

Migrating to Modern Events Calendar (MEC) from The Events Calendar

Step 1: Activating the MEC plugin

- Log into your WordPress dashboard and go to “Plugins”
- Scroll down to Modern Events Calendar, click “Activate”
- Once activated you will be redirected to the setup wizard

Step 2: Setting up MEC using the setup wizard on first activation

- Click on “Settings”
- Customize your preferred settings for weekdays and weekends (step 1 as indicated on the left-hand progress bar) then click on “**Next**”
- In the field “Main Slug” add “mec-” at the beginning of the slug in the input field. (step 2 as indicated on the left-hand progress bar) then click on “**Next**”
- Customize your selections on this page or leave as is if you do not know (Step 3 as indicated on the left-hand progress bar) then click on “**Next**”
- Customize your selections on this page or leave as is if you do not know (Step 4 as indicated on the left-hand progress bar) then click on “**Next**”
- Leave option unchecked (Step 4 as indicated on the left-hand progress bar) then click on “**Next**”
- Beside “Custom Color Skin” click on “Select Color”
 - A color picker and an input field will appear
 - Ignore the color picker and type in the following code in the input field, “#e31837”
 - Click on “Save”

Step 3: Importing events from the Events Calendar to MEC

- View your current calendar in monthly view (the Events Calendar) on the front end by going to [https://www.yorku.ca/\[your site path\]/events/month/](https://www.yorku.ca/[your site path]/events/month/)
 - Click on “+ Export Events” found at the bottom of the page
 - Save the .ics file to your local hard drive
- Log into your WordPress dashboard and go to “M.E. Calendar” > “Import / Export”
 - Click on “Import” found near the top of the page
 - Scroll down to “Import .ics File”
 - Click on “browse” and select the .ics file you previously downloaded
 - Click on “Upload & Import”
 - After successful import, this message will appear, “The events are imported successfully!”
- Log into your WordPress dashboard and go to “M.E. Calendar” > “Import / Export”
- Confirm your events have been imported by going to “M.E. Calendar” > “All Events”
- Repeat the above steps for other months you want to import.
- If you wish to see your imported events on your website, you can go to [https://www.yorku.ca/\[your site path\]/mec-events/](https://www.yorku.ca/[your site path]/mec-events/). After the next section when everything has been finalized, this URL will be changed to [https://www.yorku.ca/\[your site path\]/events/](https://www.yorku.ca/[your site path]/events/) to replace the old The Events calendar. Also, any visual settings you specified in the section above will only take effect after the finalization section on step 4.

Step 4: Finalize the calendar switch

- In your WordPress dashboard, got to “plugins”
- Scroll to the “The Events Calendar”
 - Click on the checkbox beside “The Events Calendar” and “The Events Calendar Pro”
- Scroll up back to the top of the page
- Select on the dropdown, “Bulk actions”
 - Select “Deactivate” and click on “Apply”
- Still in your dashboard go to “M.E. Calendar” > “Settings”
- Click on “Slugs/Permalinks” found on the left menu
- In the “Main Slug” input field, delete “mec-” from “mec-events”
 - Click on “Save Changes” (found both at the top or bottom of the page – does not matter which one you click on)
- Click on “Archive Pages” found on the left menu
 - In the “Category Page Skin” select “Calendar/Monthly View” and “Clean”
 - Click on “Save Changes” (found both at the top or bottom of the page – does not matter which one you click on)
- Visit [https://www.yorku.ca/\[your site path\]/events/](https://www.yorku.ca/[your site path]/events/) to view your new events calendar