Owner’s manual
Events

Selected exact text. Newly typeset, not the original page layout.

You add events from Admin. Click the Events tab on the admin bar. That tab sits under the top menu. Do not click the Events word in the top menu. That one goes to the public page.

Click Add Event. Pick the kind of gathering and the calendar color. Keep going down the form. Type a title. Set the date and time in Eastern time. Write a short description. Click Create Event.

The new event shows on the calendar. A member can register and can cancel. To change an event, switch to List and use Edit.

Source: TFN manual, Events section. PR 23, merged November 9, 2026 at 12:54 PM ET.

This is a practice site instruction. Nothing was saved or sent for this talk kit.

Self check
Add event, then stop

Selected exact text. Newly typeset, not the original page layout.

Click the Events tab on the admin bar. That bar is under the top menu. Do not use the Events word in the top menu.

Click Add Event.

You should see Add New Event. Do not save. Close the form.

Good if the form opens and you closed it without saving.

Problem if the admin Events tab jumps you to the public calendar, or if Add Event is missing.

Mark: _____

Source: TFN self check, Minute 12. PR 23, merged November 9, 2026 at 12:54 PM ET.

This is a practice site instruction. Nothing was saved or sent for this talk kit.