

This is a walkthrough on how to create events.

1. To begin, select the "Create Event" button. This will populate our event details.

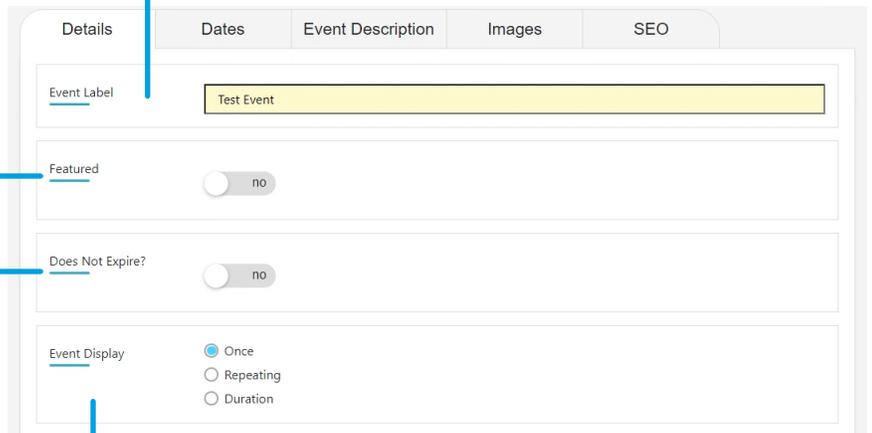


2. We will begin inputting our events details.

First, is the Event Label. This will be the title of our event.

Next, we will choose whether or not this event will be featured. When an event is selected to be featured, this means that the event will automatically pull to the top of all of the events no matter what order it comes in by date.

After the event is over, the event will still stay on the website.



The screenshot shows a form with tabs: Details, Dates, Event Description, Images, and SEO. The 'Details' tab is active. It contains the following fields:

- Event Label:** A text input field containing 'Test Event'. A blue line connects this field to the text 'Event Label. This will be the title of our event.'
- Featured:** A toggle switch currently set to 'no'. A blue line connects this field to the text 'Next, we will choose whether or not this event will be featured...'
- Does Not Expire?:** A toggle switch currently set to 'no'. A blue line connects this field to the text 'After the event is over, the event will still stay on the website.'
- Event Display:** A radio button group with three options: 'Once' (selected), 'Repeating', and 'Duration'. A blue line connects this field to the text 'We can then choose our Event Display...'

We can then choose our Event Display. We can choose Once, Repeating, or Duration. Once means that this event will happen over one date. Repeating means that the event will occur over multiple dates, but may not be in order consecutively. Finally, duration means that the event will occur over multiple dates that fall in order.

3. Next, you can choose if you would like a customized event summary. When the custom event summary is selected as no, the event preview will pull the first couple lines from the event description. When selected as yes, a customize event summary text block will appear. This is where you can create your own event summary.

Customize Event Summary?

Customize Event Summary

Paragraph
↶
↷
B
I
☰
☰
☰
🔗
🔗
☰
☰
☰
☰
☰
☰

4. You will have the option to input a location/directions URL.

5. You have the option to insert a registration URL. If you have a registration URL, you may copy and paste it into this block.

Location / Directions URL

Registration URL

6. Next, we can input how many custom fields and labels we would like to have. For this example, we have 4.

Custom Fields and Labels

Custom Label 1
Value 1

Custom Label 2
Value 2

Custom Label 3
Value 3

Custom Label 4
Value 4

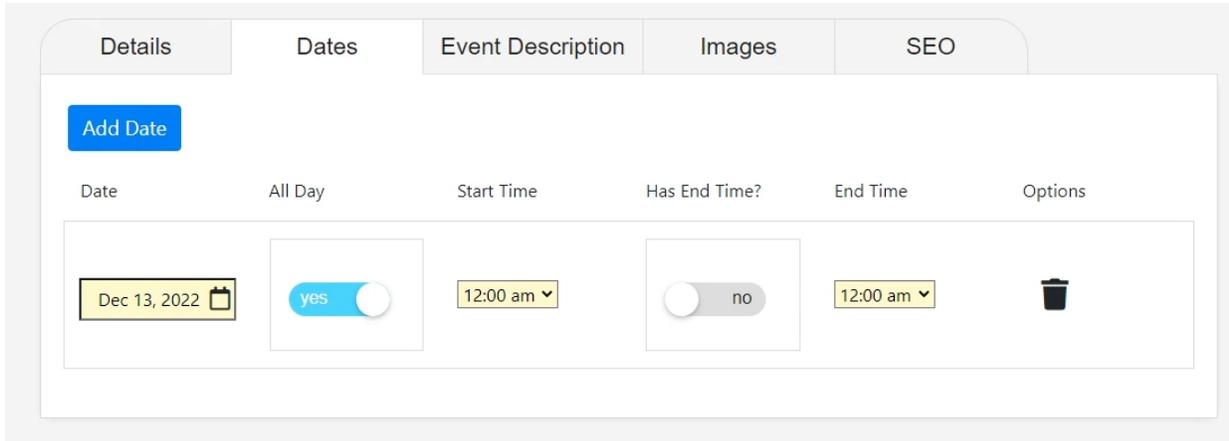
Test Event

📅 Dec 13, 2022 - Dec 13, 2022

ADMISSION PRICE: \$5
 PARKING PRICE: \$5
 ATTIRE: Casual
 SPOTS AVAILABLE: 50

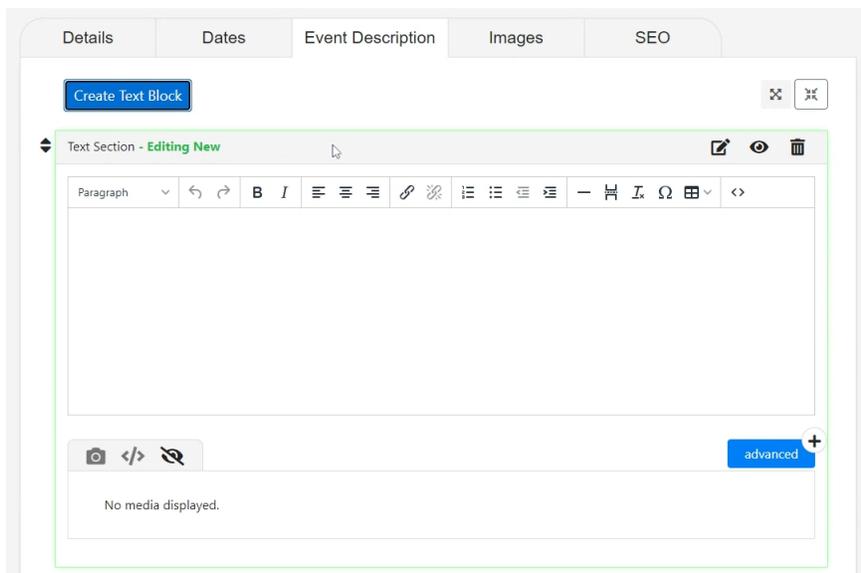
These will appear above the event description.

7. Our second tab will be for dates. If we have chosen for our event to take place over one date, we will select our date from here. We will then choose if this is an all day event OR if it has a start time OR an end time. If this is a repeating event, you will add each date that this event repeats. If this is a durational date, you will choose the start date and the end date.



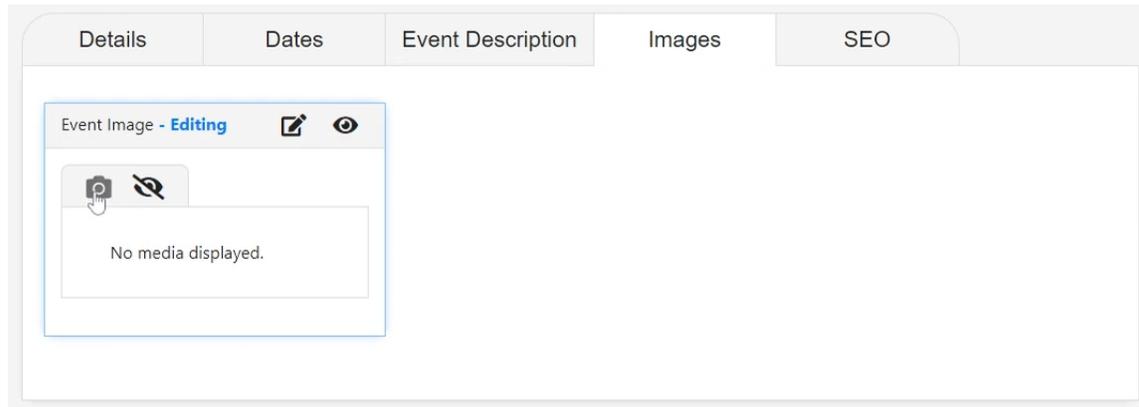
The screenshot shows the 'Dates' tab of an event management interface. At the top, there are five tabs: 'Details', 'Dates', 'Event Description', 'Images', and 'SEO'. Below the tabs is a blue 'Add Date' button. The main area contains a table with columns: 'Date', 'All Day', 'Start Time', 'Has End Time?', 'End Time', and 'Options'. A single row is visible with the following values: 'Dec 13, 2022' (with a calendar icon), a 'yes' toggle switch, '12:00 am' (with a dropdown arrow), a 'no' toggle switch, '12:00 am' (with a dropdown arrow), and a trash can icon.

8. The next tab is our Event Description. After selecting "create text block" a text block will appear. You have the ability to add as many text blocks as needed for your event description.



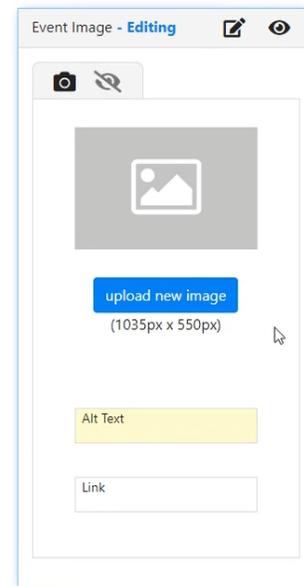
The screenshot shows the 'Event Description' tab of the event management interface. At the top, there are five tabs: 'Details', 'Dates', 'Event Description', 'Images', and 'SEO'. Below the tabs is a blue 'Create Text Block' button. The main area shows a text editor interface with a title bar 'Text Section - Editing New' and a toolbar with various text formatting options (bold, italic, underline, list, link, unlink, indent, outdent, text color, background color, link, unlink, source code, and code). Below the toolbar is a large text area. At the bottom of the text area, there is a 'No media displayed.' message and an 'advanced +' button.

9. Finally, we can decide if we would like to upload an image for this event. First, select the pencil icon and then the camera to upload your image.



After selecting "upload new image", you may upload an image from your device. This will populate a cropper tool.

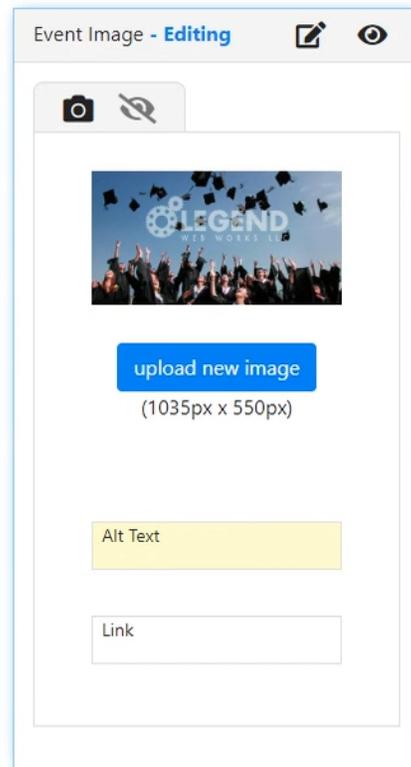
Note: You will see under the "upload new image" button, the minimum size required for your photo.



Anything grayed out in the cropper tool will be cut off. Once you are finished, select the green check mark.



You will then see a preview of your image. Next, input Alt Text. This will be a brief description of what the image is of or what is happening in the image. This is important for ADA compliancy because it will allow anyone who is visually impaired and using a screen reader to understand your image.



10. When you are done editing your event, select save. Your event will now be uploaded to your website.



11. You can now view this event in your "All Upcoming Events" tab. To view past events, click "All Past Events". To see events that are non expiring, click the "Non Expiring Events" tab.

