AIS Event Calendar

Setup & User Guide

Overview

AIS Event Calendar adds an **Events** section to WordPress. Each event has its own page with dates, location, a generated Google Maps link, an optional Facebook event link for RSVPs, cost details and a button to email the event coordinator. The `[ais_events]` shortcode lists events on any page.

Requirements

- WordPress 6.0 or later, PHP 7.4 or later
- An administrator account to install the plugin

Install

1. Go to **Plugins > Add New > Upload Plugin** and upload `ais-event-calendar.zip`.
2. Click **Activate**. An **Events** menu appears in the dashboard.
3. Visit **Settings > Permalinks** and click **Save** once so event pages resolve correctly.

Add an event

1. Go to **Events > Add New**.

2. Enter the event name and description.
3. Fill in the event details box:

Field	Notes
Start / End date and time	Used for ordering and to hide past events.
Location name, street, city, state, ZIP, country	The Google Maps link is built from these.
Coordinator email	Powers the contact button. Leave blank to hide it.
Facebook event link	Visitors RSVP or register there.
Cost / admission	Free text, for example "Free" or "$10 at the door".

4. Choose event categories and a featured image, then click **Publish**.

Show events on a page

Add the shortcode to any page, post or Elementor **Shortcode** widget:

Shortcode	Result
`[ais_events]`	Upcoming events, soonest first
`[ais_events limit="20"]`	Show up to 20 events
`[ais_events category="training"]`	Only events in the "training" category (use the category slug)
`[ais_events show_past="false"]`	Hide events that have ended

`[ais_events order="DESC"]`	Latest first

The older `[site_events]` shortcode still works.

Good to know

- Recurring events are not supported; add each date as its own event (duplicate an event to save time).
- Comments are open on new events, including past ones. Turn them off per event in the Discussion box.
- RSVPs are handled through the Facebook link; the plugin does not store registrations.

Troubleshooting

- **Event page shows "not found":** save your permalinks again (Settings > Permalinks > Save).
- **Events missing from the list:** check the end date and the `show_past` setting, and that the category slug matches.
- **Map link goes to the wrong place:** complete the street, city and state fields.

Support

For setup help or questions, contact our US-based support team:

- Email: support@ais.email
- Phone: 404-293-0331
- Web: automatedintelligentsolutions.com

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