
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.

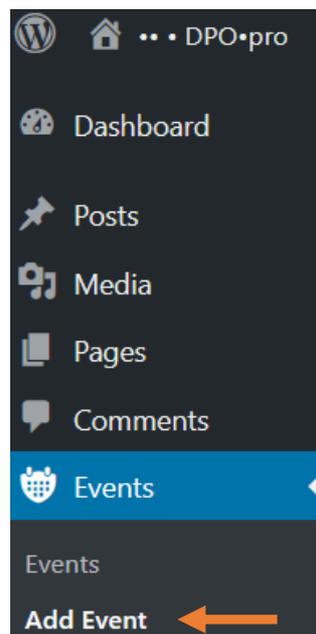
Firstly, we must switch to “English” in the language bar :



[Home](#) [All about DPO-pro](#) [All about GDPR](#) [Calendar](#) [Members](#)

To create an event

You can follow this link : https://www.dpopro.be/wp-admin/post-new.php?post_type=event or you can click on the « Add event » option of the Events menu.



It's necessary to complete a least the fields :

- Event title
- Description
- From and To pour the dates and hours.
- The localization
 - o 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.

WordPress 5.2.3 is available! [Please update now.](#)

Add New Event

Enter title here

Add Media Insert Download Insert shortcode Visual Text

File Edit View Insert Format Tools Table

Paragraph B I “ ” List Bulleted List Numbered List Link Unlink Undo Redo Eye

bbPress

Open Sans 11pt

Word count: 0

When

From to

Event starts at 12:00 AM to 12:00 AM All day

Timezone Brussels

This event spans every day between the beginning and end date, with start/end times applying to each day.

Language

Language of this event English

Media attachments

Duplicate uploaded media to translations
 Duplicate featured image to translations

Where

This event does not have a physical location.

Location Name: *

Address: *

City/Town: *

State/County:

Postcode:

Region:

Country: Belgium *

The more details you provide, the more accurate the search result will be. [\(Hint\)](#)

[Search Address](#)



Publish

Save Draft Preview

Status: [Draft Edit](#)

Visibility: [Public Edit](#)

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

Publish

Event Tags

Add

Separate event tags with commas

[Choose from the most used tags](#)

Featured Image

[Set featured image](#)

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

Your event is now online in English !

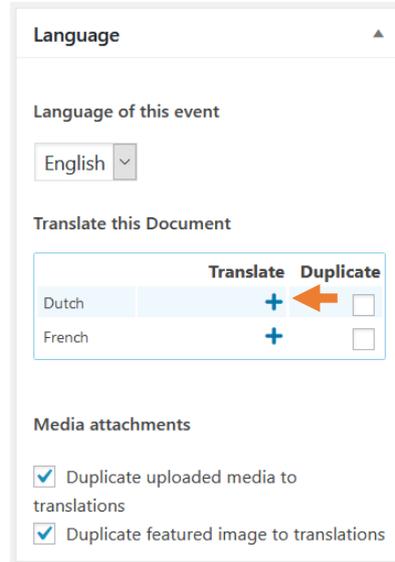
Translations

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 “+”.



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.

