

Export File

Export EMS file by using Query Builder & running the query.
Dan Roberts will have more information on this.

Steps to Upload Event XML File to WordPress Site

1. Step 1
 - a. Upload New File
 - b. Import from New Items
 - c. Create New Events
 - d. Click Continue to Step 3
2. Step 2
 - a. Review events
 - b. Click Continue to Step 3
3. Step 3
 - a. Scroll down to bottom and click Load Template
 - i. Select HFO Events
 - b. PULLING IN AS DRAFTS
 - i. Open Other Event Options
 1. Set Default Post Status as Draft
 - c. Continue to Step 4
4. Step 4
 - a. Create new events from records newly present in your file
 - i. New events in EMS will pull into WP site
 - b. Delete events that are no longer present in your file
 - i. Events deleted in EMS are deleted from WP site
 - c. Update existing events with changed data in your file
 - i. Update all data
 1. Will update the following information, but not the event content
 - a. Title
 - b. Date
 - c. Start Time
 - d. End Time
 - e. Location
 - f. Type
 - g. Group

If this import is run again and WP All Import finds new or changed data...

- ☒ Create new events from records newly present in your file
- ☐ Delete events that are no longer present in your file
- ☒ Update existing events with changed data in your file ?
 - ☒ Update all data
 - ☐ Choose which data to update

- ii. Choose which data to update
 - 1. You can choose which information is updated
 - a. Post Status
Move all to draft (if that's what you have it saved to) or leave as it is now (updates published events, but also updates
 - b. Title
Post title, pulled in as EMS event title
 - c. Content
This will be the WP event post content. Pulling it in from EMS will just blank it out
 - d. Advanced Custom Fields
Date of event, start time, end time, location, type, group pulled from EMS
 - e. Custom Fields
Date of event, start time, end time, location, type, group pulled from EMS

☒ Choose which data to update

[Unselect All](#)

- ☒ Post status ?
- ☒ Title
- ☒ Author
- ☒ Slug
- ☐ Content
- ☒ Excerpt/Short Description
- ☒ Dates
- ☒ Menu order
- ☒ Parent post
- ☒ Post type
- ☒ Comment status
- ☒ Trackbacks and pingbacks
- ☒ Attachments
- ☒ Advanced Custom Fields
 - ☒ Update all ACF fields
 - ☐ Update only mapped ACF groups
 - ☐ Update only these ACF fields, leave the rest alone
 - ☐ Leave these ACF fields alone, update all other ACF fields
- ☒ Images
 - ☒ Update all images
 - ☐ Don't touch existing images, append new images
- ☒ Custom Fields
 - ☒ Update all Custom Fields
 - ☐ Update only these Custom Fields, leave the rest alone
 - ☐ Leave these fields alone, update all other Custom Fields
- ☒ Taxonomies (incl. Categories and Tags)
 - ☐ Leave these taxonomies alone, update all others
 - ☐ Update only these taxonomies, leave the rest alone
 - ☒ Remove existing taxonomies, add new taxonomies
 - ☐ Only add new

2.

- d. Continue to Step 5
5. Click the green Continue to Step 5
 - a. NOTE: Import may take up to ~15 minutes.
 - i. 100
 - ii. 4000+ events took Diocesan 12-13 minutes
 - b. Screen will let you know once it has been successfully imported or if it is still importing.