NAMI EASYSITE EVENT ESPRESSO CHEAT SHEET

EVENT ESPRESSO: Adding a new event

Go to Event Espresso > Event Overview. Click "Add New"

1. Give the event a title.
2. Add Description.
3. Add Registration start and end dates. This is important to do event even if your event doesn't require registration. (normally we'll put January 1st as the Registration Start and December 31st as Registration End)
*if you're using the registration form add the appropriate dates.

4. Add the Event Start and End dates.

5. Add the Start And End times.

6. Select whether or not the event is a Recurring event.
If your event is NOT recurring Continue to Step 7.
Recurring monthly: a) Create Dates: Manual.
b) All events available..: select yes.
c) Add the dates.

7. Add a price, if the event is free remove the price by clicking the Red Icon.

8. Select a Venue, Then add the shortcode [ESPRESSO_VENUE] (this shortcode MUST be uppercase) Into the Event Description.
if no venue is selected proceed to the next step.

9. Select a category (Event Category mid right of the page)

10. Display registration form? Select the appropriate answer.
If No continue.
If yes, go to Event Questions for Primary Attendee and check off the appropriate question group.

11. Submit New Event.

EVENT ESPRESSO: Categories

Go to Event Espresso > Categories

1. Click "Add New Category"
2. Give it a name and unique id.
3. Select a color and click Submit.

To edit a category, go to Event Espresso > Categories

1. Hover over the category and click "edit"
2. Make any changes that need to be made and click "Update"

EVENT ESPRESSO: Question groups

Go to Event Espresso > Questions

1. Click "Add New Question"
2. Add the new question and select the type (radio, checkbox, text area, etc)
3. Add Answer Options if applicable.
4. Select whether or not its required and click "Add Question"

Go to Event Espresso > Question Groups

1. Click "Add New Group" and give the group a name.
2. Select all questions to add to the group and click "Add Group"

EVENT ESPRESSO: Troubleshooting

Multiple Start/End Times: this is a bug, if there are more than 3 or 4, contact support.

"Duplicate" button on recurring events: doesn't work / isn't supposed to work on recurring events.

Recurrence gets taken off: If you have a recurring event(monthly) and you edit it more than 2 or 3 times, sometimes it will remove the recurrence. They will look like one time events(will no longer be able to update the series). Best practice: If this happens set up the recurring event again from scratch, then delete the old series. Or, set up monthly events "Manually", if the event is weekly, then automatic is fine.

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