

## FHMGC Event Edit Process

Overview of Event Edit:

- 1) Log into FHMGC.com, select Men's Club Membership for 2021 Season, and select the Event from the Product side menu.
- 2) Select the event that you want to edit from the list of existing event in the Products list.
- 3) Edit the display text, inventory, pricing and Product Image.
- 4) Click the Update button to save your edits.

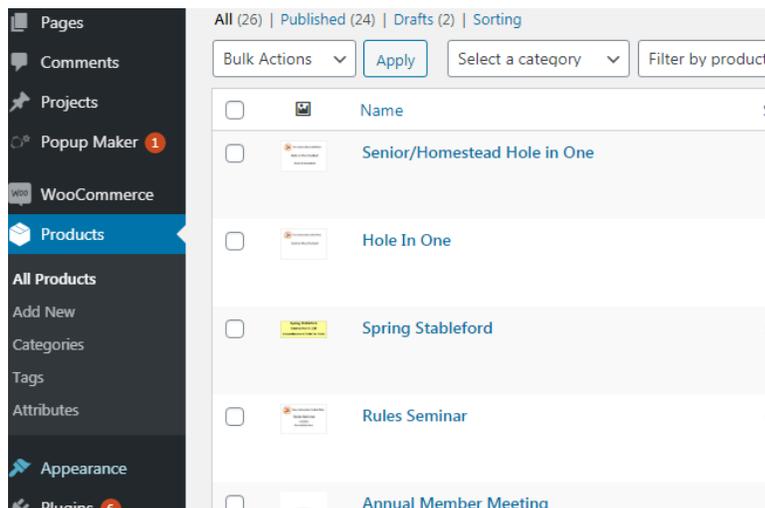
Here are the items that you need to be concerned with:

- 1) Text of Event; this include the title, dates, times and description of the event.
- 2) Set the price and inventory of the event
- 3) Update the Product short description at the bottom of the page.
- 4) Update the Product Image.
- 5) Set Product categories if there are other events at the same time, or match play, or membership.
- 6) Save the event with the Update button.

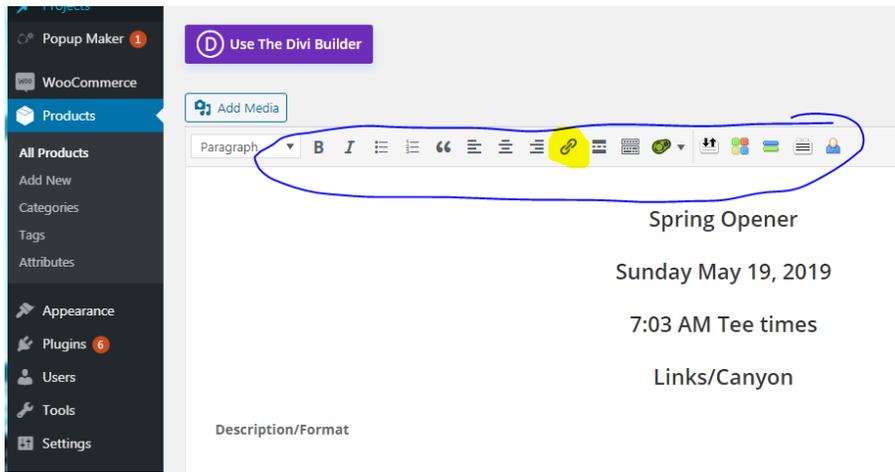
Step 1 – Log into FHMGC.com

Use the login URL: <https://www.fhmgc.com/wp-login.php>

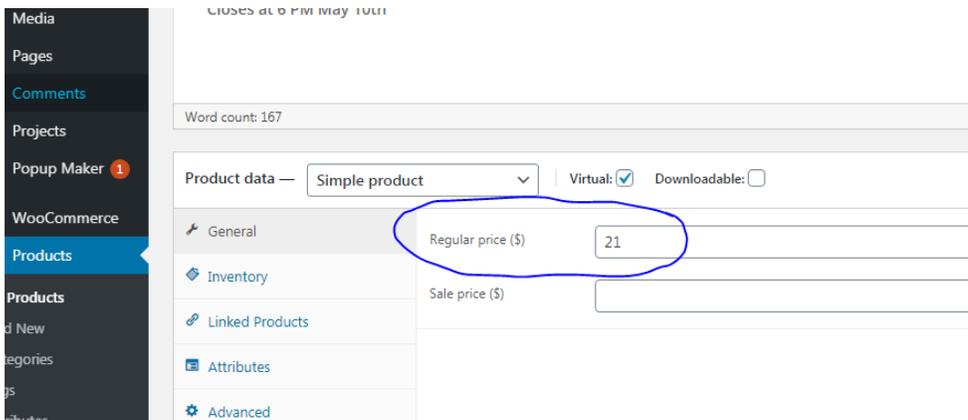
- A) From the Dashboard, click on the Products in the left menu.
- B) From the list of products, select the product to edit by clicking on the title, or the Edit in hover menu.



- C) Use the edit menu at the top of the text field to change or edit the look of the text.
- D) Use the Link button (highlighted) to attach files, or redirect users to another web page.



- E) Price is set in the General tab.



- F) Inventory is set in the Stock quantity under the Inventory tab

Word count: 167

Product data — Simple product | Virtual:  | Downloadable:

**Inventory**

Manage stock?  *Enable stock management at product level*

Stock quantity

Allow backorders?

Low stock threshold

Or, if the event allows the user to choose a tee to play from, then you will need to set the price and turn on the Stock status in the Variations;

Product data — Variable product

Default Form Values:  White

Add variation

#3349



Enabled:  Downloadable:  Virtual:  Manage stock?

Regular price (\$)  Sale price (\$) [Schedule](#)

Stock status

G) Images, associations (other products shown as similar, and the Update button (ie the save button). Are on the right side of the page.

[Copy to a new draft](#)  
[Move to Trash](#) **Update**

**Product categories** ▲

All categories Most Used

- Uncategorized
- Event
- Match Play
- Membership
- Social

[+ Add new category](#)

**Product tags** ▲

**Add**

*Separate tags with commas*

[Choose from the most used tags](#)

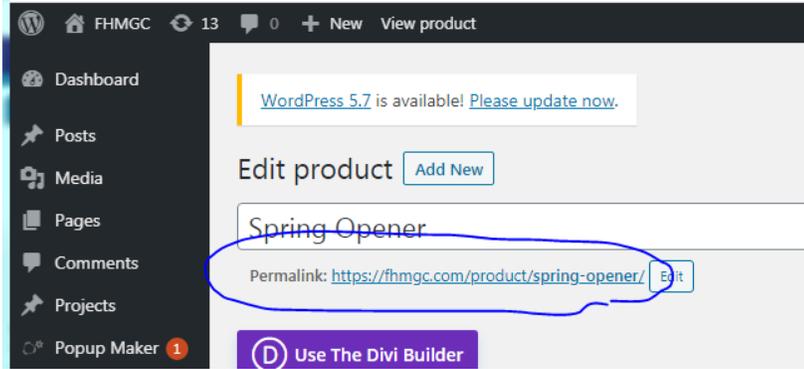
**Product image** ▲



**Fox Hollow Men's Golf Club**  
**Spring Opener**  
5/19/2019  
Links/Canyon  
Stroke Play, 7 AM First Tee

*Click the image to edit or update*

H) The URL for the page is located on the top of the page.



This should be most of the items that you need to update an event. I'll post the COP sheets, but you can use the following URL pattern to include a link.

I'll try to set up a Roster and COP Sheet link for each of the events so you don't need to set them up. Here is general link style for the COP sheet.

<http://fhmgc.com/files/<NameOfEvent>COP.pdf>

So the "Spring Opener" would be:

<http://fhmgc.com/files/SpringOpenerCOP.pdf>

The Roster is under the Popup Maker tab if you want to have a look.