## Update Conference Page

**Page name:** events.html

# Adding an upcoming event

**Code:** Find where it says “<!-- Upcoming Events -->”, a couple of lines below that it says “<!-- Paste newest conference below this line -->”

1. **paste the following code if the event has a picture, description, and program**

<article class="box post" id=" ">

<header class="style2">

<h2>**NAME OF CONFERENCE**</h2>

<p>**DATE**</p>

</header>

<a href="#" class="image left"><img src="images\_conf/**PICNAME.jpg**" alt="" /></a>

<p>

**DESCRIPTION**

</p>

<ul class="actions actions">

<li><a href="programs/**PROGRAM.pdf**" class="button style1">Program </a></li>

<li><a href="programs/**PARTICIPANTS.pdf**" class="button style1">Participants </a></li>

</ul>

</article>

<hr>

**Note:** If the conference only has one sheet that contain both the program and the participants than you need to get ride of second list item “<li>” :

<li><a href="programs/**PARTICIPANTS.pdf**" class="button style1">Participants </a></li>)

and change where it says Program in green to “Program and Participants”

**Note:** If the conference does not have a program or participant list, get ride of everything from

“<ul class="actions actions">” to “</ul>”.

**Note:** If the conference does not have a picture or description all you need is

<article class="box post" id=" ">

<header class="style2">

<h2>**NAME OF CONFERENCE**</h2>

<p>**DATE**</p>

</header>

</article>

<hr>

## Newsletters

**Page name:** newsletters.html

**Before you edit code:**

1. Save the first page of the news letter as a .jpg
2. Open the .jpg and change the dimensions to: 300 × 388 px
3. Drop the .jpg into the images\_newsletters folder

**Code:**  Find the part that says: “<!-- Newsletters -->” a couple of lines below that it says “<!-- Paste newest newsletter below this line -->.” Paste the following code below that line and change the red stuff

<article class="box post">

<a href="newsletters/**NEWSLETTER.pdf**" class="image2 left">

<img src="images\_newsletter/**NEWSLETTER-PICTURE.jpg**" alt="" />

</a>

<header class="style2">

<h2><a href="newsletters/ **NEWSLETTER.pdf** ">**NAME OF NEWSLETTER**</a></h2>

</header>

<ul>

<li>**FIRST CONFERENCE**</li>

<li>**SECOND CONFERENCE**</li>

</ul>

</article>

<br>

<hr>

## Home Page

**Page Name:** index.html

# Conferences

The code begins where it says “<!-- Conferences Body -->” Here there are two rows and each row contains two conferences. The place where the code for the first row begins says “<!-- Begin First row -->” and the code ends where it says “<!-- End First row -->.” Same thing for the second row

Between the start and end of a row there are two conferences. The first starts with “<!-- Begin First Conference -->” and ends with “<!-- End First Conference -->” and the second begins with “<!-- Begin Second Conference -->” and ends with “<!-- End Second Conference -->”

**How to add the newest conference:**  Essentially you need to “move down” every conference and get ride of the last one.

1. Copy all the code between the “<!-- Begin First Conference -->” and “<!-- End First Conference -->” in the SECOND row and paste it between the “<!-- Begin Second Conference -->” and “<!-- End Second Conference -->” of the SECOND row
2. Copy all the code between the “<!-- Begin Second Conference -->” and “<!-- End Second Conference -->” in the FIRST row and paste it between the “<!-- Begin First Conference -->” and “<!-- End First Conference -->” of the SECOND row
3. Copy all the code between the “<!-- Begin First Conference -->” and “<!-- End First Conference -->” in the FRIST row and paste it between the “<!-- Begin Second Conference -->” and “<!-- End Second Conference -->” of the FIRST row
4. Adding the newest conference. Paste the following code between the “<!-- Begin First Conference -->” and “<!-- End First Conference -->” in the FRIST row and change the things in red

<div class="6u 12u(mobile)">

<section>

<a href="events.html ">

<h3>**NAME OF THE CONFERENCE**</h3></a>

<p>

<b>**DATES**:</b>

**A SHORT DESCRIPTION WITH SOME …**

</p>

</section>

</div>

# Newsletters

Here the is only one row of newsletters. This section starts where it says “<!-- Newsletters -->”. The first newsletter starts where it says “<!-- Start First Newsletter -->” and ends where it says “<!-- End First Newsletter -->”, same for two and three.

**How to add the newest newsletter:** Here you need to get rid of the third newsletter and add the newest one as the first newsletter.

1. Copy the code between “<!-- Start Second Newsletter -->” and “<!-- End Second Newsletter -->” and paste it between “<!-- Start Third Newsletter -->” and “<!-- End Third Newsletter -->”
2. Copy the code between “<!-- Start Frist Newsletter -->” and “<!-- End First Newsletter -->” and paste it between “<!-- Start Second Newsletter -->” and “<!-- End Second Newsletter -->”
3. Copy the following code and paste between “<!-- Start First Newsletter -->” and “<!-- End Frist Newsletter -->” and change the stuff in red

<div class="4u 12u(mobile)">

<section class="highlight">

<a href="newsletters/**NEWSLETTER.pdf**" class="image featured">

<img src="images\_newsletter/**NEWSLETTER.jpg**" alt="" />

</a>

<h3><a href="newsletters/ **NEWSLETTER.pdf** ">**NAME OF NEWSLETTER**</a></h3>

<p><b>In this issue:</b**> NAMES OF THE CONFERENCES**</p>

<ul class="actions">

<li><a href="newsletters/ **NEWSLETTER.pdf** " class="button style1">Read it!</a></li>

</ul>

</section>

</div>