

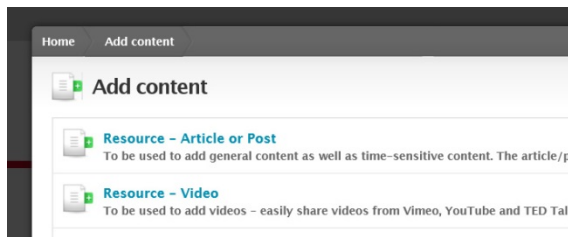
Resource – Event

To be used for events that occur at a specified time. The event can be linked to a group, have content like flyers and docs attached and a description with rich media included. The event can be listed in the calendar and allows for user registration and notifications.

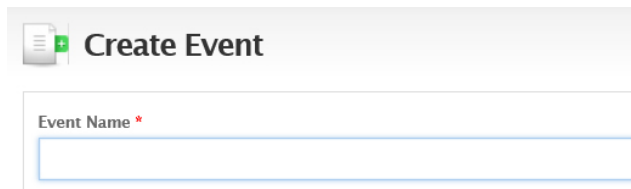
1. Click the 'Add Content' button in the User Bar (at the top of the screen).



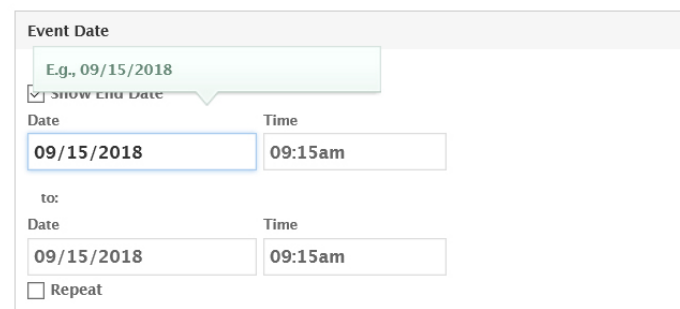
2. Select 'Event'.



3. Add a short descriptive Title for your event. The title appears at the top of the page when displayed on the site and in the teaser.

A screenshot of the 'Create Event' form. The form has a title 'Create Event' and a sub-header 'Event Name *'. Below the sub-header is a text input field with a blue border and a light blue background.

4. Add the date and time for your event. Events appear in the Calendar Block on the front page, on the Calendar Page and under the 'Events' tab in the main navigation bar.

A screenshot of the 'Event Date' form. The form has a title 'Event Date' and a sub-header 'E.g., 09/15/2018'. Below the sub-header is a checkbox labeled 'SHOW END DATE' which is checked. The form has two rows of date and time input fields. The first row has 'Date' and 'Time' labels, with '09/15/2018' and '09:15am' entered. The second row has 'to:' followed by 'Date' and 'Time' labels, with '09/15/2018' and '09:15am' entered. At the bottom is a checkbox labeled 'Repeat' which is unchecked.

5. Add an optional feature image by clicking on the 'Browse' button. The feature image appears at the top of the page under the title and above the content and will be auto cropped to a horizontal format. A thumbnail is also displayed in the teaser.

The screenshot shows two parts of a web interface. On the left, there is a 'Feature Image' section with a small grey square placeholder and a 'Browse' button. On the right, there is a 'Media browser' section. It has a dark header, a text input field for 'Upload a new file', and 'Browse...' and 'Upload' buttons. Below the input field, it says 'Files must be less than 32 MB.' and 'Allowed file types: png gif jpg jpeg.' At the bottom of the media browser section is a 'Next' button.

6. Upload an optional feature video for this Event Page. The feature video will be displayed at the top of the Event Page. If not leave blank. NOTE: Choose either a Feature Video or Feature Image, Not both. Supports videos hosted on YouTube, Vimeo and TED.com.

The screenshot shows a 'Video' field. It has a title 'Video' and a paragraph of instructions: 'If this resource is to share video content, paste the URL in the video field. If not leave blank. Supports videos hosted on YouTube, Vimeo and TED.com.' Below the instructions is a text input field labeled 'Video URL'.

7. Provide a description for your event in the 'Description' field. Content can be added/edited using the WYSIWYG web editor. When copy/pasting text from other files (MS Word, Pages, PDF) be sure to use the 'Paste as plain text' or 'Paste from Word' buttons. The web editor allows for basic text formatting, inserting tables, images and weblinks.

The screenshot shows a WYSIWYG web editor. At the top, it says 'Article Content (Edit summary) Paste from Word'. Below this is a toolbar with various icons for editing text and content. The icons include Source, Cut, Copy, Paste, Undo, Redo, Search, Bold, Italic, Underline, Strikethrough, Text Color, Bulleted List, Numbered List, Indent, Outdent, Quote, Text Alignment (Left, Center, Right, Justify), Link, Unlink, and a flag icon. Below the toolbar is a large text area for entering the description.

8. Optional – Add files that will be saved as attachments to the page. A link(s) for users with access to the page will be displayed.


The screenshot shows a 'Files' section. It has a title 'Files' and a paragraph of instructions: 'Use Files to add additional resources or documents to this article/post. Allowed file types include: txt, pdf, doc, docx, ppt, pptx, zip'. Below the instructions is a text input field for 'Add a new file' and 'Browse...' and 'Upload' buttons.

9. Optional – Add weblinks to external sites or pages.



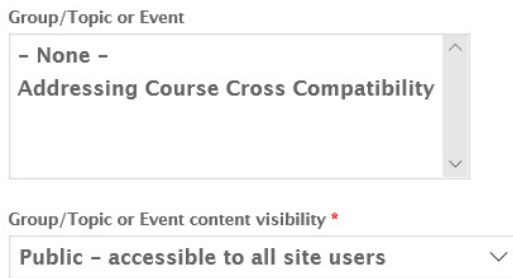
The screenshot shows a form titled "Links" with a plus icon in the top right corner. It contains two input fields: "Title" and "URL". Below the "Title" field, there is a small text note: "The link title is limited to 128 characters maximum."

10. Optional – Add 'Tags' to group your content with other like content on the site. As you type the field will list similar tags already in the system. Separate multiple tags with a comma.



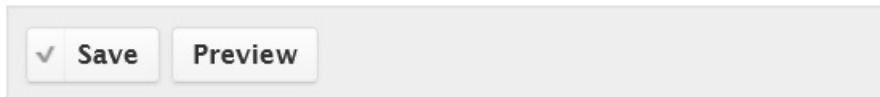
The screenshot shows a single-line text input field labeled "Tags".

11. To associate your event with a Group/Topic or Event you are a member of, select the group from the list. To select multiple, ctl/cmd click.



The screenshot shows two dropdown menus. The first is labeled "Group/Topic or Event" and has two visible options: "- None -" and "Addressing Course Cross Compatibility". The second is labeled "Group/Topic or Event content visibility *" and is set to "Public - accessible to all site users".

12. Click the 'Save' button to publish your article/post.



The screenshot shows two buttons: "Save" (with a checkmark icon) and "Preview".

End