

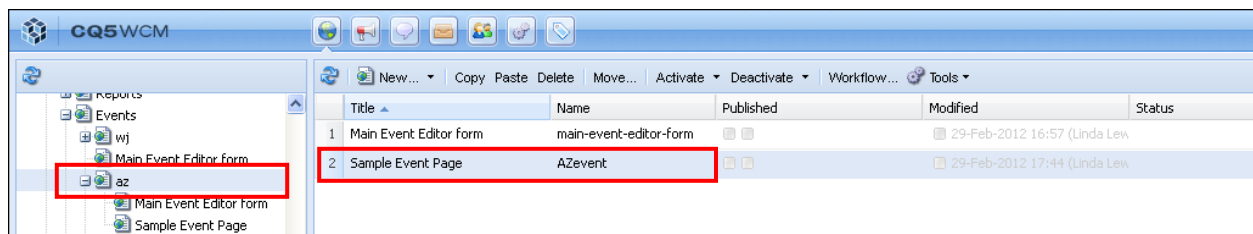
## How to Publish an Event Details Page

Once you create an Event Details page, you can feature that event in several different ways in your section: on your landing page, in a calendar exclusive to your state, or (if the event is a webinar) on topic/group/program pages that display a Webinars pill. The calendar view lists upcoming events in order of their occurrence. The view on your landing page also lists upcoming events. Display of webinars on a page with the Webinars tab is in reverse chronological order, with the most recent event at the top. Members can comment on or rate the event on the event details page.

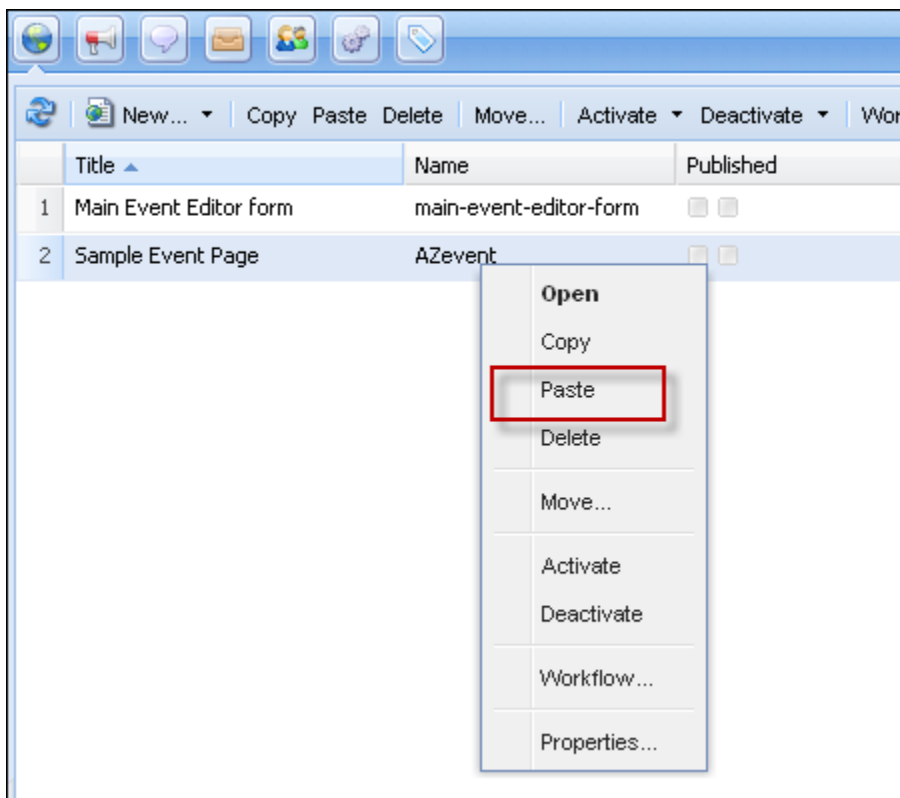
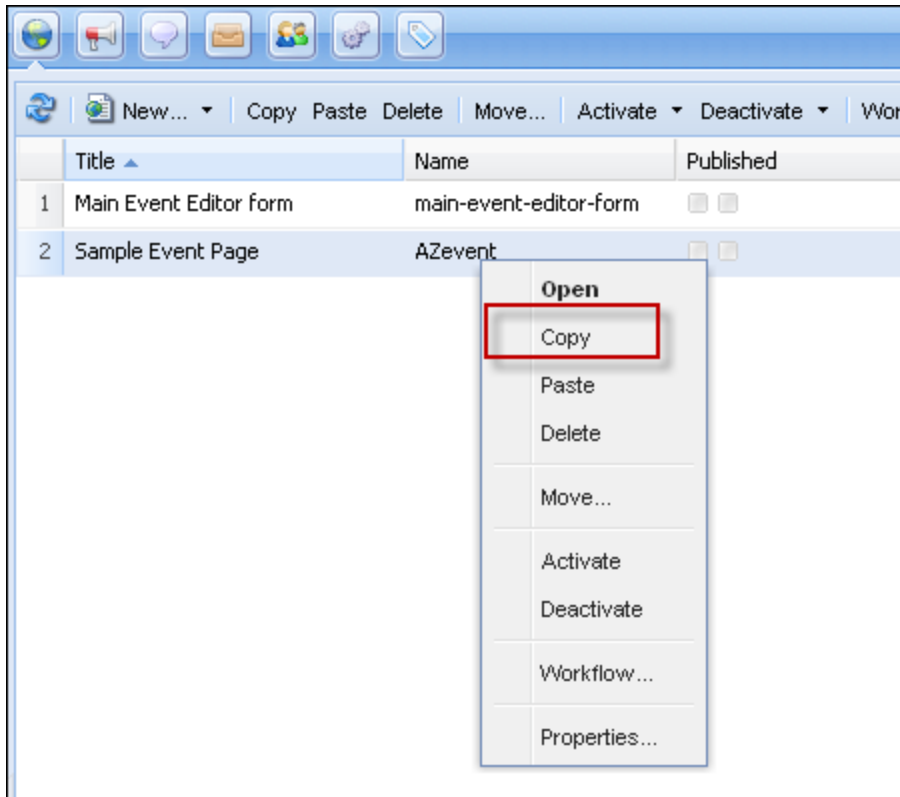
Event details pages have the following elements:

- *Title*
- *Date and Time*
- *Short description (250 characters or less)*
- *Event Status*
- *Optional Registration Message*
- *Optional City, State, Venue and Venue Link*
- *Optional link to Registration form*
- *Long description*
- *Link to the archive*
- *Attached files for supporting materials*

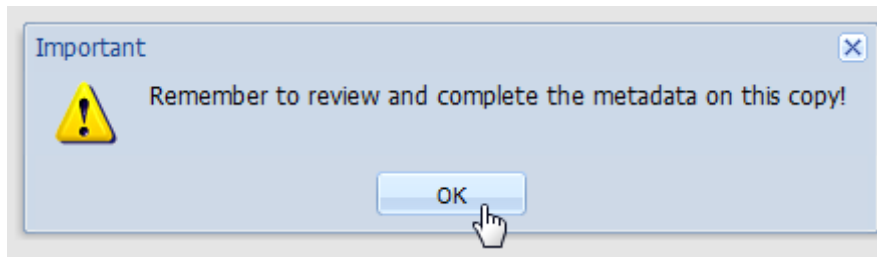
You will create your Event Details page in the **WebJunction / Events / [Partner Code]** section of the site. Click the plus sign to expand the list. For this example, we will use Arizona.



1. We first navigate to **WebJunction / Events** and select **az** in the left pane.
2. Then, in the center pane, right-click on **Sample Event Page**, which is the sample page that we will be using to create Event Details pages in WJ-Arizona.
3. Click **Copy**. Then click **Paste**.



A reminder message will display “Remember to review and complete the metadata on this copy!” Click OK.



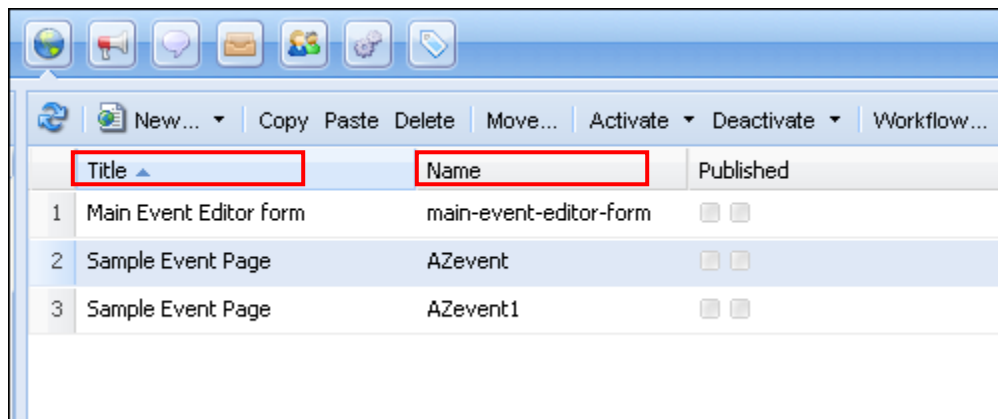
Now you will see the new copy of your event page listed at the bottom of the list of Event Pages. The **Title** of the event will be the same as the original (Sample Event Page), and the **Name** will be the name of the original event page with the last character one digit higher than the previous copy; so,

- **AZevent**
- **AZevent1**
- **AZevent2**

and so on.

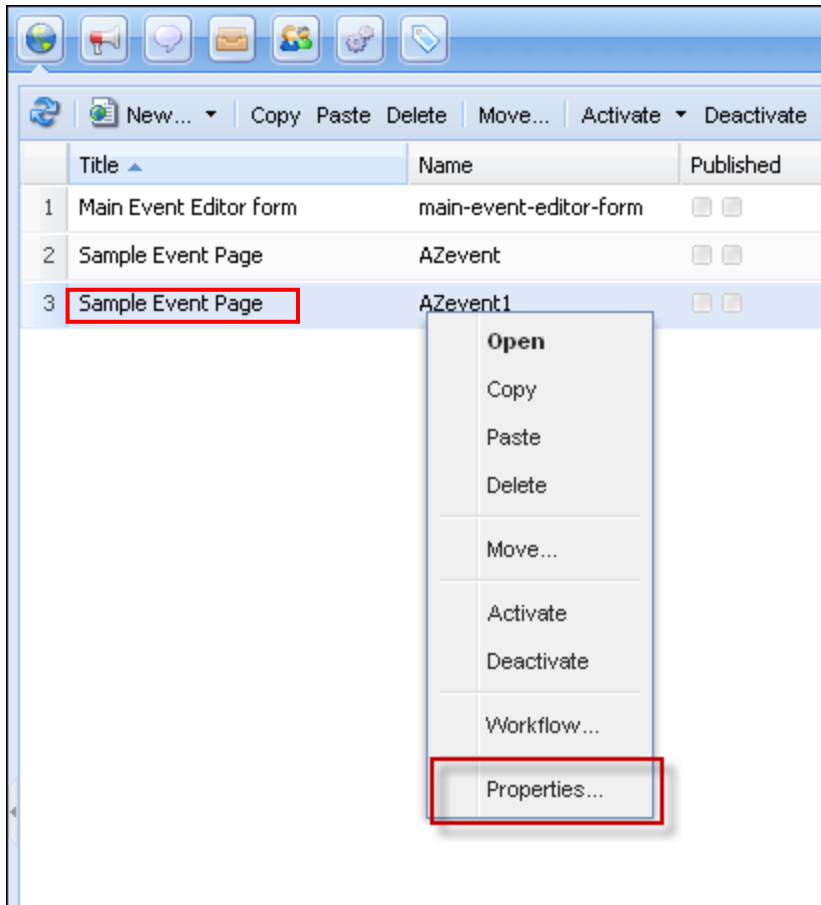
The **Title** is what will display at the top of the user’s browser window when they are viewing the Event Details page.

The **Name** field is what will show up in the URL for the Event Details page.



|   | Title                  | Name                   | Published   |
|---|------------------------|------------------------|---|
| 1 | Main Event Editor form | main-event-editor-form | <input type="checkbox"/> <input type="checkbox"/> |
| 2 | Sample Event Page      | AZevent                | <input type="checkbox"/> <input type="checkbox"/> |
| 3 | Sample Event Page      | AZevent1               | <input type="checkbox"/> <input type="checkbox"/> |

Right-click the newly created Event Page (Sample Event Page / AZevent1) and choose **Properties**.

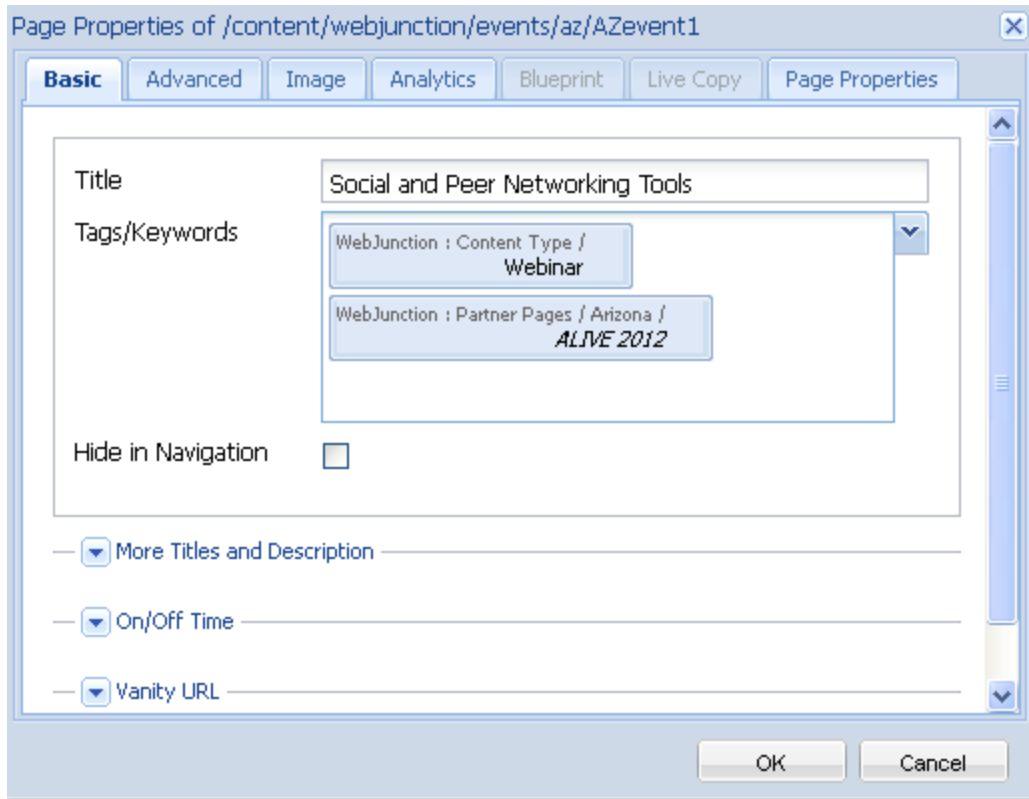


Under the **Basic** tab, you'll first need to change the Title:

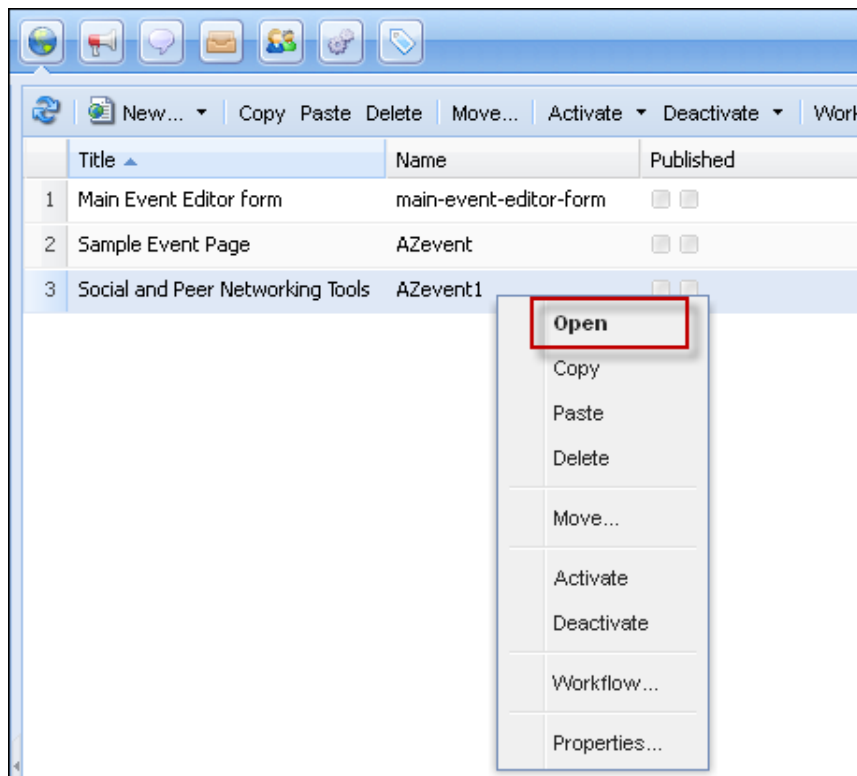
Change the Title to something unique, e.g. the actual title of the event itself, such as **Social and Peer Networking Tools**. The Title is what will display at the top of the user's browser window when they are viewing the Event Details page.

The sample event has a Content Type: Webinar tag. This allows it to be displayed on Topic/Group/Program pages under the Webinar listings. You can leave that tag in place. If you do want the event you're creating to be listed on a Topic/Group/Program page, you must add the page name to the Tags/Keywords dropdown.

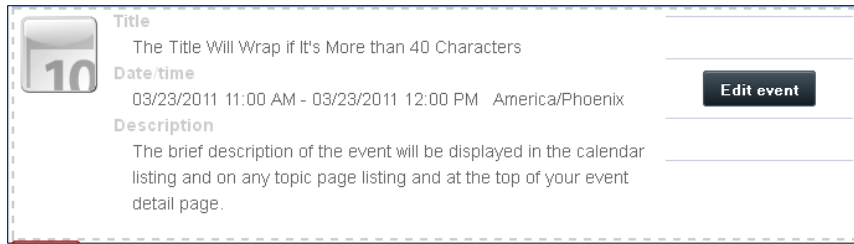
1. Select the Tags/Keywords dropdown arrow.
2. Find the Tag for the WebJunction Partner Page on which the event should be listed, e.g. / Arizona / ALIVE 2012.
3. Click OK to close the dialog.



Next, open the new event page to edit it. Right click on the page and select Open.



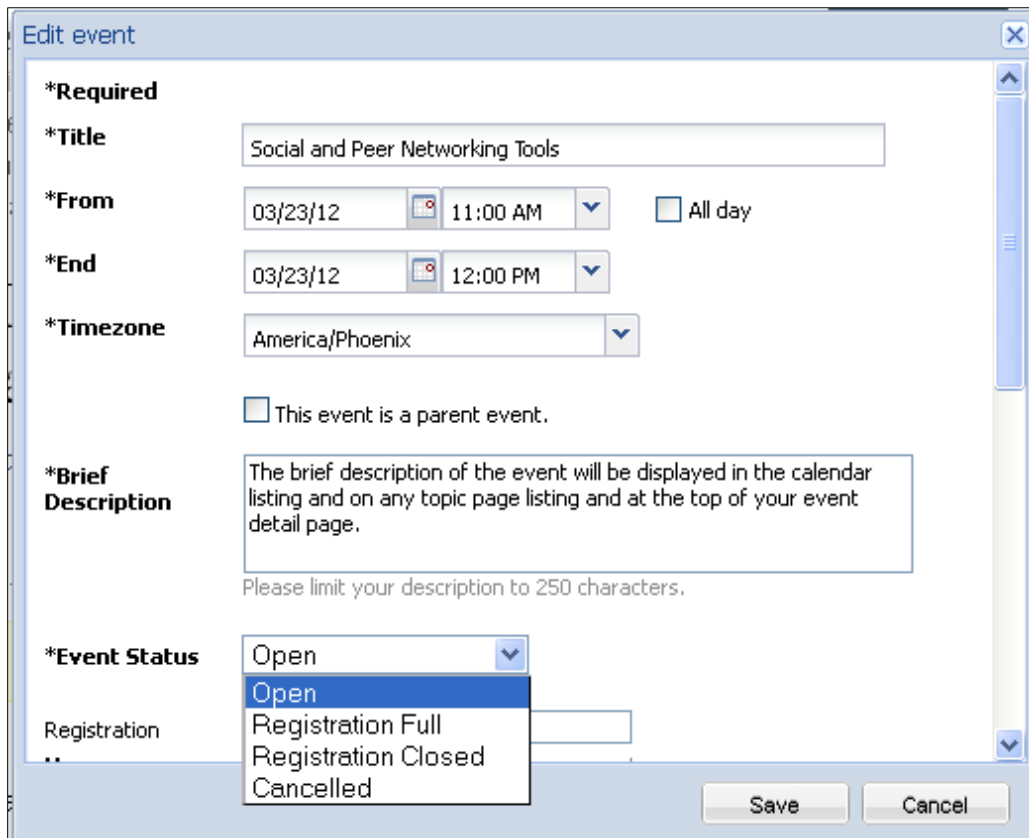
On the page, first click the black **Edit** event button. (WARNING: If you cannot see this button when you open the page, it is likely hidden under the Sidekick. Move the Sidekick until you see the button.)



The image shows a snippet of an event card. On the left is a calendar icon with the number '10'. To its right, the text reads: 'Title: The Title Will Wrap if It's More than 40 Characters', 'Date/time: 03/23/2011 11:00 AM - 03/23/2011 12:00 PM America/Phoenix', and 'Description: The brief description of the event will be displayed in the calendar listing and on any topic page listing and at the top of your event detail page.' A black button with the text 'Edit event' is positioned to the right of the date and time information.

The **Edit event** button brings up the event editor form, which accepts high-level details about the event for publishing in various event listings.

Fill out the form, entering the title, the beginning and ending dates and times, the time zone in which the event is occurring. Enter a brief description, limited to 250 characters. Select an Event Status.

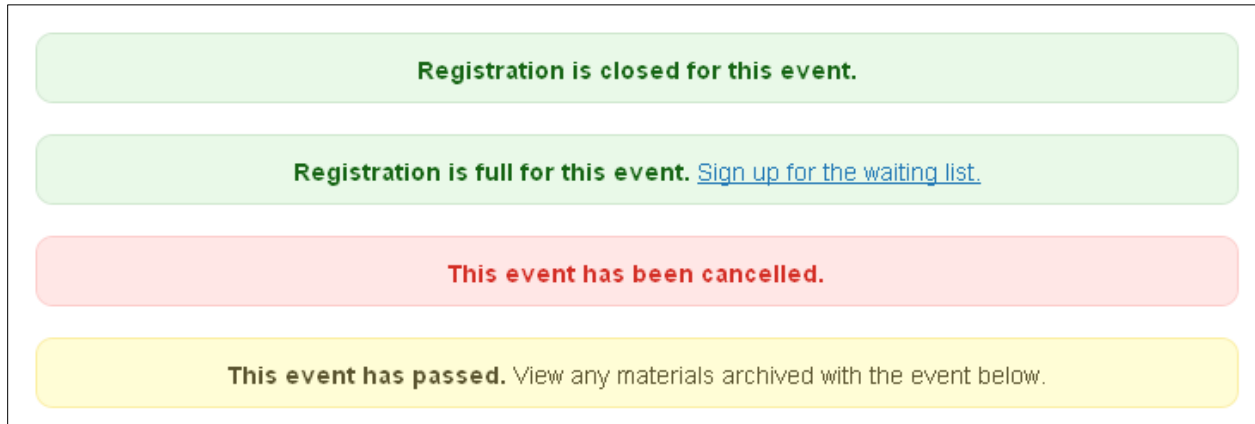


The image is a screenshot of a web browser window titled 'Edit event'. The form contains the following fields and options:

- \*Required**
- \*Title**: Text input field containing 'Social and Peer Networking Tools'.
- \*From**: Date and time selection fields. The date is '03/23/12' and the time is '11:00 AM'. There is an 'All day' checkbox which is unchecked.
- \*End**: Date and time selection fields. The date is '03/23/12' and the time is '12:00 PM'.
- \*Timezone**: Dropdown menu set to 'America/Phoenix'.
- This event is a parent event.
- \*Brief Description**: Text area containing the same description as the event card snippet. Below it is a note: 'Please limit your description to 250 characters.'
- \*Event Status**: Dropdown menu with 'Open' selected. A list of options is visible: 'Open', 'Registration Full', 'Registration Closed', and 'Cancelled'.
- Registration**: A partially visible text input field.
- At the bottom right are 'Save' and 'Cancel' buttons.

NOTE: Your sample event pages have been set up with the time zone we suspect you'll be using. Check it and be sure it's correct. The most common ones selected for partner states are: America/Phoenix, America/New York, America/Denver and America/Chicago.

Next, select an **Event Status**. (The default status is **Open**.) No **Event Status** message displays for an **Open** event. The others, which you set, will display. And an event that is past the date of its occurrence will display a status message as well, automatically changing to “This event has passed.”.



Any message that displays a status, can also display customized text. You enter this text in the **Registration Message** text box.

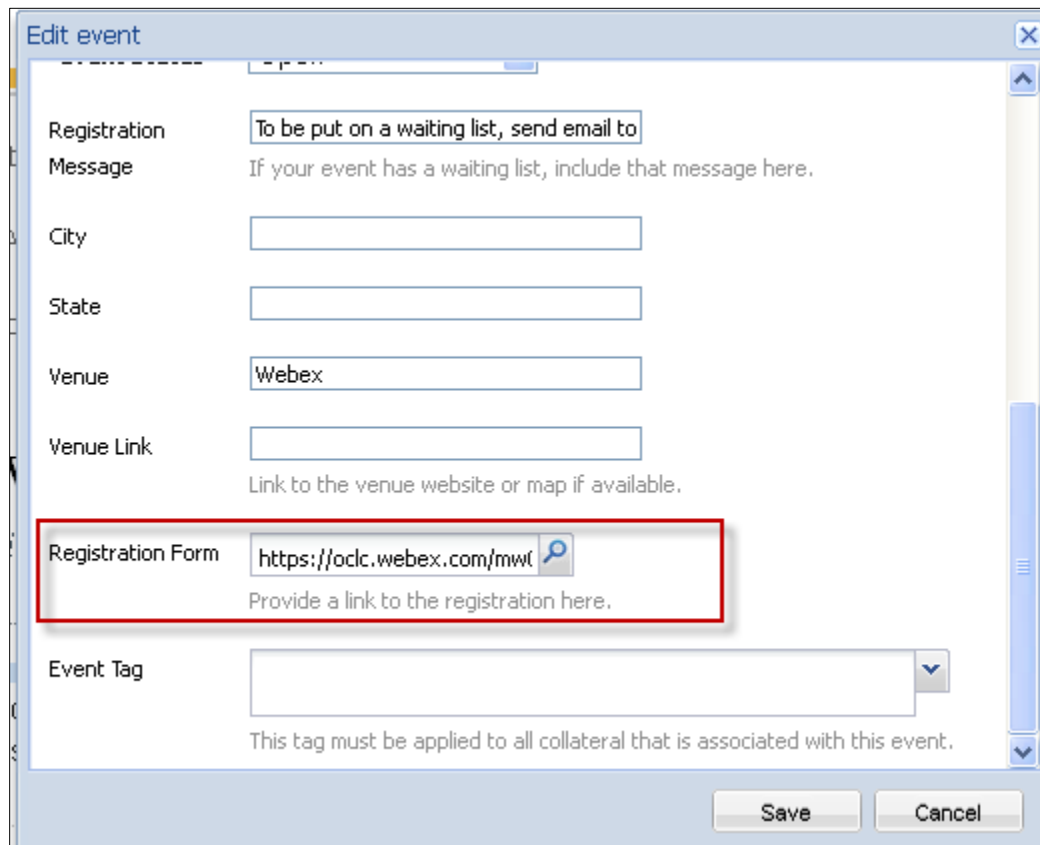
The image is a screenshot of a web-based form titled "Edit event". The form contains several fields: a checkbox for "this event is a parent event.", a text area for "\*Brief Description" with a 250-character limit, a dropdown menu for "\*Event Status" currently set to "Registration Full", a text box for "Registration Message" containing "would like to be added to the waiting list,", and input fields for "City", "State", "Venue" (set to "Webinar"), and "Venue Link". The "Event Status" dropdown and the "Registration Message" text box are highlighted with a red rectangular border. At the bottom of the form are "Save" and "Cancel" buttons.

The result of the message entered above is this:

**Registration is full for this event.** If you would like to be added to the waiting list, contact Dale Musselman.

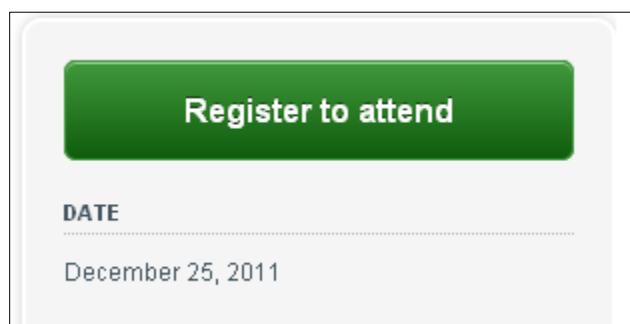
The Registration Message is not required. The rest of the fields in the form – City, State, Venue, Venue Link, Registration Form – are also not required.

If you want the **Register to attend** button to appear on the Event Details page and in the event listing, you must put a link to your own registration form/tool in the Registration Form text box.



The screenshot shows a web form titled "Edit event". The form contains several input fields: "Registration" (with a placeholder "To be put on a waiting list, send email to"), "Message" (with a placeholder "If your event has a waiting list, include that message here."), "City", "State", "Venue" (with the value "Webex"), "Venue Link" (with a placeholder "Link to the venue website or map if available."), "Registration Form" (with the value "https://oclc.webex.com/mw/" and a magnifying glass icon, highlighted by a red box), and "Event Tag" (with a placeholder "This tag must be applied to all collateral that is associated with this event."). At the bottom right, there are "Save" and "Cancel" buttons.

This button will appear to the site visitor when the Registration Form link is entered.



The screenshot shows a green button with the text "Register to attend" in white. Below the button, the word "DATE" is displayed in blue, followed by a dotted line and the date "December 25, 2011".

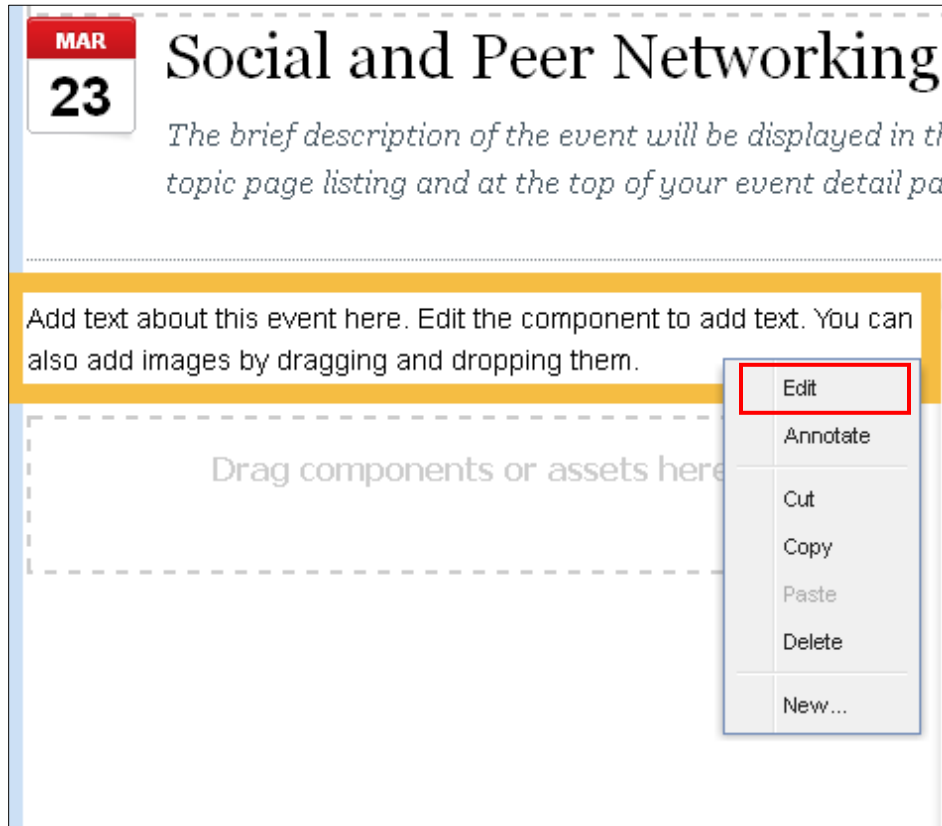
Once you have completed the Edit event form, click **Save**.



You will see the updated information on your page.

### Add More Details to the Event

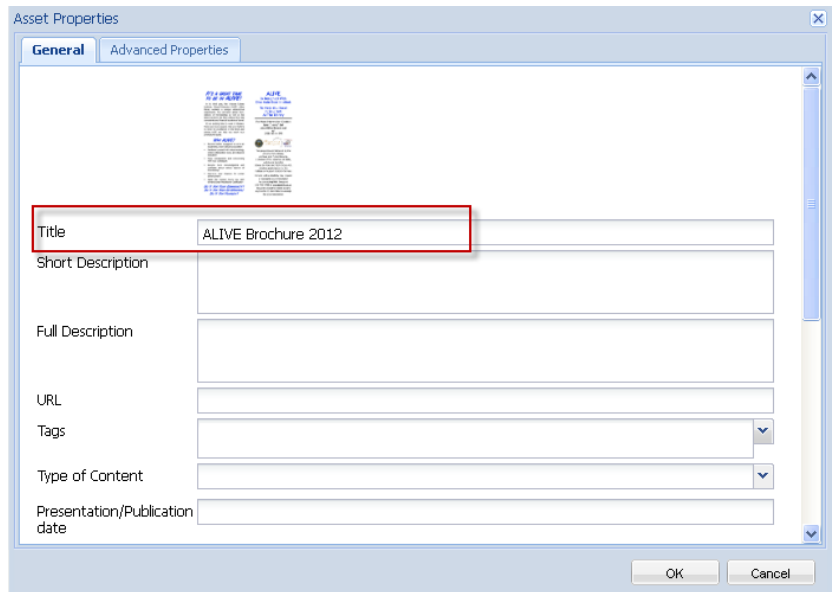
To add the main body of text and optional image(s) for your event, hover over the sample text until the blue frame appears and then right click. The frame will turn orange. Select **Edit**. Use the Text Editor box to type or paste your text, and to style the text. Make sure you are copying over the sample text in the box.



### Add Supporting Materials

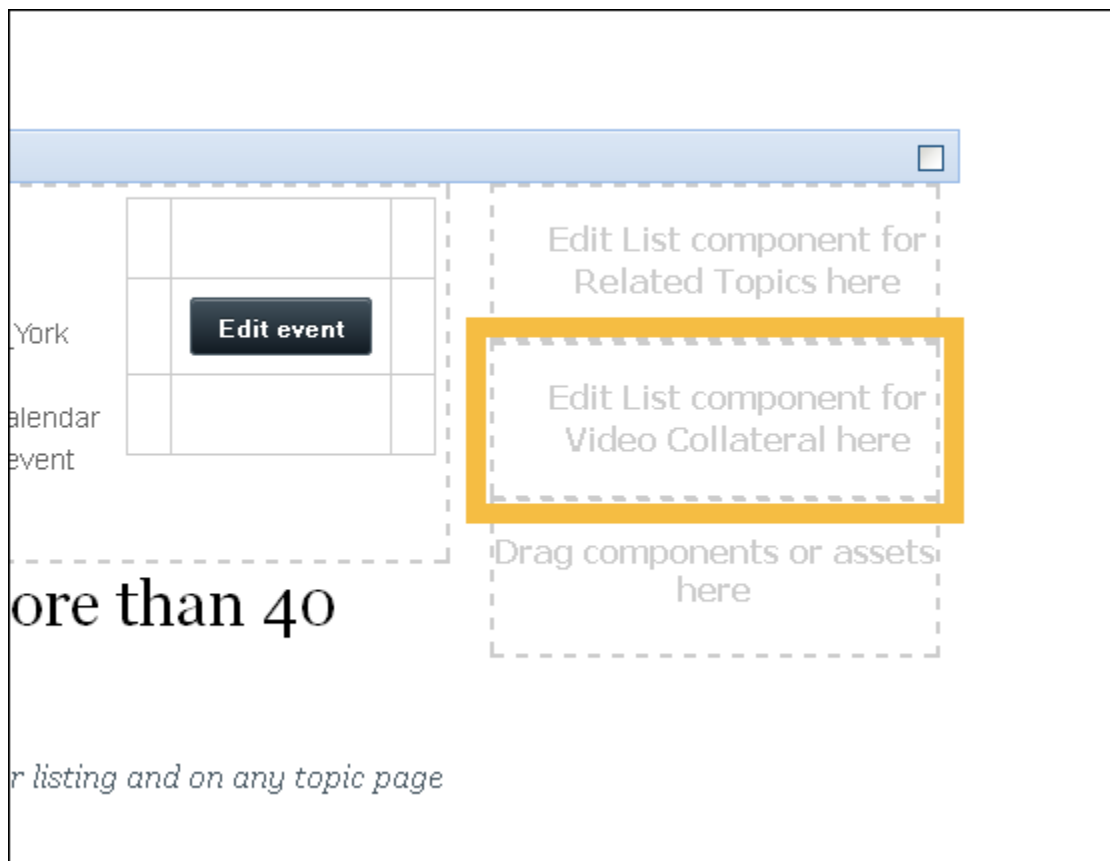
You can add supporting materials – slides, handouts – to your event. These files must be uploaded to the digital asset manager (DAM) before you can attach them to your event details page.

Once you have uploaded a supporting materials file to the DAM, right click to open that attachment file in the DAM and fill in the **Title** field in the **Asset Properties** dialog. (You must have something in this field or your file will not display as an attachment on the event details page. The title that you enter will be the title that displays on the page.)

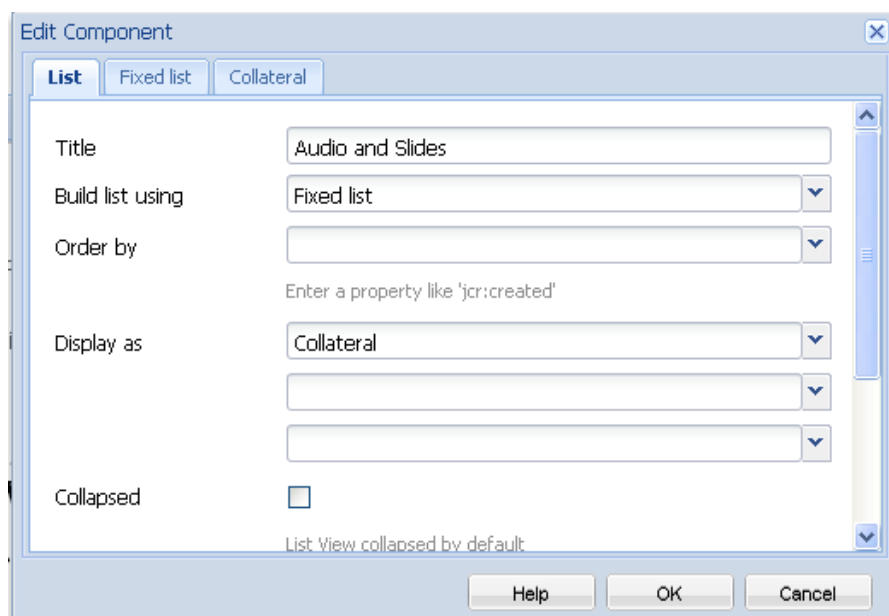


Then click OK.

Next, navigate back to **WebJunction/Events/az** and open your desired event page. On your event details page, **Edit** the List Component on the right rail, below Related Topics.

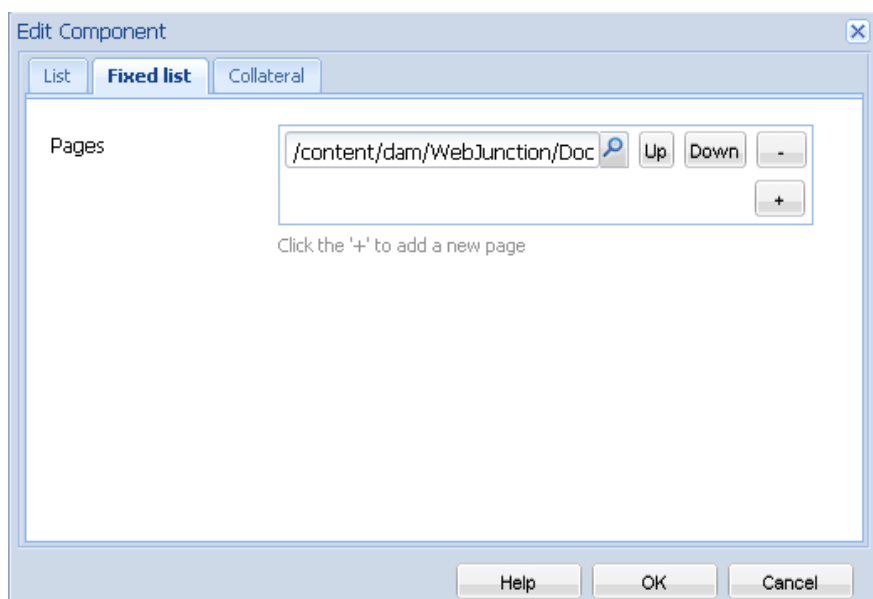


You can change the title, which shows as Audio and Slides on the sample page.



Any other necessary information in the dialog will already be populated.

The only other action you have to take is to point to the asset in the DAM that you want to attach to the page. To do this, click on the **Fixed list** tab and browse the DAM until you find the Document, Image or Multimedia file that you want to link to the page.



When you have finished, click OK. Your file will display on the event details page.

## SUPPORTING MATERIALS

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[ALIVE Brochure 2012](#)  
(PDF)

### Preview and Activate

Click the Preview icon at the bottom of the Sidekick menu to see how the page will look live. If all looks okay, then select **Activate Page** from the Page tab of the Sidekick menu.