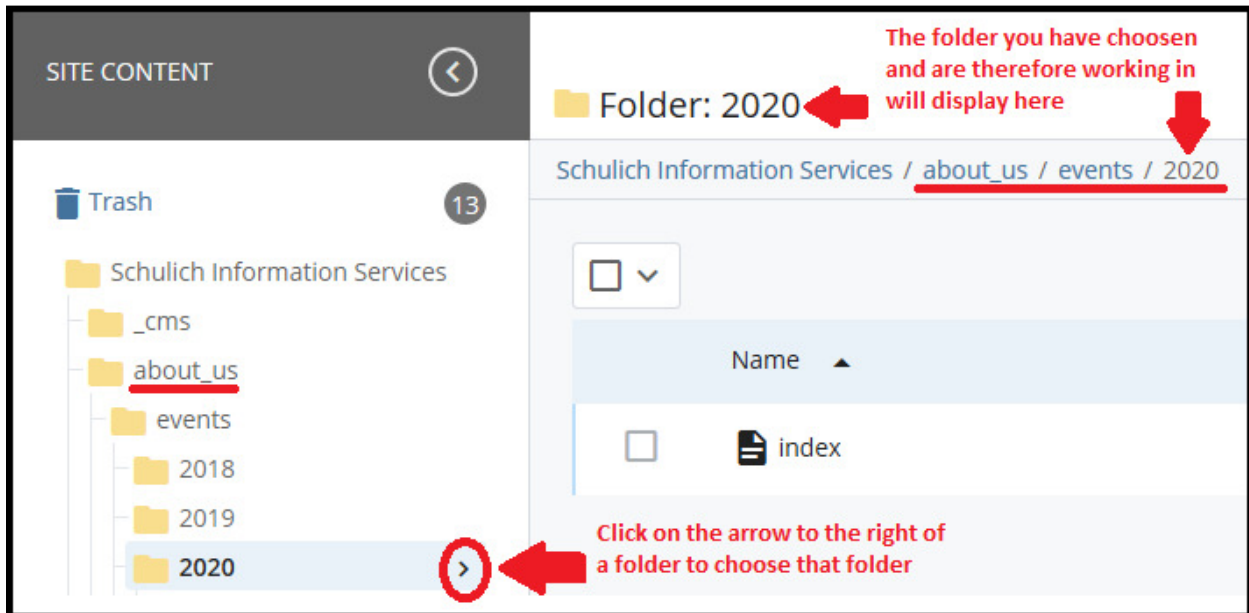


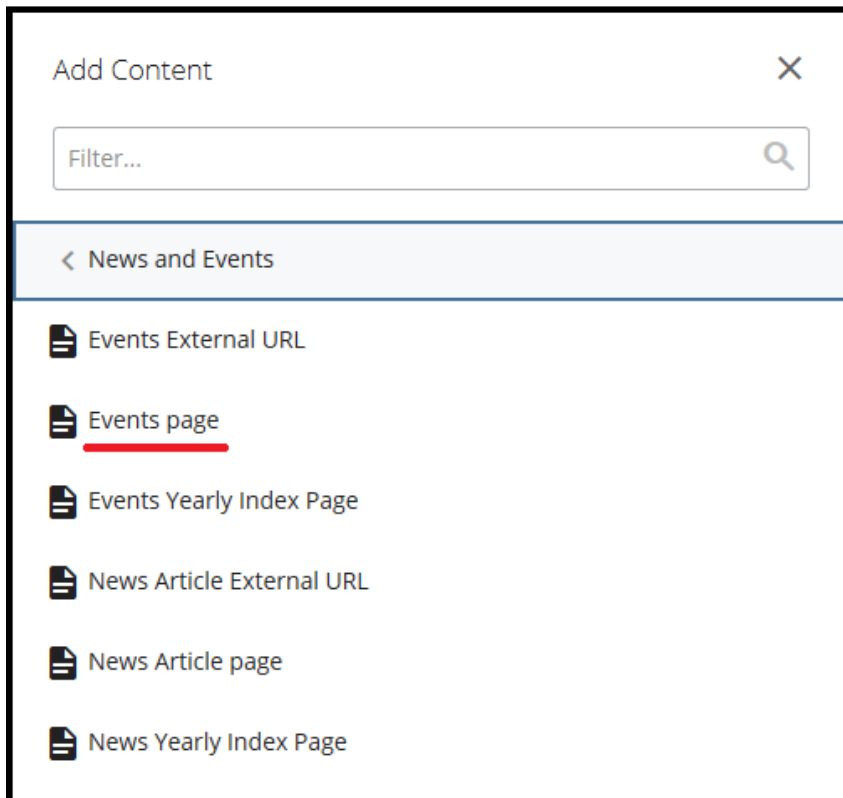
Creating an Event

The Event folder is located in the "About" or "About Us" folder.

To create an Event article choose the correct yearly Event folder (e.g. 2020) by clicking on the arrow to the right of the folder.



Once you have chosen the appropriate yearly events folder click on "Add Content > "News and Events" > "Events Page".



Create your event page in the window that opens by adding the following:

1. Title try to keep the title short as it is part of the URL. If you need a longer title to appear on the page add the full title in the "Alternative Page Title" field and keep the title in the "Title" field shorter
2. Summary (this is what will show on your homepage and your event index pages)
 - a. A summary is a good way to introduce your news article while giving a brief overview to the readers to grab their interest. Summaries should be 2-3 sentences either giving an overview of the article or simply just contain the first couple sentences of the article
3. "Show on Department Home Page is automatically checked for you. Leave "Show on Schulich Events Page" unchecked
4. Leave Alternate Page title blank or add the longer title here
5. Add the **actual** date of the event in the Event Date field
6. Leave the "URL for external event" field empty
7. Add the event information, including any images, content, links, etc. into the wysiwyg editor – add your formatting (e.g. bolding, italics, etc.)
8. Click "Advanced Submit" (three ellipses) icon and then "Submit"
9. Review the yearly index page, the events index page, and your homepage to ensure the article is showing on all three (3) pages
10. Once the above steps are complete you will need to publish your event and all relevant index pages listed in Step 9

Content Metadata Configure Fullscreen Draft saved Close Preview Draft

Placement Folder *
2020
Schulich Information Services: /about_us/ev...

Display Name
Information Services

Title
add the title of your event
Try to keep the title short as it is part of the URL. If you want a longer title to appear on the page keep the title in this field short and add the full title in the "Alternative Page Title" field below

Summary
add your summary
(this will appear on your homepage and events index pages)

Show on Department Main Page
 Yes leave this checked

Show on Schulich Events Page
 Yes leave this unchecked

Department Event

Alternative Title

Alternative Page Title
If you want a longer title to appear on your page keep the title in the "Title" field shorter and add the longer title in this field

Event Date
Add the date of the event

URL for external event information
leave this field EMPTY

Content

Edit Format Insert Table View Tools

Formats A A

Add your event copy in this box, add any images and formatting and once complete click the three ellipses above and then click "Submit"

Publishing - Once you have created your event you must publish all relevant index pages. This includes the event page, yearly index page, the events index page, and your homepage.

The screenshot shows a 'SITE CONTENT' interface for 'Event Example'. A 'Trash' icon is visible with a notification badge '12'. The main content area displays a file tree for 'Schulich Information Services'. The tree includes folders for '_cms', 'about_us', 'events', 'news', 'docs', 'get_help', 'img', 'js', 'online_forms', 'people', and 'services'. The 'events' folder contains sub-folders for '2018', '2019', and '2020', and files for 'event_example', 'index', and 'index'. The 'news' folder contains an 'index' file. The 'services' folder contains an 'index' file. Four items are highlighted with colored underlines and numbered instructions: 'event_example' (red underline, '1. Publish the event page'), the first 'index' file under 'events' (purple underline, '2. Publish yearly index page'), the second 'index' file under 'events' (green underline, '3. Publish Events Index page'), and the 'index' file under 'services' (orange underline, '4. Publish your homepage').