



Events

INTRODUCTION

Welcome to your MaximizedLiving clinic website! This guide is designed to help you get started with this exciting new resource to promote and advance your practice through the use of Internet and social media services.

Getting Started

- Log in to the dashboard of your website by navigating here: **yourURL/admin**¹, and signing in with your username and password.
- If you have not already done so, designate a staff member to be the **Content Manager** for your website and social media accounts. This person should take advantage of the training course on [ConnectML](#) entitled **How to Manage Your Clinic Website**.

Support

For questions, concerns, or general assistance, please contact Web Services by emailing webservices@maximizedliving.com or by calling 321-939-2040.

¹ yourURL = the URL for your website

EVENTS

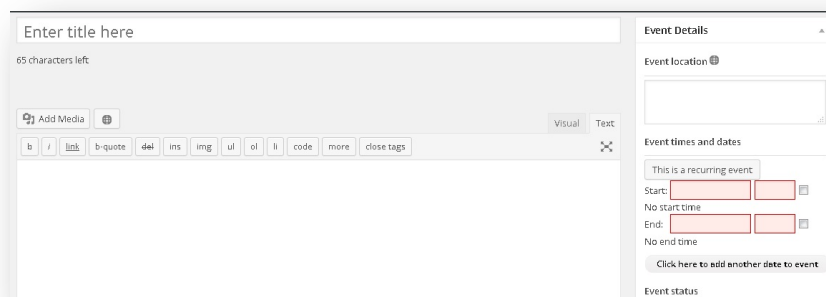
To view and manage events currently posted on your website, click on the **Events** link in the left-hand menu of the Dashboard.

NEW EVENT

To create a new event, click **Add Event**. Give the event a title and enter information about the event in the body field. In the right-hand column you can provide the details of the event, such as location, dates, and times. If this is a recurring event, click **This is a recurring event**. Select the start/end dates and frequency of event, such as daily, weekly, or every Monday for example. If the event will be a multi-day event, such as a weekend seminar, click on the **Click here to add another date to event**.

You can select a thumbnail for the event by clicking **Set Featured Image**. You can add additional images in the body field by clicking **Add Media**.

Click **Publish** to activate the event on the front-end.



EDIT AN EXISTING EVENT

To edit an existing event, click on the **Events** sub-link in the left-hand menu, then click **Edit** for that event. Make the necessary changes and click **Update** to save.

<input type="checkbox"/>	Title	When
<input type="checkbox"/>	Recipe Night	April 13, 2015 - April 13, 2015
	Edit Quick Edit Trash View	

You can change the status of an event on the fly by clicking on **Quick Edit**. Use the drop-down **Status** list to publish or unpublish an existing event. You can also change the event name or date if you choose. Click **Update** to complete the changes.

