Create/Edit an Event

Depending on your access level, events can be created by clicking on the "Add an Event" link on each of the Calendar pages, using the edit tabs on the published page (**"A" in Figure 1.**) or from an administration menu (**at the top of Figure 2.**)

Creating a new item or new draft of an existing item opens up the backend page where edits are made.
(See Figure 2.)

B: Event Title

Add the name of the event.

C: Filed Under

Add the main topics associated with this event from a list of topics.

D: Event Type

Add the event type from a list of types.

E: Department (2 boxes)

Add the department from a list of departments. Select department in both boxes. (Note: though neither C nor E or required, one or both should contain information in order for the event to show on appropriate pages.)

F: Program (not shown on published page in Figure 1.)

Add the appropriate program asscociated with this event if applicable.

G: Event Date

Add all the information about the event's start date and time and end date and time.

H: Description

Include the information about the event.

I: Additional Information (not shown on published page in Figure 1.)

A place to add secondary information if needed

J: Links, Files, and Location

Allows adding external links, links to files (PDFs or Word Docs) and an associated location directly into the description.

L: Inline Images

Images can be uploaded and inserted into the description.

M: Save, Preview, or Delete

Preview only displays the information and not the formatting of the final page. Save will create an unpublished draft. That draft can be edited, but initially can only be published by the web team.

N: Save as "Needs Review" (Inset)

Once happy with your Draft, change status to "Needs Review". This will send an email to the webteam to review and, if approved, publish the document.
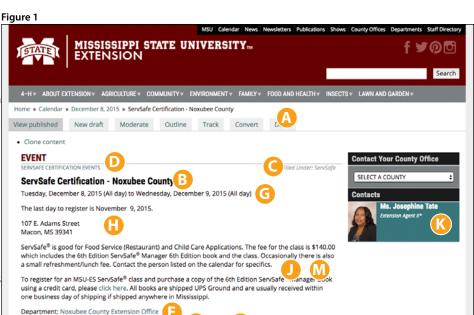
Figure 1

Figure 2