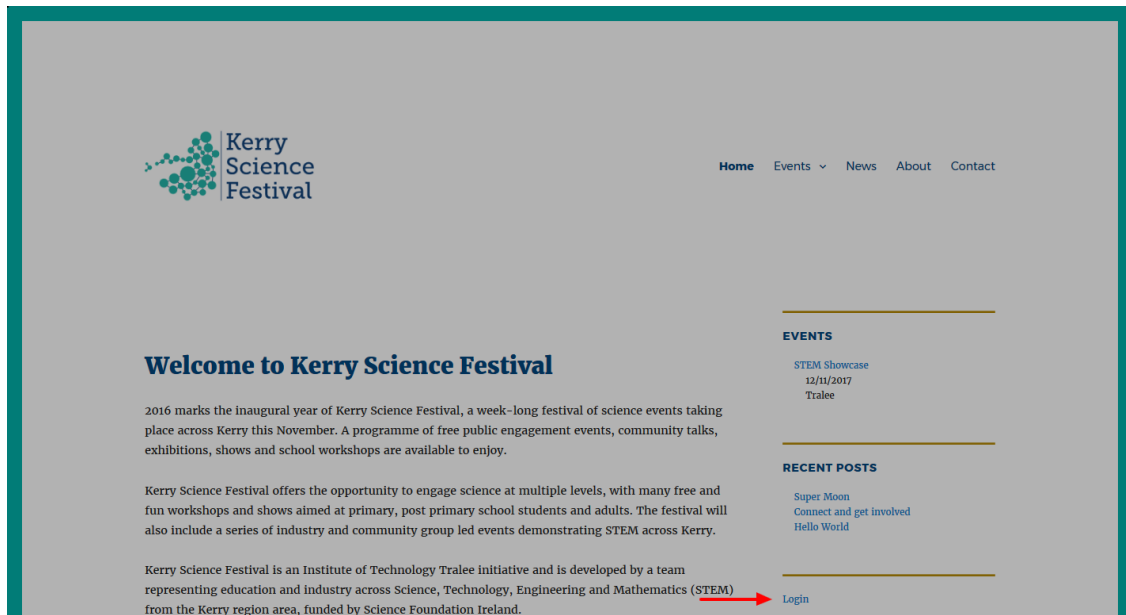


Event/Workshop Creation in just 5 easy steps

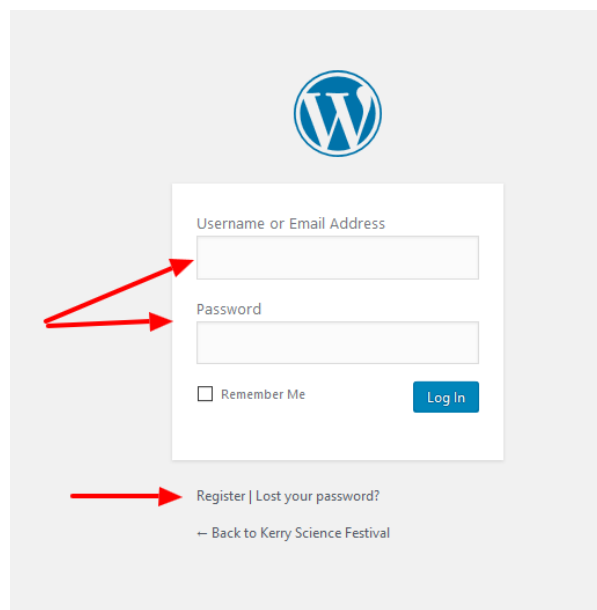
Step 1: How to Login/Register?

- Please visit kerryscience.com
- Navigate to the **login** in the homepage

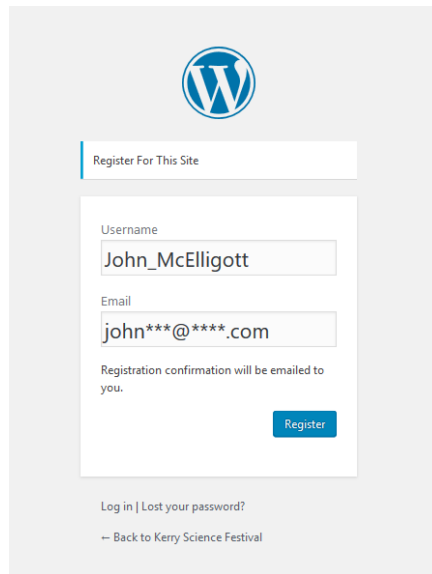


Step 2: Login with your credentials or Register

Login Page: if you already have login credentials then skip this step and proceed to [step 3](#)

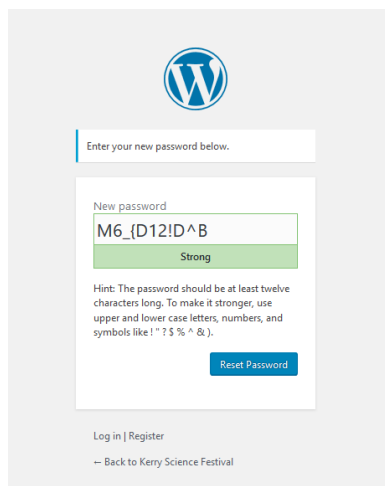


Registration page:



The image shows the WordPress registration page. At the top is the WordPress logo. Below it is a header "Register For This Site". The main form contains two input fields: "Username" with the value "John_McElligott" and "Email" with the value "john***@****.com". Below the email field is a note: "Registration confirmation will be emailed to you." and a blue "Register" button. At the bottom, there are links for "Log in | Lost your password?" and "Back to Kerry Science Festival".

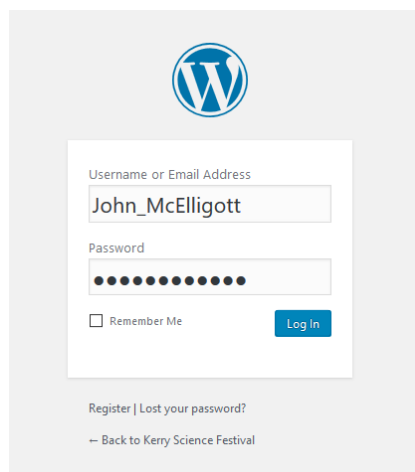
Once registered with your E-mail address, you will receive a mail from WordPress with a link to set your password.



The image shows the WordPress password reset page. At the top is the WordPress logo. Below it is a header "Enter your new password below.". The main form contains a "New password" input field with the value "M6_{D12!D^B". Below the input field is a green bar with the text "Strong". Below this is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! ' ? \$ % ^ &)." and a blue "Reset Password" button. At the bottom, there are links for "Log in | Register" and "Back to Kerry Science Festival".

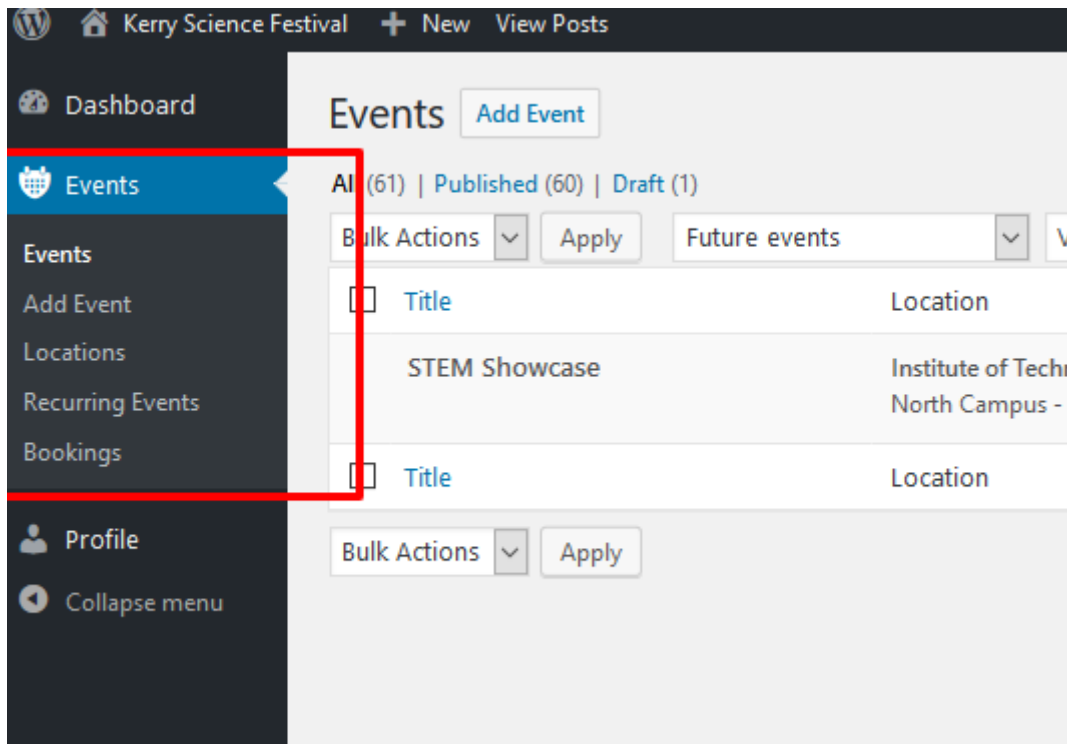
If you do not receive the mail, please check your spam folder.

Step 3 Login with your credentials

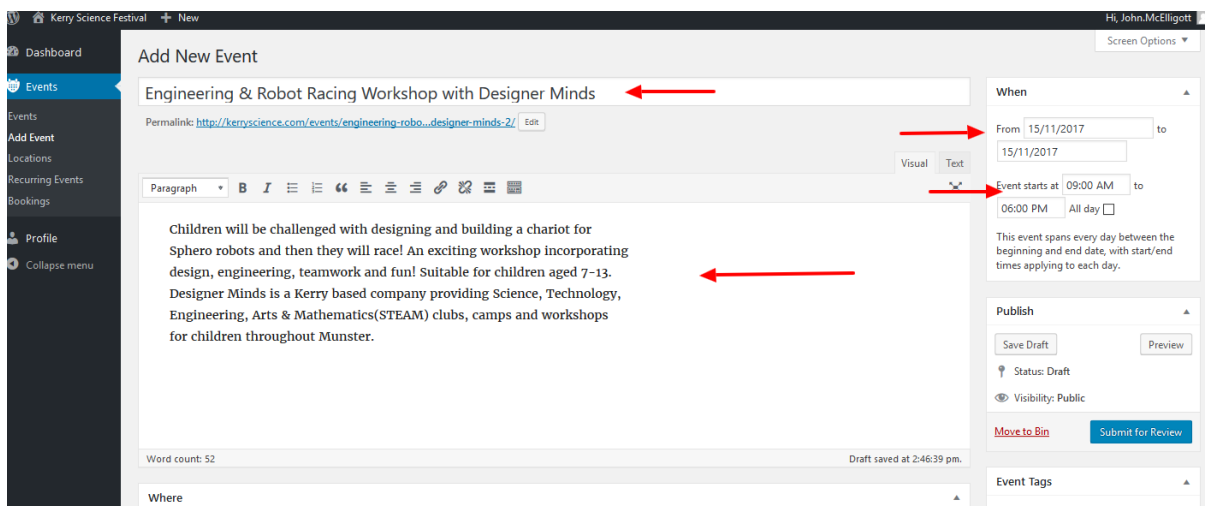


The image shows the WordPress login page. At the top is the WordPress logo. Below it is a header "Username or Email Address". The main form contains two input fields: "Username or Email Address" with the value "John_McElligott" and "Password" with a masked password represented by dots. Below the password field is a checkbox for "Remember Me" and a blue "Log In" button. At the bottom, there are links for "Register | Lost your password?" and "Back to Kerry Science Festival".

Step 4: on the left-hand side you can see the 'events' menu. Click on 'Add Event'.



- Give the title, description and dates of your event as the example shown below



- Add Location of your event, the map will be updated automatically.
- Add Event Tags and Event Category - **Important**

The screenshot shows the 'Add Event' form with the following sections:

- Where:** A section for setting the event location. It includes a checkbox for 'This event does not have a physical location.' Below it, the 'Location Name' is set to 'Institute of Technology Tralee (North Campus)'. A map shows the location in Tralee, Ireland. Other fields include Address (North Campus), City/Towns (Tralee), County (Kerry), Postcode (V92 NN53), Region, and Country (Ireland).
- Event Tags:** A section on the right with a search bar containing 'Competition, Festival Even' and an 'Add' button. Below it, a note says 'Separate event tags with commas' and a link 'Choose from the most used tags'.
- Event Categories:** A section on the right with a search bar and a list of categories. The 'Festival events' category is checked.

- If you wish to have limited people for your event/workshop, you can set that with the booking option or else you can [skip this step](#).

The screenshot shows the 'Bookings/Registration' form with the following sections:

- Enable registration for this event:** A checkbox that is checked, with a red arrow pointing to it.
- Tickets:** A section with a description: 'You can have single or multiple tickets, where certain tickets become available under certain conditions, e.g. early bookings, group discounts, maximum bookings per ticket, etc. Basic HTML is allowed in ticket labels and descriptions.'
- Ticket Editor:** A table with columns for 'Ticket Name', 'Price', 'Min/Max', 'Start/End', 'Avail. Spaces', and 'Booked Spaces'. The 'Standard Ticket' is configured with:
 - Price: 0.00
 - Spaces: 25 (with a red arrow pointing to the input field)
 - At least: [] spaces per booking
 - At most: [] spaces per booking
 - Available from: 09/10/2017 at 09:00 AM (with a red arrow pointing to the time field)
 - Available until: 10/11/2017 at 05:00 PM (with a red arrow pointing to the time field)
 - Required?:
 - Available for: Everyone
- Buttons:** 'Hide Advanced Options' and 'Close Ticket Editor'.

(You will receive a mail about the details of students/participants/audience who reserve the space for this event.)

- In the Excerpt you can add a two lines short description about your event.

The screenshot shows the 'Booking Cut-Off Date' set to 10/11/2017 at 05:00 PM. Below this is the 'Excerpt' section, which contains a text input field labeled 'Short Description'. A red arrow points to this field. Below the input field, there is a note: 'Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)'

Step 5: Once you make sure about your Event details and dates, you can submit for the review.

The screenshot shows the 'Publish' section of the event editing interface. The event title is 'Children will be challenged with designing and building a chariot for Sphero robots and then they will race! An exciting workshop incorporating design, engineering, teamwork and fun! Suitable for children aged 7-13. Designer Minds is a Kerry based company providing Science, Technology, Engineering, Arts & Mathematics(STEAM) clubs, camps and workshops for children throughout Munster.' The 'Status' is set to 'Draft' and 'Visibility' is set to 'Public'. A red arrow points to the 'Submit for Review' button. The 'Event Tags' section is also visible.

Once if your event is approved, you will get a mail from the KerryScience Administrators about your published event in the KerryScience Website.