

Kalendi WordPress Plugin Installation

The Kalendi WordPress Plugin adds a high degree of flexibility to blogging. With this Plugin you can extend your blog to track multiple WordPress blogs. You are able to have cross-blog posts, manage events and much more. If you enjoy reading blogs by other authors, why not tell your viewers about these blogs? With the Kalendi WordPress plugin this is a simple task.

As an added benefit sometimes you want your blog viewers to be aware of your schedule. You're at a conference, you're reviewing this software, etc. With the Kalendi Plugin you can simply add events to your calendar and your viewers can automatically be aware of them.

In order to install the Kalendi for WordPress plugin perform the following steps:

- 1) If it is not set up already, set up the WordPress blog.
(http://codex.wordpress.org/Installing_WordPress)
- 2) Download the Kalendi Plugin from <http://www.kalendi.com/products/wordpress.html>
- 3) Extract the contents of kalendi-calendar.zip into your wp-content/plugins directory
- 4) Log in as an admin.
- 5) On the admin panel on the left side of the screen click on 'Plugins'
- 6) There should be a "Kalendi for WordPress" plugin listed here, click 'Activate' and you are done

Once Kalendi for WordPress is activated you will need to enter your Kalendi credentials. To do this perform the following steps:

- 1) Log in to the blog admin pages.
- 2) Click on Settings -> "Kalendi Settings" on the left side menu.
- 3) Enter your Kalendi username (default is the admin email) or any other email address you wish to use.
- 4) Enter your desired Kalendi Password.
- 5) You can ignore the Watch List for now.
- 6) Select a time period of either 1 week, 1 month or 6 months to go back and retrieve old posts. This will import old posts from your WordPress blog to the Kalendi server.
- 7) Now hit "Submit". If you do not have a Kalendi Account, a thirty-day trial will be created for you at this point.
- 8) Check your e-mail for an activation email (Whichever email you entered as your Kalendi username).
- 9) Click on the activation link in the email.
- 10) Now go back to your WordPress blog admin page, and Kalendi Settings.
- 11) You are ready to take advantage of the Kalendi for WordPress Plugin.

Once the blog is set up for Kalendi, any post that is created or updated will be logged on the Kalendi servers. This is useful because now those posts can be tracked by the Kalendi widget on other Kalendi users' blog pages.

To add the Kalendi Widget to your Blog:

- 1) Go to the WordPress admin page.
- 2) Click on Appearance -> Widgets.
- 3) Locate the "Kalendi Widget" box in the list of widgets.
- 4) Drag this widget box over to any space for widgets that your theme allows. These will be on the right side of the screen.
- 5) Once you drag the widget over, you can change the widget title, and the color scheme.
- 6) Hit Save and the widget will show up on your blogs page.

To change which blogs are "watched" by the widget:

- 1) Go to the WordPress admin page.
- 2) Go to Settings -> "Kalendi Settings".
- 3) Go to the Kalendi for WordPress Options section, here you will see a large text field.
- 4) You can enter as many WordPress blog urls as you would like to have those items show up in your widget. There is also a list of Kalendi user blogs that you may choose from.
- 5) Hit "Submit"