SPIREMEDIA

Introduction to Events

The Events module is not a core module of the SpireESM, but it can be quickly integrated to make publishing events easy.

Events can be embedded in pages (find more information on embedding modules here). The embeddable events module displays a list of all events.

Note: Only events that meet the start/end date criteria (or those left blank) will be displayed.

Add Event

To add an Event, follow these steps:

1. Click on the *Events* tab in the main navigation.
2. Click on the *Add Event* link just below the main navigation.
3. Fill in the Events fields. For more information, see the Event Field List section of this document.
4. Click *Save* to commit your event.

Edit Event

To edit a event item, follow these steps:

1. Click on the *Event* tab in the main navigation.
2. Find the event that you wish to edit by either finding it in the left navigation or using the search function also in the left navigation.
3. Update the Event fields. For more information, see the Event Field List section of this document.
4. Click *Save* to commit your changes.

The edit screen also has a *history* accordion. Use this to review the event item's individual history.

Delete Event

To delete a event item, follow these steps:

1. Click on the *Event* tab in the main navigation.
2. Find the event that you wish to delete by either finding it in the left navigation or using the search function also in the left navigation.
3. Click *Delete* to delete the event.

Event Field List

Event Name (required) : The name is the handle that you will use to identify the event. Name it appropriately such that it can be easily identified.

Title (required) : The title will appear as the title of the event item in the event section and search results.

Start Date and End Date : Use these date fields set the event date(s).

Location : This is where the Event Location will be entered. Use a standard address format, similar to the format found on mailings.

Description : This is where the body of the event item is entered. Use the wysiwyg editor to style your content.

Map Link : Use this field to add a link to a map from any mapping site. (ie: http://maps.google.com/, http://maps.yahoo.com/, http://maps.yahoo.com/, etc.) A link titled "Map" will be displayed under the agenda link, which is under the description.

Agenda Asset : Available assets will appear in this drop down list. You may select an asset that is related to the event. The asset will appear below the description as a link titled "Download the Agenda".

Active : If checked the event will be accessable on the web site. If left unchecked the event will not be accessable on the web site.

On Home Page : If checked, the event will be listed on the Home Page and on the Events Page. If left unchecked, the event will be listed only on the events page.

Show Addtl. Attendees : If checked, the registering attendee will be able to list additional attendees that will be attending with them. If left unchecked the registering user will not be able to list additional attendees.