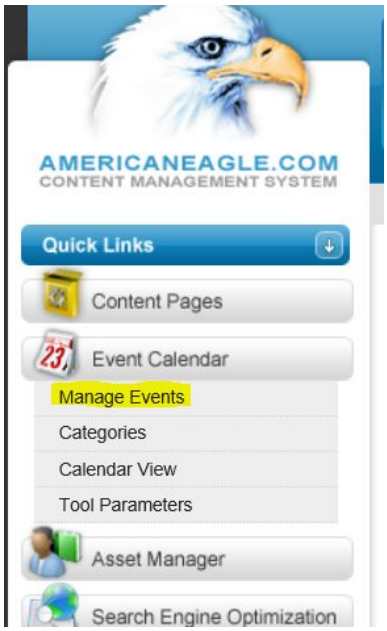
Adding New Events

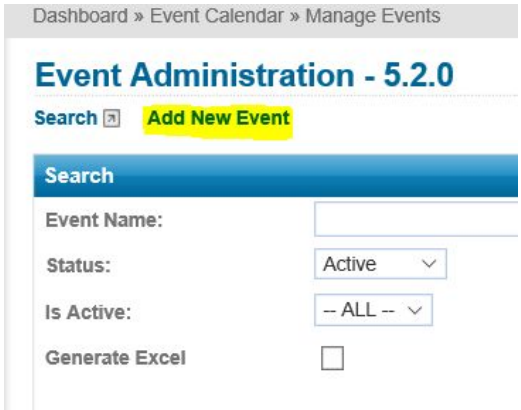
Go to http://www.speed802.org/admin

Login

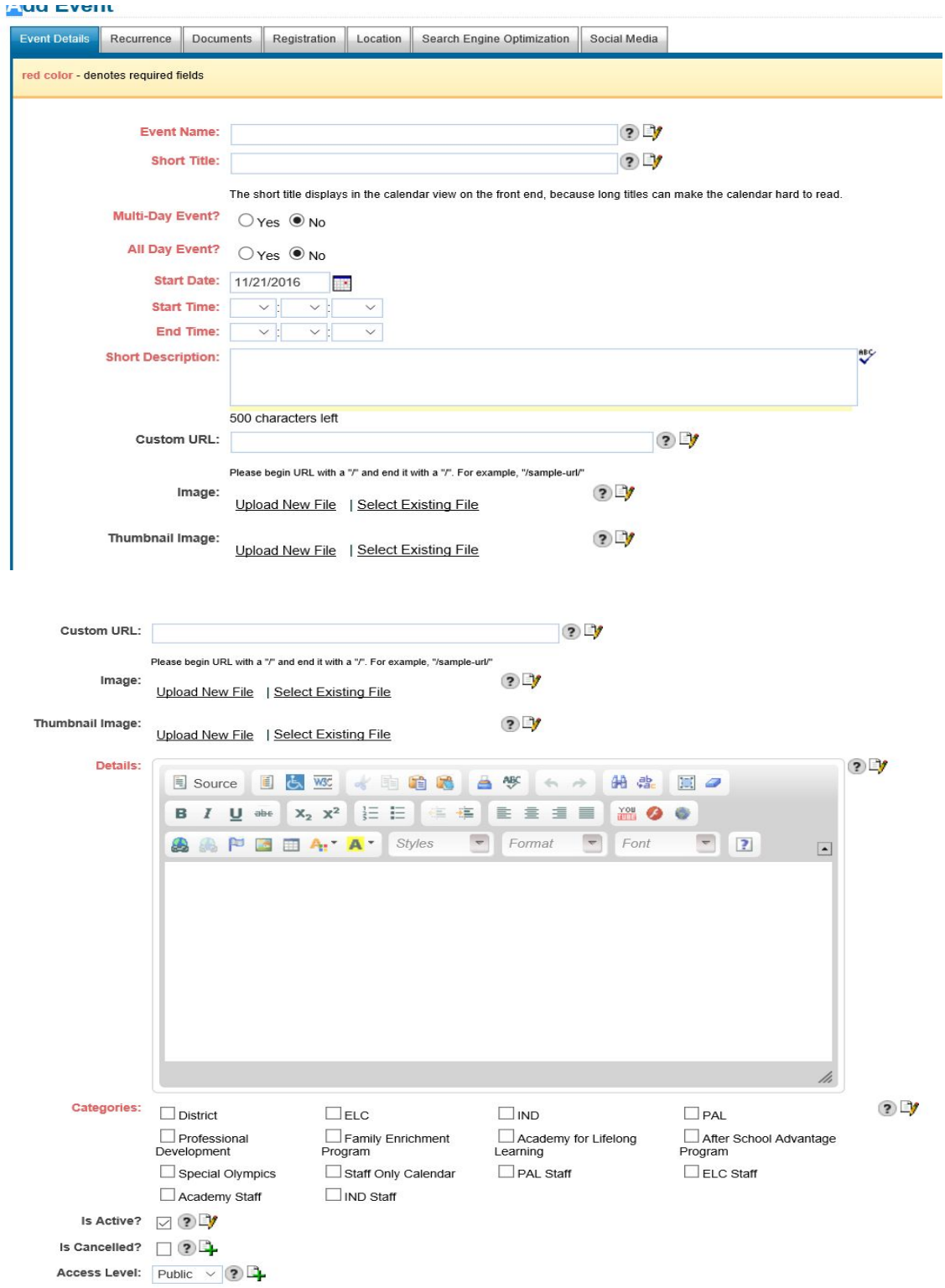
Go to Event Calendar/Manage Events



Add New Event



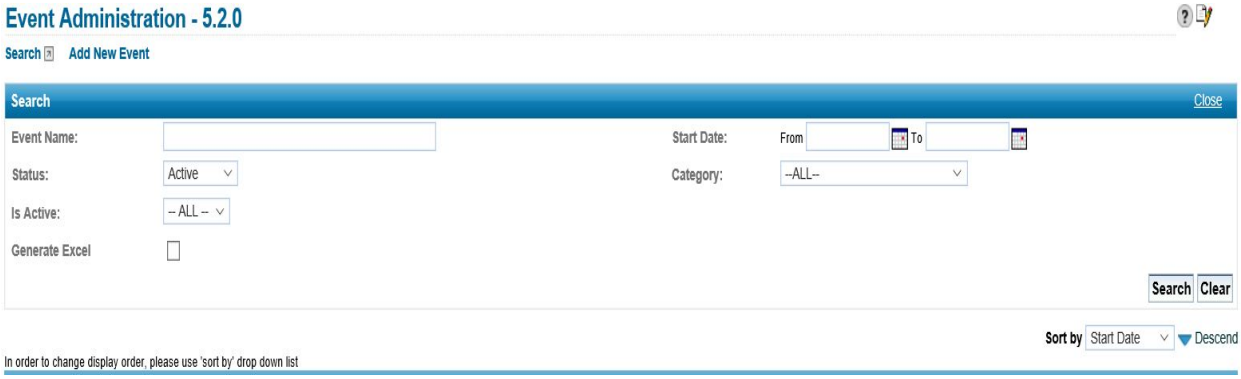
Enter Event Details (All fields in Red are required)



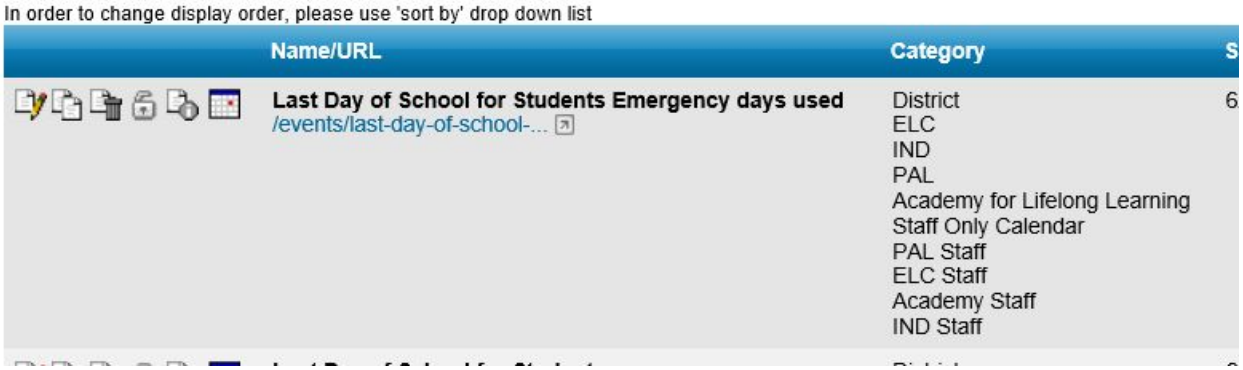
When finished click Save & Publish

Editing/Copying Events

Search for Event



Click the Paper and Pencil icon to edit the event
Click the 2 Paper icon to copy the event



When editing the event, correct any event information that is required, click Save and Publish

When copying the event, update dates and times, event information, click Save and Publish. You will need to update the “Custom URL” by adding a number at the end.

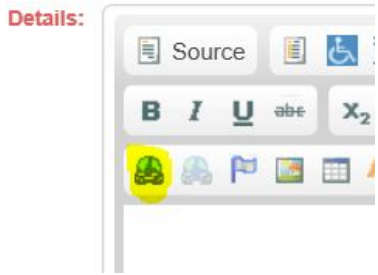
Cancelling Events

Search for Event
Click the Paper and Pencil icon to edit the event
Scroll to the bottom of the event
Uncheck is Active? (will remove event from calendar)
Or check Cancelled? (remains on calendar but puts cancelled on the event)

Save and Publish

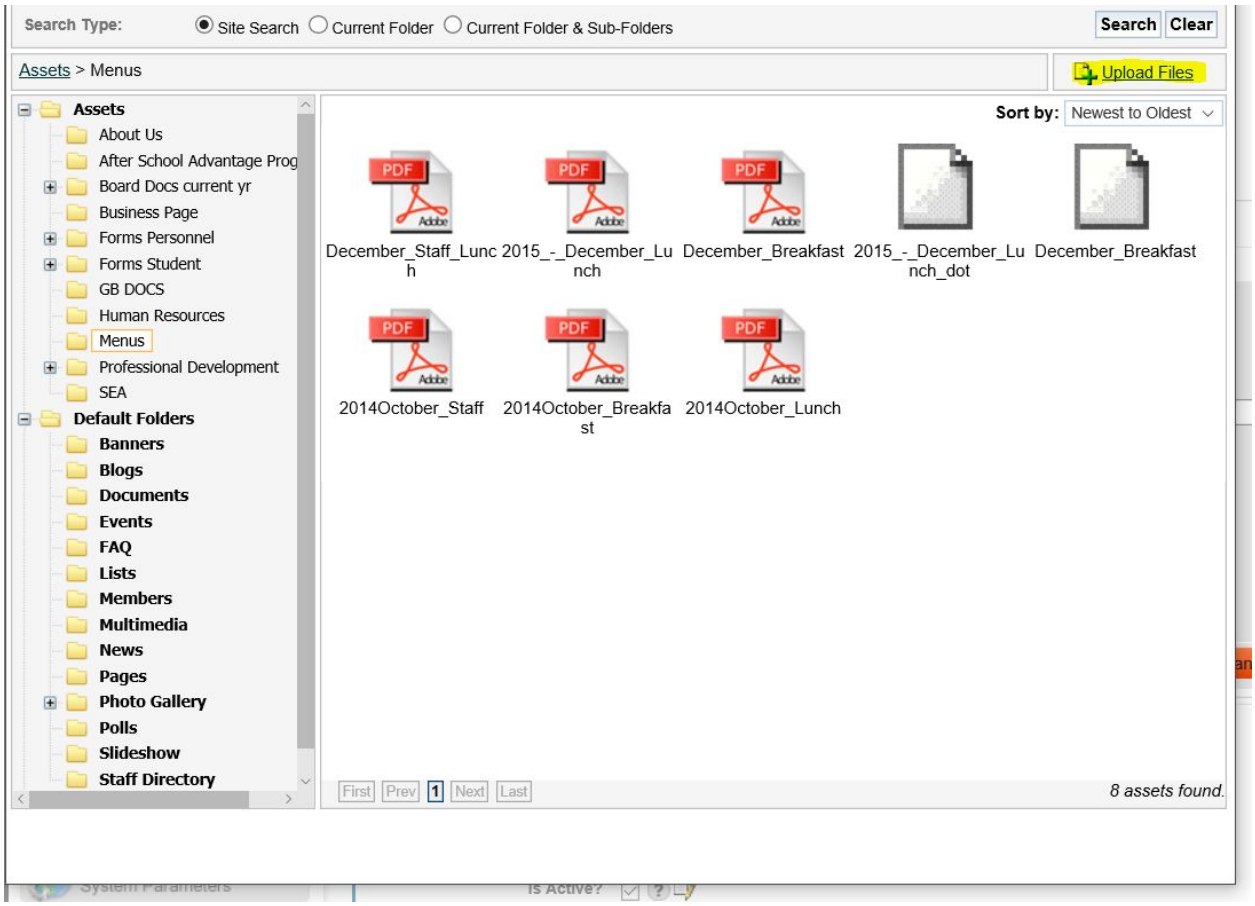
Creating Hyperlinks

Type out the address of a site or the words you want to be clicked on. Highlight the link or phrase and click the world icon with a chain under it.



Input the URL address or link to a document.
To link a document, click Browse Server

This will bring you to the Asset Manager
You will go to the folder that you want to save a picture or document to. Once there, click Upload Files to save files to the website server.

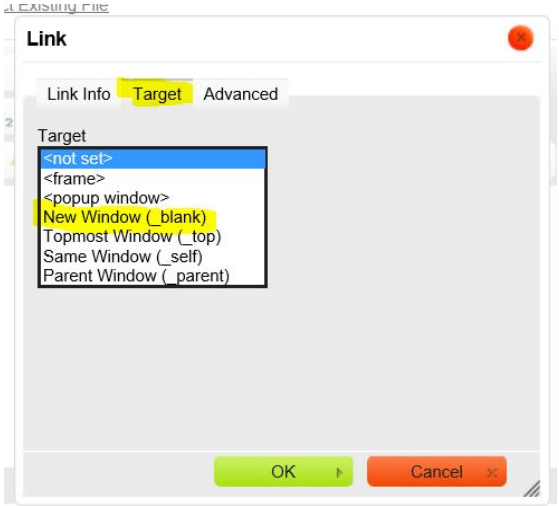


This will open a file explorer windows, navigate to where the document or picture is saved to open into the Asset Manager. Click Open

You then select the file you just saved in Asset Manager.

Brings you back to the Link page.

(Rule of Thumb - When creating a link or document that takes you away from www.speed802.org, you should set the “Target” to New Window. This will leave our page up but open a new window containing the linked object)



Tips

When adding images or thumbnail images, you will need to check the size of the image and format for display purposes. You should preview the event after it has been created to ensure the event is displayed properly on the site.

Multi-day events option is meant for concurrent days. When creating events that will cover multiple days, you will need to enter them in separately.

When creating events to occur every year, you may receive an error message when trying to create the new event. This is because the “Custom URL” is identical to another event titled the same as the new one you are creating. You will need to modify the “Custom URL” field by adding a number at the end of the line so that the event will save.