**: A text input field with a 'Choose File' button.
- Event Category**: A text input field with the value 'eg. Soulful, meoldic, local'.
- Instagram Link**: A text input field with the value 'https://www.instagram.com/georgialewisismusic/'.
- Instagram Link 2**: A text input field with the value 'https://www.instagram.com/georgialewisismusic/'.
- Website**: A text input field.
- Facebook Link**: A text input field.

The background shows the same calendar view for February 2025, with the 'View Calendar' button visible.

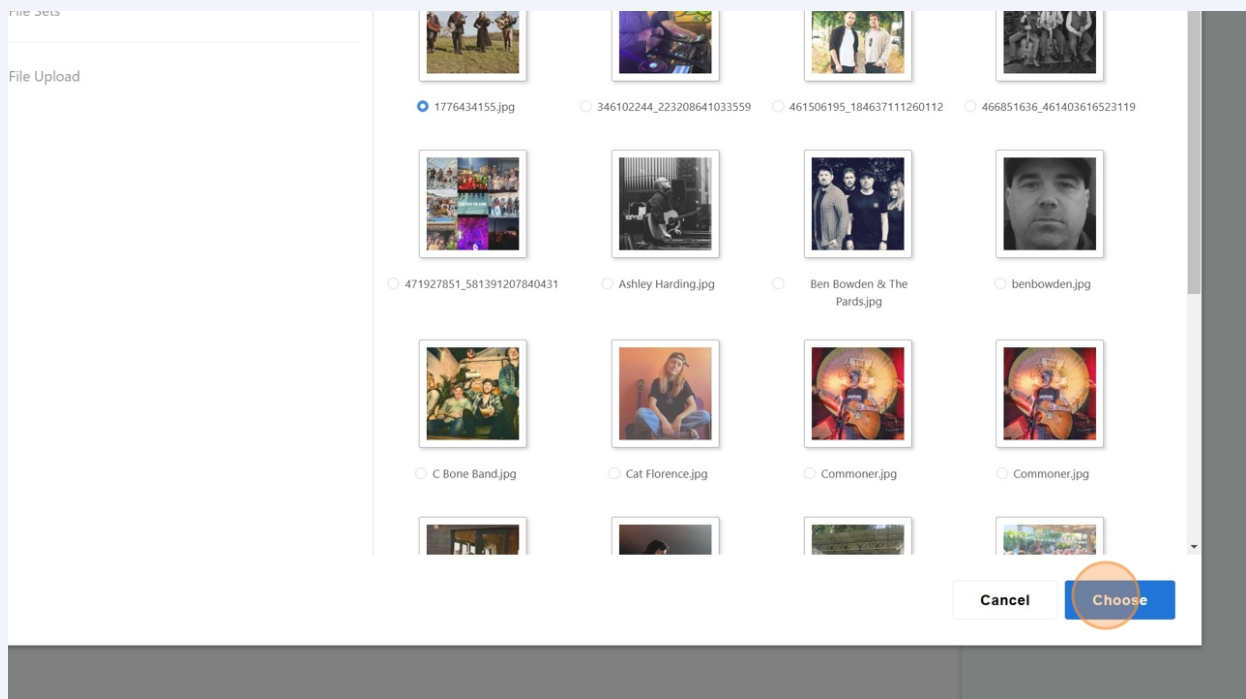
12 Double-click here.



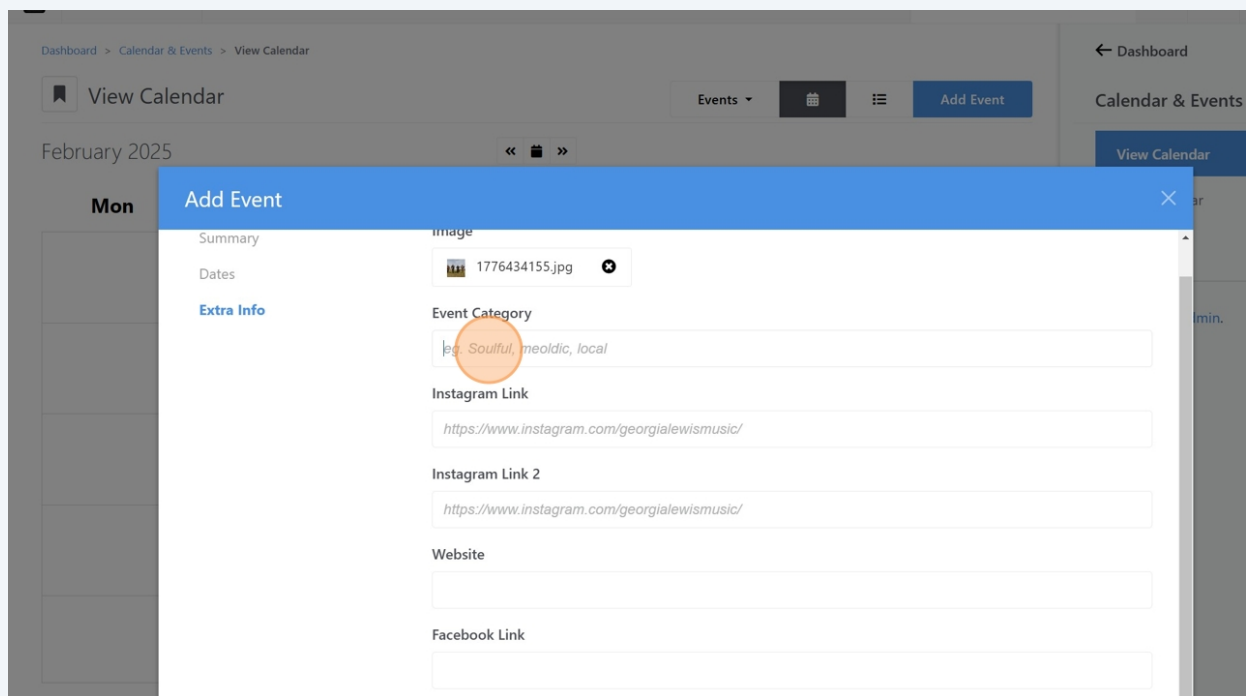
13 Click this image.



14 Click "Choose"



15 Click the "Event Category" field.



16 Click the "Instagram Link" field.

The screenshot shows a web application interface with a calendar view for February 2025. An 'Add Event' dialog box is open, featuring a blue header and a white body. The dialog has tabs for 'Summary', 'Dates', and 'Extra Info', with 'Extra Info' currently selected. The 'Image' field contains a thumbnail of '1776434155.jpg'. The 'Event Category' field has a placeholder text 'eg. Soulful, meoldic, local'. The 'Instagram Link' field is highlighted with an orange circle and contains the URL 'https://www.instagram.com/georgialewismusic/'. Below it, the 'Instagram Link 2' field also contains the same URL. The 'Website' and 'Facebook Link' fields are empty. At the bottom of the dialog, there are three buttons: 'Cancel', 'Save & Close', and 'Publish Event'.

17 Click the "Instagram Link 2" field.

This screenshot is identical to the one above, showing the 'Add Event' dialog box. In this instance, the 'Instagram Link 2' field is highlighted with an orange circle, while the 'Instagram Link' field is no longer highlighted. All other elements, including the calendar background, dialog structure, and text content, remain the same.

18 Click the "Website" field.

The screenshot shows a modal window titled "Extra Info" with a sidebar on the left containing "Summary" and "Dates". The main content area includes a header image placeholder (1776434155.jpg), an "Event Category" field with the placeholder text "eg. Soulful, meoldic, local", and two "Instagram Link" fields, both containing the URL "https://www.instagram.com/georgialewismusic/". The "Website" field is highlighted with an orange circle and contains a single vertical bar "|". Below it is an empty "Facebook Link" field. At the bottom right are three buttons: "Cancel", "Save & Close", and "Publish Event".

19 Click the "Facebook Link" field.

This screenshot is identical to the previous one, showing the "Extra Info" modal window. In this step, the "Facebook Link" field is highlighted with an orange circle, while the "Website" field is no longer highlighted. The "Website" field still contains the vertical bar "|". All other elements, including the sidebar, form fields, and buttons, remain the same.

20 Click "Publish Event"

Extra Info

Event Category
eg. Soulful, meoldic, local

Instagram Link
https://www.instagram.com/georgialewismusic/

Instagram Link 2
https://www.instagram.com/georgialewismusic/

Website

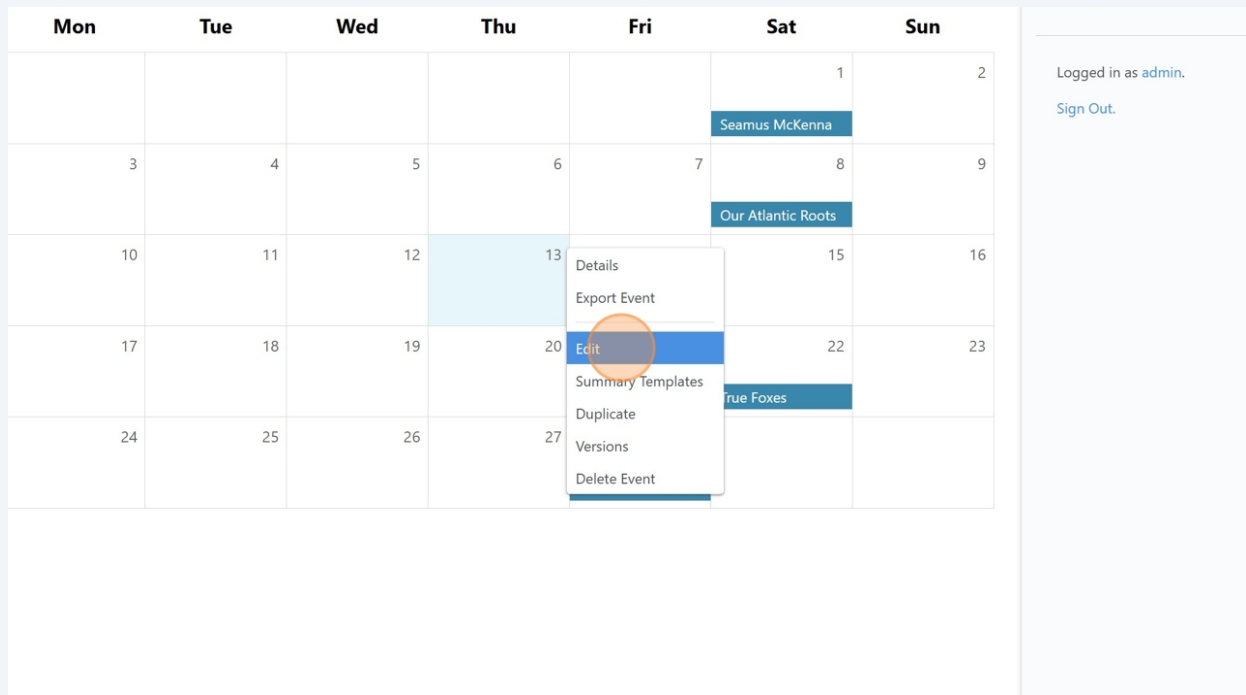
Facebook Link

[Cancel](#) [Save & Close](#) [Publish Event](#)

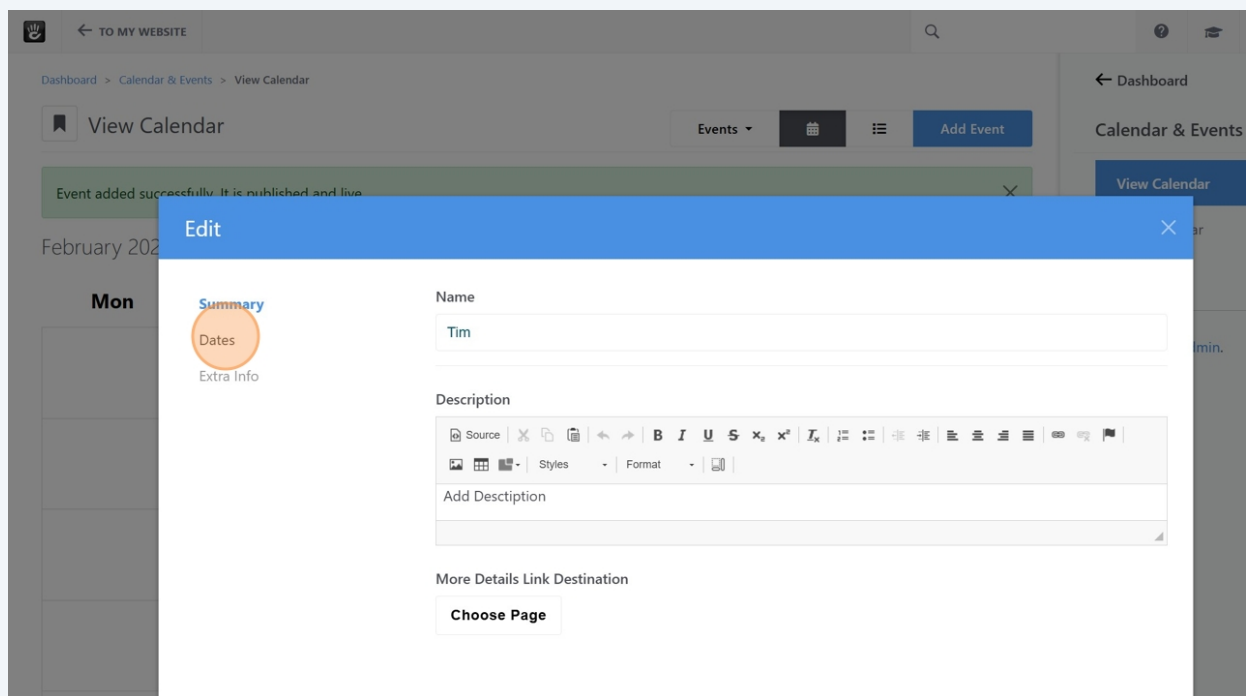
21 Click here.

					1	2	Logged in as admin . Sign Out.
					Seamus McKenna		
3	4	5	6	7	8	9	
					Our Atlantic Roots		
10	11	12	13	14	15	16	
				Georgia Lewis			
17	18	19	20	21	22	23	
					True Foxes		
24	25	26	27	28			
				Tim			

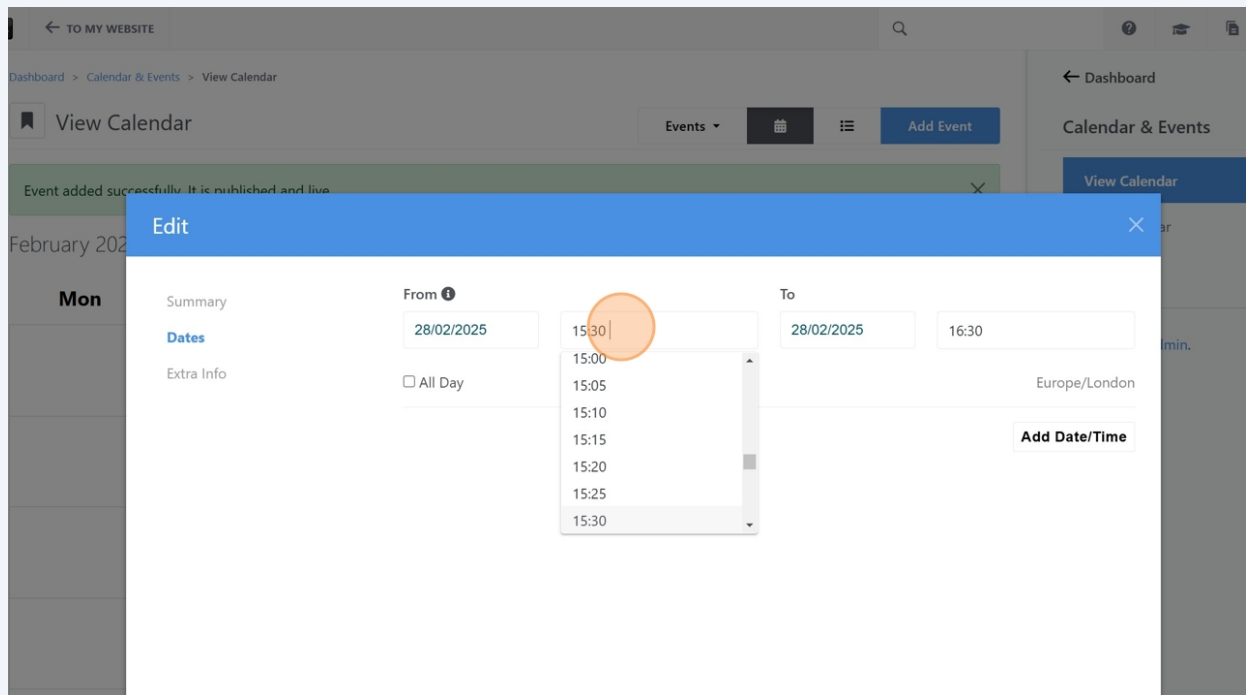
22 Click "Edit"



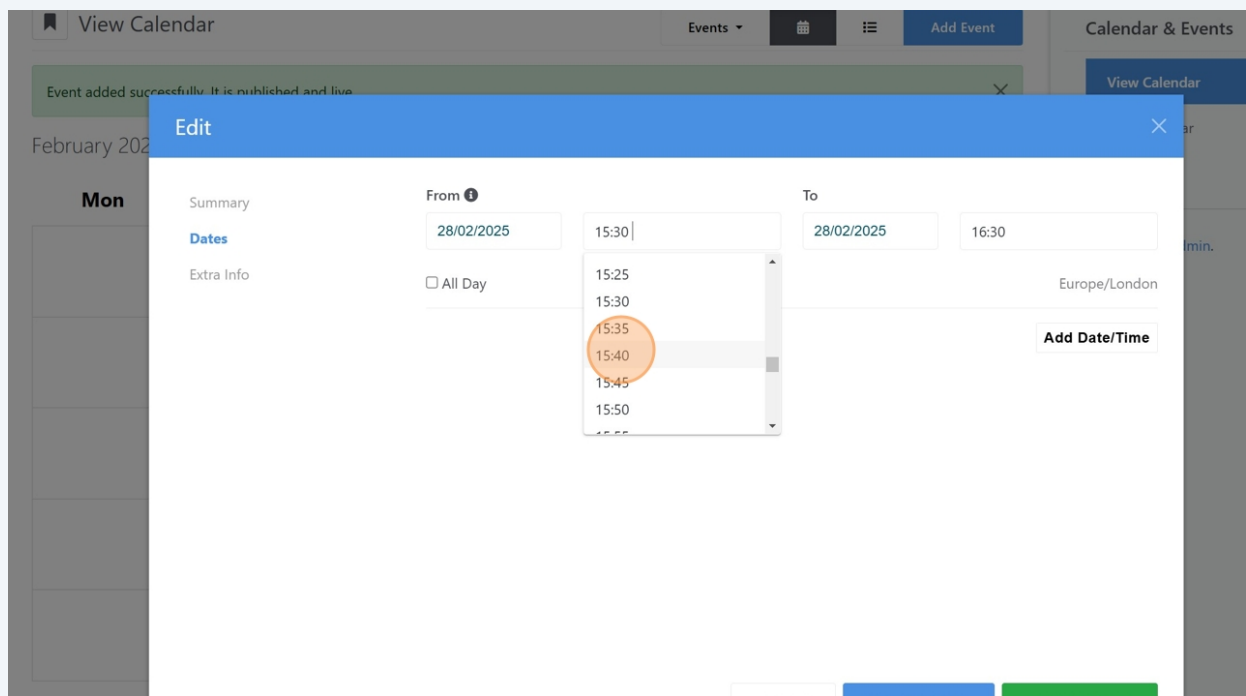
23 Click "Dates"



24 Click here.



25 Click "15:40"



26

Dates

Extra Info

28/02/2025

15:40

28/02/2025

16:40

☐ All Day

☐ Repeat Event

Europe/London

Add Date/Time

Cancel

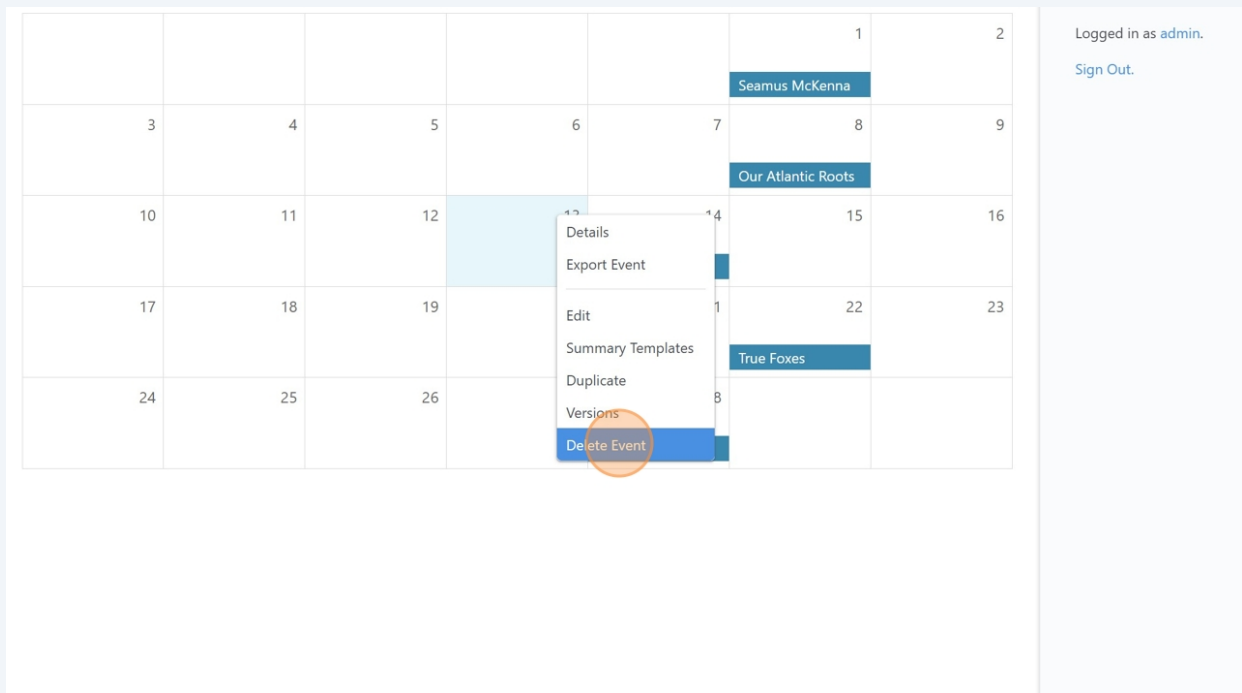
Save & Close

Publish Event

27

					1	2
					Seamus McKenna	
3	4	5	6	7	8	9
					Our Atlantic Roots	
10	11	12	13	14	15	16
			Georgia Lewis			
17	18	19	20	21	22	23
				True Foxes		
24	25	26	27	28		
			Tim			

28 Click "Delete Event"



29 Click "Delete"

