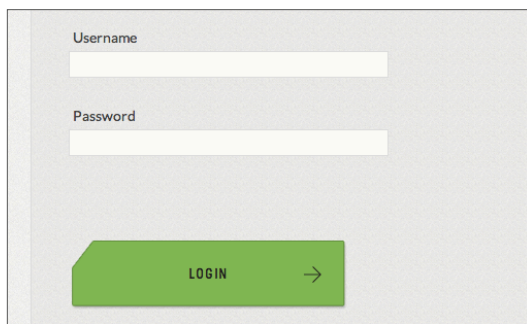


# Getting Started with Your Twestival Event Blog

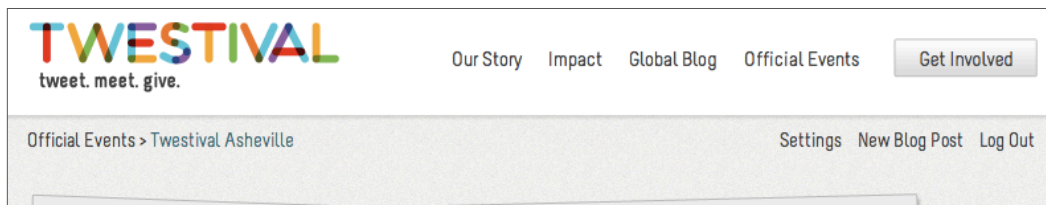
## Logging In

Your login details are in your Welcome email just above the link for this document. Click the Blog link and enter your username and password. Keep the email with the login information as your username and password will stay the same. **All event admin activities must use “https://”. Some functionalities such as editing posts are not available under “http://”.**



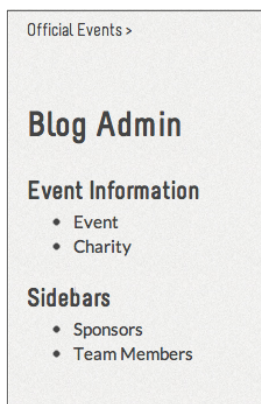
A login form with two input fields: 'Username' and 'Password'. Below the fields is a green button with the text 'LOGIN' and a right-pointing arrow.

Once you login, your page will look like this:



The Twestival website header. On the left is the Twestival logo with the tagline 'tweet. meet. give.'. To the right are links: 'Our Story', 'Impact', 'Global Blog', 'Official Events', and a 'Get Involved' button. Below this is a breadcrumb trail 'Official Events > Twestival Asheville' and links for 'Settings', 'New Blog Post', and 'Log Out'.

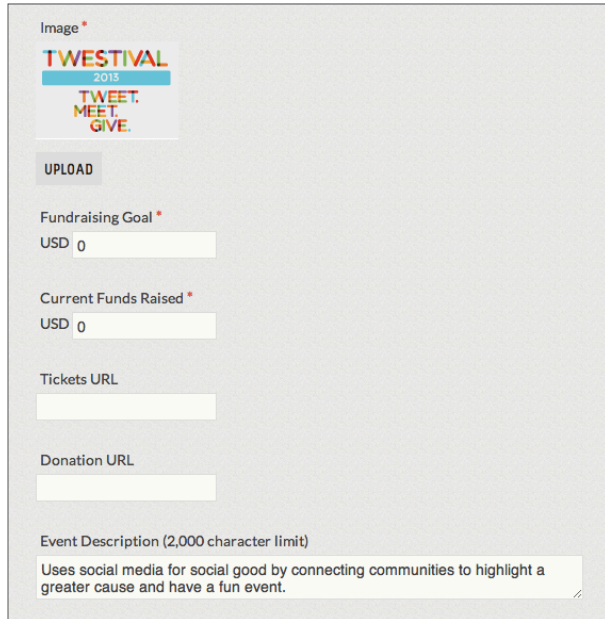
To edit your details click the **Settings** link.



A sidebar menu titled 'Blog Admin'. It contains two sections: 'Event Information' with links for 'Event' and 'Charity', and 'Sidebars' with links for 'Sponsors' and 'Team Members'.

# Event Information: Event

## What



The screenshot shows a form for creating a Twestival event. At the top, there is an 'Image' field with a placeholder logo that says 'TWESTIVAL 2013 TWEET. MEET. GIVE.' Below this is an 'UPLOAD' button. The 'Fundraising Goal' field is set to 'USD 0'. The 'Current Funds Raised' field is also set to 'USD 0'. There are empty text boxes for 'Tickets URL' and 'Donation URL'. At the bottom, the 'Event Description (2,000 character limit)' field contains the text: 'Uses social media for social good by connecting communities to highlight a greater cause and have a fun event.'

## Image

There is a temporary logo as a placeholder until you have a new logo for your event designed. You will receive the Twestival Brand Guidelines separately with assets to create your local logo.

## Fundraising Goal

Since this is a required field, for now, you can enter your fundraising goal as \$1 until your charity has been approved and your team has set the goal for the event.

## Current Funds Raised

This can be left at \$0 until funds start coming in. You will need to manually update this total in order for it to show on your page. This amount will be shown on the leaderboard for our impact page.

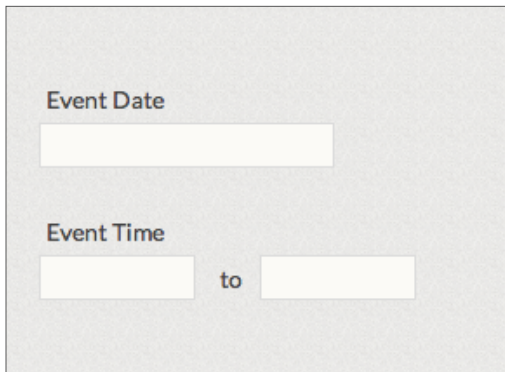
## Tickets URL

Once you've picked a Ticket provider you will insert the link to your event page here. We've partnered with Stayclassy.org, but you can use other vendors. If you do not insert a link, it will not appear on your blog.

## Donation URL

Once you have a donation url for your charity you will insert the link here. If you do not insert a link, it will not appear on your blog.

## When



Event Date

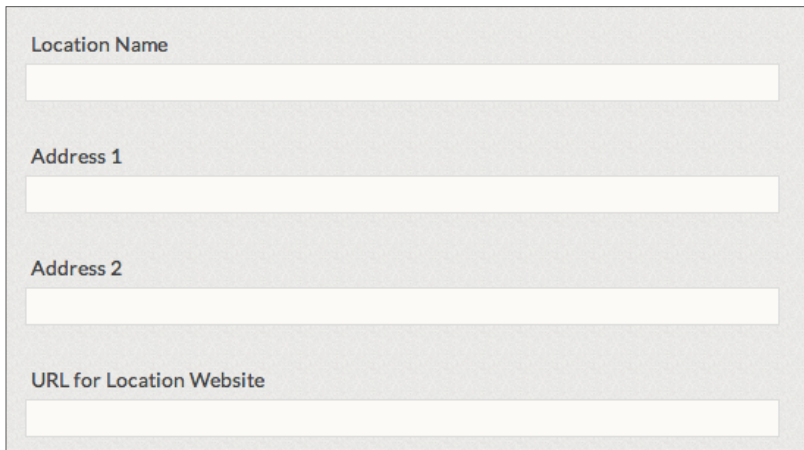
Event Time

 to 

### Date & Time

Once the details of your event have been finalized, this is where you'll put date and time information.

## Where



Location Name

Address 1

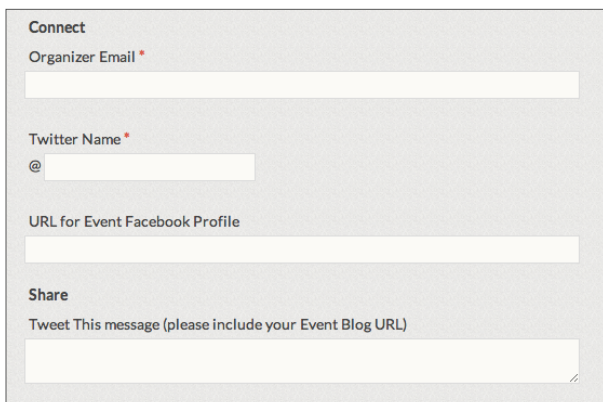
Address 2

URL for Location Website

### Location Name, Address 1 & 2, URL for Location Website

Once the details of your event have been finalized, this is where you'll put date and time information.

## Connect & Share



Connect

Organizer Email \*

Twitter Name \*

@

URL for Event Facebook Profile

Share

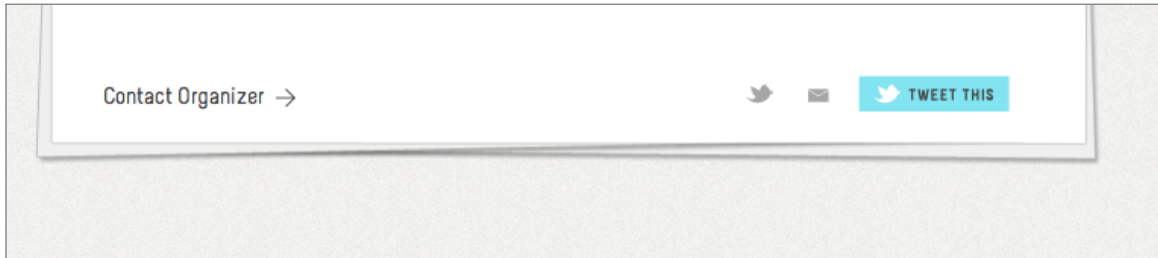
Tweet This message (please include your Event Blog URL)

### Connect: Organizer Email, Twitter Name, URL for Event Facebook Profile

These are links for contacting the lead organizer, connecting on Twitter and Facebook and are links for the content on the bottom of the “postcard” on your blog page. (see screenshot below)

### Share: Tweet This

This is the text that will appear in the tweet window when a user clicks the Tweet This button on the postcard on your blog homepage. (see screenshot below)



### Save & Cancel

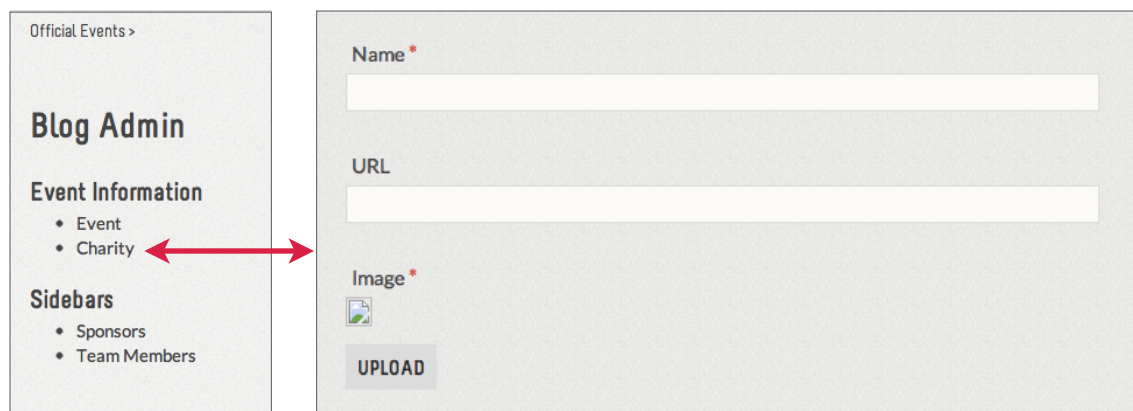
Once you are finished editing, click the **Save** button. If you want to start over, click the **Cancel** button.



## Event Information: Charity

Charity approvals will be on Monday, 8 April 2013. (See the [Twestival 2013 Organizer Handbook](#) for more information on submitting a charity for approval).

**Charity information may not be added until your charity has been approved by our vetting team.**



The screenshot shows the 'Official Events >' sidebar on the left. Under 'Blog Admin', there are two main sections: 'Event Information' and 'Sidebars'. 'Event Information' contains 'Event' and 'Charity'. 'Sidebars' contains 'Sponsors' and 'Team Members'. A red double-headed arrow points from 'Charity' to the main form area on the right. The form area has a light gray background and contains the following fields: 'Name' with a red asterisk and a text input field; 'URL' with a text input field; 'Image' with a red asterisk, a small image icon, and an 'UPLOAD' button.

### Name

Input the charity name as you would like it to appear on the homepage.

### URL

Input the charity website URL.

### Logo

The width of your charity logo must be less than 180 pixels, and the height must be less than 84 pixels. Select your image and press "Upload".

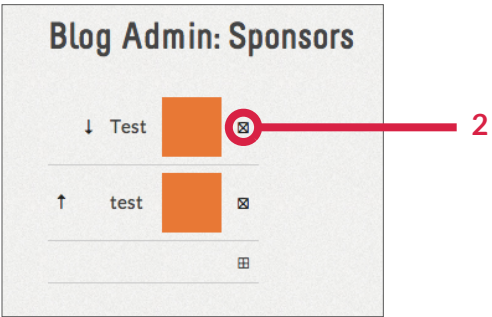
# Sidebars: Sponsors



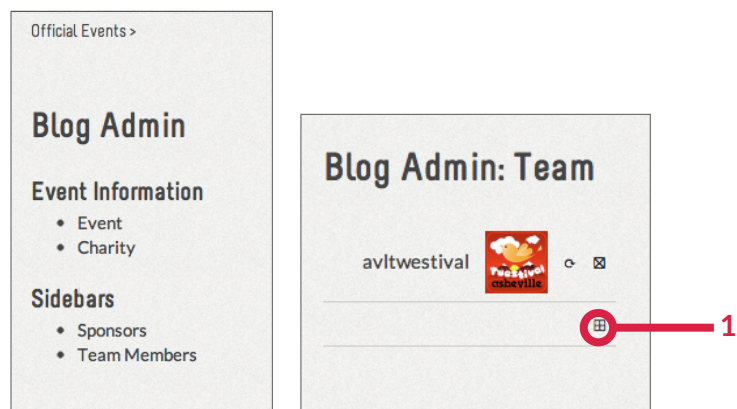
## Sponsors

For the Sponsors admin page, click on **Sponsors** under **Sidebars**. To add a new sponsor, click the plus sign (indicated above, 1). Add in the Sponsor Name and URL. Image height for sponsor logos must be 84 pixels or smaller. Once you have selected your image, click “Save”.

To remove a sponsor, click the “x” next to their logo (indicated below, 2). Use the arrow buttons to the left of the images to change the order in which sponsors appear.

A form for adding a new sponsor. It has three input fields: 'Name \*', 'URL', and 'Image \*'. Below the 'Image \*' field is a small icon of a picture and a button labeled 'UPLOAD'.

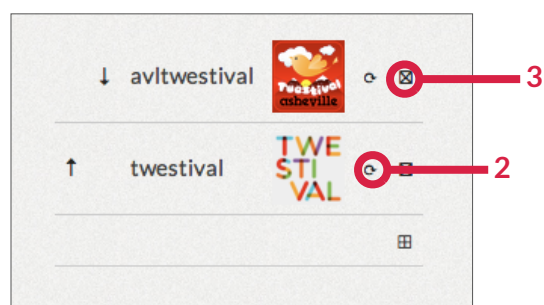
## Sidebars: Team Members



### Team Members

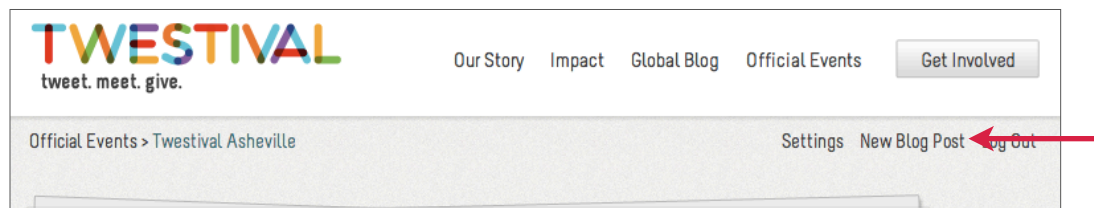
To add a new team member click on the plus sign (indicated above, 1). Enter their Twitter username and click save. To refresh a team member picture, click the “refresh” (indicated below, 2) button next to their name and their latest avatar will appear. To remove a member, click the “x” next to the “refresh” button (3). Use the arrow buttons to the left of the images to change the order in which team members appear.

A form for adding a new team member. It features a label 'Twitter Name \*' above a text input field.



## New Blog Post

To create a new post, click the **New Blog Post** (indicated below) link next to **Settings** to open the editor.



Title and Content are required fields in order to create a post. In the edit toolbar you'll find the standard editing tools. The Insert Media tool we've provided (1) will allow you to post content from most media sites. (click here for a full list: <http://goo.gl/cPW84>). You can even post a specific tweet. However, you must provide introduction text for links, they cannot be posted on their own.

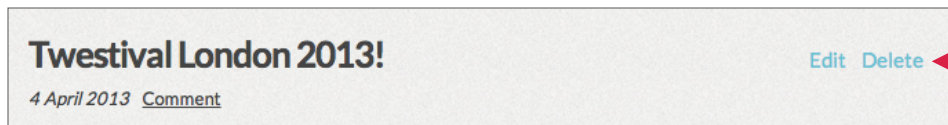
To submit your content, click Post. It's important to note there is no "save for later" option at this time, so please have the content for your post saved in another document before you begin.

A screenshot of the 'New Blog Post' editor form. It has a 'Title' field at the top, followed by a 'Content' field. The 'Content' field has a rich text editor toolbar above it. The toolbar includes a 'Format' dropdown, bold (B), italic (I), strikethrough (ABC), underline (U), bulleted list, numbered list, quote, link, unlink, and insert media (1) icons. A red arrow points to the insert media icon, which is labeled with a red '1'. At the bottom of the form are 'POST' and 'CANCEL' buttons. A footnote at the bottom left states '\* required fields'.



## Editing Posts

If you are logged in, you will see “Edit / Delete” inline with post title. (see screenshot below). Click “Edit” to update content, and click “Post” to save. Click “Delete” to remove a post.



\* If you do not see “Edit / Delete” please make sure your URL begins with “https://” not “http://”. You should always use “https://” when editing.

## Support & Feedback

This document is a work in progress. Please send any feedback or inquiries to [support@twestival.com](mailto:support@twestival.com).