DIY CHURCH WEBSITE

DIY Church Events

Comprehensive User and Administrator Manual

Version 1.0.0
For WordPress 7.0 and PHP 7.4 or newer
Manual edition: July 2026

Church events, recurring schedules, campus and speaker relationships, registration links, blocks, shortcodes, calendar feeds, and structured data.

A free resource from DIY Church Website

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How to use this manual

This guide follows the released interface and terminology. Work on a staging site, keep a current backup, and test changes at mobile, tablet, and desktop widths before changing a public church website.

Recommended workflow	Read the installation and first-use chapters before changing settings. Record the current versions of WordPress, PHP, the active parent and child themes, and related plugins before asking for support.

Manual conventions

- Menu paths use the form Appearance > Customize.
- Code and shortcodes appear in shaded boxes.
- Warning callouts identify steps that can affect URLs, content visibility, or stored data.
- Product interfaces can change in future releases; use the manual matching the installed version.

1. Overview and requirements

DIY Church Events is a free, theme-independent event system for single-site and multi-campus churches.

Core features

- One-time, daily, weekly, monthly, and yearly schedules.
- Event categories and tags.
- Campus and speaker relationships from DIY Sermons when available.
- Registration, cost, capacity, map, contact, livestream, featured, and cancelled fields.
- Grid, list, compact, featured, and monthly calendar displays.
- Gutenberg blocks, shortcodes, iCalendar feeds, and Event structured data.

Requirements

Component	Requirement
WordPress	7.0 or newer
PHP	7.4 or newer
Theme	Any standards-compliant WordPress theme
DIY Sermons	Optional; supplies campus and speaker profiles

2. Installation and permissions

Install

1. Back up the site.
2. Open Plugins > Add New > Upload Plugin.
3. Choose diy-church-events-1.0.0.zip and install it.
4. Activate DIY Church Events.
5. Open Church Events > Settings and review every option.
6. Visit Settings > Permalinks and save if event URLs return 404.

Roles

Activation adds event-management capabilities to administrators. Give event access only to trusted users and review role capabilities after installing a role editor or membership plugin.

3. Global settings

Settings reference

Setting	Purpose
Event archive slug	Public base URL, normally /events/
Events per page	Number shown on the archive
Default layout	Grid, list, or compact
iCalendar feeds	Enables event and all-site .ics downloads
Event structured data	Outputs Event JSON-LD on single events
Profile integration	Adds related events to DIY Sermons campuses and speakers
Show past events	Includes past occurrences by default
Preserve on uninstall	Keeps event records and settings when plugin files are deleted

Changing the archive slug

URL change Changing the event archive slug changes public URLs. Add redirects for indexed URLs, save permalinks, clear caches, and test the archive before announcing the change.

4. Categories, tags, and editorial planning

Recommended categories

- Worship
- Discipleship
- Children
- Students
- Fellowship
- Outreach
- Missions
- Care
- Training

Use tags sparingly

Categories describe stable ministry groupings. Tags can describe temporary campaigns, seasons, age groups, or formats. Avoid creating several tags that mean the same thing.

5. Create an event

Publishing checklist

1. Open Church Events > Add New.
2. Enter a specific event title and a concise public description.
3. Add an excerpt and featured image.
4. Choose categories and tags.
5. Complete date, time, timezone, recurrence, campus, speaker, location, registration, and contact fields.
6. Preview the single event on desktop and mobile.
7. Verify registration, map, livestream, and calendar links before publishing.

Featured and cancelled

Featured events can appear in the Featured Church Event block or shortcode. Mark a cancelled event as cancelled instead of deleting it so visitors and calendar consumers can see the status.

6. Dates, timezones, and recurrence

Recurrence choices

Choice	Use
Does not repeat	A one-time event
Daily	Consecutive daily occurrences
Weekly	Sunday worship, groups, or rehearsals
Monthly	First-Saturday service or monthly fellowship
Yearly	Annual conferences or celebrations

Important rules

- Set the site timezone correctly under Settings > General.
- Use the event timezone when an online audience spans regions.
- End date and time must follow the start.
- Repeat every accepts 1 through 52 units.
- Repeat until limits the series; leave it empty only for genuinely ongoing schedules.
- Edit the recurring series record when the normal schedule changes.

7. Location, registration, and contact

Location

Add a recognizable venue or room, full address, and trusted map URL. Do not publish a private home address without authorization.

Registration

- Use an HTTPS registration URL.
- Add a clear cost label such as Free or $20 per family.
- Use capacity as an informational limit; the plugin does not replace a ticket inventory system.
- Test external forms without exposing private registrations in public analytics.

Livestream and contact

Add a livestream URL only when it is intended to be public. Use a monitored ministry email and phone number rather than a volunteer's private contact details whenever possible.

8. Campuses and speakers

DIY Sermons integration

1. Install and activate DIY Sermons.
2. Create campus and speaker profiles.
3. Edit an event and select one or more campuses and speakers.
4. Use Available at all campuses only when the event truly applies everywhere.
5. Enable related events on profiles under Church Events > Settings.

Without DIY Sermons

The event plugin remains fully usable. Campus and speaker selectors are simply unavailable, while location, categories, tags, blocks, shortcodes, feeds, and event pages continue to work.

9. Gutenberg blocks

Block reference

Block	Controls
Church Events List	Count, grid/list/compact layout, campus, speaker, category, and excerpt visibility
Church Event Calendar	Month and optional campus
Featured Church Event	Optional campus and featured layout

Placement

Use a wide or full-width page template for calendars and multi-column grids. Preview empty states and a large number of events before launch.

10. Shortcodes

Complete shortcode list

Shortcode	Purpose
[diy_events]	Upcoming list with filters
[diy_upcoming_events]	Alias for the upcoming list
[diy_event id="123"]	One event detail
[diy_event_calendar]	One monthly calendar
[diy_featured_event]	Next featured event
[diy_campus_events campus="123"]	Events related to a campus
[diy_speaker_events speaker="123"]	Events related to a speaker

List attributes

```
[diy_events count="6" layout="grid" campus="123" speaker="456" category="worship" featured="yes" show_past="no"
show_excerpt="yes"]
```

Calendar and featured examples

```
[diy_event_calendar month="2026-08" campus="123"]
[diy_featured_event campus="123"]
```

11. Archives, templates, and child themes

Template resolution

The plugin supplies single and archive templates. A theme can override them with diy-church-events/single-diy_event.php and diy-church-events/archive-diy_event.php without modifying plugin files.

Design tokens

Official DIY Church Website child themes use the diy_church_events_design_tokens filter to coordinate colors, borders, surfaces, and radius. Other themes can style the public classes or use the same filter.

12. Calendar feeds and structured data

iCalendar

- All-site feed: /events/calendar.ics
- Single event: use the Add to calendar link on its event page.
- The feed is a subscription source; external calendar refresh timing is controlled by the calendar provider.
- Test dates and timezone conversion in at least one external calendar before promotion.

Event structured data

When enabled, a single published event outputs Event JSON-LD with name, description, URL, start and end, status, attendance mode, location, and image when available. Validate public pages after changing event data or SEO plugins.

13. Accessibility, privacy, and operations

Accessibility

- Use plain-language titles and complete date and location details.
- Do not put essential information only inside an image.
- Add alternative text to featured images.
- Caption livestream video and provide contact alternatives.
- Keyboard-test calendar, registration, map, and pagination links.

Operational ownership

Assign a staff member to review upcoming events weekly, remove stale registration links, mark cancellations, confirm contacts, and audit events that have no recurrence end.

14. Troubleshooting, backup, and uninstall

Common issues

Symptom	Check
Event archive returns 404	Save Settings > Permalinks once and clear caches
Recurring event shows an old date	Open and update the event; confirm timezone and repeat-until date
Campus selector missing	Activate DIY Sermons and publish campus profiles
Calendar feed downloads but is stale	External calendar refresh intervals can be delayed
Registration button missing	Add a valid URL and confirm the event is not marked cancelled
No events in a block	Check publication status, next start, campus, category, featured, and past filters

Uninstall

Data retention

Preserve event content is enabled by default. If it is disabled before plugin deletion, event records, settings, terms, and capabilities can be removed. Make a database backup before changing this option.

Quick Reference

Use this checklist when setting up a new site or preparing a support request.

Task or item	Where to find it
Create event	Church Events > Add New
Settings	Church Events > Settings
Categories	Church Events > Event Categories
Tags	Church Events > Event Tags
All-site calendar feed	/events/calendar.ics
Single event calendar	Add to calendar link on the event
Archive	/events/ by default

Support and responsible use

Search the matching manual and the support forum before starting a new topic. Include the product and version, WordPress and PHP versions, active theme, related plugins, exact steps, expected result, and actual result.

Never post secrets	Remove passwords, API keys, connector credentials, private member records, payment data, server credentials, and authentication cookies from screenshots, logs, forum topics, and support emails.

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