

Calendar Events in WordPress

Maximize the Events Calendar on your department's website with effectiveness! In this workshop you will learn how to create calendar events on a WordPress site, as well as all you need to know about venues, calendar views, and calendar integration with other sites. What's more, you will learn how to find the calendar page and add your events to the main menu, the sidebar, and in a WordPress page.

Topics Covered in This Workshop

1. Overview of The Events Calendar Pro plugin-settings
2. How to create a calendar event
 - a. [TEC Knowledgebase: Creating Events](#)
3. Event categories and tags (aka, "taxonomies")
 - a. [TEC Knowledgebase: Taxonomies](#)
4. Exploring the calendar views
5. Best practices for venues and organizers
6. Calendar events and the menu
7. Calendar shortcodes
 - a. [TEC Knowledgebase: Shortcodes](#)
8. Calendar sidebar widget
9. Integration between the department calendar and the main calendar