DPO•pro

Event management tutorial

Firstly

In a first time, log in like administrator on dporpo.be.

The website is in 3 languages. When you create a content, for exemple an event, we must begin by the base language of the website : the english. Later, the translations will be based on the English page.

Firstly, we must switch to "English" in the language bar :



It's necessary to complete a least the fields :

- Event title
- Description
- From and To pour the dates and hours.
- The localization
 - If the localization is already known by the system, me must only enter the 2-3 first characters in the "Location Name" field and select the suggestion.

| 🚯 🏠 ••• DPO•pro 🖸 | 2 🛡 0 🕂 New 🗦 | 🗮 English 🕐 | | | | | Howdy, adminco 🔝 |
|-------------------|------------------------|---|--|----------|-------------|--|---------------------|
| 🖚 Dashboard | | | | | | 5 | Screen Options 🔻 |
| A Posts | WordPress 5.2.3 is av | vailable! <u>Please update now</u> . | | | | | |
| 91 Madia | Add New Even | t | | | | | |
| | | - | | | | | |
| Pages | Enter title here | e 🔶 | | | | When | A |
| Comments | | | | | | From | to |
| U Events | 9 Add Media | t Download | ode | | Visual Toxt | | |
| Events | File v Edit v View | Insert Format Too | ls v Table v | | VISUAI TEXT | Event starts at 12:00 AM | 10 |
| Add Event | Paragraph v B | 7 46 = - = - | = = = <i>p</i> % | | × | 12:00 AM All day | |
| Locations | ≜ bbPress ▼ | | 0 | | | Timezone | |
| Bookings | | | | . | | Brussels | ~ |
| Settings | Open sans + 11 | | | • | | This event spans every day | between the |
| Help | | | | | | beginning and end date, w times applying to each day | rith start/end |
| OpenStreetMaps | | | | | | | |
| 💟 Contact 🚺 | - | — | | | | Language | |
| MailPoet | | | | | | | |
| Downloads | | | | | | Language of this event | |
| 占 Ultimate Member | | | | | | English V | |
| 韋 Forums | | | | | | Media attachments | |
| 🛝 Topics | | | | | | Dualizate unlanded as | |
| 🎳 Replies | | | | | | translations | edia to |
| 🔊 Appearance | Word count: 0 | | | | | Duplicate featured ima | ige to translations |
| 😰 Plugins 📵 | Where | | | | | Publish | |
| 👗 Users 🔟 | This event does not | t have a physical location. | | | | r ublish | |
| 差 Tools | Leastion Name | | | | | Save Draft | Preview |
| 💩 All-in-One WP | Location Name. | | * | | | Status: Draft Edit | |
| Migration | Address | | | | | Visibility: Public Edit | |
| Settings | City/Town: | | * | | | Publish immediately E Duplicate Event | <u>dit</u> |
| Pages | State/County: | | | | | | |
| Comments | | | | | | | Publish |
| 💮 Events 🔸 | Postcode: | | | | | Event Tags | |
| Events | Region: | | | | | Event lags | |
| Add Event | Country: | Belgium | * | | | | Add |
| Event Tags | | | | | | Separate event tags with co | mmas |
| Bookings | The more details you p | provide, the more accurate the s | earch result will be. (Hir | nt) | | Choose from the most use | ed tags |
| Settings | Search Address | | - | | | | |
| Help | + | - Derrich | [23] | | | Featured Image | |
| 🕅 OpenStreetMaps | | | | | | | |
| 🛛 Contact 🚺 | 2.0 | No Location | and the second s | | | Set featured image | |
| MailPoet | | 0 | Mar (| | | | |
| Downloads | - States | | N. drive | | | | |
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| | 5000 km | | | | | | |
| | 3000 mi | 0 | O pen StreetMap | | | | |
| | | | | | | | |

When your event is ready, you can click on "Publish".

Your event is now online in English !

Translations

First translation

To translate your event in French and Nederlands, we must use the following method.

In the detail page of your English event, you will have translations options under the title "Language".

Choose a language and click on "+".

| Language | ۸ | | | | | |
|--|--------------------------|--|--|--|--|--|
| Language of English v | this event 5 Document | | | | | |
| | Translate Duplicate | | | | | |
| Dutch | + 🔶 📃 | | | | | |
| French | + 🗆 | | | | | |
| Media attachments Image: Duplicate uploaded media to translations Image: Duplicate featured image to translations | | | | | | |

The website will create automatically a linked translated event, therefore your time, location and booking information is handled by your original event translation.

We must only translate title and description and click on "publish".

Second translation

To create the second and last translation, we can choose the last language and click on "+".

The next steps are the same that the first translation.

| Language | | | • | | | | | |
|---|------------------------|---------------------|-----------|--|--|--|--|--|
| Language of t | this event | | | | | | | |
| Dutch ~ | | | | | | | | |
| This is a transl | ation of | test | \sim | | | | | |
| Translate this Document | | | | | | | | |
| Translate this | Documer | nt | Durlingto | | | | | |
| Translate this | Documer Ti | nt ranslate | Duplicate | | | | | |
| Translate this | Documer Ti | nt ranslate + | Duplicate | | | | | |
| Translate this French Translations (J | Documer Tr hide) | nt ranslate + | Duplicate | | | | | |