

Boulder Dance Coalition Web Site User Guide:

Directions for creating a Dance Organizer profile and creating Events on the Dance Calendar

Welcome to the Boulder Dance Coalition (BDC) web site.

- ✓ No one likes to read instructions; we know that. Nonetheless, we hope you will use this guide to learn how to manage information on the BDC web site, including your Dance Organizer profile page and Events on the Dance Calendar.
- ✓ Please read this guide to understand the terminology, and follow the steps as you go.

Before you start, visit the site, <https://boulderdance.org> to familiarize yourself with the kind of information you will be creating and managing.

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Overview

You have been given a user account so that you can edit your BDC member Dance Organizer profile page and add the Events that your organization is sponsoring to the Dance Calendar.

- ✓ Members that have paid their annual dues can have a page on the web site that describes the dance organization. Whenever you see the term *Organizer* in this guide, it means a BDC member, and you are representing that member, whether the member is a dance group, an individual dance leader, or some other type of organization.
- ✓ Take a look at the BDC Dance Organizers page at <https://boulderdance.org/groups>.¹
 - Scroll through the list to see whether your organization already has a page. If so, click on your organization to see what information is already there. You can edit it if needed.
 - If your organization is a new member and does not have a page, you can create one; see Creating and/or updating a Dance Organizer page.
- ✓ The Dance Calendar is for advertising dance opportunities to anyone who wants to dance at The Avalon. See the calendar at <https://boulderdance.org/events>. An Event is a single or recurring activity held by an Organizer, that is, a BDC member, like the one you represent.
- ✓ **Important:** The Dance Calendar and the Scheduling Calendar (Skedda Scheduling System) are entirely separate and serve different purposes. It is your job to create and manage Events on the Dance Calendar. You, or someone else in your organization, may be responsible for scheduling using the Skedda Scheduling System.²

An Administrator can help you do these tasks, but we hope you will quickly become self-sufficient.

- ✓ An Administrator is a user who has rights to create, modify, and delete user accounts, and other tasks regular users do not have permission to do. An Administrator can edit all Organizer pages and Events on the site, and can help you if you have difficulties. Contact us at webadministrator@boulderdancecoalition.org. We will try to get back to you soon, but please remember that we are volunteers, and no staff members have access to the web site.

¹ Note that we previously used the term “Group” to refer to Dance Organizers. This terminology is embedded in the web site in ways that we can’t currently correct. If you see the term “Group,” consider it to mean “Dance Organizer.”

² You can access the Skedda User guide on the BDC Web Site under the **Resources** menu.

Logging in

For your first log in, you should have received an email that includes your username and a link in the email to reset your password. Click the link in the email.

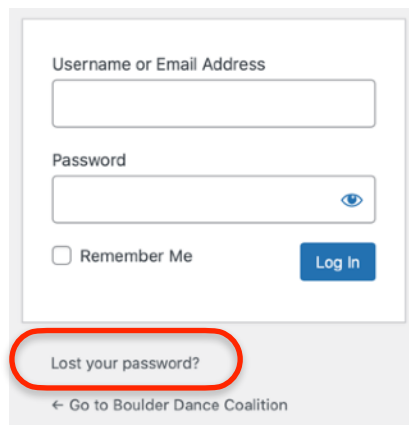
- ✓ Set your password to something strong, and write it down.

After that, to log in, go to the web site, <https://boulderdance.org>. From the **Resources** menu, choose **Organizer Login** (remember, you are acting as an organizer for your BDC member organization).

- ✓ Log in using the username you have been given and the password you set.
- ✓ Please do not share your account with anyone.

Forgot your password?

1. On login screen, under the box for your username and password, click **Lost your password?**



Username or Email Address

Password

☐ Remember Me

Lost your password?

[← Go to Boulder Dance Coalition](#)

2. Check your email for a message from WordPress that contains a reset link. Click the link.
3. Set your password so something strong, and write it down.

The WordPress Dashboard

The BDC web site is built using WordPress, which is a commercial program commonly used for blogging. The WordPress interface doesn't look anything like the BDC web site.

- ✓ Only you, and other organizers, can see the WordPress dashboard. The general public cannot. The dashboard is where you enter the information that is then displayed on the web site.
- ✓ To get back to the web site from the dashboard, hover your mouse over the small words **Boulder Dance Coalition** in the upper left corner, and click **Visit Site**.
- ✓ To get back to the dashboard from the web site, hover your mouse over the small words **Boulder Dance Coalition** in the upper left corner, and click **Dashboard**.

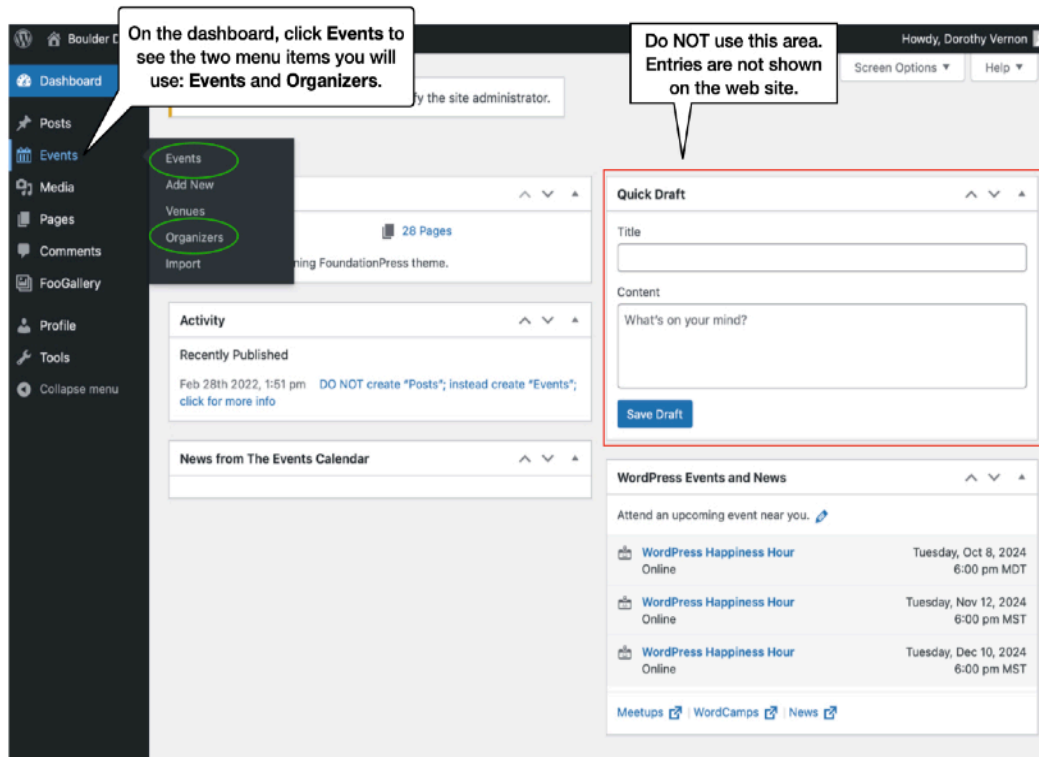
TIP: Open the web site in a separate tab or window so that you can move back and forth easily.

When you log in, you will see the WordPress dashboard with a menu in the left column. Click **Events** on the menu to locate the two items you need to work with: **Events** and **Organizers**.

NOTE: Your web browser may display the WordPress Dashboard differently from the screen shots in this document.

Note: DO NOT use the quick draft box. Content typed in that box is not added to the web site.

The WordPress Dashboard



Creating and/or updating a Dance Organizer page

The dance "Organizer" page profiles your organization and describes what kinds of dances and dance classes your organization presents at The Avalon.

The system uses your Organizer page to associate the Events you create with your dance organization. Web site visitors can sort the Dance Calendar by Dance Organizer (Group)³ when they are looking for a dance to attend.

In the left column, click **Events** and then click **Organizers**.

- ✓ **Remember**, an Organizer is the web site name for a BDC member who organizes dances. You are representing an Organizer, which may be a dance group, an individual dance leader, or some other type of organization.
- ✓ If you see a long list, use the **Mine** button to filter to only your organization.

Click your organization name or, if it's not there yet, click **Add New**.

The Organizer Screen: Top Half

The screenshot shows the 'Add New Organizer' form. Callout boxes provide the following information:

- Top Left:** 'This is the official name as you want it to display on the web site under Dance Organizers and on your Events.' (points to the 'Add title' field).
- Top Right:** 'TIP: Click the **Save Draft** button at the upper right after every action when you are creating the Organizer page.' (points to the 'Save Draft' button).
- Bottom Left:** 'Make the description as long as needed to fully describe your organization and the dance activities you present.' (points to the main text area).
- Bottom Center:** 'Make the contact information is up to date.' (points to the 'Organizer Information' section).
- Bottom Right:** 'This image shows up on the list of all Dance Organizers, as well as on your Dance Organizer page.' (points to the 'Featured image' field).

The form includes a rich text editor with a toolbar, a 'Publish' sidebar with 'Save Draft' and 'Preview' buttons, and a 'Featured image' section with a 'Set featured image' link.

The Organizer page contains fields where you can select or type profile information about your dance organization.

✓TIP: Click the **Save Draft** button at the upper right after every action when you are creating your page.

✓TIP: Make sure to set a featured image and write a summary: these are what show up for your organization on the full listing of Dance Organizers.

³ Note that we previously used the term "Group" to refer to Dance Organizers. This terminology is embedded in the web site in ways that we can't currently correct. If you see the term "Group," consider it to mean "Dance Organizer."

| Step | Explanation |
|---|--|
| 1. Title: add or edit as necessary. | This is the official name of your organization as you want it to display on the web site under Dance Organizers and on your organization's Events. |
| 2. Main description area: type or paste text that describes your organization. | <p>TIP: Type the text in a word processing program first, then paste it into the description.</p> <p>TIP: Don't make this text too long, or users will have to scroll past it to see your organization's contact information and Events.</p> <p>TIP: Use the default fonts and sizes for your entry so that your Organizer page conforms with the site.</p> <p>TIP: Add media (photos and/or video) if desired. Note that the featured image (step 4) is the one that shows on the Dance Organizer list.</p> |
| 3. Organizer Information: Use the email, phone, web page (if applicable) for the organization. | Make sure the contact information is up to date. |
| 4. Featured Image: Select an image to represent your organization. | This image shows on the list of all Dance Organizers, as well as on your Organizer page. |

Organizer Screen: Bottom Half

The screenshot shows the 'Group Summary' form with the following fields and callouts:

- Summary Text Area:** A large text area with a rich text editor toolbar. A callout box says: "Keep the summary to one or two sentences; the summary shows on the list of Dance Organizers."
- BDC Member:** A checkbox labeled "Yes" with a blue border.
- Organizer Name:** A text input field. A callout box says: "Enter the name of the person who will answer the phone and email in the Organizer Information section."
- Group Type:** A dropdown menu currently showing "Social Dance".
- Calendar Color:** A section with the text "Color for line around events in the calendar" and a "Select Color" button.

| Step | Explanation |
|--|---|
| 5. Group Summary: Add a short summary for your organization. | This text shows on the list of all Dance Organizers. Confine this text to one or two sentences. |
| 6. Group Type: Select from the dropdown. | NOTE: the list may take a second to load. |
| 7. Organizer Name: Use the name of the contact person for the organization. | The Organizer Name should be the person who can respond to inquiries from phone and email address in the Organizer Information block. |
| 8. Calendar color: Select a color. | This is the outline color around your organization's Events on the Dance Calendar. |

When you are finished editing the page, scroll back to the top right:

1. Click **Preview** to open the page as a draft and view your progress.
2. Click the **Update** button to publish your changes.
OR
If this is a new Organizer page, click **Submit for Review**.

Send an email to webadministrator@boulderdancecoalition.org to let us know that we need to review your submission. An Administrator will check that your page is working properly, and that your dance organization has paid its dues prior to publishing.

Creating Events on the Dance Calendar

Creating an Event results in several things on the BDC web site:

- ✓ A small Event item on the Dance Calendar, which is searchable by type of dance, location, and/or dance organization (group)
- ✓ A quick view by mouseover that shows the title, location, cost, and date/time
- ✓ An Event page that shows full details for the Event
- ✓ An Event listing under the profile information on the organization's Dance Organizer page

In the left column, click **Events** and then click **Add New**.

The Event page contains fields where you can select or type the information about the Event.

- ✓ **WARNING:** Do not create Events until the Organizer page for your group has been published, and you can see it at <https://boulderdance.org/groups>. If you create an Event without a published Organizer page in the system, your Event will not have an associated member dance organization. Also, you need to be the owner of that Organizer page; that is, you are able to edit that page. If you are not, send an email to webadministrator@boulderdancecoalition.org.
- ✓ **TIP:** Read and understand this whole section, and know what you are trying to create, before starting. Also, gather all of the information that you will need.
- ✓ **TIP:** If you don't have time to finish; click the **Save Draft** button at the upper right.

Event Screen: Top Left

The screenshot shows the 'Event Screen: Top Left' form. At the top is a text input field labeled 'Add title'. Below it are two buttons: 'Add Media' and 'Add FooGallery'. A rich text editor toolbar is visible, containing options for Paragraph, Bold (B), Italic (I), text alignment (left, center, right, justified), bulleted and numbered lists, link, unlink, and other formatting tools. Below the toolbar is a large text area for the dance description. A speech bubble points to this text area with the text: 'Dance description. Don't make this text too long, or users will have to scroll past it to see the Event details, such as where and when.' At the bottom left of the form, it says 'Word count: 0'.

| Step | Explanation |
|---|--|
| 1. Title: Type the name of your Event | Tip: If possible, keep the title to one line; two lines if necessary. You can see how your title will look in the Calendar Preview in the sidebar pane. |
| 2. Main description: Type or paste text that describes your Event. | <p>TIP: Don't make this text too long, or users will have to scroll past it to see the Event details, such as where and when.</p> <p>TIP: Use the default fonts and sizes so that your Event conforms with the rest of the site.</p> <p>TIP: If your organization has its own web site for the Event, you can skip this field; see steps 6 and 11.</p> |

Event screen: middle—setting the date, time, and recurrence

WARNING! The end date **MUST** match the start date. The only time the end date should differ from the start date is for a single event that lasts for more than one day, or when the end time is the early the next morning.

TIME & DATE

Start/End: 2024-09-28 8:00am to 5:00pm 2024-09-28

[Time Zone: America/Denver](#)

☐ All Day Event

This event is from 8:00am to 5:00pm on September 28, 2024.

Event Series:

Every 1 week

On S M T W T F S

At the same time: 8:00am

Series ends on 2024-09-28

An event every week that begins at 8:00AM on Saturday, repeating until September 28, 2024

▲ Hide Details

Event will not occur:

Recurrence

Description: Use this field if you want to override the auto-generated descriptions of event recurrence

| Step | Explanation |
|--|---|
| 3. Time and Date: | |
| <p>1. Click the start date to open the calendar and pick a date for this Event, or your FIRST Event if this will be a series.</p> <p>Do the same with start time and end time.</p> | <p>WARNING: The end date MUST match the start date. The only time the end date should differ from the start date is for a single Event that lasts for more than one day, or when the end time is the early the next morning.</p> <p>The end date in this field is NOT the end date for the series: using that date will create an Event that lasts for months or even years!</p> <p>TIP: Do not select All Day Event unless it really is all day (e.g., 7am to midnight) and you expect people to come and go.</p> |
| 2. Event Series: click Schedule Multiple Events if you are creating more than one Event that is basically identical. | <p>Use this feature if you hold a weekly or monthly Event.</p> <p>TIP: You can modify each Event in a series; see the next section on modifying Events.</p> |
| 1. Choose Daily, Weekly, or Monthly. | <p>TIP: Do not select Yearly; the calendar only goes out 18 months, so you'll need to create multiple Events anyway.</p> <p>EXAMPLE: A daily Event can be every day, every three days, etc. It can be at the same time every time, or at a different time on different days.</p> <p>EXAMPLE: A monthly Event can be every month on the same date, or it can be on a certain day, e.g., the second Tuesday.</p> <p>EXAMPLE: Set a 3-lesson series to end after 3 Events.</p> <p>EXAMPLE: Set a series with a defined end date (such as 6 months from now) to end on that date.</p> |
| 2. Depending on what you have chosen, choose the settings for how the recurrence should work. See the tips in the Explanation column on the right. | |
| <p>3. If your Event is ongoing, use the dropdown to change "Series ends" On to Never.</p> <p>If it lasts only a certain number of months, or a certain number of times, set as needed.</p> | |
| 4. If your Event series happens at multiple times, such as second, fourth, and fifth Saturdays, click Add more Events , and set each of those in the same way. | |

| Step | Explanation |
|--|---|
| 3. Event will not occur: Click Add Exclusion if necessary. | TIP: you can ignore exclusions when creating the series and manually delete Events that will not happen. See the Modifying Events section. |
| 1. Select daily, weekly, monthly, or once. | <p>Example: a weekly exclusion can be used to eliminate every Wednesday from something that otherwise happens every day.</p> <p>Example: a monthly exclusion can be used to eliminate a certain week, such as the third week of the month, from a series that otherwise happens every week.</p> <p>WARNING: Setting recurring exclusions is more complicated than it seems. If you are trying to set a daily, weekly, or monthly exclusion and you have trouble, contact webadministrator@boulderdancecoalition.org.</p> |
| 2. Depending on what you have chosen, set the recurrence. | |
| 3. Add additional exclusions as needed. | |

Event screen: middle—selecting the location and Organizer

LOCATION

Venue:

Show Map:
☒

Show Map Link:
☒

ORGANIZERS

Organizer:

EVENT WEBSITE

URL:

Do NOT create Venues. Select a Venue from the dropdown.

Do NOT create Organizers! Select your organization from the dropdown.

Do NOT add another Organizer! Contact webadministrator@boulderdancecoalition.org if the event has more than one sponsor.

| Step | Explanation |
|---|--|
| <p>4. Location: Choose the Venue from the dropdown.</p> | <p>Setting the venue does two things: it shows as the location on your Event, and it allows people to search for dances by location on the calendar.</p> <p>WARNING: DO NOT LEAVE THIS BLANK. If you do not set the Venue, the location will be set to “Other,” and attendees won’t know where to go for the Event.</p> <p>WARNING: DO NOT TYPE TEXT IN THIS FIELD. If you do, the system could create multiple instances of the same place, and searches will not find the Event. Also, this part of the interface does not allow you to add an address or map link. An administrator can create that for you.</p> <p>TIP: if your venue is not listed, contact us at webadministrator@boulderdancecoalition.org to add a venue to the list.</p> |
| <p>5. Organizers: Select your Organizer from the dropdown.</p> | <p>WARNING: If you do not select the Organizer, the Event will not show on Dance Organizer page. If no Organizer is available in the dropdown, contact us at webadministrator@boulderdancecoalition.org.</p> <p>WARNING: DO NOT TYPE TEXT IN THIS FIELD! That will result in a blank Dance Organizer on the Dance Organizers page. If you realize that you have done this inadvertently, contact us immediately at webadministrator@boulderdancecoalition.org.</p> <p>WARNING: DO NOT ADD A NEW ORGANIZER WHEN YOUR EVENT HAS MORE THAN ONE. An Event can have more than one Organizer. However, you can only add Organizers to your Event that you have the rights to edit. For example, BIFD cannot add Boulder Israeli Dance as an Organizer on a BIFD Event.</p> <p>If you create a new Organizer on this screen, it will not be associated with the official Organizer in the system.</p> <p>If the Event has multiple Organizers, contact webadministrator@boulderdancecoalition.org and we can add it for you.</p> |
| <p>6. Event Website: Add if applicable.</p> | <p>See also step 11!</p> |

Event screen: middle—selecting the dance type and cost

ADDITIONAL EVENT FIELDS

Type of Dance

- ☐ African
- ☐ Ballet
- ☐ Ballroom
- ☐ Belly Dance
- ☐ Blues
- ☐ Cajun & Zydeco
- ☐ Celtic & English
- ☐ Clogging
- ☐ Contra
- ☐ Hula
- ☐ International
- ☐ Israeli
- ☐ Latin
- ☐ Roller Skate
- ☐ Other
- ☐ Salsa
- ☐ Scandinavian
- ☐ Square
- ☐ Swing
- ☐ Tango
- ☐ Tap
- ☐ Waltz

EVENT COST

Currency Symbol: Before cost ▼

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

WARNING! If you leave the cost field blank, the Event will show as free!

| Step | Explanation |
|---|---|
| 7. Additional Event fields: Select the type(s) of dance. | |
| 8. Event cost: Select the \$ symbol and type the price. | <p>WARNING: Contrary to the text under the Cost field, if you leave the price blank, the Event will say “free” on the calendar.</p> <p>TIP: You can type text instead of—or in addition to—the price in the Cost field.</p> |

Event screen: middle—adding contacts and link to your organization's web site

The screenshot shows the 'Events' section of a web form. It includes an 'Excerpt' field at the top, followed by a 'Contacts' dropdown menu. Below the dropdown is the 'Additional Contacts' section with fields for 'Name', 'Phone', and 'Email', and an 'Add Contact' button. Further down is the 'Link Calendar Item to Event Website' section with a 'No' radio button selected. At the bottom is the 'Discussion' section with checkboxes for 'Allow comments' and 'Allow trackbacks and pings'. Callouts provide instructions: 'Ignore this field.' for the Excerpt field; 'If the contact for the event is a BDC site user, select the contact from the dropdown; if not, or if you have additional contacts for this event, add the contacts' information.' for the Contacts dropdown; 'Ignore this area.' for the Discussion section; and 'If your organization has a full web site, and you do not wish to have an Event page on the BDC web site, toggle this box to Yes. Make sure that you entered the URL in the web site field!' for the Link Calendar Item to Event Website section.

| Step | Explanation |
|--|--|
| 9. Excerpt: Not currently used. | |
| 10. Contacts: | |
| 1. If the contact is a BDC site user, select the contact from the dropdown. | |
| 2. If not, or if you need more contacts, type the contact name(s), etc., into the fields. | |
| 11. Link Calendar Item to Event Web Site: If you have a full web site for the Event, and you do not wish to have an Event page on the BDC web site, check this box. | Toggling the box to Yes opens your web site directly when a site visitor clicks on the Event on the Dance Calendar, and no Event page is created on the BDC site. |
| 12. Discussion: Not currently used. | |

Sidebar: center

Tags

Ignore this field.

Check the Special Events box to feature the Event on the home page.

Event Categories

All Event Categories [Most Used](#)

☐ Special Events

Sidebar: bottom

Event Options

Ignore these fields.

☐ Hide From Event Listings

☐ Sticky in Month View

☐ Feature Event

WP Featherlight

Featured image

Add an image if desired.

[Set featured image](#)

| Step | Explanation |
|--|-------------|
| 13. Tags: Not currently used. | |
| 14. Event Categories: Check the Special Events box to feature your Event as a special Event on the home page. | |
| 15. Event Options: Not currently used. | |
| 16. Featured Image: Add an image if desired. | |

Sidebar: top

Publish

TIP: Click the **Save Draft** button at the upper right after every action when you are creating an Event.

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

Calendar Preview

See how your title will look on the Dance Calendar. If your title is too long, the last words will be cut off.

This is how your event will appear on the calendar.

[Sa Waltz Revolution](#)

[Duplicate This](#)

Ignore this field.

☐ Disable lightbox

[Move to Trash](#) [Publish](#)

Click **Publish** when the entry is complete.

When you are finished adding your Event, return to the top right in the sidebar:

1. Click **Preview** to open the page as a draft and view your progress.
 2. Click **Publish** to publish the Event.
- ✓ NOTE: When you publish, the system creates every Event in the series. This can take several seconds. The status bar at the top of the page shows when all of the Events have been created. You can leave this page after publishing and the system will continue to create all of the Events in the series.

Modifying Events, including cancelling

In the left column, click **Events**.

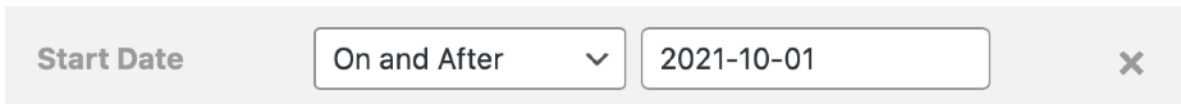
- ✓ You might not see any Events. Scroll past the filters area, and click **Published** to load the Events.

Every Event is listed, including every instance of a recurring Event. For example, if you have created a weekly Event that is every Friday, the Published list includes an Event for every Friday in your series.

Finding your Event in the published list:

- ✓ Notice the **Mine** link. This link is designed to filter to only the Events that you have created. If this link is not working for you, contact us at webadministrator@boulderdancecoalition.org.
- ✓ Type the name of the Event into the search field at the top of the Events list, and click **Search Events**. Note: a partial name is sufficient.
- ✓ You can use the filters at the top to filter Events. Click **Add a Filter**. Choose your filter and click **Apply**. If the Events aren't listed, click **Published** to see the filtered Events.

TIP: Filter by start date to hide past Events.



The image shows a filter bar with a light gray background. On the left, the text 'Start Date' is displayed. To its right is a dropdown menu with 'On and After' selected and a downward arrow. Further right is a text input field containing the date '2021-10-01'. On the far right of the bar is a gray 'X' icon for clearing the filter.

Your filter(s) will be saved for the next time you log in until you clear them by clicking **Reset to Default**.

- ✓ **IMPORTANT:** Mouse over the column headers to see the sort arrows. **The default sort is by start date, descending (that is, last Events first). Click the arrow for Start Date to see the soonest Events first.**
- ✓ **NOTE:** Events that you can edit are active; that is, they are shown in blue text and are editable. You can view others' Events but not edit them.

Once you find the Event, you can edit a single Event in the series, or you can edit the entire series at once.

- ✓ Under the Event name, click either **Edit All**, **Edit Single**, or **Edit Upcoming**. To delete a single Event, click the **Trash** link. Make sure you have selected the correct date to edit or delete!
- ✓ **TIP:** If you only need to change a few fields, you can use the **Quick Edit** link to open a pared down interface with limited functionality.
- ✓ **NOTE:** if you click the Event name to open the Event, you will be editing all of the Events in the series. Notice the alert under the Event name that says that you are editing all Events.

| Action | Explanation |
|--|---|
| Edit Single: Choose when one Event should be unique. | <p>For example, you can to add instructor information for that Event only.</p> <p>When you edit single, you disconnect the Event from the series, so that future edits to the series do not apply to the single Event you have edited.</p> <p>TIP: Edit single to add the word “Cancelled” to the title for a last-minute weather cancellation.</p> |
| Edit all: Choose when all Events should all be identical. | <p>For example, you may want to change the contact or correct a typo in the description.</p> |
| Edit Upcoming: choose when you only want to update Events that are after the Event you have selected. | <p>You can use this in a couple of ways:</p> <ul style="list-style-type: none"> ✓ To set a new location on only the split-off portion, e.g., a class that runs outdoors in summer, then indoors in winter. ✓ To put a break between a series of classes where the next session will have a different teacher or topic. |

Editing an Event is just like creating it: modify the fields as needed.

When you are finished editing, click **Update**.