Creating an event on the Law Faculty website
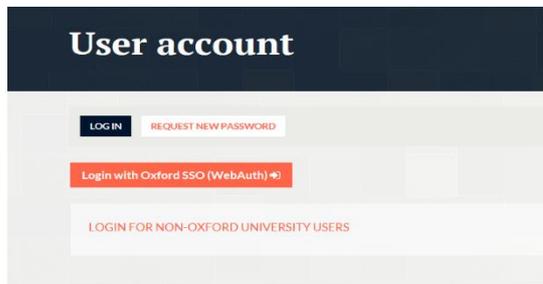
These notes show you how to add an event to the Law Faculty website, including adding information about the event, linking it to a microsite and uploading a pdf or image.

1. To create an event you need to be logged in to the site at www.law.ox.ac.uk/user. Use your single sign on to log in to the site. If you have any difficulties with this please email web.support@law.ox.ac.uk

Once you have logged in you should see a page like the below where you can navigate to any microsites you are linked with and also edit your profile and publications. If you cannot find the microsite you need access to, please email web.support@law.ox.ac.uk


2. To add a new event, navigate to the top menu bar and select the 'Add content' option, as in the screenshot below.
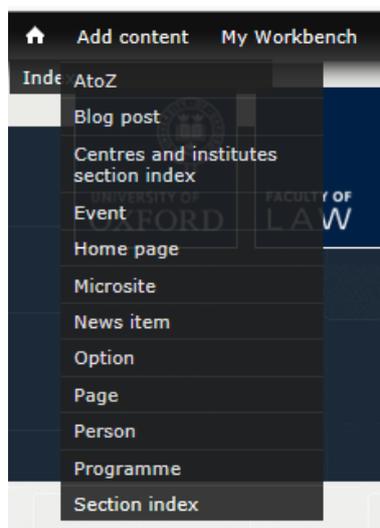
3. Select the 'Event' option and you will navigate to a 'Create event' screen. You can then work through this screen adding your event information, including the title, times, venue, series and event description.

   Work through the fields on each part of the form by clicking through the left hand menu to make sure you have included all the relevant information. Including as much information as possible will help people to search for your event as they will be able to filter by dates and event series for example.
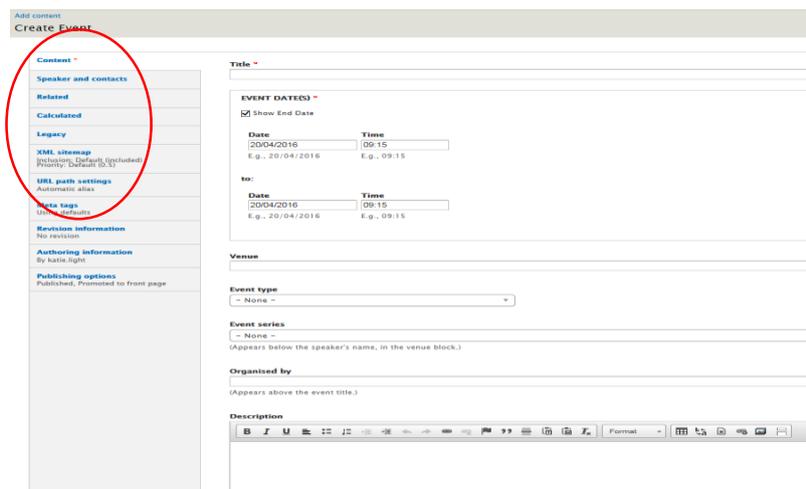
To make sure your event appears as a discussion group event, please select 'Discussion' under Event type and also select your Event series from the drop down menu. If you cannot see your series listed here, please contact web.support@law.ox.ac.uk.

If you are copying and pasting text from Word, make sure you use the 'paste from word' button so that your text is correctly formatted:

4. To link your event to your project or discussion group microsite, go to the bottom of the content screen and type your microsite name into the 'Microsite' box. This is a type ahead field so once you have entered some information you can select the relevant site form the dropdown menu. If you don't fill in this information then the event will not appear on your microsite events page.

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Microsite

Choose

If left blank, the event will ONLY appear in the main Law Faculty event listing. For it to appear on any microsite page (including one of your own) you must choose it/them here.

To add a link back to your site directly from the event listing, use the related field on the Left Hand menu and type in the 'See also' box. This is a type ahead field, so once you have started to add some information you can select from the drop down menu:

Content *

Speaker and contacts

Related

Calculated

Legacy

XML sitemap
Inclusion: Default (included)
Priority: Default (0.5)

URL path settings
Automatic alias

Meta tags
Using defaults

RELATED RESOURCES

Attach media

Browse

SEE ALSO

✛

Add another item

RELATED WEBSITES

5. Adding a link to your event description:

To add a link to an external website type the text you wish to link e.g. 'Before the talk, please read the **recent paper.'**

Highlight the text and right click, selecting the 'Link to content' option:

Description

| B | I | U | ≡ | ≔ | ≕ | ⇥ | ⇥ | ↩ | ↪ | ⊶ | ⊷ | ⚑ | 99 | ≣ | ⬚ | ⬚ | I×| Normal ▾ |

Before the talk, please read the recent paper

  ✂ Cut
  ⧉ Copy
  📋 Paste
  ⊷ Link to content

Link to content

You can either link to content in the faculty site using the 'Search for content' field or to an external site by adding a URL.

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6. To add a photo or pdf to your event with information about the talk such as a poster or a relevant paper, select the add media button in the event description field, as below:
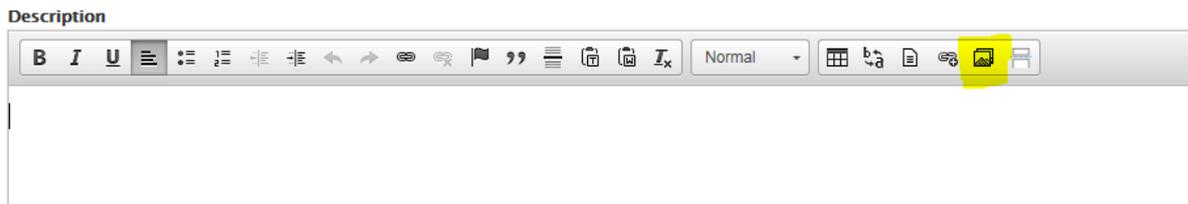
You can then either upload a new file or link to one which is already in the library. To upload a new file select a file from your computer, using the upload option:

When you add an item it will appear in the site wide library so it needs to be named appropriately. If you are adding an event related image use the prefix **Event-** and if you are adding a Discussion Group related item use **DG(name of group)-** e.g. for a paper uploaded by the Jurisprudence Discussion Group you can use the prefix **DG(JDG)-**
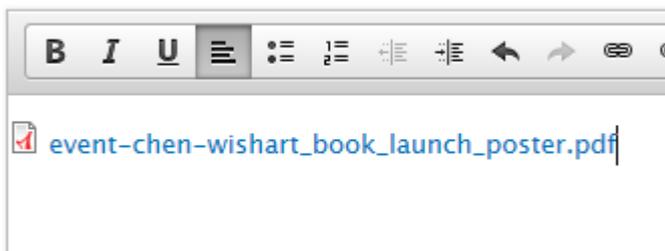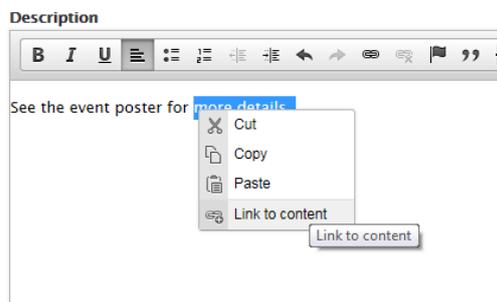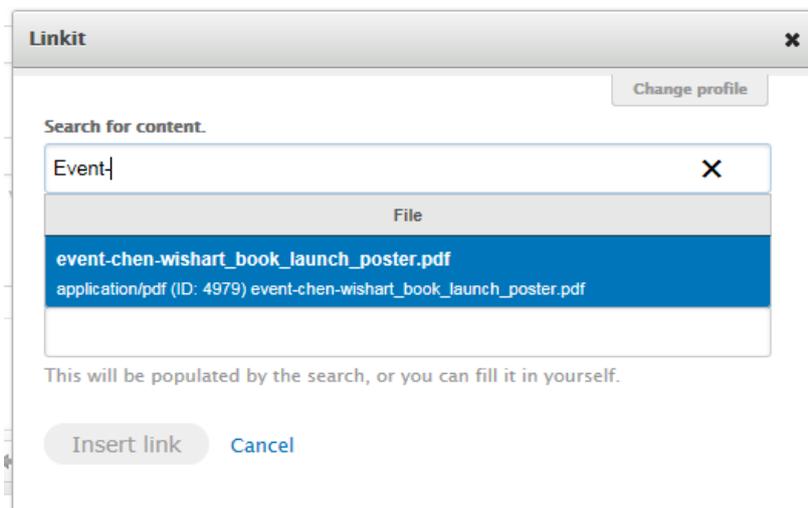
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e.g.

Name *

event-chen-wishart_book_launch_poster.pdf

Description

Once you have uploaded the pdf it will appear in the description text.

event-chen-wishart_book_launch_poster.pdf

You can now delete this link and type the text you wish to link to. Select the relevant piece of text, right click and select 'link to content':
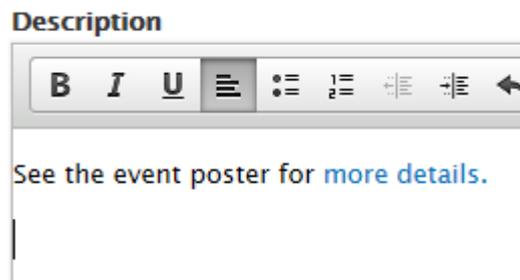

Type your document name in the 'search for content' field and then select it form the drop down menu and then click 'Insert link'.

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The text will now be linked straight to the pdf:

7. Once you have entered all the information make sure you click on the Save button at the bottom of the screen.