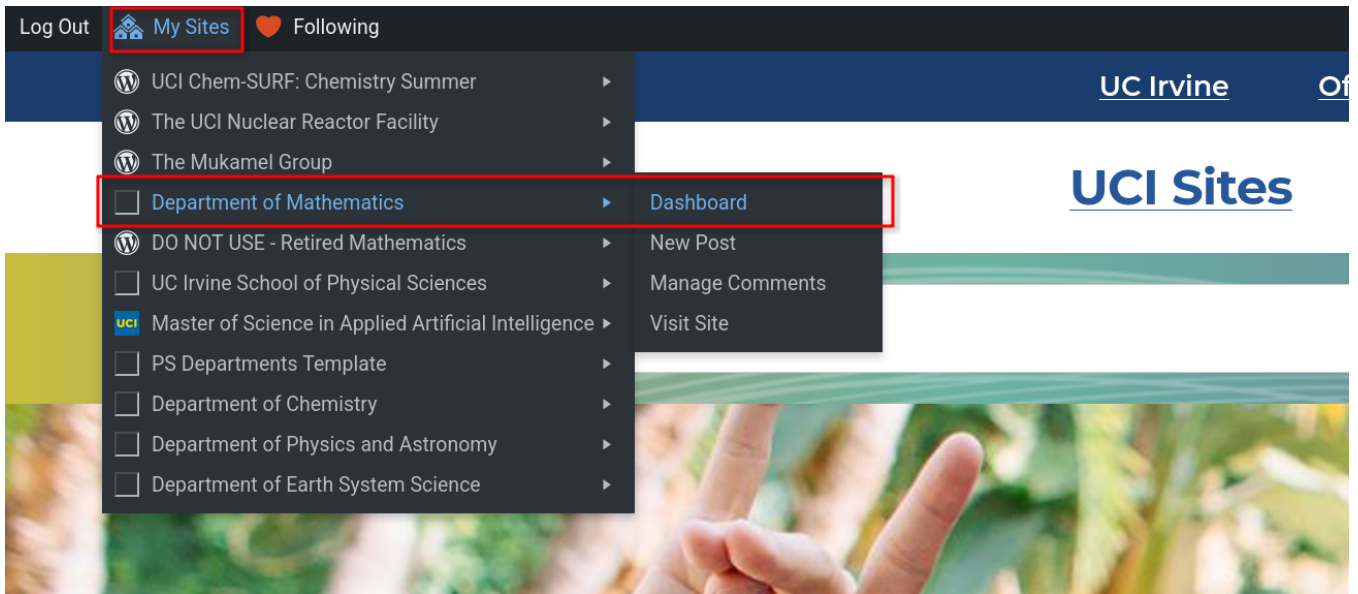


Adding Calendar Events to Math Wordpress Website

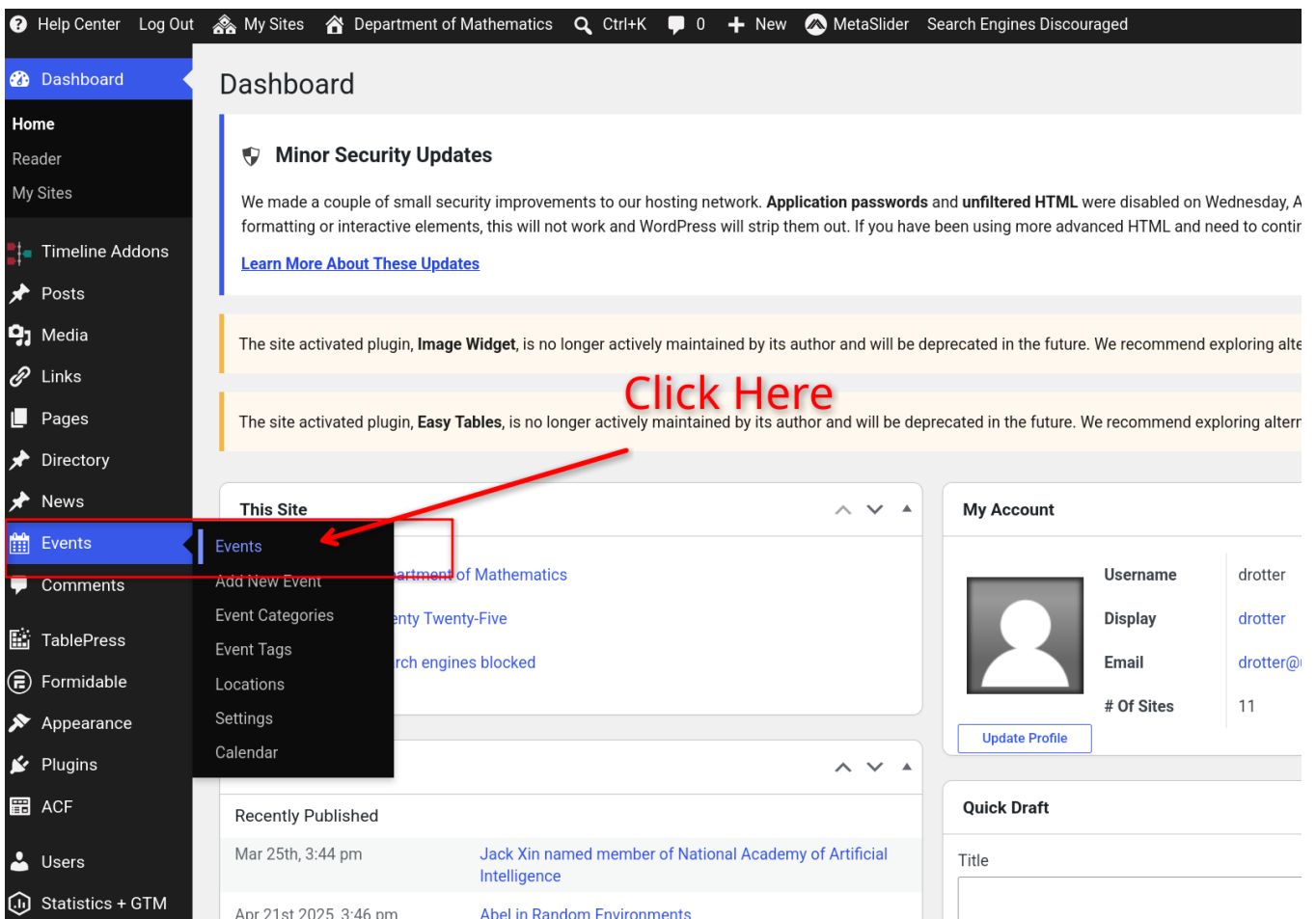
1. Go to sites.uci.edu and choose login at the top right corner



2. Choose Department of Mathematics and click on Dashboard at the top left.



3. Choose Events on the left column and then click on Events.



4. Either edit an already existing event below or choose to create a new event with the Add New Event button.

Help Center Log Out My Sites Department of Mathematics Ctrl+K 0 + New MetaSlider Search Engines Discouraged

Dashboard

Timeline Addons

Posts

Media

Links

Pages

Directory

News

Events

Events

Add New Event

Event Categories

Event Tags

Locations

Settings

Calendar

Comments

TablePress

Formidable

Appearance

Plugins

ACF

Users

Events

Add New Event

Minor Security Updates

We made a couple of small security improvements to our hosting network. **Application passwords** and **unfiltered HTML** were disabled on Wednesday, August 5. If formatting or interactive elements, this will not work and WordPress will strip them out. If you have been using more advanced HTML and need to continue to, [cont](#)

[Learn More About These Updates](#)

The site activated plugin, **Image Widget**, is no longer actively maintained by its author and will be deprecated in the future. We recommend exploring alternative plu

The site activated plugin, **Easy Tables**, is no longer actively maintained by its author and will be deprecated in the future. We recommend exploring alternative plug

All (3) | Published (3) | Trash (1)

Bulk actions Apply All dates Filter

☐	Title	
☐	TBD	On October 26, 2026 at 4:00 pm till 5:00 pm
☐	Flying wing construction of steady Ricci solitons	On June 12, 2026 at 3:00 pm till 4:00 pm
☐	The moving sofa problem: a meandering journey from curiosity to serious mathematics	On July 17, 2026 at 4:00 pm till 5:00 pm

Bulk actions Apply

5. Set Title, Event Category, Event Tags, and make sure you drag the meta boxes up so that you can edit the remaining fields.
- You only need to drag up the meta boxes section if you cannot see the fields within it. If you drag the meta boxes too far up, you may block the Title and then need to drag it back down a bit.

Event Categories are the event type. For example, **"Seminar"** or **"Colloquium"** They will auto-complete as you type.

Event Tags are the seminar/colloquium field: For example, **"Applied Computational Mathematics"** or **"Differential Geometry"**. They will auto-complete as you type.

UCI
Provided by the Office of Information Technology, UCI Irvine - Hosted by CampusPress

TBD - Event Ctrl+K

TBD
Type / to choose a block

Set Event Title here

Drag "Meta Boxes" up to edit most fields.

Set Category to Seminar or Colloquium

Add Event Tags, for example "Applied Computational Mathematics"

Meta Boxes

Event Block

TBD

Set Featured in

Add an excerpt...

Last edited 13 days ago.

Status [Pu](#)

Publish [August](#)

Slug [tbd](#)

Template [Single](#)

Move to trash

Page Links To

POINT THIS CONTENT TO:

☒ To normal WordPress URL

☐ A custom URL

Event Categories

Event Tags

Event Location

6. Here is what it will look like when you have dragged the meta boxes section up and added Event Categories and Tags

UCI
Provided by the Office of Information Technology, UCI Irvine - Hosted by CampusPress

TBD - Event Ctrl+K

TBD
Type / to choose a block

Meta Boxes

Event Details

Regular event

Rules: On October 26, 2020 at 4:00 pm till 5:00 pm

☐ Edit rules (if you have set custom dates in [Calendar Page](#) these will be deleted)

☐ All day event

Date

Date 2020-10-26

Starts at 4:00 PM to 5:00 PM

Add new date

Events

Registration Link

Select Link

Cost

Open to public

Event Categories

☒ Seminars

☐ Colloquium

Add New Event Category

Event Tags

ADD NEW EVENT TAG

Applied and Computational

Separate with commas or the

Event Location

7. Event Details you should focus on filling out to have a proper posted event:

1. Title at the top
2. Event Category on the right
3. Event Tag on the right
4. Date
5. Time
6. Speaker Name
7. Speaker Title (eg. Professor, Doctor)
8. Speaker Institution
9. Link (optional, choose "Add Row")

- 10. About the Speaker (Abstract)
- 11. Sponsored by/Hosted by (PI's Name)
- 12. Location

8. When you are finished, click "Save" if you edited an event, or "Publish" if it is a new event.

UCI

Provided by the [Office of Information Technology, UCI Irvine](#) – Hosted by [CampusPress](#)

TBD - Event

Ctrl+K

TBD

Type / to choose a block

Meta Boxes

Event Details

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Created 2026-08-18 16:27:17 UTC by David Rotter
Updated 2026-09-02 17:16:02 UTC by David Rotter