

Event

Events will appear on the Home page Right sidebar, under the Events tab on the top navigation and on the Events Calendar. The Home page will show the 5 most current Events. The Events tab will show all current/future Events. Past events and the Calendar can be viewed from the left navigation of the Events page.

The screenshot shows a form for creating an event. At the top, there is a text input field for the "Title of Event" containing "Friday Night at the Movies". Below this is a checkbox labeled "Cancelled" with the text "Check this box if you are cancelling this event". The "EVENT DATE" section includes checkboxes for "All Day" and "Show End Date", a "Date" field with "04/15/2016", a "Time" field with "07:00pm", and a "Repeat" checkbox. A calendar pop-up is shown for the month of September 2013, with a red box around it labeled "Example of Dropdown Calendar". At the bottom is a rich text editor for the "Event Description" containing text about a movie. Red arrows point from labels to each of these key elements.

To create an Event, click on the **Content...Add content** button and select **Event** from the content type list.

Title - After you click on the **Event** button the "fill in the blank" page form will appear. Fill in the Title as you want it to appear on the finished event. Try to keep the title short and descriptive. Please do not use special characters (such as /&^;"etc..)

Cancelled – If an Event is cancelled checking this box will cause the word Cancelled to appear in parentheses with the Title of the Event everywhere it appears.

Event Date and Time – Select All Day for an Event that will not have a Start and End

time. Select Show End Date if you want to have a Start and End time for your Event. Click in the date selection box to activate the pop-up calendar. Use the pop-up calendar to select the Start and End dates. You can also create reoccurring events by checking the **Repeat** button. *Note: If you use the Repeat button and Cancel an Event it will Cancel all the repeated Events.*

Edit Summary – The Summary text will appear as a teaser for your Event on the Event list. The Summary will only appear on the Event list and does not appear on the Home page or with the extended Event text. Use is optional.

Event Description - The **Event Description** can include text, images, hyperlinks, You Tube videos and tables. It is helpful to include any information about the Event you will want attendees to know. Please see the CKEditor documentation for more information.

Image

Image Mask

image/jpeg

joevolcano.JPG Remove

Alternate text

Alternate text

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title

test

The title is used as a tool tip when the user hovers the mouse over the image.

Click on the image and drag to mark how the image will be cropped

Image – Will appear on the Events page as a thumbnail on the left side of the Event. It will also appear on the full Event article page on the top right of the page. Images should be at least 260 X 195 pixels. Upload the image, use the image mask to select the part of the image you want to appear on your website. Fill in the **Alternate text** and the **Title** of the image. The **Alternate text** is used by screen readers for the vision impaired and search engines. The **Title** will appear as a caption under the image in the full version of the Event.

DETAILS

Registration Deadline

 E.g., 04/05/2016
 Enter the event's registration deadline.

Cost

 Enter the cost of the event.

Registration Link

 The link that the user must click in order to register for an event.

Event location

 E.g.: Agricultural Administration, 2120 Lyffe Rd, Columbus, OH 43210

Event Website Title

 The link title is limited to 128 characters maximum.
 A website with information about the event.

URL

Location Map Link Title

 The link title is limited to 128 characters maximum.

URL

Attachments
 Attach up to 10 file attachments

Add a new file
 No file selected.

Files must be less than **10 MB**.
 Allowed file types: txt pdf xls doc docx ppt pptx xlsx gif jpg png.

Details

Registration Deadline - Enter the Event's registration deadline if there is one. *The format for the date is Mar 1 2015 (three character month numeric date numeric four digit year).*

Cost – Cost of the Event.

Registration Link - The link that the user must click in order to pay for the registration of an event. An example would be a link to <https://www.regonline.com>.

Event Location – Provide the name of the location of the Event.

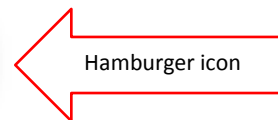
Event Website Title and URL – You can include a link to a website related to your Event. Include the **Title** of the website and the **URL** to link to the website. For example: Title – Chadwick Arboretum, URL - <http://chadwickarboretum.osu.edu/>

Location Map Link Title and URL - The link title is limited to 128 characters maximum. An example would be: Directions to Chadwick Lake. **URL** - To add a Google Map follow these instructions: Go to <https://www.google.com/maps>. In the

input box that appears in the top left corner of the screen input the Event Location. Ensure that the map or Street View image you'd like to embed appears in the current map display. Click the hamburger icon on the top left of the page. The hamburger icon is three horizontal lines and used on many websites as the button to open a menu. Click Share and embed link. In the box that appears, make sure the Share map tab is selected. Copy the HTML and paste the code into the URL box. Other map applications can be used. You will need to find the Share code as in Google Maps.

Attachments - Attach up to 10 file attachments can be added.

Files must be less than 10 MB. Allowed file types: txt pdf xls doc docx ppt pptx xlsx gif jpg png.



The image shows a screenshot of a Drupal form titled "CONTACT INFORMATION". The form contains several sections and fields:

- Contact name:** A text input field containing "Joe Banks".
- Contact email:** A text input field containing "banks.1990@osu.edu".
- Contact phone:** A text input field containing "614-555-1212".
- Relate to content:** A section with a list of content items, including "Home - /sb/webteam/home", "Learn How Peace Corps Volunteers Live & Work...", and "News - /sb/webteam/news".
- URL path settings:** A section with a checkbox "Generate automatic URL alias" which is checked. Below it, there is a text input field for a custom alias.
- Revision information:** A section showing "No revision".
- Authoring information:** A section showing "By editor on 2016-03-30 10:48:14 -0400".
- Publishing options:** A section showing "Published".
- Buttons:** At the bottom, there are three buttons: "Save", "Preview", and "Delete".

Red arrows point to the following fields:

- Contact Name
- Contact Email
- Contact Phone
- Relate to Content
- Settings
- Save

Contact Information

Contact name – The name of a person who people can contact for more information.

Contact email – The email of the contact person.

Contact phone – A phone number where the contact person can be reached.

Relate to content – Relate this Event to other content on your site. This will appear in the right sidebar of that content.

Settings

URL path settings - The “Generate automatic URL alias” is checked by default and you should not have to change the alias.

Revision information - Provide an explanation of the changes you are making. This will help other

authors understand your motivations.

Authoring information – The login name of the person doing the edit and an optional space for date and time.

Publishing – Your Event is set to Publish by default.

Save – Remember to Save your Event. If you navigate away from the Event and do not save it first, your work could be lost.

Additional Fields that may appear on your Event content type.

Newsletter – If you have a Newsletter and want the Event to appear on the Newsletter select it from the list. You can select multiple Newsletters by using Ctrl+Click.

County – This is a limited use field. Your website may not have this option. If you do have this option the County name will appear at the end of the Event text allowing your viewer to select the County name and sort Events by County. Note: When you start to type the County name Drupal will display the first 10 matches. If the County you want is not in the first 10 matches, keep typing the name until it appears on the list and you can select it. The County field can only have one value.