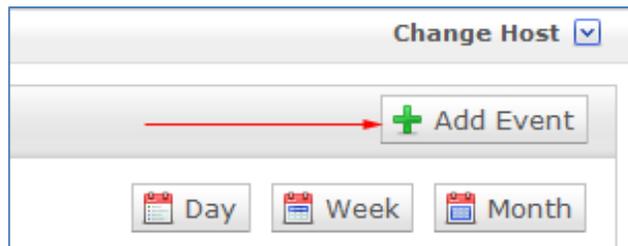


Adding events to the Calendar

Access the CMS and select the **Calendar** (instead of Website) tab



Select **Add Event**

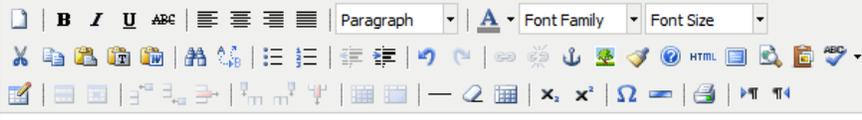


Enter the **Title** (mandatory) and an optional **Description** of the event.

Title:

Please note, all events must contain some description or they will be sent back for further editing.

Description:

A rich text editor toolbar with various icons for text formatting, alignment, and insertion. The text 'Come roll logs with the staff of [IRT](#) -- you know you want to!' is visible in the text area below the toolbar.

Come roll logs with the staff of [IRT](#) -- you know you want to!

Enter the **date** and **time**. If the event occurs on one day the date will be the same.

enter all remaining required fields

◆ **Start Date:** All day event

End Date:

Repeats: never daily weekly monthly Annually

Link:

If the event has a webpage add the **link**, as above.

You may select the **location** with a pull-down menu. If an **image** or **file** is available click on the Browse button for browse for and upload the objects.

Location: +

Image:

File:

Tags:

Select the **calendar** (academic, student events, college, etc.) in which you'd like the event to appear.

Save and Publish!

Categories ✕

[Top Level >](#)

Name	Key	Variable
◆ Distinguished Lecturer Series	cal_distinguished	distinguishedLect
◆ Dummy	cal_dumb	dummy
◆ Education	cal_coe	education1
◆ EOF		eof
◆ Faculty and Staff	cal_fac	facultyAndStaff
◆ Home Page	cal_home	homePage
◆ Lectures/Conferences	cal_conf	lecturesconferen
◆ Library	cal_lib	library
◆ Meetings	cal_meetings	meetings
◆ Misc. Events	cal_wpunj	miscEvents

21 - 30 of 40 items

Added