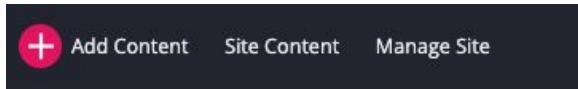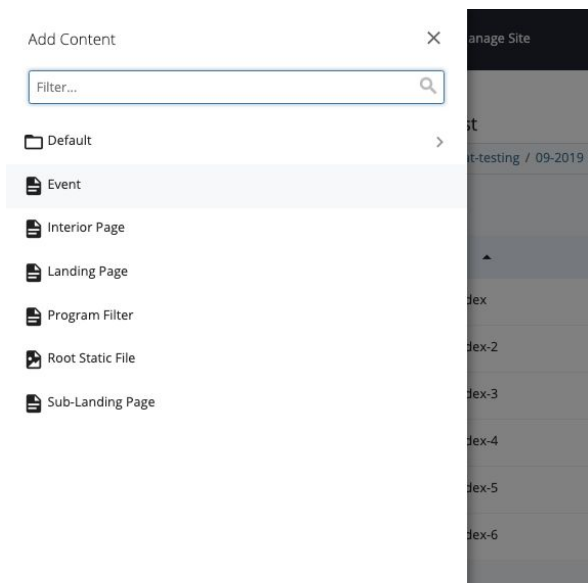# Guide for Using the Events Template and Events Module

1. Go to University of St. Thomas instance in Cascade. Find the pink circle with a plus in it next to **Add Content**.

2. Click on the **Add Content** button and choose the **Event** template.

3. The module for this page template may be pre-filled with filler text and dates. Be sure to delete those filler dates and text. Below is a screenshot of what the template looks like.

The components of the Events page are:

*Page Name

    (should always be index)

*Placement Folder

    (verify that you are creating or migrating your event page to the correct folder)

*Title

    (actual title of your event page. For Example: Residence Life Night)

*Summary

    (brief summary of the event)

*Categories

> **_Please note:_** The current categories we have built out in Cascade are New Students, Alumni and Student Life. If you need other categories defined, please provide us with a list.

*Start and End Date

*Hero (Module)

> ***Image Alt text**

Intro Block (Module)

> Sidebar (optional)
>
> > Complete the sidebar if and when you need to add a registration button. It will pop up right under the right-hand sidebar.

* Everything with an asterisk needs to be filled out. They are all required in order for the page to be created in Cascade and for workflows to activate.

4. Fill out all the required fields.
5. Although the intro block is not marked as **needs to be filled out**, it is still a required field. If no content is added to the Intro Block, then the sidebar on the right that provides the event summary, date and event category will not populate.
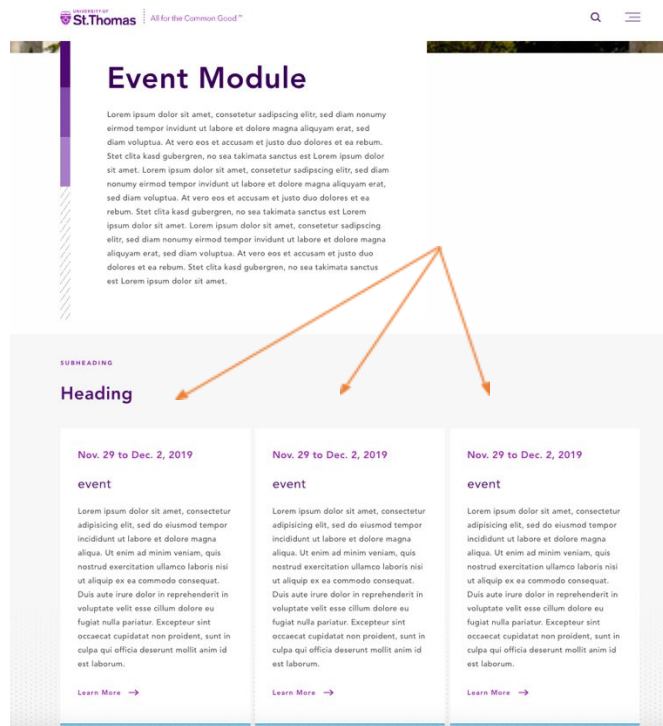
Below is a test events page, so you can see what your event page will look like once it is filled out.
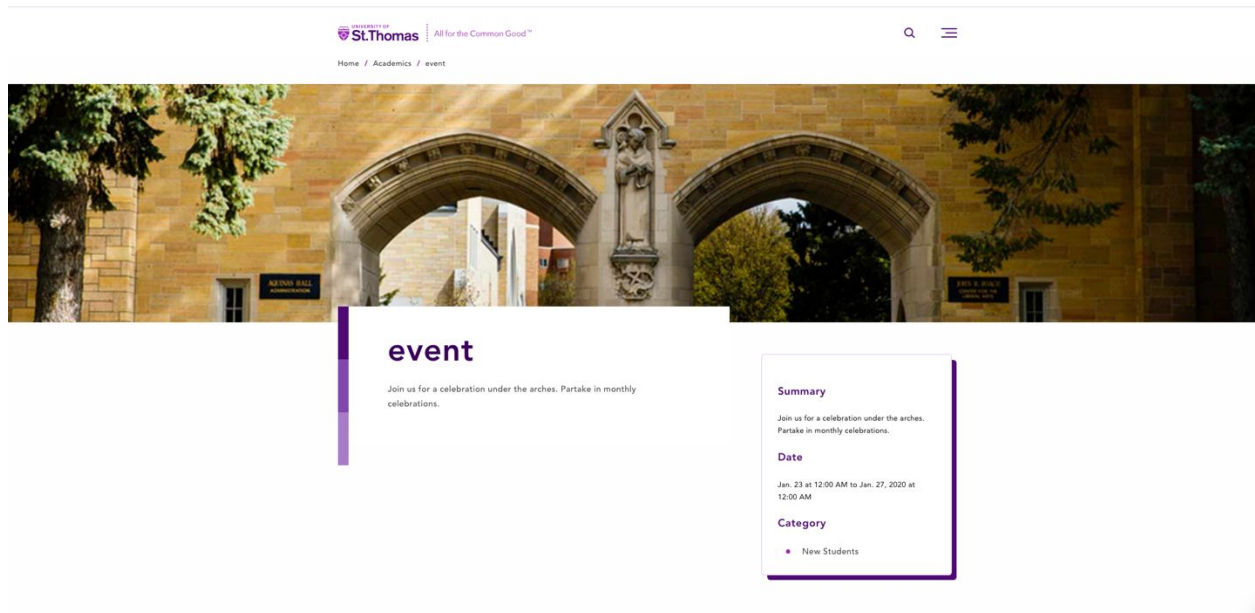
You've built out your event pages and now you want them to appear chronologically on another page (see below).

6. In order for your events to populate in a chronological "feed", you will need to add them to your page using the Events module.

   You can find this **Events module** under:
   Category ▢ Specialized ▢ Events

   You will have three options for how you can add events (Manually enter, Select event pages and Automatically based on category).

   Please note: You do not need to manually enter these events, since we have the Events template.

∧ Content Row

Show this content row?

Checking 'No' hides it on the page. You'll need to choose a text module without required fields.

◉ Yes   ○ No

Category

○ Image and Text
○ Text
◉ Specialized
○ Web Apps

Type

Events ▾

How do you want to add events?

○ Manually enter   ◉ Select event pages   ○ Automatically based on category

Subheading

Heading

Event Page *

↓   ✕   *(1/3)*

📄 Choose Page

↑   ↓   ✕   *(2/3)*

📄 Choose Page

↑   ✕   *(3/3)*

📄 Choose Page

7. You will choose between **Select event pages** and **Automatically based on category**. When you choose **Select event pages**, you will need to fill in the Heading, the Subheading is optional.

8. Scroll to Event Page and Click on **Choose Page**. You will pick (max three event pages) the events you want showcased.
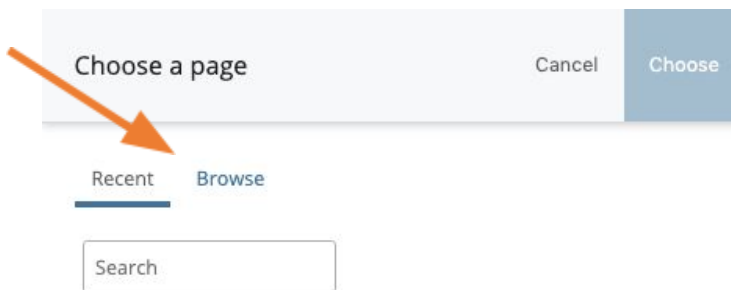
Event Page *

↓ + (1/2)
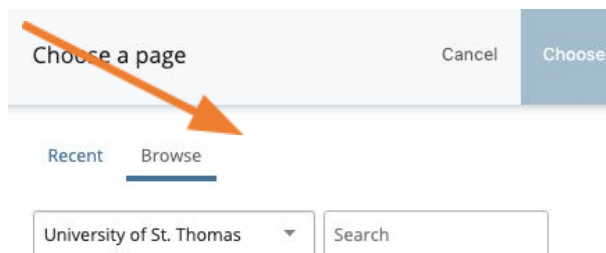
📄 Choose Page

↑ + (2/2)

📄 Choose Page

9. When you click on **Choose Page**, you will be able to navigate to your recently created event pages by scrolling through recent pages created or browsing. To make things easier, type in the name of your Events page into the **Search bar** (either under **Recent** or **Browse**).

Choose a page   Cancel   Choose

Recent   Browse

Search

Choose a page   Cancel   Choose

Recent   Browse

University of St. Thomas   ▼   Search

Please note: You can add the third Choose Page option by clicking on the green plus right under Event Page.

Event Page *

↓ + (1/2)

📄 Choose Page

↑ + (2/2)

📄 Choose Page

10. Find your pages and put them into the three **Choose Page** slots. And you can also add any relevant Call to Action buttons at the bottom (max. 2 buttons).
11. Hit the blue **Preview Draft** button and preview the page. If all looks good hit publish and submit the necessary workflow with comments.

12. You can also add your events to your page using the **Automatically based on category** option.

Show this content row?

Checking 'No' hides it on the page. You'll need to choose a text module without required fields.

◉ Yes   ○ No

Category

○ Image and Text
○ Text
◉ Specialized
○ Web Apps

Type

| Events ▾ |

How do you want to add events?

○ Manually enter   ○ Select event pages   ◉ Automatically based on category

Subheading

[   ]

Heading

[   ]

Category *

| All ▾ |

⌃ Call to Action   +

Link

🔗 Choose File, Page, or Link

Label

[   ]

Open in New Window?

☐ Yes

13. Fill out the Heading and then pay special attention the Category dropdown menu. As of 01/30/2020, you have these categories to choose from:
   ▪ All
   ▪ Alumni
   ▪ New Students
   ▪ Student Life
14. Pick the appropriate category and add in Call to Action buttons if needed.
15. Hit the blue **Preview Draft** button and preview the page. If all looks good hit publish and submit the necessary workflow with comments.