Summary
This handout provides an overview of how to add events to your website. If you have any suggestions for improvement, questions or any other feedback, please send email to se.computing@uci.edu.

Creating a new event
1. **Login** - To login into the website, click on “Login” at the bottom of the page.
2. **Add Content** - After you have logged in, you should see a gray menu bar at the top of the website with multiple options. Click on the menu item “Add Content” to create a new event.

   Among the available content you can add, click on the “Event” option to create a new event.

   ![Create new event]

   After clicking on “Event” you should see the available fields for your new event. Any field marked with a red asterisk means that field is required. If you do not enter that information, you will be prompted to fill it out when attempting to save the new event.

3. **Title and Subtitle** - Enter the title and optional sub-title for your new event.
4. Location, RSVP and Image - Next, you will need to add the event location, optional RSVP and image. The RSVP link can be any link you prefer. If you prefer to link to “More information” for example just fill that in as the title. The image should be using a 3:2 ratio. If you do not have an image available, we provide a default image of our Social and Behavioral Sciences Gateway building.
5. **Date and Details** - Please add a start and end date and time. If you have an event that spans multiple days, you can use a repeating event. Please use the “Filtered HTML” option for the details section and do not add any other images to the details section of the event. Use the detail section to describe your event and include relevant information such as parking information or RSVP deadlines. Please do not use images of a flyer for the event details.
Repeating Events:
Repeating events can be a little more complex. For each date added using a repeating event it will appear in the event list each day up until that date has passed. Below you’ll find the repeating date dialog that appears if you check the “Repeat” box which gives you several options governing the event occurrences.
6. **Revisions and Saving** - After adding that information, you can select specific options at the bottom of the page. These are typically available with any content. If you’d like to create a new revision for example, that will back up the page so you can see the old revision of the page. Under publishing options, you can choose to un-publish an event if you don’t want it to appear on the site.
After saving the event, you'll see the page as it appears to the public when published. The event, if published, will also appear in the list of events. For repeating events, for each date the event will appear in the list. So, if an event has 3 occurrences due to the repeating options selected, the event will appear 3 times, with a start date of each occurrence.

**SOCIAL ECOLOGY EVENTS**

The event appears here in the list. For repeating events they will show up for each date the event occurs. So if there are 3 event dates, the event appears 3 times in the list. The event will disappear from the list after the date has passed.
Editing an existing event
In order to edit an existing event, you can just navigate to the event page and when you are logged in, there should be tabs that appear at the top of the content. Usually you will just see “Edit” and possibly “Revisions” if there are revisions for that page content. Just click on “Edit” to edit the existing event.

Contact Us
That’s all there is to editing events on the Social Ecology websites. If you do have further questions and need more assistance please feel free to contact us at se.computing@uci.edu or call (949) 824-8202.