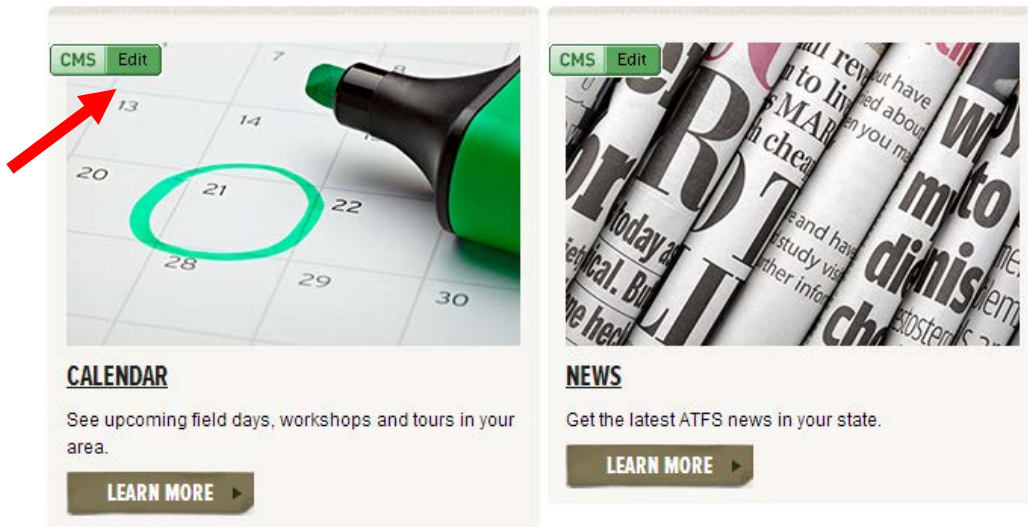


## Adding and Updating an Event

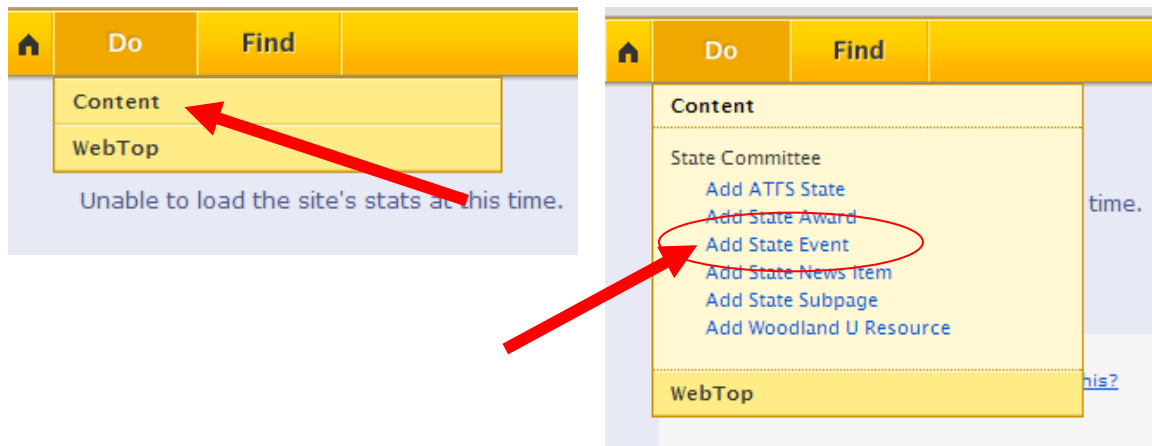


The Calendar page (above left) lists national and local Tree Farm events. Consider posting even non-public committee events, so visitors can see how much work is going on behind the scenes on their behalf.

The above page is in preview mode (the edit button is green). This means that only you and others signed into the CMS can see the page. If you never have events to post, you should leave this page on preview rather than have people visit an empty page.

## Adding and Updating an Event

When you follow the instructions below to create new events, they will automatically show up on the Calendar page. But you do not create them from the main Calendar page. Instead, you must go back to the CMS page where you logged in in: <https://www.treefarmssystem.org/cms>. You select the “Do” menu and “Add State Event.”



When you select Add State event (as shown above), it will create a new Event and open a special Content Editor window that has all the specific fields you need.

The screenshot shows a web browser window titled "Add New State Event - Google Chrome" with the URL "https://www.treefarmssystem.org/contentmgr/article\_details.php?type=6930&". The page contains a form with four tabs: "Overview", "Details", "Meta Data", and "Attachments". The "Overview" tab is selected. The form fields are organized into sections: "ID" (text input), "Status" (dropdown menu with "Published" selected), and a "Feature" checkbox. The "What" section includes "Event Title" (text input), "URL" (text input), a "New Window" checkbox, and "Event Type" (dropdown menu). The "Abstract" section has a large text area. The "When" section includes "Start Date", "End Date", and "Time" (text inputs), and a "Disregard Time" checkbox. The "Where" section includes "Location" (text input) and "State" (dropdown menu). A "Save" button is located at the bottom left of the form.

### **Adding Information About Your Event:**

*This is all of the information that identifies and organizes your event*

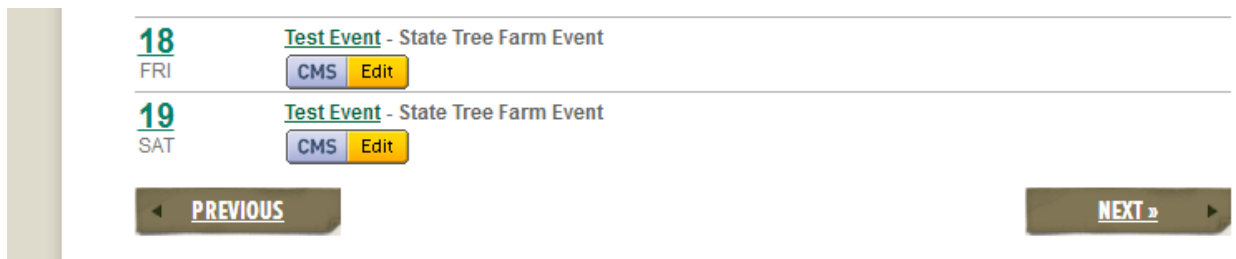
- **ID:** This number identifies the Event. If you have many events, you can take note of this number to make finding them easier. You use the ID number to do a quick search through the CMS's "Find" menu.
- **Status:** You can select if you want to publish or preview the Event. When you select publish, your event will be live on the site and visible to all visitors.

- **Title:** What is your event called? Try to be straight forward and informative so even people new to the program can understand what is going on.
- **URL:** If you enter a website address here, when people click on the event they will be directly taken to that address rather than to the event description page. Please use this field sparingly. Website users find it confusing to be taken to another website without warning. It is better to list the event and provide a link in the abstract field.
- **New Window:** Clicking this option will make the website open in a new window.
- **Event Type:** Choose what kind of event you are hosting. If you need a new type of event, please contact the ATFS web manager Emily Patterson at [epatterson@forestfoundation.org](mailto:epatterson@forestfoundation.org).
- **Abstract:** This should be one or two sentences describing your event.
- **Time:** How long is your event? Multi-day conferences are entered differently than events that are single day or less.

**Events spanning a day or less:** Please enter the start date in the MM/DD/YYYY format. Then, enter a time for your event. Start times need to be entered in military format. For example, enter 8:30 a.m. as “0830” and enter 2:15 p.m. as “1415.” If you want to list a finishing time, you can add that information into the “abstract” field.

**Multi-Day Events:** Please enter a start date and an end date in the MM/DD/YYYY format. Then, enter the start time. If you don’t want the time to appear, check the “disregard time” box and add details about the time into the abstract field. In this case, the info entered into the “Time” field will be used to order the multiple events taking place on the same day.

**Note:** This is how a multi-day event appears on your calendar. Notice how each day of the event has an edit button. In this case, you only need to edit one listing of the event to change the whole event.

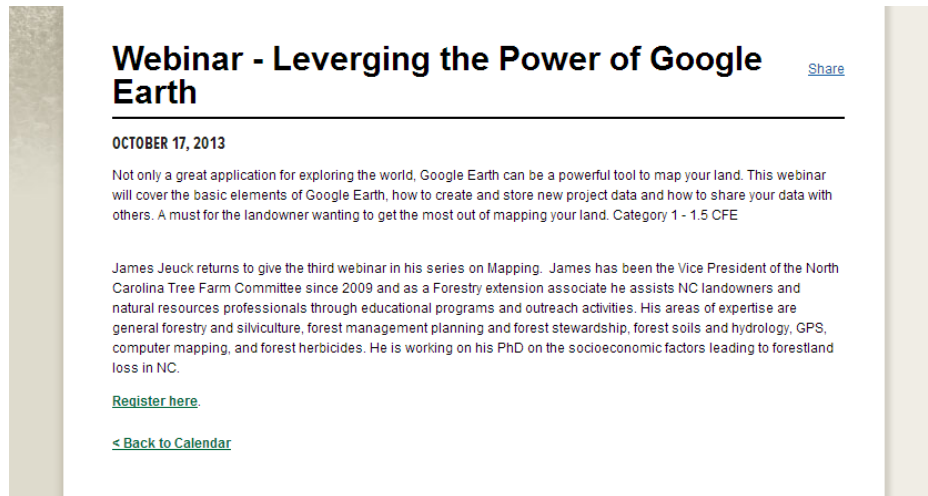


- **Location:** Provide the location where your event will take place.

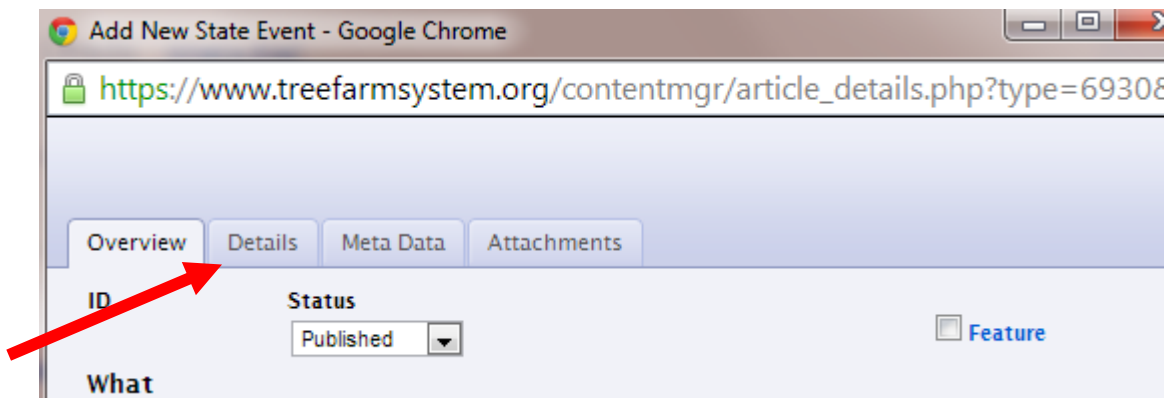
- **State: VITAL!** If you do not choose the correct state your news item will not appear on your news page.

### Providing Event Details:

You may want to provide additional details about your event, such as in the example below.



You can add/edit this content by going to the details tab on the Events Content Editor. In that the content editor, you can add a description of the event, links and photos.



### Updating an Event

To update an Event that you have previously published, simply find the Event either on the webpage or in the CMS and click edit. It will bring you back to the Event Content Editor which will allow you to make whatever changes you want.