

Editing the public lectures page

Adding a new event listing

View the page in the CMS at <http://cms.bath.ac.uk/about/community/public-lectures/index.html>. You will need to be logged into the CMS first.

Click the green + icon  to the right of the top event listing. This will create a new event listing.

Please fill in the following fields:

Title

Enter the title of the lecture. Please use sentence case, rather than title case. There shouldn't be a full stop at the end of the title. Examples:

- "The child's voice in the family justice system"
- "David Parkin lecture: Nature, nurture and the nurturers"

Text

Please enter the information in the following format:

Time:

Venue:

Speaker:

Find out more about this event

Fill in the time, the venue and the speaker.

Please use an analogue format for the time, for example 7.30pm or 11am.

If the venue is a room at the University, please don't abbreviate the building or room number. For example, use 8 West 3.22 instead of 8W3.22.

Please bold "Time:", "Venue:" and "Speaker:" using the B button on the toolbar:

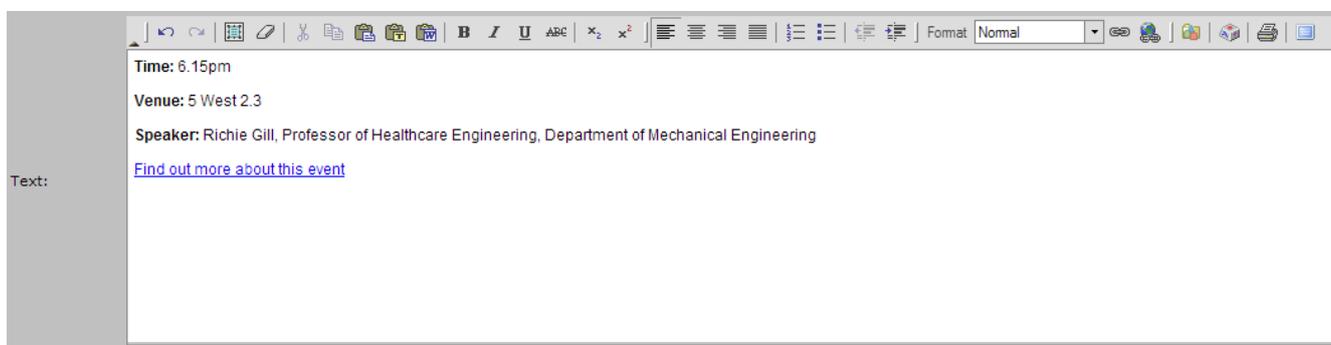


You will need to make "Find out more about this event" a link to the event page. This might be a news article about the event, a page on the organiser's website, or an Eventbrite listing.

Highlight "Find out more about this event" and click the link button on the toolbar: 

Paste the URL into the "site URL" field, then enter the title of the event into "Title" and click the OK button.

Here is an example of how the text field should look when you are ready to publish:



Date

You can type in the date manually, or click the calendar icon to the right of the date.

Other fields

When you make an event listing, the author field will automatically have your name in it. This won't display anywhere on the page, so you can leave it as is.

Leave the teaser field and the tag field empty.

There's no need to activate SubTitle, AuthorMail, Priority, Release, Expiration or Contact.

Going live

When you're ready to publish the event, click the arrow icon  in the top left to go live.

If you want to stop making a new event, click the black X  in the top right. This will remove the new event and none of your work on the event will be saved.

Editing an event listing

View the page in the CMS at <http://cms.bath.ac.uk/about/community/public-lectures/index.html>. You will need to be logged into the CMS first.

Click the pencil icon  to the right of the event listing you want to edit.

When you're ready to publish your changes, click the arrow icon  in the top left to go live.

If you want to stop editing the event without making any changes, click the black X  in the top right. None of your changes will be saved and the event will remain as it was.

Deleting an event listing

View the page in the CMS at <http://cms.bath.ac.uk/about/community/public-lectures/index.html>. You will need to be logged into the CMS first.

Click the red X icon  to the right of the event listing you want to delete.

Events that have already happened will automatically be removed from the page.