

Highgate Calendar

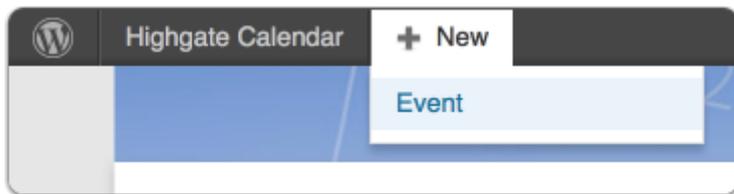
Adding your events to the highgatecalendar.org website.

Highgate Calendar - log in



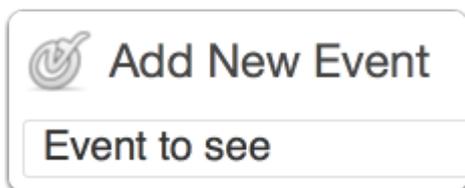
Go to <http://www.highgatecalendar.org/> and log in with any web service you already use.

New Event



A menu appears at the top of screen when you have logged in. Click '+ New' and then 'Event'.

Add Event title



Highgate Calendar

Enter Event date and time

EVENT DATE AND TIME

All-day event?

No end time?

Start date / time: (Time zone: Europe/London)

End date / time:

Repeat: **Monthly on 3rd Thursday until August 16, 2013**

Exclude... (Choose a rule for exclusion)

Exclude dates:

(Choose specific dates to exclude)

Add Event date and time.

IMPORTANT: the 'End date' should be the end of the first occurrence of your event if it repeats so will almost always be the same date. Here an event is already set to 'Repeat' monthly ending in August.

Set event to repeat - monthly

4:30pm (Time zone: Europe/London)

DAILY WEEKLY MONTHLY YEARLY

Every: month(s)

On day of the month On day of the week

Every

End:

On date:

« August 2013 »

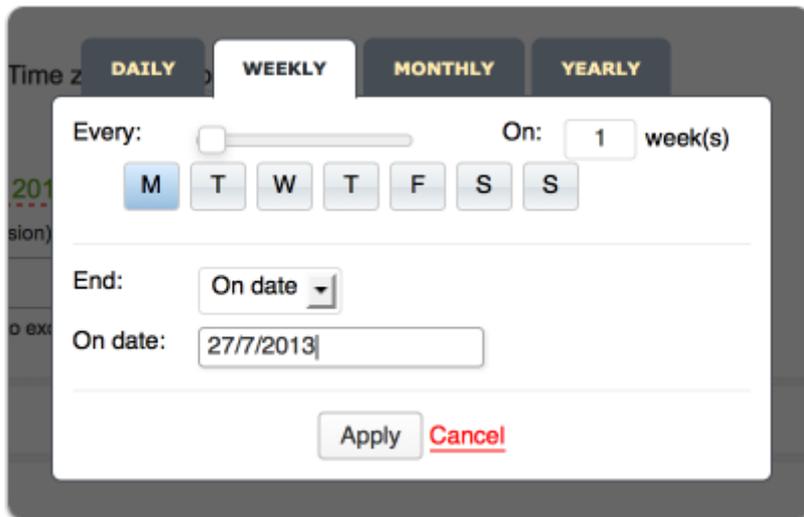
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Visual

If you are adding a repeating event you need to make selections to show on what basis your event repeats. Here the 'Monthly' tab is set to repeat an event on the 1st Monday every month ending on the 16th August. Click 'Apply' when done (hidden by the calendar in this view).

Highgate Calendar

Set event to repeat - weekly



Time zone: **DAILY** **WEEKLY** MONTHLY YEARLY

Every: week(s) On: week(s)

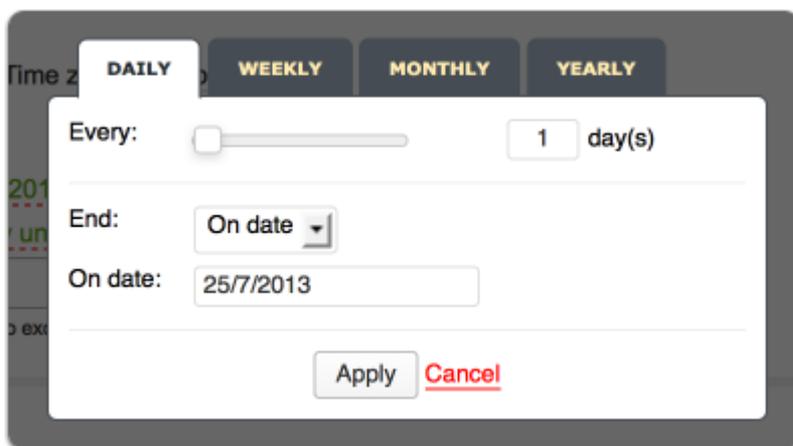
M T W T F S S

End:

On date:

Here an event is being set to repeat weekly on a Monday.

Set event to repeat - daily



Time zone: **DAILY** WEEKLY MONTHLY YEARLY

Every: day(s) On: day(s)

End:

On date:

An event repeating daily every day of the week. If the number top right was 2 it would repeat every other day.

Highgate Calendar

Event date and time - exclude

EVENT DATE AND TIME

All-day event?

No end time?

Start date / time: (Time zone: Europe/London)

End date / time:

Repeat: Daily until July 25, 2013

Exclude: Weekly on Monday until July 25, 2013 (Choose a rule for exclusion)

Exclude dates: (Choose specific dates to exclude)

You can also set to exclude one or more days in a week. Set to repeat daily and then tick 'Exclude' and make the relevant choices.

Event location details

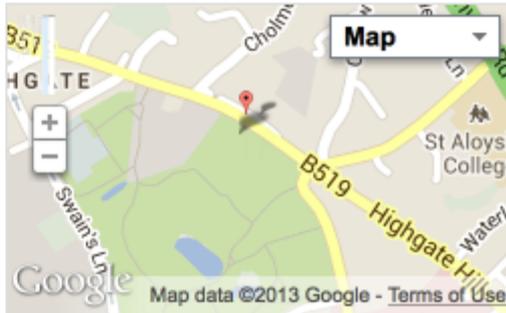
EVENT LOCATION DETAILS

Venue name:

Address:

Show Google Map:

Input Coordinates:



It is very important to enter the name of your venue - this will appear after the @ in the event listing. Also enter 'London' and at least the postcode to be able to tick to 'Show Google Map' (on the details page)

Further event details

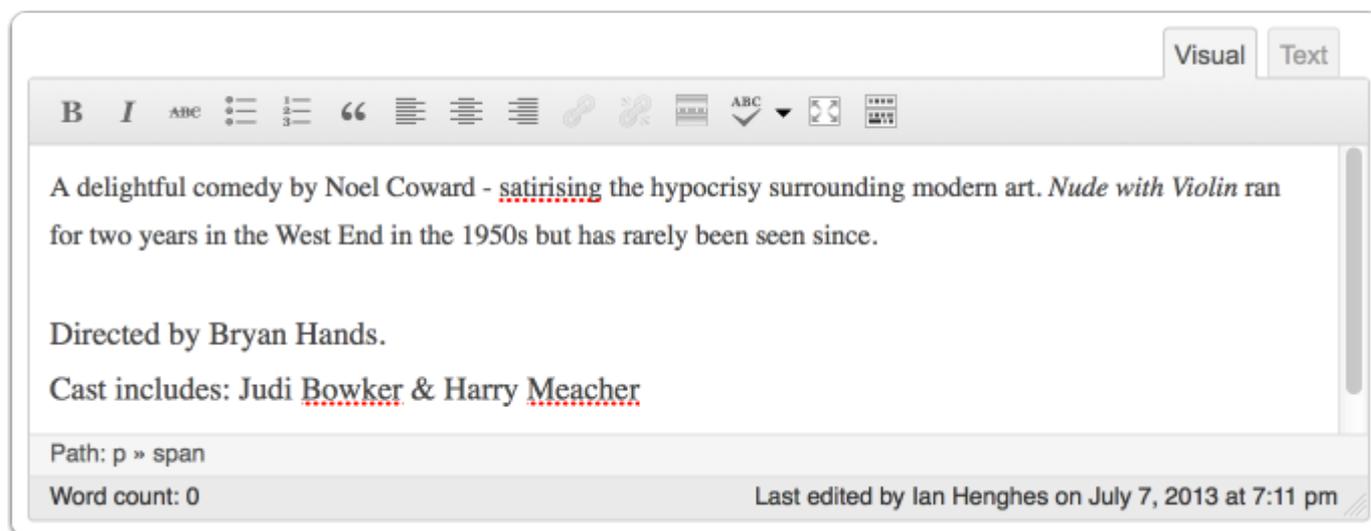
EVENT COST AND TICKETS

ORGANIZER CONTACT INFO

Optionally add details for cost and contact details.

Highgate Calendar

Event description



The screenshot shows a WordPress editor interface. At the top right, there are tabs for 'Visual' and 'Text'. Below the tabs is a rich text editor toolbar with icons for bold (B), italic (I), text color (ABC), bulleted list, numbered list, quote, link, unlink, insert link, unlink, undo, redo, and a dropdown menu. The main text area contains the following content:

A delightful comedy by Noel Coward - satirising the hypocrisy surrounding modern art. *Nude with Violin* ran for two years in the West End in the 1950s but has rarely been seen since.

Directed by Bryan Hands.

Cast includes: Judi Bowker & Harry Meacher

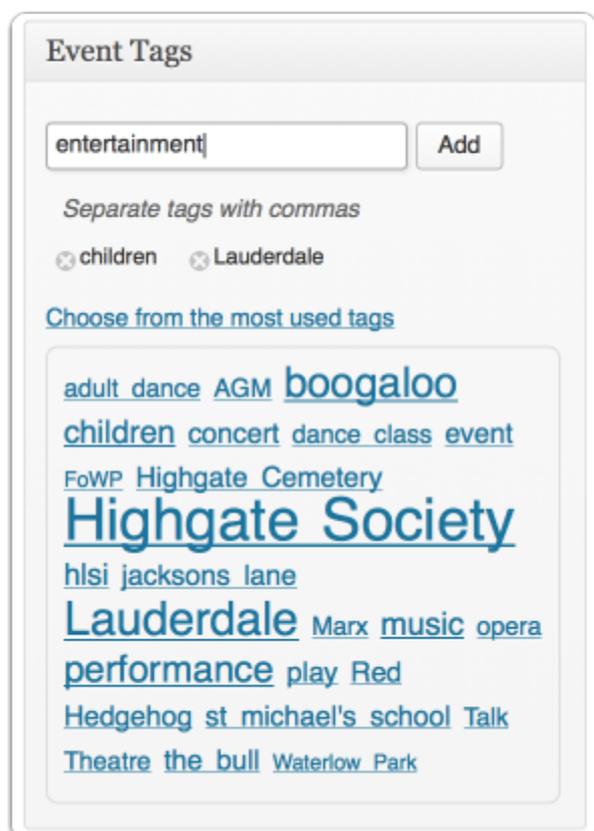
Path: p » span

Word count: 0

Last edited by Ian Henghes on July 7, 2013 at 7:11 pm

You can enter further free text about your event in the textarea.

Edit Event < Highgate Calendar — WordPress



The screenshot shows the 'Event Tags' section of the WordPress editor. It features a text input field containing 'entertainment|' and an 'Add' button. Below the input field, there is a note: 'Separate tags with commas'. There are two existing tags: 'children' and 'Lauderdale', each with a small 'x' in a circle to its left. Below these tags is a link: 'Choose from the most used tags'. A scrollable list of tags is shown below, including: 'adult dance', 'AGM', 'boogaloo', 'children', 'concert', 'dance class', 'event', 'FoWP', 'Highgate Cemetery', 'Highgate Society', 'hlsi', 'jacksons lane', 'Lauderdale', 'Marx', 'music', 'opera', 'performance', 'play', 'Red', 'Hedgehog', 'st michael's school', 'Talk', 'Theatre', 'the bull', and 'Waterlow Park'.

Add event tags to make it easier for people to find your event. Click 'choose from the most used tags' and click on each you want, you can also enter free text and click 'Add'. If you want to remove a tag click the small 'x' in a circle to the left of the tag to remove.

Submit Event

Publish

Status: **Draft**

Visibility: **Public**

Click 'Submit for Review' when done. Your event will generally be reviewed within a few days and made live.