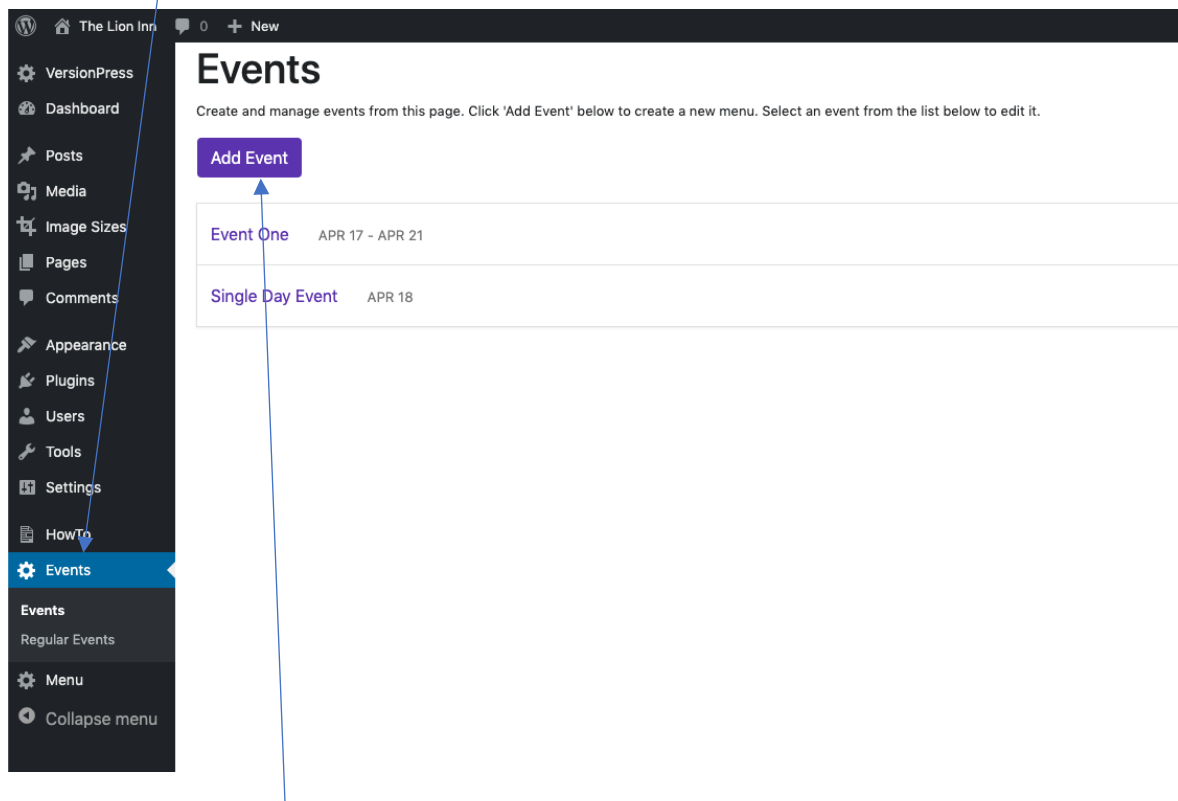


## Add Event

Open the 'Events' page:



Click the purple 'Add Event' button. You should see this:

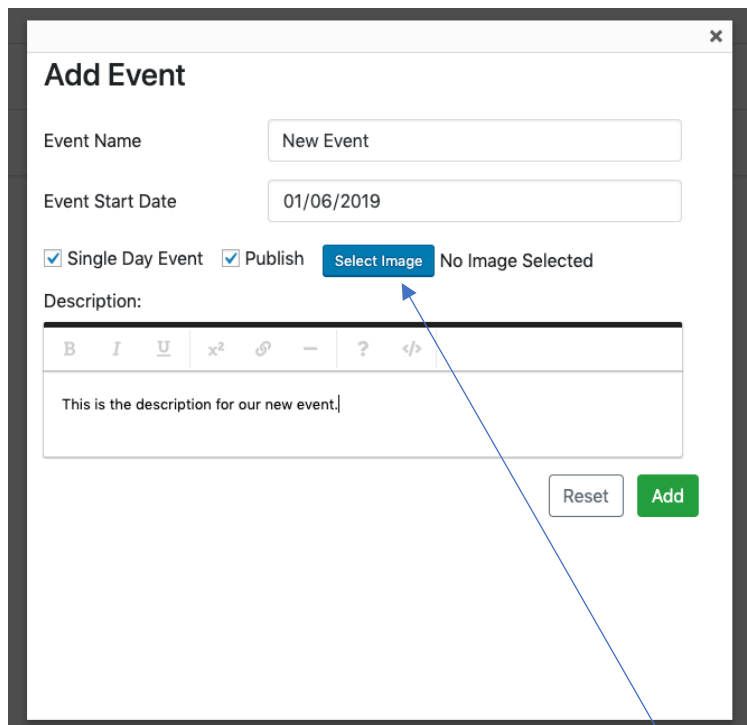
The 'Add Event' form is displayed in a modal window. It contains the following elements:

- Event Name:** A text input field with the placeholder 'Enter Name'.
- Event Start Date:** A date input field with the placeholder 'dd/mm/yyyy'.
- Event End Date:** A date input field with the placeholder 'dd/mm/yyyy'.
- Single Day Event:** An unchecked checkbox.
- Publish:** A checked checkbox.
- Select Image:** A blue button.
- No Image Selected:** A text label.
- Description:** A section with a rich text editor toolbar (containing Bold, Italic, Underline, x<sup>2</sup>, link, unlink, and code icons) and a text area with the placeholder 'Enter Description...'.
- Reset:** A button at the bottom right.
- Add:** A green button at the bottom right.

From this screen, you can add:

- Event name
- Event start date
- Event end date
- Select if an event is one day
- Publish / Not Publish
- Select an image
- Enter a description for the event

Enter this information into each section:



**Add Event**

Event Name: New Event

Event Start Date: 01/06/2019

☒ Single Day Event ☒ Publish **Select Image** No Image Selected

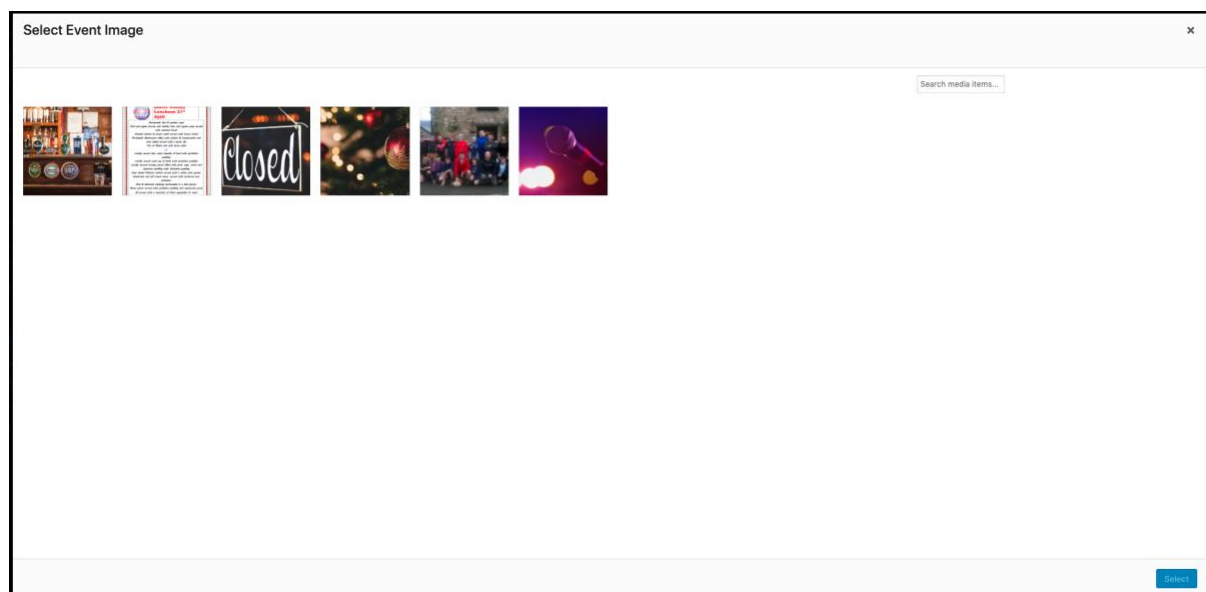
Description:

**B I U x<sup>2</sup> ⌂ - ? </>**

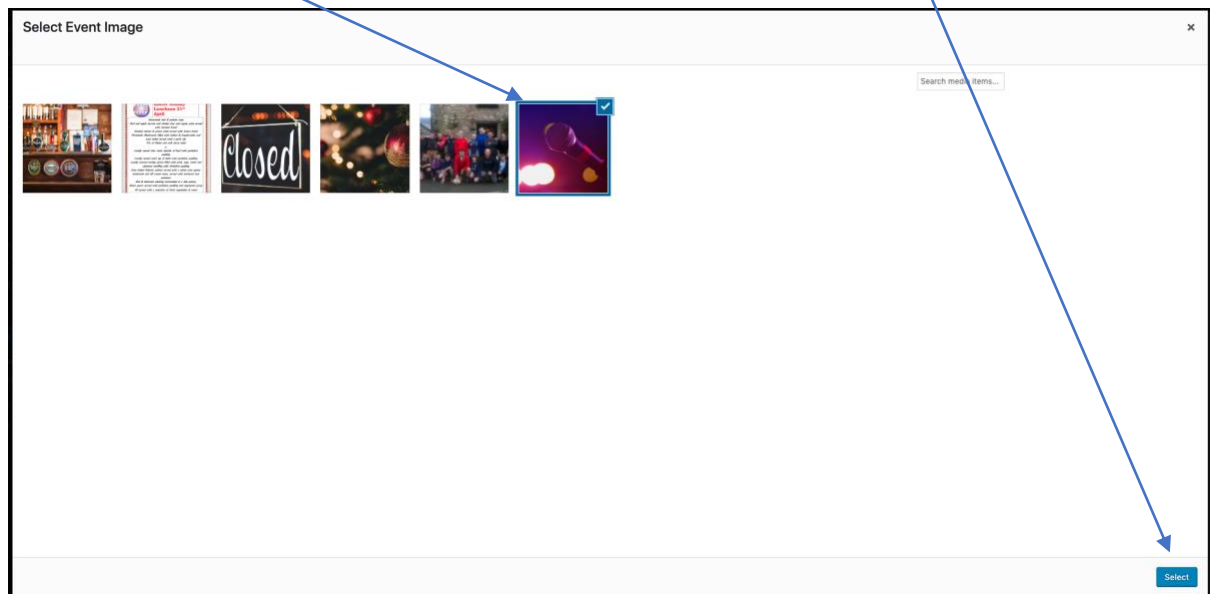
This is the description for our new event.

Reset Add

Note that we haven't selected an image. Click the 'Select Image' button. You should see this:



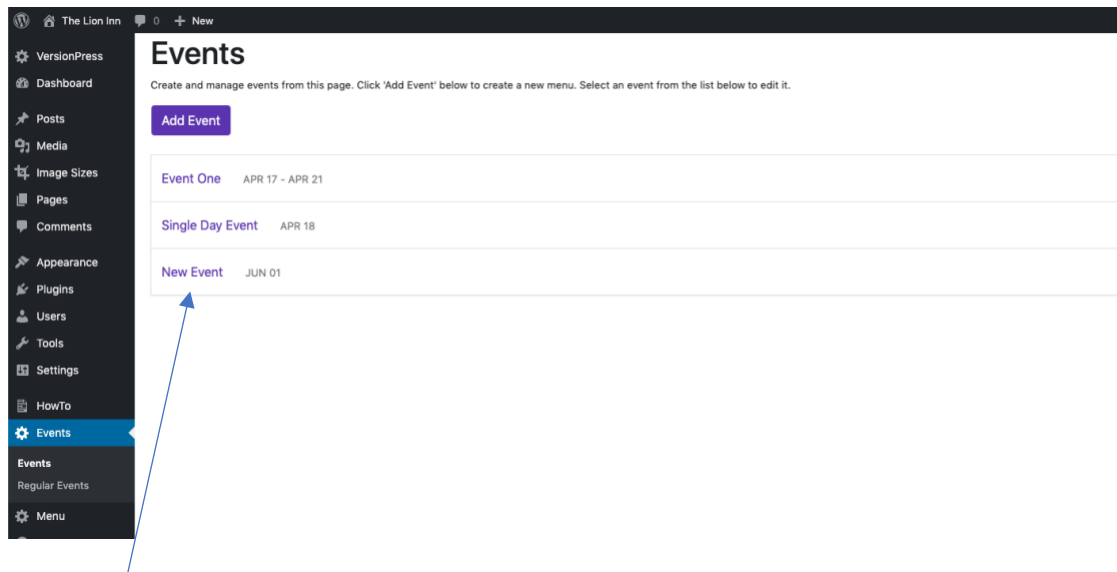
Click an image to select it (it will have a blue box around it) and click the 'Select' button in the bottom right:



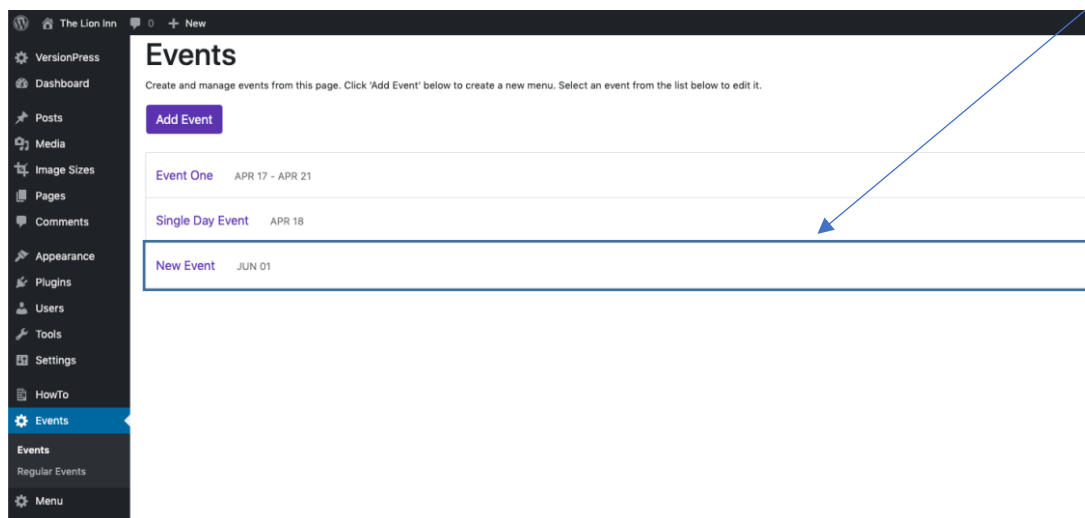
You should return to this screen and see that the image name is next to the 'Select Image' button:

A screenshot of a web application window titled "Add Event". The form contains several fields: "Event Name" with the value "New Event", "Event Start Date" with the value "01/06/2019", and two checked checkboxes labeled "Single Day Event" and "Publish". Below these is a blue "Select Image" button, and to its right, the text "karaoke.png" is displayed. A blue arrow points from the text above to this text. Below the image selection is a "Description:" label and a rich text editor with a toolbar containing icons for bold, italic, underline, text color, link, unlink, bulleted list, and code. The description field contains the text "This is the description for our new event." At the bottom right of the form are two buttons: a grey "Reset" button and a green "Add" button. A blue arrow points from the text below to the "Add" button.

Click 'Add'. You should see the new event appear in the list:



The 'New Event' is in the list. To view the rest of the event information, click the 'New Event' bar:



It should turn purple, and its information should appear:

