



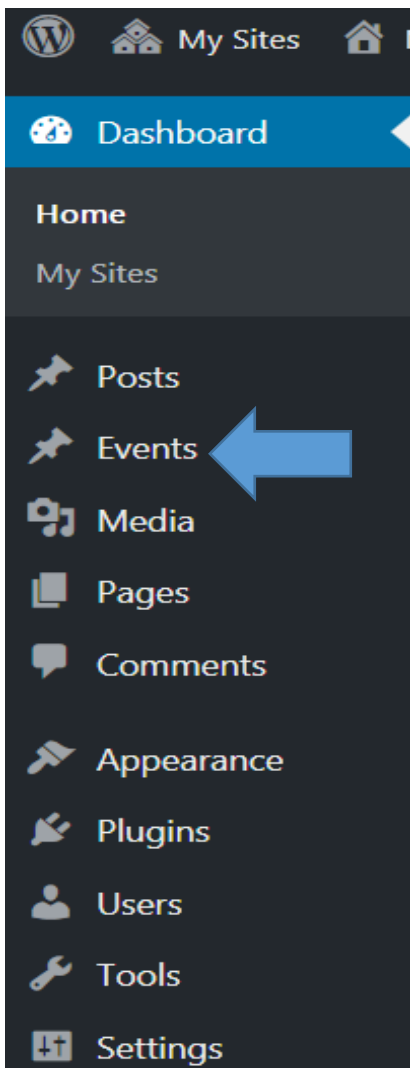
BOWLSLINK

## BowlsLink Adding Events

The upcoming events at your club can appear on your homepage. These are handy snippets that can be used to advertise everything happening at your club. They appear under the News Items and can be turned off.

To add an event to your page:

1. Select events from the left hand menu.





# BowlsLink Adding Events

2. This will give you a page showing all the events at your club


Events [Add New](#)

All (4) | [Published \(4\)](#) | [Trash \(1\)](#)

Bulk Actions ▾ Apply All dates ▾ Filter

<input type="checkbox"/> Title
<input type="checkbox"/> Christmas Party
<input type="checkbox"/> Melbourne Cup Day
<input type="checkbox"/> Grand Final Day
<input type="checkbox"/> Parma and Pot Night
<input type="checkbox"/> Title

3. To add a new event click the add new button.

Events [Add New](#) 

All (4) | [Published \(4\)](#) | [Trash \(1\)](#)

Bulk Actions ▾ Apply All dates ▾ Filter

<input type="checkbox"/> Title
<input type="checkbox"/> Christmas Party
<input type="checkbox"/> Melbourne Cup Day
<input type="checkbox"/> Grand Final Day
<input type="checkbox"/> Parma and Pot Night
<input type="checkbox"/> Title



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4. You will get a screen similar to the one below, please note Events are a little different from Posts and Pages.

Add New Event

Word count: 0

Events		
Event Date	Event Start Time	Event End Time

Excerpt

5. The top Box is the title of your event, the larger box the details. Below this you also have the Date, Start time and Finish time of the event these should be filled in.
6. Once the information has been entered you can publish the event from the Publishing menu on the right hand side.

**Publish**

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

[Move to Trash](#) Publish



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7. What you will notice is that the events on your homepage order chronologically, so your event may be moved to the first position or may not appear if it is too far in the future. All events will be removed from your homepage after the date they occur as seen below.

### UPCOMING EVENTS

October	November	December	December
<b>30</b> <b>Grand Final Day</b> Grab your colours, and enjoy the big game over a buffet and beer <a href="#">LEARN MORE &gt;</a>	<b>02</b> <b>Melbourne Cup Day</b> Back a winner and roll a few between races. Join us for the race that stops a nation. <a href="#">LEARN MORE &gt;</a>	<b>05</b> <b>Parma and Pot Night</b> Grab a beer and a golden crumbed, butterflied chicken breast ... only \$20 <a href="#">LEARN MORE &gt;</a>	<b>21</b> <b>Christmas Party</b> Tis the season to be bowling. Celebrate in style with our twilight function <a href="#">LEARN MORE &gt;</a>

### UPCOMING EVENTS

September	October	November	December
<b>15</b> <b>ROB's Birthday Bash</b> As you all know our beloved div 2 player Rob is turning 40+GST this weekend. He is throwing a bit of a bash at the club for anyone who wants to come down. The BBQ will be running from midday and there will be his sons band playing from 6pm covering songs from the 60's... <a href="#">LEARN MORE &gt;</a>	<b>30</b> <b>Grand Final Day</b> Grab your colours, and enjoy the big game over a buffet and beer <a href="#">LEARN MORE &gt;</a>	<b>02</b> <b>Melbourne Cup Day</b> Back a winner and roll a few between races. Join us for the race that stops a nation. <a href="#">LEARN MORE &gt;</a>	<b>05</b> <b>Parma and Pot Night</b> Grab a beer and a golden crumbed, butterflied chicken breast ... only \$20 <a href="#">LEARN MORE &gt;</a>

8. It is also worth noting that when editing the Event you can use the Excerpt box below the date and time for the event to limit the writing in the event posting. As seen below the excerpt has reduced the text for the event on the 15<sup>th</sup>.

September	October	November	December
<b>15</b> <b>ROB's Birthday Bash</b> Rob's turning 40 AGAIN, Live music and BBQ from lunchtime. Come down have a roll and wish him a happy day. <a href="#">LEARN MORE &gt;</a>	<b>30</b> <b>Grand Final Day</b> Grab your colours, and enjoy the big game over a buffet and beer <a href="#">LEARN MORE &gt;</a>	<b>02</b> <b>Melbourne Cup Day</b> Back a winner and roll a few between races. Join us for the race that stops a nation. <a href="#">LEARN MORE &gt;</a>	<b>05</b> <b>Parma and Pot Night</b> Grab a beer and a golden crumbed, butterflied chicken breast ... only \$20 <a href="#">LEARN MORE &gt;</a>

9. Have fun and make the most of this feature to advertise everything happening at the club.