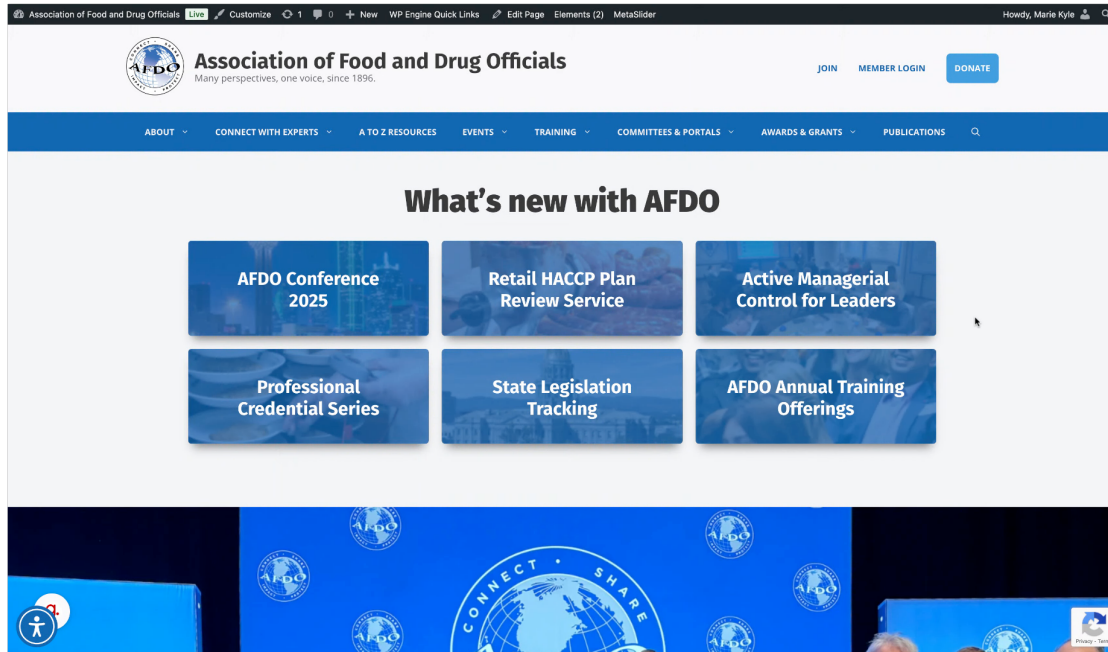


HOW TO: Add an event from afdo.org

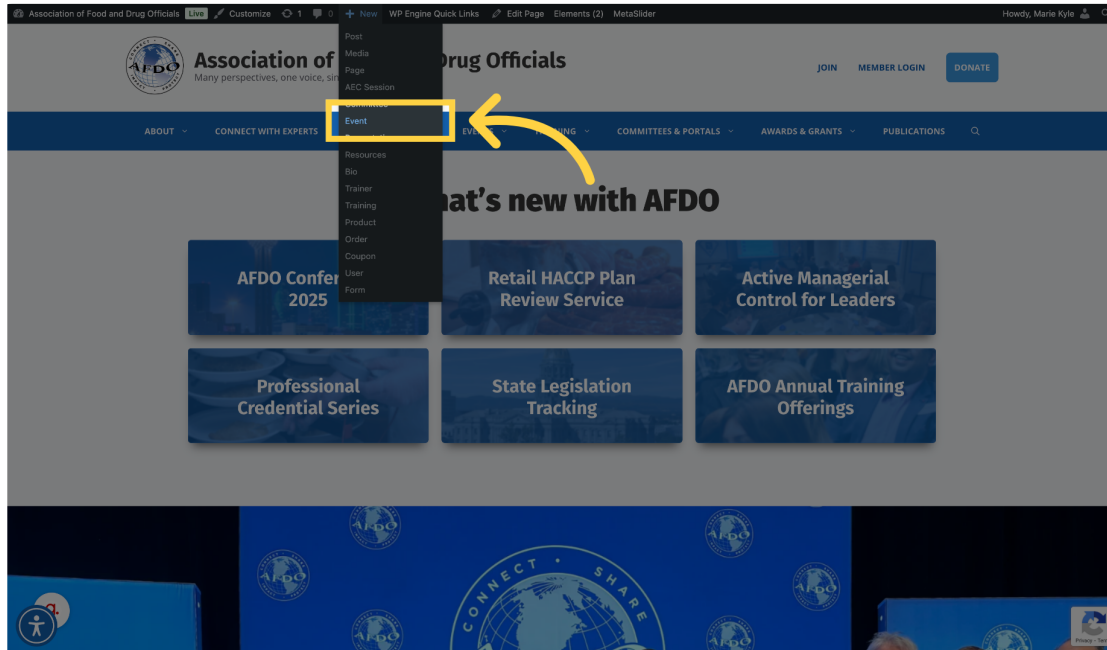
01 Navigate to admin bar

Once logged in, navigate to the admin bar at the top of the screen, then hover over the word "NEW"



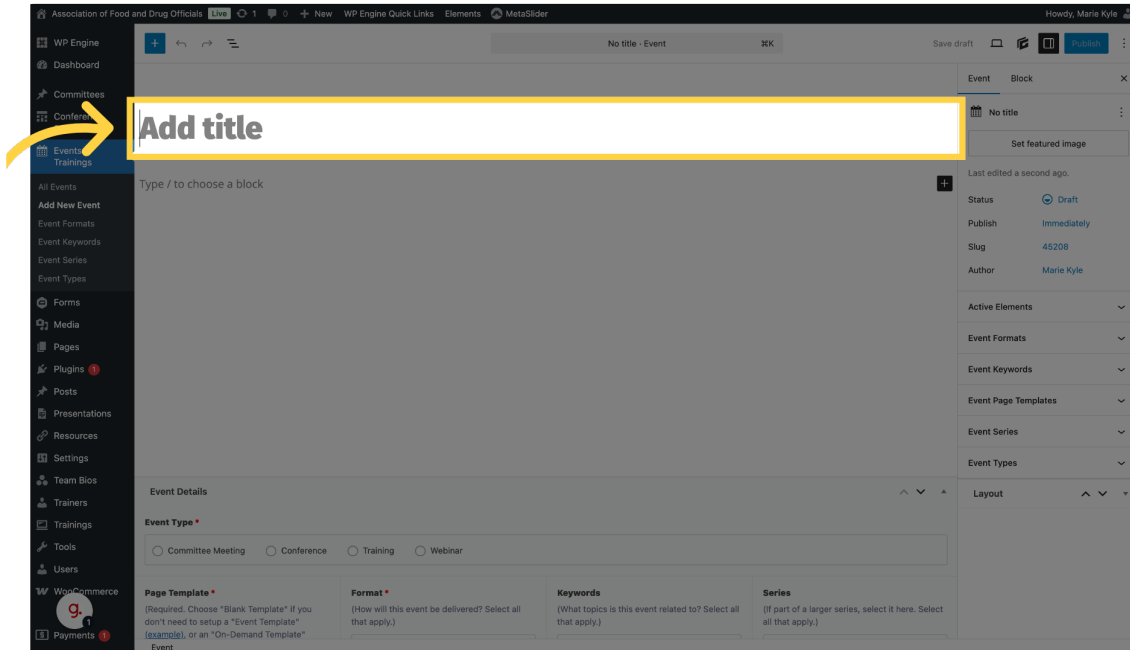
02 Create event from admin bar

Select "EVENT" from the dropdown to create a new event.



03 Add event title

You'll then be taken to the event editor. First, add your event title at the top of the page.



04 Enter Event Type

Under Event Details, you'll see a field called 'Event Type'. Choose the option that best describes the event.

The screenshot shows the WordPress admin interface for an event titled "Root Cause Analysis for Retail Food Safety". The left sidebar contains a menu with options like Committees, Conference Sessions, Events & Trainings, Forms, Media, Pages, Plugins, Posts, Presentations, Resources, Settings, Team Bios, Trainers, Trainings, Tools, Users, and WooCommerce. The main content area is divided into several sections: "Event Details", "Page Template", "Format", "Keywords", "Series", "Start Date", "End Date", and "Search Engine Optimization". The "Event Details" section is highlighted with a yellow box, and a yellow arrow points to the "Event Type" field. The "Event Type" field has four radio button options: "Committee Meeting", "Conference", "Training" (which is selected), and "Webinar". The "Page Template" section has three radio button options: "Blank Template", "Event Template", and "On-Demand Template". The "Format" section has three checkboxes: "In-Person", "In-Person & Virtual", and "Virtual / Live". The "Keywords" section has a list of checkboxes for various topics: Agriculture, Animal Food, Aquaculture, Bare Hand Contact, Beverages, Body Art, Cannabis, and CBD. The "Series" section has a list of checkboxes for various series: Annual Training Series, Boot Camp Advanced Series, Boot Camp Basic Series, Business of Cannabis Series, Cannabis Industry Tour Series, Coming Soon, Fresh Take Fridays Series, and OnSite. The "Start Date" and "End Date" fields are empty. The "Search Engine Optimization" section is also empty.

Event Details

Event Type *

☐ Committee Meeting ☐ Conference ☒ Training ☐ Webinar

Page Template *

(Required. Choose "Blank Template" if you don't need to setup a "Event Template" (example), or an "On-Demand Template" (example) page.)

☐ Blank Template ☐ Event Template ☐ On-Demand Template

Format *

(How will this event be delivered? Select all that apply.)

☐ In-Person ☐ In-Person & Virtual ☐ On Demand ☐ Virtual / Live

Keywords

(What topics is this event related to? Select all that apply.)

☐ Agriculture ☐ Animal Food ☐ Aquaculture ☐ Bare Hand Contact ☐ Beverages ☐ Body Art ☐ Cannabis ☐ CBD

Series

(If part of a larger series, select it here. Select all that apply.)

☐ Annual Training Series ☐ Boot Camp Advanced Series ☐ Boot Camp Basic Series ☐ Business of Cannabis Series ☐ Cannabis Industry Tour Series ☐ Coming Soon ☐ Fresh Take Fridays Series ☐ OnSite

Start Date

(Required for scheduled events and trainings)

End Date

(Leave BLANK if same as event start date)

Search Engine Optimization

Event

05 Select Page Template

Next, choose an event template. Select 'Event Template' for standard events, 'Blank Template' for custom page designs, or 'On Demand Template' for webinar videos.

The screenshot shows the WordPress event management interface. The left sidebar contains a menu with options like Committees, Conference Sessions, Events & Trainings, All Events, Add New Event, Event Formats, Event Keywords, Event Series, Event Types, Forms, Media, Pages, Plugins, Posts, Presentations, Resources, Settings, Team Bio, Trainers, Trainings, Tools, Users, and WooCommerce. The main content area is titled 'Event Details' and contains several fields. The 'Event Type' field is set to 'Training'. The 'Page Template' dropdown menu is open, showing three options: 'Blank Template', 'Event Template' (selected), and 'On-Demand Template'. A yellow arrow points from the 'Event Template' option to the 'Event Type' field. The 'Format' field is set to 'In-Person / Virtual / Live'. The 'Keywords' field is empty. The 'Series' field is empty. The 'Start Date' field is empty. The 'End Date' field is empty. The 'Is the registration link available?' field is set to 'Event'. The 'Message (about upcoming registration)' field is empty. The right sidebar contains a 'Root Cause Analysis for Retail Food Safety' block with a 'Set featured image' button, a 'Status' dropdown set to 'Draft', a 'Publish' button, a 'Slug' field, an 'Author' field, and a list of 'Active Elements' including 'Event Formats', 'Event Keywords', 'Event Page Templates', 'Event Series', 'Event Types', and 'Layout'.

06 Select Format

Select all format types that apply. Choose "In-Person" for physical events, "In-Person & Virtual" for events with both physical and virtual sessions, "On-Demand" for pre-recorded videos, and "Virtual/Live" for live webcasts.

The screenshot displays the WordPress event management interface for an event titled "Root Cause Analysis for Retail Food Safety". The left sidebar contains navigation links for Committees, Conference Sessions, Events & Trainings, All Events, Add New Event, Event Formats, Event Keywords, Event Series, Event Types, Forms, Media, Pages, Plugins, Posts, Presentations, Resources, Settings, Team Bios, Trainings, Tools, Users, and WooCommerce. The main content area is titled "Event Details" and includes sections for Event Type, Page Template, Format, Keywords, Series, Start Date, End Date, and registration options. A modal window titled "Format" is open, prompting the user to select all applicable delivery methods. The modal lists four options: In-Person, In-Person & Virtual, On Demand, and Virtual / Live. A yellow arrow points from the "Format" modal to the "Keywords" section, which lists various topics related to food safety and agriculture.

Event Details

Event Type

☐ Committee Meeting ☐ Conference ☒ Training ☐ Webinar

Page Template

(Required. Choose "Blank Template" if you don't need to setup a "Event Template" (example), or an "On-Demand Template" (example) page.)

☐ Blank Template ☒ Event Template ☐ On-Demand Template

Format

(How will this event be delivered? Select all that apply.)

☐ In-Person ☐ In-Person & Virtual ☐ On Demand ☐ Virtual / Live

Keywords

(What topics is this event related to? Select all that apply.)

☐ Agriculture ☐ Animal Food ☐ Food Security ☐ Food Safety ☐ Food System ☐ Food Waste ☐ Food Access ☐ Food Equity ☐ Food Justice ☐ Food Policy ☐ Food Systems ☐ Food Systems Change ☐ Food Systems Resilience ☐ Food Systems Transformation ☐ Food Systems Sustainability ☐ Food Systems Well-being ☐ Food Systems Resilience ☐ Food Systems Transformation ☐ Food Systems Sustainability ☐ Food Systems Well-being

Series

(If part of a larger series, select it here. Select all that apply.)

☐ Annual Training Series ☐ Boot Camp Advanced Series ☐ Boot Camp Basic Series ☐ Business of Cannabis Series ☐ Cannabis Industry Tour Series ☐ Coming Soon ☐ Fresh Take Fridays Series ☐ OnSite

Start Date

(Required for scheduled events and trainings)

End Date

(Leave BLANK if same as event start date)

Is the registration link available?

☐ Event

Message (about upcoming registration)

Event

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a second ago.

Status ☒ Draft

Publish ☐ Immediately

Slug root-cause-analysis-for-retail-food-safety

Author Marie Kyle

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

07 Select Keywords

Keywords aren't required, but help search results. Select all topics that seem relevant to the event.

The screenshot shows the WordPress admin interface for an event titled "Root Cause Analysis for Retail Food Safety". The left sidebar contains a menu with options like Committees, Conference Sessions, Events & Trainings, and various tools. The main content area is divided into several sections for event configuration:

- Event Details:** Includes "Event Type" (Training selected), "Page Template" (Event Template selected), and "Format" (In-Person, On Demand, and Virtual / Hybrid selected).
- Keywords:** A section titled "What topics is this event related to? Select all that apply." with a list of checkboxes: Food Production, Food Safety, Food Safety Management System, Food Transportation, Foodborne Illness (selected), Foodborne Outbreak, Hazardous Food, Hemp, and Industry.
- Series:** A section titled "If part of a larger series, select it here. Select all that apply." with a list of checkboxes for various series like Annual Training Series, Boot Camp Advanced Series, etc.
- Start Date and End Date:** Fields for scheduling the event.
- Is the registration link available?** A checkbox.
- Message (about upcoming registration):** A text area.

A yellow box highlights the "Keywords" section, and a yellow arrow points from the "Virtual / Hybrid" option in the "Format" section to the "Keywords" box.

08 Select series

The series field is optional. Selecting a series determines where your event appears on the website. Choose 'Coming Soon' for events without dates, or select a specific series to display your event on that series page.

The screenshot displays the WordPress admin interface for an event titled "Root Cause Analysis for Retail Food Safety". The left sidebar shows the "Events & Trainings" menu. The main content area is divided into several sections: "Event Details", "Page Template", "Format", "Keywords", "Start Date", "End Date", "Is the registration link available?", and "Message (about upcoming registration)". A yellow arrow points to the "Series" dropdown menu, which is open and shows a list of series options: "Annual Training Series", "Boot Camp Advanced Series", "Boot Camp Basic Series", "Business of Cannabis Series", "Cannabis Industry Tour Series", "Coming Soon", "Fresh Take Fridays Series", and "OnSite". The "Coming Soon" option is highlighted.

Event Details

Event Type *

Committee Meeting Conference Training Webinar

Page Template *

(Required. Choose "Blank Template" if you don't need to setup a "Event Template" (example), or an "On-Demand Template" (example) page.)

Blank Template Event Template On-Demand Template

Format *

(How will this event be delivered? Select all that apply.)

In-Person In-Person & Virtual On Demand Virtual / Live

Keywords

(What topics is this event related to? Select all that apply.)

Food Protection Food Safety Food Safety Management System Food Transportation Food Business Foodborne Illness Hazardous Food Hemp Industry

Series

(If part of a larger series, select it here. Select all that apply.)

Annual Training Series Boot Camp Advanced Series Boot Camp Basic Series Business of Cannabis Series Cannabis Industry Tour Series Coming Soon Fresh Take Fridays Series OnSite

Start Date

(Required for scheduled events and trainings)

End Date

(Leave BLANK if same as event start date)

Is the registration link available?

Event

Message (about upcoming registration)

Event

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a second ago.

Status Draft

Publish Immediately

Slug root-cause-analysis-for-retail-food-safety

Author Marie Kyle

Active Elements

Event Formats

Event Keywords

Event Page Templates

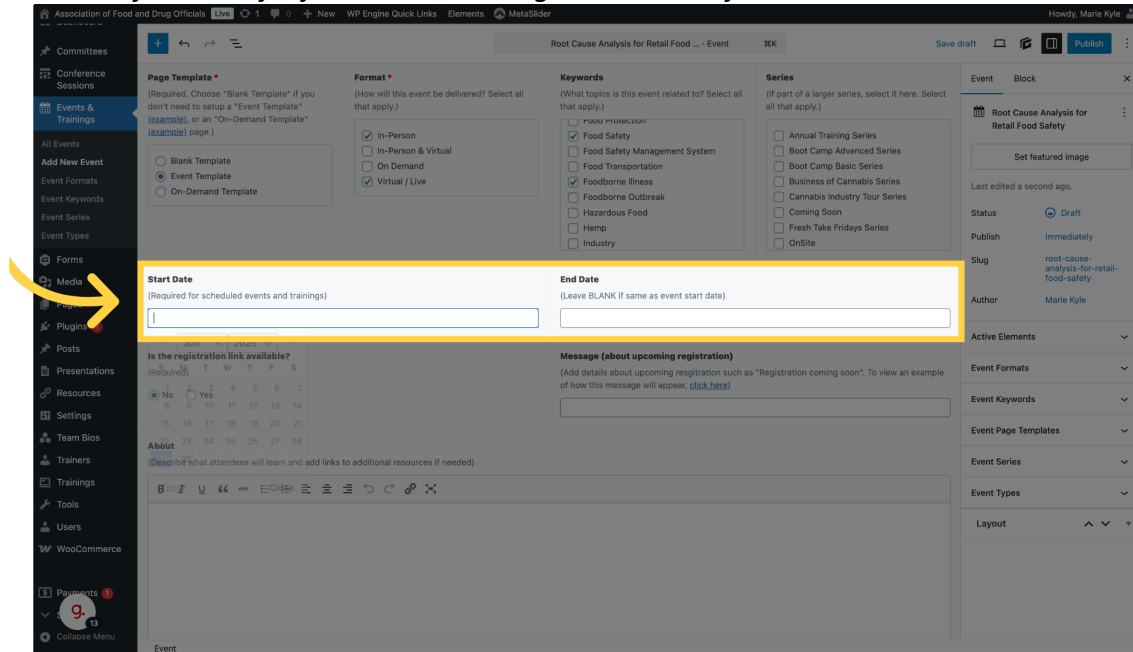
Event Series

Event Types

Layout

09 Select a start date

A start date is REQUIRED if you want this event to appear on the upcoming training page. An end date is only necessary if your event runs longer than one day.



The screenshot shows the WordPress event management interface for the event "Root Cause Analysis for Retail Food Safety". A yellow arrow points to the "Start Date" field, which is highlighted with a yellow box. The "End Date" field is also highlighted. The interface includes a sidebar with navigation links, a main content area with various settings, and a right sidebar with event details.

Page Template *
(Required. Choose "Blank Template" if you don't need to setup a "Event Template" (example), or an "On-Demand Template" (example) page.)

- ☐ Blank Template
- ☒ Event Template
- ☐ On-Demand Template

Format *
(How will this event be delivered? Select all that apply.)

- ☒ In-Person
- ☐ In-Person & Virtual
- ☐ On Demand
- ☒ Virtual / Live

Keywords
(What topics is this event related to? Select all that apply.)

- ☐ Food Protection
- ☒ Food Safety
- ☐ Food Safety Management System
- ☐ Food Transportation
- ☒ Foodborne Illness
- ☐ Foodborne Outbreak
- ☐ Hazardous Food
- ☐ Hemp
- ☐ Industry

Series
(If part of a larger series, select it here. Select all that apply.)

- ☐ Annual Training Series
- ☐ Boot Camp Advanced Series
- ☐ Boot Camp Basic Series
- ☐ Business of Cannabis Series
- ☐ Cannabis Industry Tour Series
- ☐ Coming Soon
- ☐ Fresh Take Fridays Series
- ☐ OnSite

Start Date
(Required for scheduled events and trainings)

End Date
(Leave BLANK if same as event start date)

Is the registration link available?
(required) T W T F S

☒ No ☐ Yes

Message (about upcoming registration)
(Add details about upcoming registration such as "Registration coming soon". To view an example of how this message will appear, [click here](#).)

About
(Describe what attendees will learn and add links to additional resources if needed)

Event

10 No registration

Next, add registration information. If you don't have a registration link yet, select NO. The message field allows you to add a note about registration coming soon.

The screenshot shows the WordPress admin interface for an event titled "Root Cause Analysis for Retail Food Safety". The left sidebar has a menu with "Events & Trainings" highlighted, indicated by a yellow arrow. The main content area contains a form for the event. A yellow box highlights two fields: "Is the registration link available?" with radio buttons for "No" (selected) and "Yes", and "Message (about upcoming registration)" with a text area. The right sidebar shows event details like status (Draft), slug, author (Marie Kyle), and various settings.

Association of Food and Drug Officials | Live | 1 | + New | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food Safety - Event | 10K | Save draft | Publish

(Required for scheduled events and trainings) | (Leave BLANK if same as event start date)

June 1, 2027

Event | Block | X

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a minute ago.

Status | Draft

Publish | Immediately

Slug | root-cause-analysis-for-retail-food-safety

Author | Marie Kyle

Move to trash

Active Elements | v

Event Formats | v

Event Keywords | v

Event Page Templates | v

Event Series | v

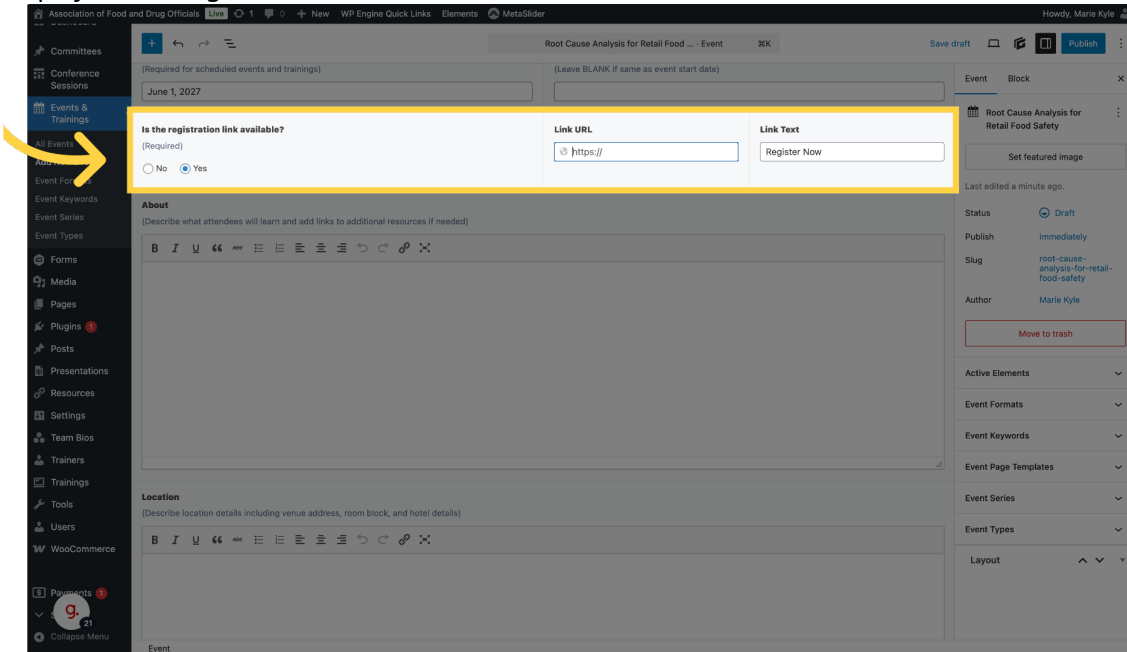
Event Types | v

Layout | ^ v

Event

11 Yes registration

If you do have a registration link, click 'Yes', then enter the website URL and the text you want to display for the registration link.



The screenshot shows the WordPress event editor interface. A yellow box highlights the registration link options. A yellow arrow points to the 'Events & Trainings' menu item in the left sidebar.

Is the registration link available?
(Required)
☐ No ☒ Yes

Link URL

Link Text

About
(Describe what attendees will learn and add links to additional resources if needed)

Location
(Describe location details including venue address, room block, and hotel details)

Event Details:
Event: Root Cause Analysis for Retail Food Safety
Date: June 1, 2027
Status: Draft
Publish: Immediately
Slug: root-cause-analysis-for-retail-food-safety
Author: Marie Kyle
Move to trash

12 About section

Use the About field to describe what attendees will learn, and add links to additional resources such as agendas or other helpful materials.

The screenshot displays the WordPress admin interface. On the left, the 'Events & Trainings' menu is active, with a yellow arrow pointing to the 'Form' option. The main content area shows the 'Root Cause Analysis for Retail Food Safety' event page. The page includes a date field set to 'June 1, 2027', a 'Link URL' field with the value 'https://reg.bravuratechnologies.com/le', and a 'Link Text' field with the value 'Register Now!'. The 'About' section is currently empty, with a text area for describing the event. The right sidebar shows the event's status as 'Draft' and lists the author as 'Marie Kyle'.

13 Location section

Use the LOCATION field to add details such as venue address, room, and hotel info. Skip this field if your event doesn't have an in-person component.

The screenshot shows the WordPress dashboard for an event titled "Root Cause Analysis for Retail Food Safety". The left sidebar contains a menu with items like Committees, Conference Sessions, Events & Trainings, and various tools. The "Events & Trainings" menu item is highlighted with a yellow arrow. The main content area is divided into sections: "violations" (with a bulleted list), "Location" (highlighted with a yellow box), "Who Should Attend", and "Travel". The "Location" section has a text area with a rich text editor toolbar. The right sidebar shows event details like Status (Draft), Publish (Immediately), Slug, Author (Marie Kyle), and a "Move to trash" button.

Association of Food and Drug Officials | Live | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food Safety - Event | 36K | Save draft | Publish

violations

- Clarify the difference between analytical and creative thinking, and when each is most useful
- Promote the ability to provide problem-solving support in situations where one is not an expert in the process or technology involved
- Expand the range of tools available for analysis of problems

UL - LI

Location
(Describe location details including venue address, room block, and hotel details)

B I U H2 H3 H4 H5 H6 H7 H8 H9 H10 H11 H12 H13 H14 H15 H16 H17 H18 H19 H20 H21 H22 H23 H24 H25 H26 H27 H28 H29 H30 H31 H32 H33 H34 H35 H36 H37 H38 H39 H40 H41 H42 H43 H44 H45 H46 H47 H48 H49 H50 H51 H52 H53 H54 H55 H56 H57 H58 H59 H60 H61 H62 H63 H64 H65 H66 H67 H68 H69 H70 H71 H72 H73 H74 H75 H76 H77 H78 H79 H80 H81 H82 H83 H84 H85 H86 H87 H88 H89 H90 H91 H92 H93 H94 H95 H96 H97 H98 H99 H100 H101 H102 H103 H104 H105 H106 H107 H108 H109 H110 H111 H112 H113 H114 H115 H116 H117 H118 H119 H120 H121 H122 H123 H124 H125 H126 H127 H128 H129 H130 H131 H132 H133 H134 H135 H136 H137 H138 H139 H140 H141 H142 H143 H144 H145 H146 H147 H148 H149 H150 H151 H152 H153 H154 H155 H156 H157 H158 H159 H160 H161 H162 H163 H164 H165 H166 H167 H168 H169 H170 H171 H172 H173 H174 H175 H176 H177 H178 H179 H180 H181 H182 H183 H184 H185 H186 H187 H188 H189 H190 H191 H192 H193 H194 H195 H196 H197 H198 H199 H200 H201 H202 H203 H204 H205 H206 H207 H208 H209 H210 H211 H212 H213 H214 H215 H216 H217 H218 H219 H220 H221 H222 H223 H224 H225 H226 H227 H228 H229 H230 H231 H232 H233 H234 H235 H236 H237 H238 H239 H240 H241 H242 H243 H244 H245 H246 H247 H248 H249 H250 H251 H252 H253 H254 H255 H256 H257 H258 H259 H260 H261 H262 H263 H264 H265 H266 H267 H268 H269 H270 H271 H272 H273 H274 H275 H276 H277 H278 H279 H280 H281 H282 H283 H284 H285 H286 H287 H288 H289 H290 H291 H292 H293 H294 H295 H296 H297 H298 H299 H300 H301 H302 H303 H304 H305 H306 H307 H308 H309 H310 H311 H312 H313 H314 H315 H316 H317 H318 H319 H320 H321 H322 H323 H324 H325 H326 H327 H328 H329 H330 H331 H332 H333 H334 H335 H336 H337 H338 H339 H340 H341 H342 H343 H344 H345 H346 H347 H348 H349 H350 H351 H352 H353 H354 H355 H356 H357 H358 H359 H360 H361 H362 H363 H364 H365 H366 H367 H368 H369 H370 H371 H372 H373 H374 H375 H376 H377 H378 H379 H380 H381 H382 H383 H384 H385 H386 H387 H388 H389 H390 H391 H392 H393 H394 H395 H396 H397 H398 H399 H400 H401 H402 H403 H404 H405 H406 H407 H408 H409 H410 H411 H412 H413 H414 H415 H416 H417 H418 H419 H420 H421 H422 H423 H424 H425 H426 H427 H428 H429 H430 H431 H432 H433 H434 H435 H436 H437 H438 H439 H440 H441 H442 H443 H444 H445 H446 H447 H448 H449 H450 H451 H452 H453 H454 H455 H456 H457 H458 H459 H460 H461 H462 H463 H464 H465 H466 H467 H468 H469 H470 H471 H472 H473 H474 H475 H476 H477 H478 H479 H480 H481 H482 H483 H484 H485 H486 H487 H488 H489 H490 H491 H492 H493 H494 H495 H496 H497 H498 H499 H500 H501 H502 H503 H504 H505 H506 H507 H508 H509 H510 H511 H512 H513 H514 H515 H516 H517 H518 H519 H520 H521 H522 H523 H524 H525 H526 H527 H528 H529 H530 H531 H532 H533 H534 H535 H536 H537 H538 H539 H540 H541 H542 H543 H544 H545 H546 H547 H548 H549 H550 H551 H552 H553 H554 H555 H556 H557 H558 H559 H560 H561 H562 H563 H564 H565 H566 H567 H568 H569 H570 H571 H572 H573 H574 H575 H576 H577 H578 H579 H580 H581 H582 H583 H584 H585 H586 H587 H588 H589 H590 H591 H592 H593 H594 H595 H596 H597 H598 H599 H600 H601 H602 H603 H604 H605 H606 H607 H608 H609 H610 H611 H612 H613 H614 H615 H616 H617 H618 H619 H620 H621 H622 H623 H624 H625 H626 H627 H628 H629 H630 H631 H632 H633 H634 H635 H636 H637 H638 H639 H640 H641 H642 H643 H644 H645 H646 H647 H648 H649 H650 H651 H652 H653 H654 H655 H656 H657 H658 H659 H660 H661 H662 H663 H664 H665 H666 H667 H668 H669 H670 H671 H672 H673 H674 H675 H676 H677 H678 H679 H680 H681 H682 H683 H684 H685 H686 H687 H688 H689 H690 H691 H692 H693 H694 H695 H696 H697 H698 H699 H700 H701 H702 H703 H704 H705 H706 H707 H708 H709 H710 H711 H712 H713 H714 H715 H716 H717 H718 H719 H720 H721 H722 H723 H724 H725 H726 H727 H728 H729 H730 H731 H732 H733 H734 H735 H736 H737 H738 H739 H740 H741 H742 H743 H744 H745 H746 H747 H748 H749 H750 H751 H752 H753 H754 H755 H756 H757 H758 H759 H760 H761 H762 H763 H764 H765 H766 H767 H768 H769 H770 H771 H772 H773 H774 H775 H776 H777 H778 H779 H780 H781 H782 H783 H784 H785 H786 H787 H788 H789 H790 H791 H792 H793 H794 H795 H796 H797 H798 H799 H800 H801 H802 H803 H804 H805 H806 H807 H808 H809 H810 H811 H812 H813 H814 H815 H816 H817 H818 H819 H820 H821 H822 H823 H824 H825 H826 H827 H828 H829 H830 H831 H832 H833 H834 H835 H836 H837 H838 H839 H840 H841 H842 H843 H844 H845 H846 H847 H848 H849 H850 H851 H852 H853 H854 H855 H856 H857 H858 H859 H860 H861 H862 H863 H864 H865 H866 H867 H868 H869 H870 H871 H872 H873 H874 H875 H876 H877 H878 H879 H880 H881 H882 H883 H884 H885 H886 H887 H888 H889 H890 H891 H892 H893 H894 H895 H896 H897 H898 H899 H900 H901 H902 H903 H904 H905 H906 H907 H908 H909 H910 H911 H912 H913 H914 H915 H916 H917 H918 H919 H920 H921 H922 H923 H924 H925 H926 H927 H928 H929 H930 H931 H932 H933 H934 H935 H936 H937 H938 H939 H940 H941 H942 H943 H944 H945 H946 H947 H948 H949 H950 H951 H952 H953 H954 H955 H956 H957 H958 H959 H960 H961 H962 H963 H964 H965 H966 H967 H968 H969 H970 H971 H972 H973 H974 H975 H976 H977 H978 H979 H980 H981 H982 H983 H984 H985 H986 H987 H988 H989 H990 H991 H992 H993 H994 H995 H996 H997 H998 H999

Who Should Attend
(Describe who should participate)

Travel
(Example: Orlando International Airport (MCO) is 4 miles away.)

Event

Event | Block | X

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a minute ago.

Status | Draft

Publish | Immediately

Slug | root-cause-analysis-for-retail-food-safety

Author | Marie Kyle

Move to trash

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

14 "Who Should Attend" section

Use the "Who Should Attend" field to briefly describe what types of attendees would benefit most from the event.

The screenshot shows the WordPress admin interface for the Association of Food and Drug Officials. The left sidebar contains a menu with items like Committees, Conference Sessions, Events & Trainings, All Events, Add New Event, Event Formats, Event Keywords, Event Series, Event Types, Forms, Media, Pages, Posts, Presentations, Resources, Settings, Team Bios, Trainers, Trainings, Tools, Users, and WooCommerce. The 'Events & Trainings' menu item is highlighted. The main content area shows the 'Root Cause Analysis for Retail Food Safety' event page. The 'Who Should Attend' field is highlighted with a yellow box and an arrow pointing to it from the left sidebar. The field is labeled 'Who Should Attend' and has a placeholder text '(Describe who should participate)'. Below the field are sections for 'Travel', 'Course Length', 'Seat Limit', and 'Instructors/Facilitators'. The right sidebar shows the event details, including the title 'Root Cause Analysis for Retail Food Safety', the status 'Draft', the author 'Marie Kyle', and a 'Move to trash' button.

Association of Food and Drug Officials | Live | 1 | + New | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food Safety - Event | 36K | Save draft | Publish

[SpringHill Suites Orlando Airport](#)
5828 Hazeltine National Drive,
Orlando, Florida 32812
(407) 816-5533

[Wingate by Wyndham Orlando International Airport](#)
5750 Hazeltine National Drive,
Orlando, Florida 32812
(407) 826-5258

p

Who Should Attend
(Describe who should participate)

Travel
(Example: Orlando International Airport (MCO) is 4 miles away.)

Course Length
(Example: 8-hour course)

Seat Limit
(Example: 50 spots are still available)

Instructors/Facilitators
(Headshots are optional. For consistency, if you're adding multiple people and some don't have headshots, please use the AFDO "team placeholder" image to keep the layout uniform. To do this, click the Event

Event | Block | X

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a minute ago.

Status | Draft

Publish | Immediately

Slug | root-cause-analysis-for-retail-food-safety

Author | Marie Kyle

Move to trash

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

15 Click "Travel"

Use the Travel field for in-person events to share the distance to the nearest airport or main transportation hub.

The screenshot shows the WordPress dashboard for the Association of Food and Drug Officials. The left sidebar contains a menu with items like Committees, Conference Sessions, Events & Trainings, All Events, Add New Event, Event Formats, Event Keywords, Event Series, Event Types, Forms, Media, Pages, Plugins, Posts, Presentations, Resources, Settings, Team, Trainers, Trainings, Tools, Users, and WooCommerce. The 'Events & Trainings' menu is selected, and the 'Travel' field is highlighted with a yellow box and an arrow. The 'Travel' field contains the text: 'Example: Orlando International Airport (MCO) is 4 miles away.'

The main content area shows the event details for 'Root Cause Analysis for Retail Food Safety'. The event is currently in 'Draft' status. The 'Travel' field is highlighted with a yellow box and an arrow. The 'Travel' field contains the text: 'Example: Orlando International Airport (MCO) is 4 miles away.'

The right sidebar contains a list of active elements, including Event Formats, Event Keywords, Event Page Templates, Event Series, Event Types, and Layout. The 'Travel' field is highlighted with a yellow box and an arrow.

16 Click "Course Length"

The Course Length field should be used to specify the training duration .

The screenshot shows the WordPress admin interface for the 'Association of Food and Drug Officials' (AFDO) website. The user is logged in as 'Howdy, Marie Kyle'. The page is titled 'Root Cause Analysis for Retail Food Safety' and is an 'Event' post type. The left sidebar shows the 'Events & Trainings' menu, with 'Add New Event' selected. The main content area is divided into several sections: 'Who Should Attend', 'Travel', 'Course Length', 'Seat Limit', and 'Instructors/Facilitators'. The 'Course Length' section is highlighted with a yellow box, and a yellow arrow points to it from the left sidebar. The 'Course Length' field is currently empty, with a placeholder text '(Example: 8-hour course)'. The right sidebar shows the 'Event' block settings, including 'Status' (Draft), 'Publish' (Immediately), 'Slug' (root-cause-analysis-for-retail-food-safety), and 'Author' (Marie Kyle).

Association of Food and Drug Officials | Live | 1 | + New | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food Safety - Event | 36K | Save draft | Publish

(407) 816-5533

[Wingate by Wyndham Orlando International Airport](#)
5750 Hazeltine National Drive,
Orlando, Florida 32812
(407) 826-5258

Who Should Attend
(Describe who should participate)
Experienced food safety professionals in regulatory or industry roles

Travel
(Example: Orlando International Airport (MCO) is 4 miles away.)
Orlando International Airport (MCO) is 4 miles away.

Course Length
(Example: 8-hour course)

Seat Limit
(Example: 50 spots are still available)

Instructors/Facilitators
(Headshots are optional. For consistency, if you're adding multiple people and some don't have headshots, please use the AFDO "team placeholder" image to keep the layout uniform. To do this, click the "Add image" button then search for "team placeholder")
[Add Row](#)

Event

Event | Block | X

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a minute ago.

Status [Draft](#)

Publish [Immediately](#)

Slug [root-cause-analysis-for-retail-food-safety](#)

Author [Marie Kyle](#)

[Move to trash](#)

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

17 Click "Seat Limit"

Use the Seat Limit field to specify how many openings are available for the event

The screenshot shows the WordPress event management interface for the event "Root Cause Analysis for Retail Food Safety". The left sidebar contains a menu with options like Committees, Conference Sessions, Events & Trainings, All Events, Add New Event, Event Formats, Event Keywords, Event Series, Event Types, Forms, Media, Pages, Plugins, Posts, Presentations, Resources, Settings, Team Bios, Trainers, Trainings, Tools, Users, and WooCommerce. The main content area is divided into several sections: "Who Should Attend" (with a text field containing "Experienced food safety professionals in regulatory or industry roles"), "Travel" (with a text field containing "Orlando International Airport (MCO) is 4 miles away."), "Course Length" (with a text field containing "Four 4.5 virtual sessions"), "Seat Limit" (highlighted with a yellow box and an arrow pointing to it from the left sidebar, with a text field containing "1"), "Instructors/Facilitators" (with an "Add Row" button), "Will CEU's be available?" (with radio buttons for "No" and "Yes"), "Cost" (with a text field containing "The cost(s) you list below will appear in the page sidebar of the page"), and "Price" (with a table header). The right sidebar contains a "Event" block with a "Set featured image" button, a "Status" dropdown set to "Draft", a "Publish" button, a "Slug" field containing "root-cause-analysis-for-retail-food-safety", an "Author" field containing "Marie Kyle", and a "Move to trash" button. The bottom right corner shows a "Layout" dropdown set to "Event".

18 Add Instructors/Facilitators

Use the Instructors and Facilitators section to add headshots, names, organizations, and bio summaries.

Association of Food and Drug Officials | Live | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food ... - Event | 1KK | Save draft | Publish

(Example: Orlando International Airport (MCO) is 4 miles away.)

Orlando International Airport (MCO) is 4 miles away.

Course Length
(Example: 8-hour course)
Four 4.5 virtual sessions

Seat Limit
(Example: 50 spots are still available)
20 spots available

Instructors/Facilitators
(Headshots are optional. For consistency, if you're adding multiple people and some don't have headshots, please use the AFDO "team placeholder" image to keep the layout uniform. To do this, click the "Add Image" button then search for "team placeholder".)

[Add Row](#)

Will CEU's be available?
☒ No ☐ Yes

Cost
The cost(s) you list below will appear in the page sidebar of the page

| Price | Note |
|---------------------------------|---|
| Example: TBD, Free, \$50, \$990 | Example: (Non-Members) (AFDO Member). This will appear in <i>italics</i> AFTER the price. Max 20 chars. |
| | |
| | |
| | |

Point of Contact
Event

Event | Block | X

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a minute ago.

Status: [Draft](#)

Publish: [Immediately](#)

Slug: root-cause-analysis-for-retail-food-safety

Author: Marie Kyle

[Move to trash](#)

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

19 Bio fields

Add as many people as needed. Only names are required, all other fields are optional.

Association of Food and Drug Officials | Live | 1 | + New | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food Safety - Event | MK | Save draft | Publish

Event | Block | X

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a minute ago.

Status: Draft

Publish: Immediately

Slug: root-cause-analysis-for-retail-food-safety

Author: Marie Kyle

Move to trash

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

Travel
(Example: Orlando International Airport (MCO) is 4 miles away.)
Orlando International Airport (MCO) is 4 miles away.

Course Length
(Example: 8-hour course)
Four 4.5 virtual sessions

Seat Limit
(Example: 50 spots are still available)
20 spots available

Instructors/Facilitators
(Headshots are optional. For consistency, if you're adding multiple people and some don't have headshots, please use the AFDO "team placeholder" image to keep the layout uniform. To do this, click the "Add Image" button then search for "team placeholder")
Add row

Will CEU's be available?
☒ No ☐ Yes

Cost
The cost(s) you list below will appear in the page sidebar of the page

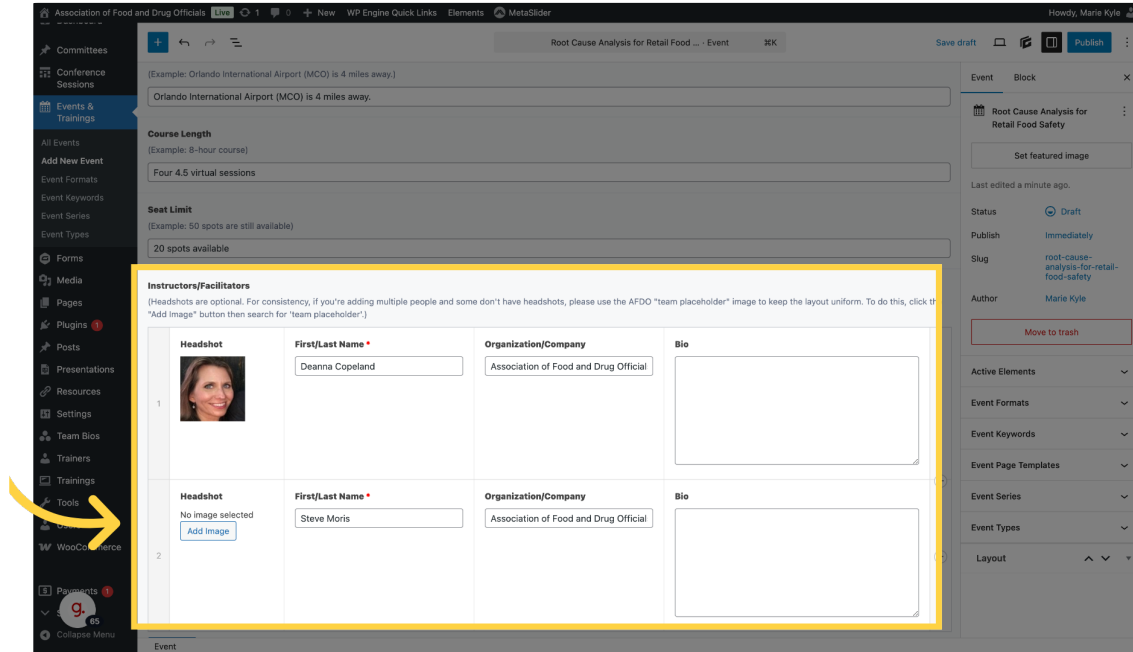
Price
Example: TBD, Free, \$50, \$990

Note
Example: (Non-Members) (AFDO Member). This will appear in italics AFTER the price. Max 20 chars.


Event

20 More than 1 bio

For consistency, if you're adding multiple people and some don't have headshots, use the "team placeholder" image to keep the layout uniform. To add a placeholder, click on the "add IMAGE" button.



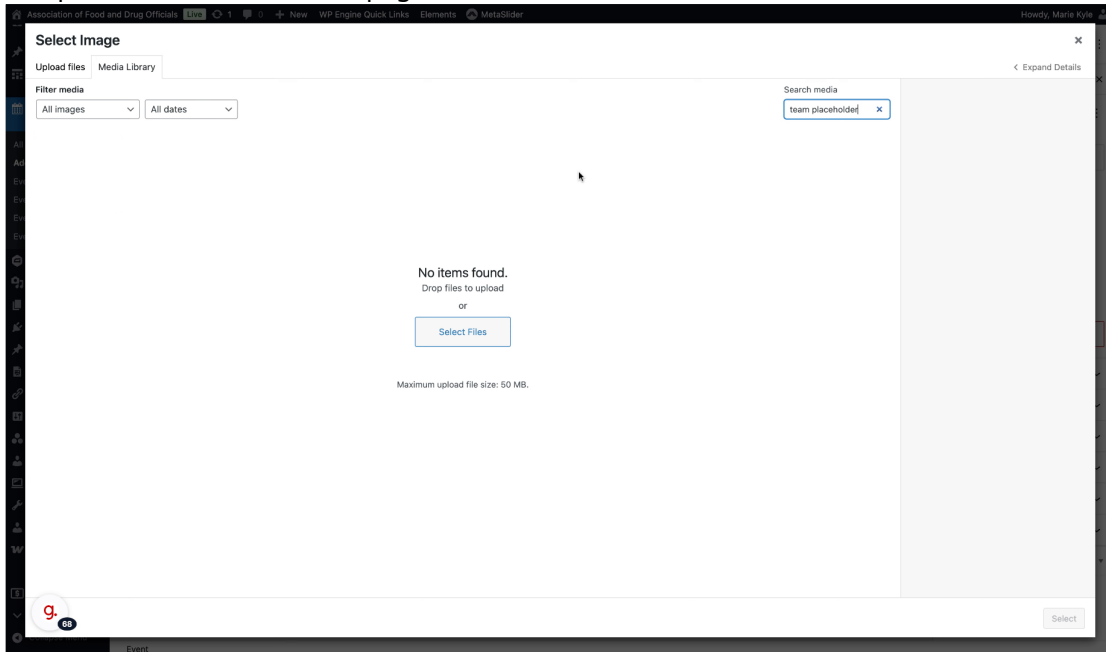
The screenshot shows the WordPress admin interface for an event titled "Root Cause Analysis for Retail Food Safety". The left sidebar contains navigation menus for Committees, Conference Sessions, Events & Trainings, Forms, Media, Pages, Plugins, Posts, Presentations, Resources, Settings, Team Bios, Trainers, Trainings, Tools, and WooCommerce. The main content area is divided into sections for event details: Location (Orlando International Airport), Course Length (Four 4.5 virtual sessions), and Seat Limit (20 spots available). Below these is the "Instructors/Facilitators" section, which includes a table for adding multiple people. A yellow box highlights this table, and a yellow arrow points to the "Add Image" button in the second row.

| | Headshot | First/Last Name * | Organization/Company | Bio |
|---|---|-------------------|---------------------------------------|-----|
| 1 |  | Deanna Copeland | Association of Food and Drug Official | |
| 2 | No image selected Add Image | Steve Morris | Association of Food and Drug Official | |

The right sidebar shows the event status (Draft), publish options (Immediately), slug (root-cause-analysis-for-retail-food-safety), author (Marie Kyle), and a "Move to trash" button. Below this are expandable sections for Active Elements, Event Formats, Event Keywords, Event Page Templates, Event Series, Event Types, and Layout.

21 Select "team placeholder" image

Next, search for 'team placeholder', then select the image. This will add the placeholder image to the person's bio on the event page



22 CEU's

If the event offers C E U's....select 'Yes' for this field and then edit the C E U message as needed.

Association of Food and Drug Officials | Live | 1 | + New | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food Safety - Event | JKK | Save draft | Publish

| Headshot | First/Last Name * | Organization/Company | Bio |
|----------|-------------------|---------------------------------------|-----|
| | Steve Morris | Association of Food and Drug Official | |

[Add Row](#)

Will CEU's be available?
☐ No ☒ Yes

"CEU" Message
All attendees will earn CEU credits during this training

Cost
The cost(s) you list below will appear in the page sidebar of the page

| Price | Note |
|---------------------------------|--|
| Example: TBD, Free, \$50, \$990 | Example: (Non-Members) (AFDO Member). This will appear in italics AFTER the price. Max 20 chars. |
| | |
| | |
| | |

Point of Contact
(If there is a specific person managing this event/training, replace the words "Contact us" below with "Contact [person's name]". For example: Got questions? Contact Bruce Wayne at afdo@afdo.org.)

Got questions? Contact us at afdo@afdo.org

Event

Event | Block | X

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a minute ago.

Status: Draft

Publish: Immediately

Slug: root-cause-analysis-for-retail-food-safety

Author: Marie Kyle

Move to trash

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

23 Cost

Use the "COST" section to add pricing information for the event. Here you can add up to 3 separate prices. If the event is FREE or the price is still being determined, use the first PRICE field to add FREE or T B D....

...If you have multiple prices for members and non-members, use the price fields to add the dollar amount, and the note fields to annotate if it's member or non-member pricing.

The screenshot shows the WordPress event management interface. The left sidebar contains a menu with options like Committees, Conference Sessions, Events & Trainings, All Events, Add New Event, Event Formats, Event Keywords, Event Series, Event Types, Forms, Media, Pages, Posts, Presentations, Resources, Settings, Team Bios, Trainers, Trainings, Tools, Users, and WooCommerce. The main content area is titled 'Root Cause Analysis for Retail Food Safety' and includes a 'Cost' section. A yellow arrow points to the 'Cost' section. The 'Cost' section has a title 'Cost' and a subtitle 'The cost(s) you list below will appear in the page sidebar of the page'. It contains two columns: 'Price' and 'Note'. The 'Price' column has three input fields, with the first one containing 'TBD, Free, \$50, \$990'. The 'Note' column has three input fields, with the first one containing 'Example: (Non-Members) (AFDO Member). This will appear in italics AFTER the price. Max 20 chars.' Below the 'Cost' section is a 'Point of Contact' section with a text area containing 'Got questions? Contact us at afdo@afdo.org'. The right sidebar shows event details like Status (Draft), Publish (Immediately), Slug (root-cause-analysis-for-retail-food-safety), Author (Marie Kyle), and a 'Move to trash' button.

Association of Food and Drug Officials | Live | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food Safety | Event | 3K | Saved | Publish

Event Block

Root Cause Analysis for Retail Food Safety

Set featured image

Last edited a minute ago.

Status: Draft

Publish: Immediately

Slug: root-cause-analysis-for-retail-food-safety

Author: Marie Kyle

Move to trash

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

Cost

The cost(s) you list below will appear in the page sidebar of the page

Price

Example: TBD, Free, \$50, \$990

Note

Example: (Non-Members) (AFDO Member). This will appear in italics AFTER the price. Max 20 chars.

Point of Contact

(if there is a specific person managing this event/training, replace the words "Contact us" below with "Contact [person's name]"; For example: Got questions? Contact Bruce Wayne at afdo@afdo.org.)

Got questions? Contact us at afdo@afdo.org

Search Engine Optimization

Event

24 Point of contact

The Point of contact field gets auto-populated when a new event is created. If there is a specific person managing this event, replace "Contact us"...with that person's name.

The screenshot shows the WordPress admin interface for the 'Association of Food and Drug Officials' (AFDO). The 'Events & Trainings' menu is active, and the 'Add New Event' form is displayed. The event title is 'Root Cause Analysis for Retail Food Safety'. The 'Point of Contact' field is highlighted with a yellow box and contains the text 'Got questions? Contact us at afdo@afdo.org'. A yellow arrow points to this field from the left sidebar. The form also includes fields for 'Will CEU's be available?', 'CEU Message', 'Cost', 'Price', and 'Note'. The 'Status' is set to 'Draft'.

Point of Contact
(If there is a specific person managing this event/training, replace the words "Contact us" below with "Contact [person's name]". For example: Got questions? Contact Bruce Wayne at afdo@afdo.org.)

Got questions? Contact us at afdo@afdo.org

25 Funding Message

Co-sponsored events may require additional funding disclaimers, typically for FDA or federally funded projects. Only use the "Funding Message" field if a disclaimer is required for the event.

The screenshot shows the WP Engine dashboard for the 'Association of Food and Drug Officials' (AFDO). The left sidebar contains navigation links for various site sections. The main content area displays the 'Root Cause Analysis for Retail Food Safety' event form. A yellow arrow points to the 'Funding Message' field, which is currently empty. The form includes sections for 'Will CEU's be available?', 'Cost', 'Price', 'Note', 'Point of Contact', and 'Funding Message'. The right sidebar shows event details such as 'Status', 'Publish', 'Slug', 'Author', and 'Active Elements'.

Association of Food and Drug Officials | Live | 1 | New | WP Engine Quick Links | View Events | Duplicate Event | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food Safety - Event

Will CEU's be available?

☒ No ☐ Yes

Cost

The cost(s) you list below will appear in the page sidebar.

Price

Example: TBD, Free, \$50, \$990

\$400

\$600

Note

Example: (Non-Members) (AFDO Member). This will appear in italics AFTER the price. Max 20 chars.

(AFDO Members)

(Non-Members)

Point of Contact

(If there is a specific person managing this event/training, replace the words "Contact us" below with "Contact [person's name]". For example: Got questions? Contact Bruce Wayne at afdo@afdo.org.)

Got questions? Contact Deanna Copeland at afdo@afdo.org

Funding Message

Search Engine Optimization

Event

Event Block

Root Cause Analysis for Retail Food Safety

Last edited 3 hours ago.

Status

Published

Publish

June 5 9:25 pm

Slug

root-cause-analysis-for-retail-food-safety-2

Author

Marie Kyle

Move to trash

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

26 Set featured image

A featured image is required for all events. Click the "SET FEATURED IMAGE" button to browse existing images or upload a new one to the site.

The screenshot shows the WordPress event editor interface. The main content area displays the title "Root Cause Analysis for Retail Food Safety" and a placeholder for a featured image. A yellow arrow points to a "Set featured image" button in the top right corner. The right sidebar contains event details such as Status (Draft), Publish (Immediately), Slug, Author (Marie Kyle), and a "Move to trash" button. The bottom section shows event details like Event Type (Training), Page Template, Format, Keywords, and Series.

Association of Food and Drug Officials | WP Engine | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

Root Cause Analysis for Retail Food Safety - Event | 10K | Save draft | Publish

Root Cause Analysis for Retail Food Safety

Type / to choose a block

Event | Block

Root Cause Analysis for Retail Food Safety

Set featured image

Status: Draft | Publish: Immediately | Slug: root-cause-analysis-for-retail-food-safety | Author: Marie Kyle

Move to trash

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

Event Details

Event Type: Committee Meeting | Conference | Training | Webinar

Page Template: [Required. Choose "Blank Template" if you don't need to setup a "Event Template" (example), or an "On-Demand Template"]

Format: [How will this event be delivered? Select all that apply.]

Keywords: [What topics is this event related to? Select all that apply.]

Series: [If part of a larger series, select it here. Select all that apply.]

27 Click "Publish"

After entering and reviewing all the event details, click 'Publish' to make the event active

The screenshot shows the WordPress event editor interface. The main content area displays the title "Root Cause Analysis for Retail Food Safety" and a placeholder for a block. The right sidebar contains a "Publish" button, which is highlighted by a yellow arrow. Below the "Publish" button, there is a "Status" section showing "Draft" and a "Publish" button. The "Event Details" section at the bottom includes fields for "Event Type" (Training), "Page Template", "Format", "Keywords", and "Series".

Association of Food and Drug Officials | Live | 1 | + New | WP Engine Quick Links | Elements | MetaSlider | Howdy, Marie Kyle

WP Engine | Dashboard | Committees | Conference Sessions | Events & Trainings | Add New Event | Event Formats | Event Keywords | Event Series | Event Types | Forms | Media | Pages | Plugins | Posts | Presentations | Resources | Settings | Team Bios | Trainers | Trainings | Tools | Users | WooCommerce | Payments

Root Cause Analysis for Retail Food Safety - Event | JKK

Save draft | Publish

Event | Block

Root Cause Analysis for Retail Food Safety

Replace | Remove

Last edited a minute ago

Status | Draft

Publish | Immediately

Slug | root-cause-analysis-for-retail-food-safety

Author | Marie Kyle

Move to trash

Active Elements

Event Formats

Event Keywords

Event Page Templates

Event Series

Event Types

Layout

Event Details

Event Type

Committee Meeting | Conference | Training | Webinar

Page Template

Format

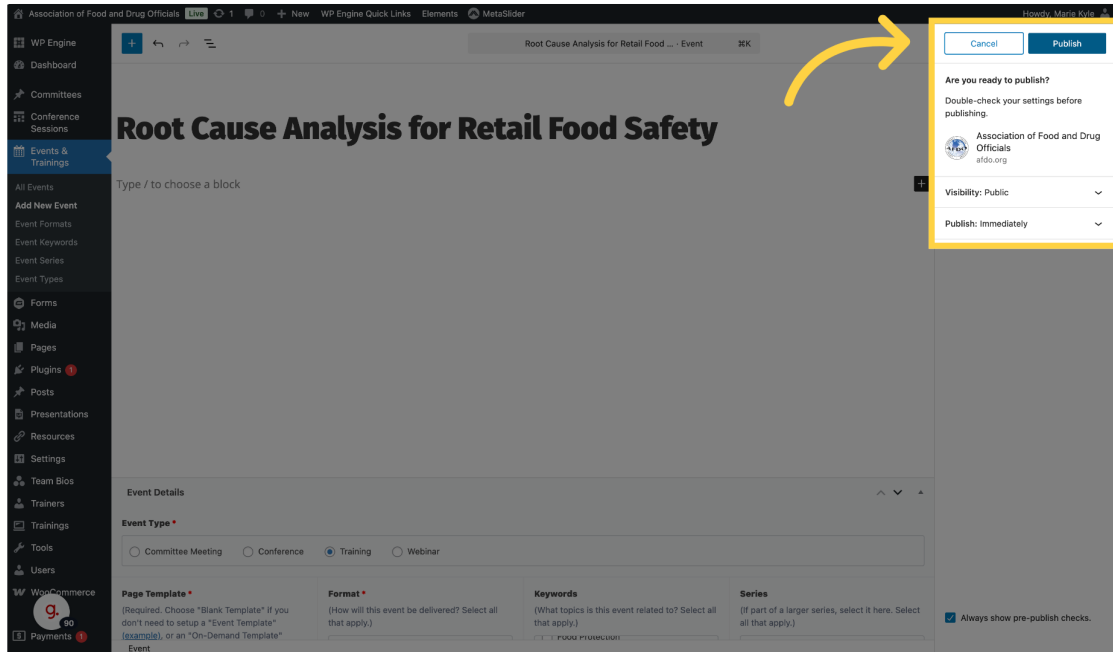
Keywords

Series

Event

28 Click "Publish"

You'll then be asked to confirm if you're ready to publish. Click the "PUBLISH" button again to confirm.



29 Overview

Now that your new event is live, you can click the event title link to check out the event page. It's always a good idea to scroll through and make sure all the details you entered are displaying correctly.....

...Now you're ready to add events independently - try adding your first event today

The screenshot shows the WordPress dashboard for the 'Association of Food and Drug Officials' (AFDO). The left sidebar contains a menu with options like WP Engine, Dashboard, Committees, Conference Sessions, Events & Trainings (highlighted), All Events, Add New Event, Event Formats, Event Keywords, Event Series, Event Types, Forms, Media, Pages, Plugins, Posts, Presentations, Resources, Settings, Team Bios, Trainers, Trainings, Tools, and Users. The main content area displays the title 'Root Cause Analysis for Retail Food Safety' and a sub-header 'Type / to choose a block'. Below this is the 'Event Details' section, which includes a dropdown for 'Event Type' (with options: Committee Meeting, Conference, Training, Webinar), a 'Page Template' dropdown, a 'Format' dropdown, a 'Keywords' text area, and a 'Series' dropdown. A checkbox labeled 'Always show pre-publish checks.' is visible at the bottom right. The top of the dashboard shows the site name, a 'Live' status indicator, and a user profile for 'Howdy, Marie Kyle'.