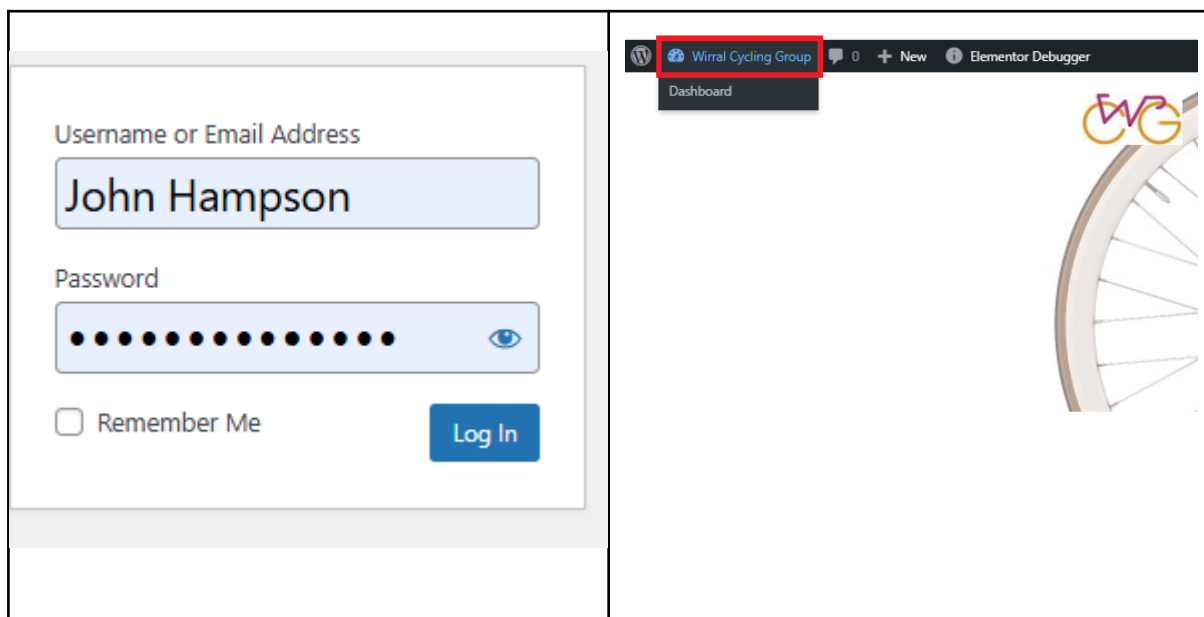


How to Add a New Event / Ride

Normally the Ride Coordinator creates records on the website for future rides and assigns each record to a ride leader according to a planned rota. Then, when the ride leader knows where they plan to go on the assigned date, they add details of their ride to the record and release that record so that people can book on to it.

But sometimes a ride leader may want to create a ride on a specific date themselves. Here are the instructions on how to do that.

First log on to the Wordpress system (using the Green button on the first page), enter your password and then go to the Wordpress Menu by clicking on “Wirral Cycling Group” on the left of the black tab at the top of the page.



From the Wordpress Menu select the EME Booking Section. It will show a list of all future rides. Amongst those rides will be one with the Title “X”. This is a dummy record that is normally kept towards the end of the Events list, has the title X (to indicate it is not a real ride), and has its status set to Draft (so it cannot be displayed on the website).

ID	Title	Status	Event Type	RSVP	Date
823	Ride	Public	View event	RSVP	Sunday February 23 2025 10:00 - 15:30
824	Ride	Public	View event	RSVP	Wednesday February 26 2025 10:00 - 15:30
546	X	Draft	Preview event	RSVP	Saturday March 1 2025 10:00 - 15:30
679	(B+) Burton Manor 10am	Draft	Preview event	RSVP	Friday April 4 2025 10:00 - 17:00
678	(B+) Hadlow Rd 10:15	Draft	Preview event	RSVP	Friday April 4 2025 10:15 - 16:00

This dummy record has all the necessary fields set correctly. And the idea is to make a copy of this dummy record, and then change the copy to produce your new ride record.

So to create a new ride record, make a copy of the dummy record by clicking on the Copy Icon (shown above in the red box).

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This will take you to the new record and it will have the Title 'X (Copy)', confirming that it is the copy (not the original). Never change the original !!

The screenshot shows the 'Edit event copy 'X'' page in the WordPress admin interface. The page is divided into several sections:

- Title:** 'X (Copy)' (highlighted in red).
- Permalink:** 'https://wirralcycling.org/events/'.
- Event date:** 'Saturday March 1 2025' (highlighted in red).
- Event time:** '10:00' to '15:30' (highlighted in green).
- Single Event Title:** 'Event Title for a Grade B or C Ride' (highlighted in green).
- Event description:** A text area with a rich text editor.
- Event Status:** 'Draft' (highlighted in red).
- Author:** 'WCGAdmin' (highlighted in red).
- Category:** 'Rota Only' (highlighted in green).
- WP Page template:** 'Default Template'.

Change the Title from 'X (Copy)' to 'Ride', set the Status to 'Public', change the date to the date for which you want to schedule your ride (NB Each event has both a start and an end date; make sure they are the same) and then select your name from the drop down list in the Author field (typing just a few letters from your name should bring up the right record).

The default time of the ride is set to 10:00 to 15:30 and the number of riders (under the RSVP tab) is set to 16 plus 4 on the waiting list (a total of 20 places). You can change those if you wish. The Single Event Title is a template that displays a standard piece of text at the top of the booking page; there are different templates for different types of ride (Grade B or C; Grade D, etc.).

Only remove the tick next to Rota Only in the Category Box when you are ready to open up the ride for bookings (i.e. not until you have finalised and entered all the details of your ride).

Note that the Event Description will have some text within it (which was copied from the dummy record) and is there to remind you of the details that you should enter about your ride; you should delete that reminder text when you have finalised the ride details.

When you press the blue "Save" button at the bottom of the page the new record will be shown on the Rota page, but, unless you have removed the tick next to Rota Only, it will not yet be shown on the list of upcoming or planned rides.

You can then return to this record later to add the details of your ride, before opening it up to bookings by removing the tick next to 'Rota Only'.

PS Always remember to press the "Save >>" button at the bottom of the page or the changes you have just made will be lost.