ROCK CMS / QUICK GUIDE

HOW-TO ADD AN EVENT TO THE CALENDAR

Want to promote an upcoming event? If you do, then you need an event page! Event pages are very important because they give your upcoming event a presence on the website that can give visitors all the info they are looking for in one place. Event pages are also the *only* way to get your event onto the Rock website calendar!

This is a quick guide for anyone who wants to learn how to use the Rock's CMS to create event pages for your ministry.
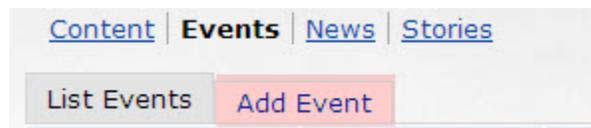
Step 1: Creating New Event Pages

Go to http://www.sdrock.com/admin/

Login to the system with your username and password.
(No login? email sylvia.loomis@sdrock.com)

Click on your ministry name, and then click on the "Events" tab at the top.

Click "Add Event"

Content | **Events** | News | Stories

List Events | Add Event

How to fill out the Event form:

Name: The name of the event as it will appear to visitors

Start/End Date: Select the starting/ending date of your event – can only span 3 days! If your event is longer, consider only promoting the start date, or creating separate pages.

Start/End Time: Select the time your event starts – keep time at 12:00 AM if you do not wish time to be displayed on the event page.

Contact: This is the primary contact for the event. Their phone and email will be displayed on the event page in case visitors have questions regarding the event.

Location: Use this field to specify the location of the event, (ie "Room 332")

Status: This determines whether or not it's ready to be on the website. Select "Active" if the content is finished and ready for the web. Select "inactive" if the content still needs some work done (you can save your progress so far).

Description: For your records, to keep track of this content

Text: The actual content of the page.

Image: Click "replace" to upload a photo for your event! Make sure to resize it before uploading!

Click **Save and Exit** when you are done!

Step 2: Editing Events

1. **Click on** the "List Events" tab
2. **Click on** the "Edit" link next to the event you want to edit.

| View | Edit | Delete | ● | | Writer's | Writers' Meeting |
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3. **Changing the look of the text**:

   Try out the different buttons on the WYSIWYG editor toolbar.

   To bold text, highlight the text and then press the **B** button.

4. **Creating a link**: highlight the text, and press the button in the toolbar. In the popup window enter a web address where it says URL, and click OK.

   Insert/Modify Link

   URL: http://www.therocksandiego.org/
   Title (tooltip):
   Target: None (use implicit)

   OK   Cancel

Step 3: Adding Additional Images

1. **Select** where you would like the image to be placed.
2. **Click** on the button, and a popup window will appear.

3. **In the popup window**, click on "browse". This will open another popup window. Find the image on your computer and then click "open".

4. **Click** on the "upload" button to copy the image from your computer to the server.

5. **Select the image:** Now that the image is uploaded, you need to find it in the image window and select it, and hit "OK". (the "ok" button might be slightly hidden. Simply expand the window slightly and you will see it)