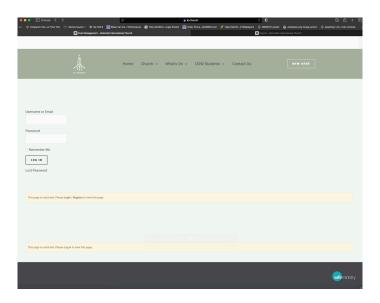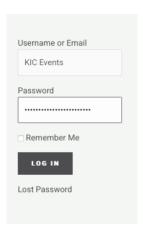KIC Events Instructions:
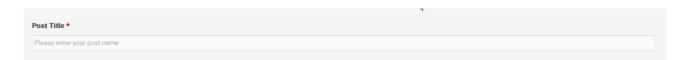
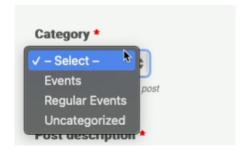1. Navigate to : https://ki.church/post-management/

2. Login to the KIC Events account

3. Name your event in Post Title

4. Choose the type of event in category
   • The "Events" category goes to upcoming events portion of the events page
   • The "Regular Events" goes above to the Regular events part of the events page

5. Add event details and description - this is the extra information people will se once clicking on the event from the event page

Post description *

Insert Photo

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Join us for our regular Sunday service

P

Write the full description of your Post

6. Chose a photo for the event -this will be the main visual for people looking at the website and will need to be upload from your computer

Featured Image *

FEATURED IMAGE

Upload the main image of your post

7. Add the event date into the Excerpt section -15 word limit

Excerpt

@ 9 am 10:30 am & 5 pm

Provide a short description of this post (optional)

8. Optionally add tags

Tags

Separate tags with commas.

9. Click "create post" and your event is not on the event page as you are redirected to a preview of the events page when you click through onto it

CREATE POST

KEIRAVILLE
INTERNATIONAL
CHURCH

Sunday Service

/ Regular Events / By KIC Events

Join us for our regular Sunday services each week

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