

# How to Manipulate Event Pages by Date

Event pages posted on the garden's website have the following unique needs:

- Some events fall under multiple categories (e.g. an art exhibit appears on both the Fall and Exhibits pages of the website)
- Some events occur over multiple seasons (e.g. Bird Watching spans multiple seasons)
- Some events occur on multiple nights (e.g. Garden After Dark occurs on 5-6 different nights across two weeks)
- Some events are given higher priority than others by management
- Some events post earlier than others relative to when they occur (e.g. one month before, two months before, etc.)
- Some events occur yearly, and their pages stay live year-round and after (e.g. Garden After Dark)

To accommodate these needs and ensure that events appear chronologically, the **date** value in page headers can be manipulated utilizing the following methods.

## Sort Event Dates Chronologically

Events appear on their corresponding category pages (e.g. Spring, Summer, Exhibits, Adult Education, etc.) in the order of the page's header **date** value that occurs first. This input takes into account the year, month, day, hour, minute, and second. An earlier date value will appear before a later one.

A page with a header date value of: **date: "2000-01-01 17:10:01 -06:00"**

Will appear before an event with a header date value of: **date: "2000-01-01 17:10:02 -06:00"**

In order to organize these pages chronologically, use the following format for the **date** value in the header of every event page:

**date: "2000-01-01 YY:MM:DD -06:00"**

- **Begin with 2000-01-01**
- **YY** is the last two digits of year the event occurs (e.g. 17 for 2017, 18 for 2018, etc.)
- **MM** is the month the event first occurs (e.g. 01 for January, 11 for November)
- **DD** is the day the event first occurs (e.g. 01 for the first, 17 for the seventeenth, etc.)

Doing this will ensure that events appear in proper chronological order, relative to the first day that each event occurs, regardless of how many days they occur.

To further manipulate the order of events on the website, particularly those that span multiple categories, one needs to change the date value relative the other ones. This should be done with caution, and IT can be consulted for assistance.

**NOTE: If an event occurs yearly and has ended for the current year, change the YY value to the last two digits of the *next* year. This will ensure that the page stays live but appears at the very bottom of all category pages.**

## Prevent Event Pages from Publishing until a Certain Date

To prevent a page from appearing on the website on a certain date, simply give the `date` header value the desired future date that you want the page to appear.

For example, the page with the `date` header value below will not appear on the website until April 9<sup>th</sup>, 2018. Even if the `published` value is set to `true`, the event will not appear until the date and time specified in the header.

```
title: "BOTANICAL ART PORTFOLIO"
date: "2018-04-09 00:00:00 -06:00"
categories:
- adult
- eh
subtitle: ""
event-notes: ""
layout: "events"
```

**NOTE: On the day the page is published, the first part of the date value should be changed back to `2000-01-01` so it is in accordance with the aforementioned structuring of event pages on the website.**