**Adding Fields to the Seminar Content Type:**

**In the Admin menu, go to:**

**Structure->Content Types ->Seminars**

**Go to tab: Manage Fields**

**Note that there is already a Presenter’s Institution Field so we don’t have to add it.**

**In Add new field, Add the label for Presenter’s Website**

**Select Link for Type of data to Store**

**Save and Save next screens (you may need to change configuration)**

**In Add new field, Add the label for Photo**

**Select Image for Type of data to Store**

**Save**

**In Seminar Settings screen:**

**Maximum image resolution: 160x160 pixels**

**Save settings**

**Adding Fields to the Seminar View:**

**In the Admin menu, go to:**

**Structure->Views->Fall 2018 Colloquium Series (all seminar series are instances of this view)**

**In Displays, Click on “Spring 2019”**

**You want to add two fields to this view: Affiliation and a link to their website.**

**In the FIELDS section in the first column, click on Add**

**Select: Content: Presenter’s Institution -> Apply (this display)**

**On next screen:**

**Check create label**

**Type in label (Affiliation)**

**Apply (this display) (make sure the For option is This page(override) otherwise it will change all prior views)**

**Select Add again.**

**Select: Content: Presenter’s Website -> Apply (this display)**

**On next screen:**

**Check create label**

**Type in label (Website)**

**Formatter: URL, as link**

**Apply (this display) (make sure the For option is This page(override) otherwise it will change all prior views)**

**In the FIELDS section, Click on Rearrange and drag fields to be in the order you want to see them.**

**Click SAVE at the top right to make sure these changes appear in the view.**