

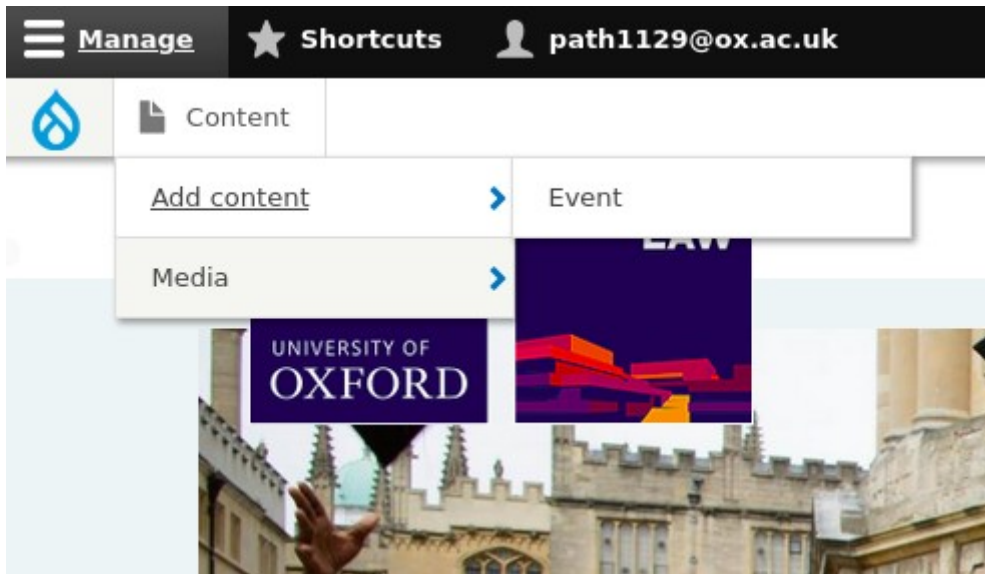
FACULTY OF LAW - Creating events

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Creating a new event

Once you are logged on, you will see an admin bar at the top of the page. Go to Content > Add content > Event to create a new event page.



Adding all event information

When you create an event, you will see a Title field and a few different sections below that.

Home > > Add content

Create Event

Title *

Event details

Notes & Changes

Page builder

Right hand side

Taxonomy

Listing content

Migration

Published

Save

Creating events

Add the title of the event, then add the rest of the details.
To open up a section, click on the heading.

- **Event details:** this is where you can add the start date and time, end date and time, venue, registration link, internal and/or external speakers, select the audience, series and you can also link to Faculty Centre, Institute, Project(s), etc.

Event details

Event date *

Start date *

dd/mm/yyyy 📅 --:--:--

End date *

dd/mm/yyyy 📅 --:--:--

Audience

- None -
Alumni
Anyone
Faculty Members
General Public

Venue

Registration

URL

Start typing the title of a piece of content to select it. You can also enter an internal path such as /node/add or an external URL, such as <https://example.com>. Enter <front> to link to the front page. Enter <main> to display link text only. Enter <bottom> to display keyboard-accessible link text only.

Link text

Show row weights

Internal Speakers

Add another item

External speaker

Series

Run by the department

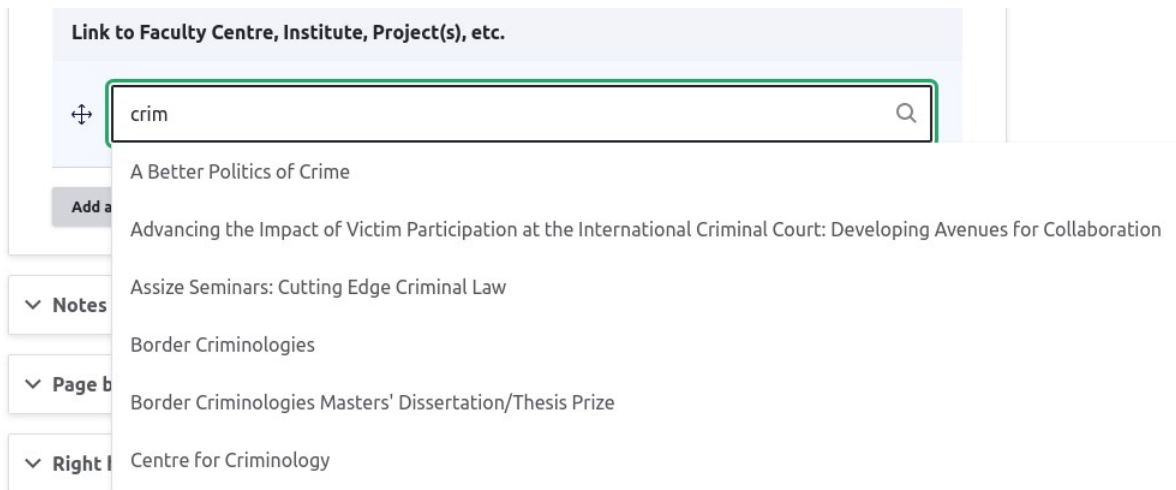
Show row weights

Link to Faculty Centre, Institute, Project(s), etc.

Add another item

Creating events

When you have a reference field, like the 'Link to Faculty Centre, Institute, Project(s), etc' one, to add the centre, start typing the name of it into the field and then you can select it from a dropdown list.



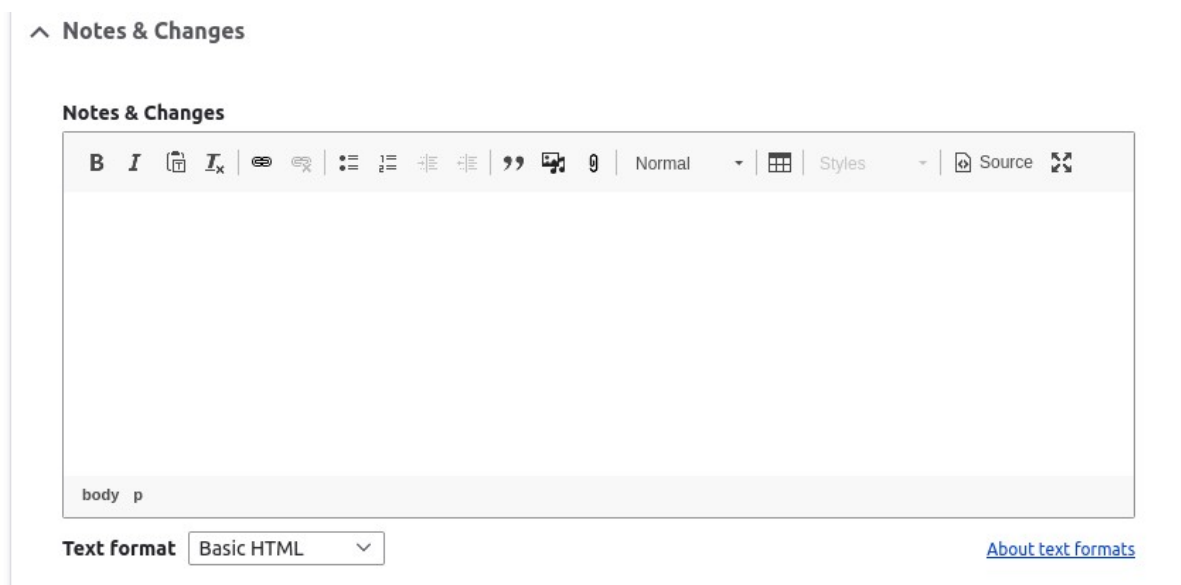
The screenshot shows a form field titled "Link to Faculty Centre, Institute, Project(s), etc." with a search icon on the left and a magnifying glass on the right. The input field contains the text "crim". Below the input field, a dropdown list of suggestions is visible, including "A Better Politics of Crime", "Advancing the Impact of Victim Participation at the International Criminal Court: Developing Avenues for Collaboration", "Assize Seminars: Cutting Edge Criminal Law", "Border Criminologies", "Border Criminologies Masters' Dissertation/Thesis Prize", and "Centre for Criminology". To the left of the dropdown list, there are several expandable sections: "Add a", "Notes", "Page b", and "Right I".

This section will appear on the page like this:

Olamalu test

Event date 10 February 2023 Event time 15:00 - 17:00 Oxford week HT 4 Audience Faculty Members
Venue Bodleian Law Library Registration [Register here](#)
Speaker(s) Jon Doe

- **Notes & changes:** add any relevant note or change information here.



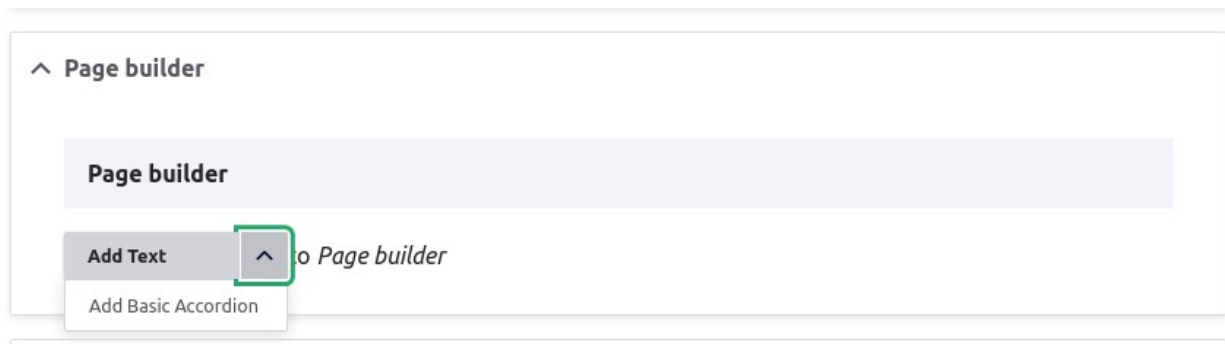
The screenshot shows a rich text editor interface for adding notes and changes. The editor has a title "Notes & Changes" and a toolbar with various formatting options including bold, italic, link, unlink, list, indent, outdent, quote, insert, and link. The editor is currently empty, showing the text "body p". Below the editor, there is a "Text format" dropdown menu set to "Basic HTML" and a link to "About text formats".

Creating events

This section will appear on the page like this:

Notes & Changes
notes & changes here

- **Page builder:** this allows you to add some text and accordions.



This section will appear like this:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Accordion main title

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Accordion item title



- **Right hand side:** this is where you can add the organiser, internal and external contact, sponsor and related pages.

Creating events

^ Right hand side

Organised by

This field is **not** for noting the name of the person who requested the meeting, or booked the room. Please see the **Speaker and contacts** tab for that.
To have an option added, [email Web Support](#).

Internal contact

External Contact

External Contact email

Sponsor

Show row weights

Related pages

Add another item

This section will look like this on the page:

Olamalu test

Event date 10 February 2023 Event time 15:00 - 17:00 Oxford week HT 4

Venue Bodleian Law Library

Audience Faculty Members

Registration [Register here](#)

Speaker(s) Jon Doe

Organised by Ashmolean Museum

Sponsor [zz - dummy sponsor for testing](#)

Who to contact?

Jon Doe

Steve Allen

Creating events

- **Taxonomy:** here you can tag the event with a theme and select the event type. These will not appear on the page, but will be used as a search/filter on the event listing.

^ Taxonomy

Theme

Event type

- **Listing content:** currently this isn't used.
- **Migration:** some content from the old site was migrated into this section. Not relevant for new events.

Once you filled out all the fields you needed, save the page. Your event will automatically appear on the event listing page(s).