DNBC Website: EVENTS - Adding or editing
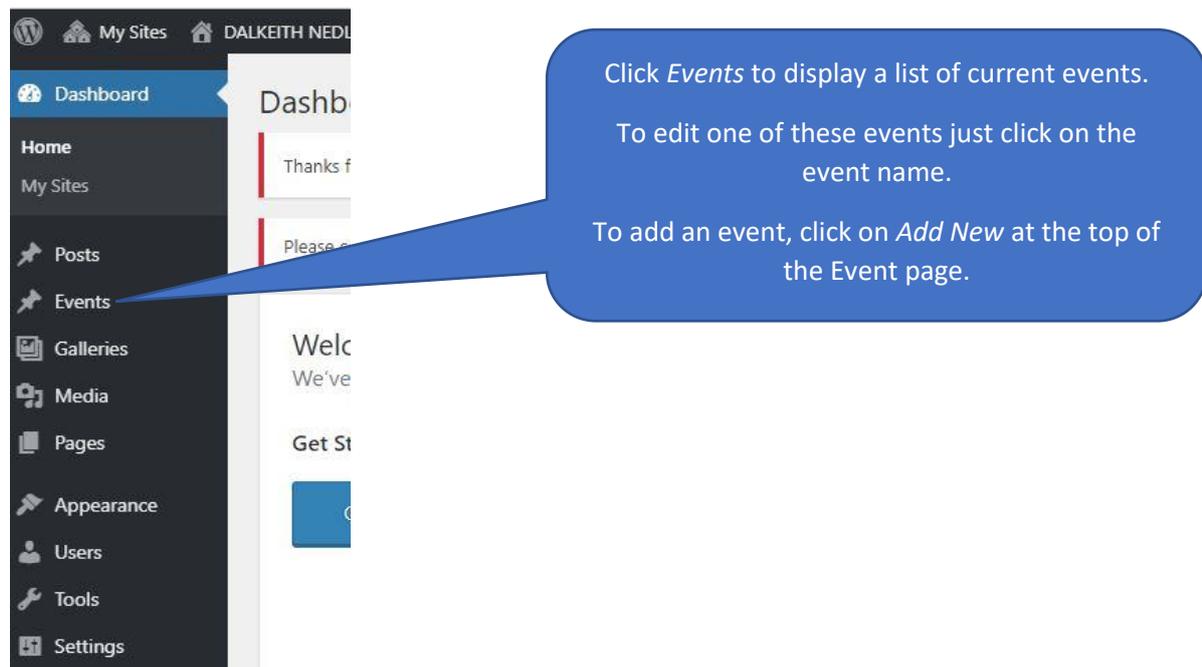
Events

An *Event* page is used to publicise a coming event on any day or days in the future. They are displayed at the bottom of the HOME page, in date order.

At the time of writing, Events will disappear from the Home page at midnight the day before the event. As far as is known, this is an error in the system which many complaints have produced no answer or work around.

Click *Events* to display a list of current events.

To edit one of these events just click on the event name.

To add an event, click on *Add New* at the top of the Event page.

The main steps to adding an event:

1. Enter a *Title* of the event where the page shows **Enter title here.**
2. Enter the text into the blank area privided, giving dates, time, and any other information useful to the reader. You can add images, but the main image should be in step 4, so that it displays at the top of the Event when published.
3. Enter, in a separate section the start and end days and times of the event. The start date must be tomorrow or later. The event will not display without this information. Scroll a fair way down the page to find this entry section.

4. Set a featured image, which will display at the top of the event. This image is optional but should be used where possible.

Scroll down and look to the right, then click here to add a featured image

The system will take you to the media library. Navigate to the image you wish to feature, click to select it then click *Set featured image* at the bottom right of the media page.

If you have not already added the required image to the library, you can do so by clicking on *Upload files* at the top left of the media page.

Preview and Publish
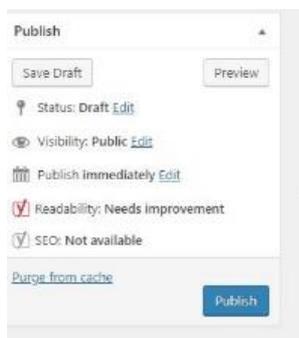
Click *Preview* to check that the page looks as expected and *Publish* to make the page visible on the website.

IMPORTANT: After a Preview, always click on the X on the Page tab at the top of the window, NOT on *Edit Page*.

NOTE: After adding an Event it will usually appear immediately, if viewed by opening the website from administration. However, it may be a delay before it is visible on the published version.

If, after some time, the event has not displayed go back to the page and check that a start date and time has been entered into the appropriate section (step 3 on the previous page).