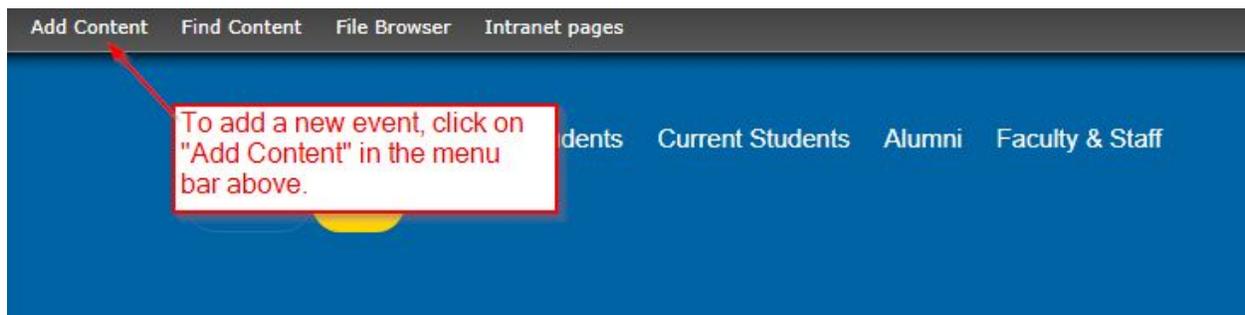


### Summary

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](mailto: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.

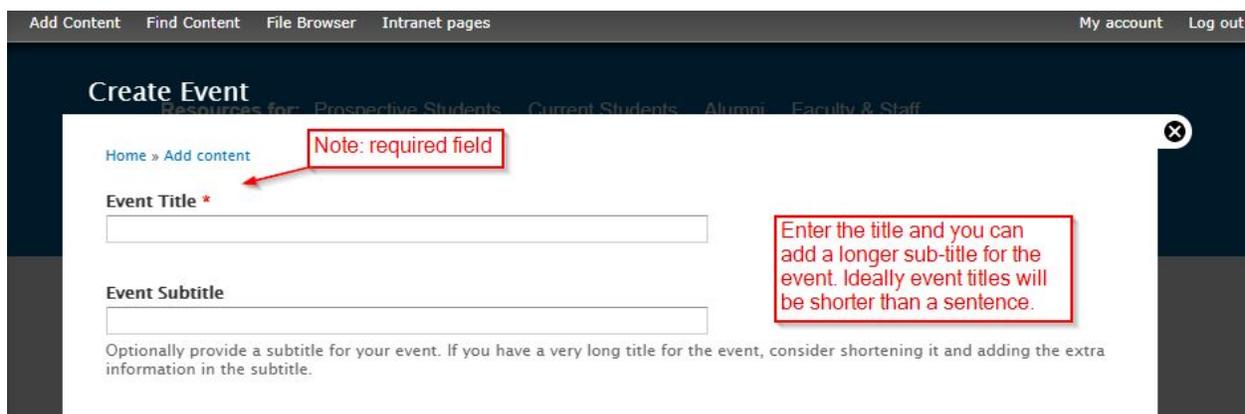


Among the available content you can add, click on the “Event” option to create a new event.



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.



**Event Location \*** Note: required field

Describe the location of the event. Typically the address.

**Event RSVP Link** RSVP link is optional. Title text can be anything you'd like for the link text.

**Title**  **URL**

The link title is limited to 128 characters maximum.

Optionally, you can provide the link to RSVP for the event. Add the text, such as "RSVP" to the title and then add the link or URL to the webform above.

**Event Image** 1  No file chosen  2 Note: Specific info about the image restrictions. If the image is larger than the max size, it will be resized automatically.

Upload a related image about the event. If one is not available, then the image of our SBSG building will be used as default.  
Files must be less than 5 MB.  
Allowed file types: **png gif jpg jpeg**.  
Images must be between **300x200** and **1080x720** pixels.

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.

**Event Date \***

<b>Date</b> 11/08/2017 E.g., 11/08/2017	<b>Time</b> 09:15am E.g., 09:15am	← Enter the starting date and time.	
<b>to: *</b>	<b>Date</b> 11/08/2017 E.g., 11/08/2017		<b>Time</b> 10:15am E.g., 09:15am
<input type="checkbox"/> Repeat	← For more complex multi-day events, choose Repeat		

Add the date(s) the event will occur. The date is required so we can sort and display event information in order.

**Event Details**

Format - **B** **I** **S** **I<sub>x</sub>** | | | | |

Add the details about the event here. Please use filtered HTML and avoid adding images if possible. Please do not just upload an image of a flyer distributed about the event.

[Switch to plain text editor](#)

Text format **Filtered HTML** ▾

[More information about text formats](#) ?

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.
- Allowed HTML tags: <a> <em> <strong> <code> <blockquote> <code> <ul> <ol> <li> <dl> <dt> <dd> <s> <hr> <p> <br>

### 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.

**Event Date \***

<b>Date</b>	<b>Time</b>
<input type="text" value="11/08/2017"/>	<input type="text" value="09:15am"/>
<small>E.g., 11/08/2017</small>	<small>E.g., 09:15am</small>

**to: \***

<b>Date</b>	<b>Time</b>
<input type="text" value="11/08/2017"/>	<input type="text" value="10:15am"/>
<small>E.g., 11/08/2017</small>	<small>E.g., 09:15am</small>

Repeat Repeat box is checked

**Repeats**

Choose how often the event repeats. It can be daily, weekly, monthly or yearly. Each type of repeat frequency will have different options.

**Repeats**

Every  weeks

**Repeat on**

Sun  Mon  Tue  Wed  Thu  Fri  Sat

**Stop repeating**

After  occurrences You can choose to stop repeating after a specific number of occurrences or on a specific date.

On   
E.g., 11/08/2017

Exclude dates Optionally you can exclude or include specific dates.

Include dates

Add the date(s) the event will occur. The date is required so we can sort and display event information in order.

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.

**URL path settings**  
Automatic alias

**Revision information**  
New revision

**Authoring information**  
By aorlowsk

**Publishing options**  
Published

Create new revision

**Revision log message**  
This is a new revision of the event

Provide an explanation of the changes you are making. This will help other authors understand your motivations.

This allows you to look back at previous page revisions. If you're concerned about making changes you cannot undo.

**URL path settings**  
Automatic alias

**Revision information**  
New revision

**Authoring information**  
By aorlowsk

**Publishing options**  
Not published

Published

Promoted to front page

Sticky at top of lists

Published means it's visible to the public. Uncheck to remove the event from the public events list.

Events that have passed will not appear in the events list.

Save

Don't forget to save

### TEST 123 Event

#### DATE

Wednesday, November 8, 2017 - 9:15am to 10:15am  
Wednesday, November 15, 2017 - 9:15am to 10:15am  
Wednesday, November 22, 2017 - 9:15am to 10:15am

Repeating dates will appear here

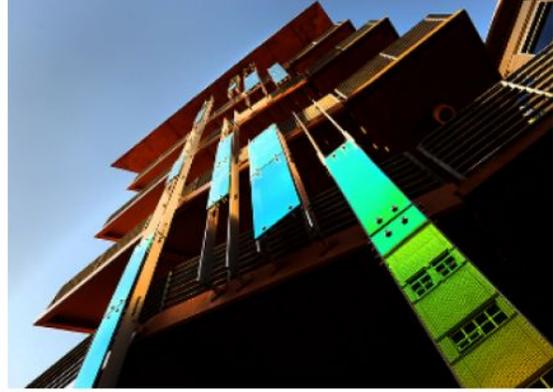
#### LOCATION

Room 1517, Social and Behavior Sciences Gateway, UC Irvine

#### DETAILS

Leverage agile frameworks to provide a robust synopsis for high level overviews. Iterative approaches to corporate strategy foster collaborative thinking to further the overall value proposition. Organically grow the holistic world view of disruptive innovation via workplace diversity and empowerment.

Bring to the table win-win survival strategies to ensure proactive domination. At the end of the day, going forward, a new normal that has evolved from generation X is on the runway heading towards a streamlined cloud solution. User generated content in real-time will have multiple touchpoints for offshoring.



The default SBSG image

[More information](#)

[View More Upcoming Events](#)

All event pages have a link back to view more upcoming events.

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



### TEST 123 EVENT

November 08, 2017

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.



### INFORMATION SESSION IN URBAN AND REGIONAL PLANNING

November 09, 2017

#### Filter by category

- <Any>
- Alumni
- Criminology
- Psychology
- Urban Planning

[RESET FILTER](#)

### 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.

#### Spit Camp

Click on the Edit tab to edit the existing event page.

#### DATE

Wednesday, January 24, 2018 - 8:00am to 5:00pm  
Thursday, January 25, 2018 - 8:00am to 5:00pm

#### LOCATION

UC Irvine - IISBR laboratory



**Edit Event Spit Camp**

Home » Spit Camp

**Event Title \***

**Event Subtitle**

Optionally provide a subtitle for your event. If you have a very long title for the event, consider shortening it and adding the extra information in the subtitle.

Editing the existing page is similar to creating a new one. Just update the necessary fields and then save the event again. Remember you can create a new revision if you want to backup the event you are editing.

### 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](mailto:se.computing@uci.edu) or call (949) 824-8202.