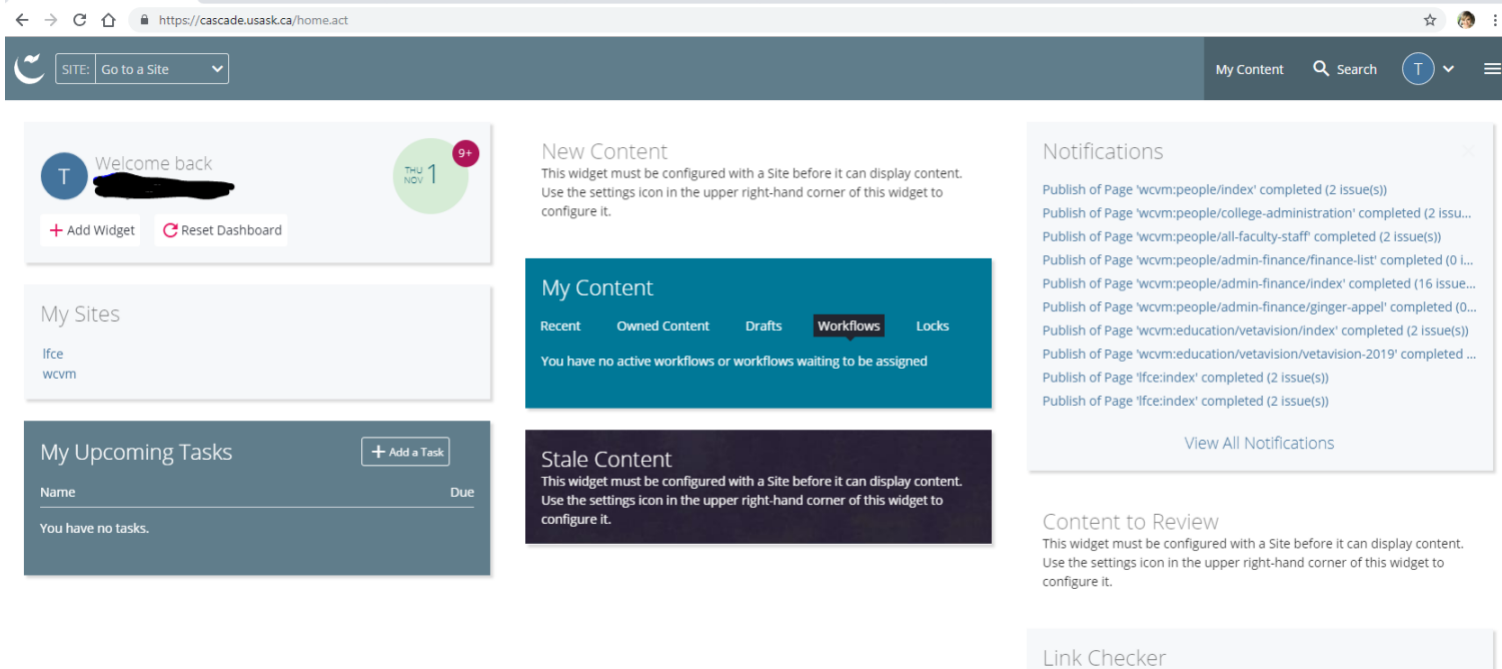


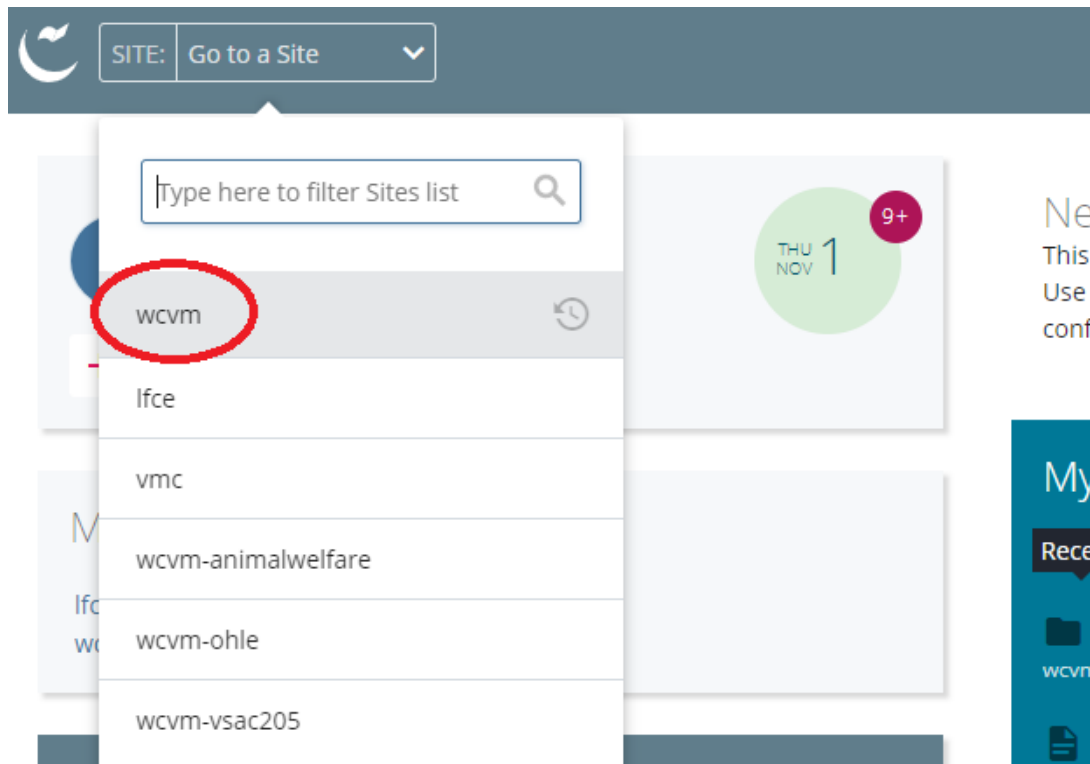
# EVENTS entry instructions

## 1. Login

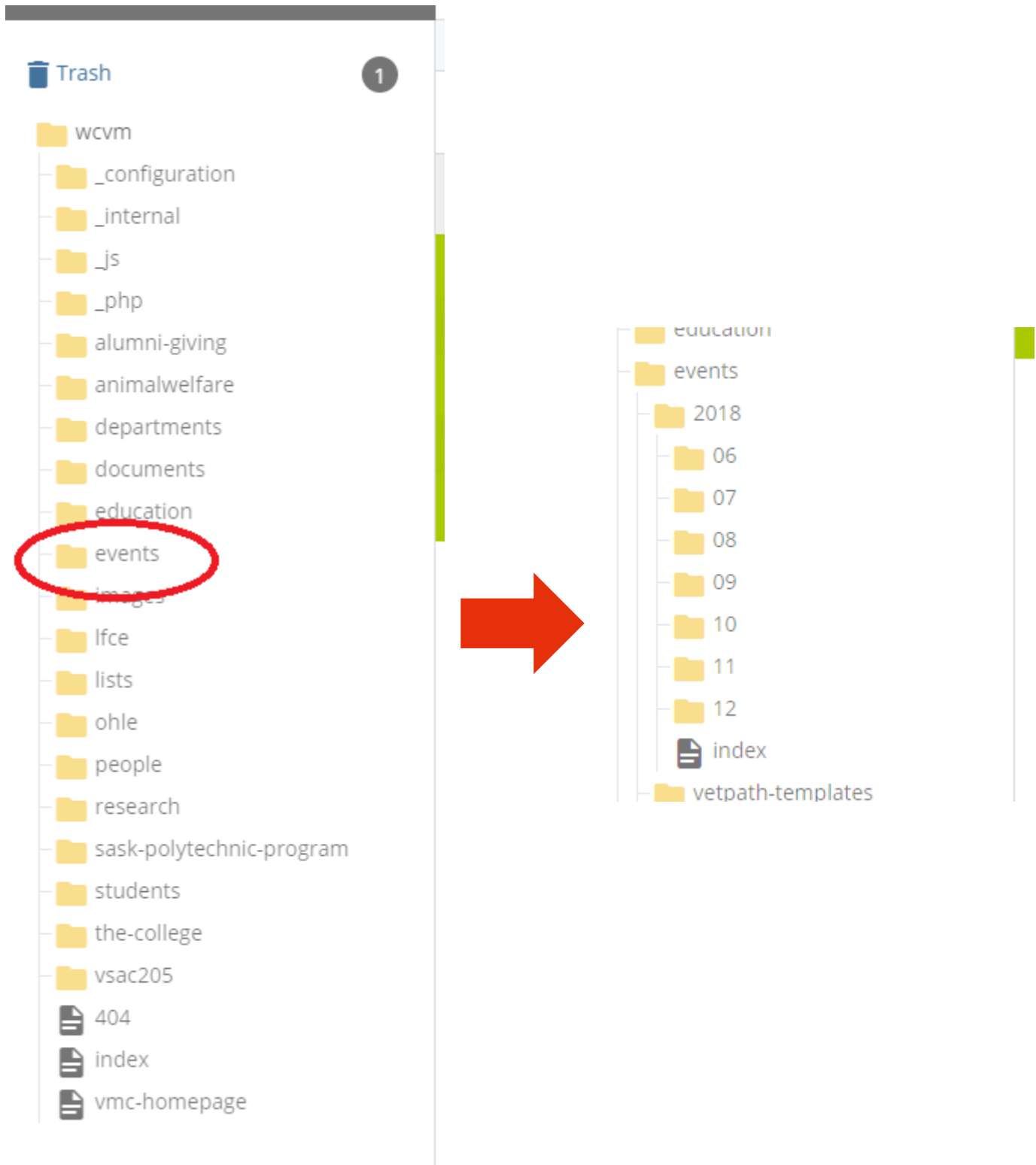
- a. go to <https://cascade.usask.ca>



- b. In the dropdown menu, top left, find wcvm.



- c. Find the events/folder and navigate to the date/month folder you want to add an event to.



## 2. Create a new Event

- a. Highlight the desired month folder, and then click the “Add content” button in the top left and select “event”.

The screenshot shows a user interface for a content management system. At the top, there is a dark blue header bar with a dropdown menu labeled 'wcvrm' and a button labeled '+ Add Content Site Content'. Below the header, a dropdown menu is open, displaying a search bar labeled 'Filter...' and a list of content types: Specialty pages, Document, Event, Event List, Folder, Image, Navigation Link, and Page. The 'Event' option is highlighted with a red circle. In the background, a list of content items is visible, including 'd.l.t.-smith-and-ioh...', 'sacs-friday-morning-seminar-Oct.05.18', and 'g-seminar-Nov.02.18'.

- b. You will see the new page.
- c. Enter the Title.
- d. Enter the Summary.
- e. Enter the Key words needed to make it show up on your department page.
  - Keyword Examples: all-events looks for these: continuingeducation, pathology, all, lacs, sacs, biomedical, vetmicro
- f. Select a start and end date: These are the dates that tell the event when to start showing up on the website and when to disappear.

Content Metadata Configure Fullscreen Draft saved Close Save & Preview

Placement Folder \*

wcvm

wcvm: /

Title \*

Your Event Title **C**

Summary \* **D**

Your Event Summary

Keywords **E**

Author

Category \*

Administrative

Event **F**

Event Starts \*

01-01-2017 12:00 AM

Event Ends \*

01-01-2017 12:00 AM

All Day?

*When checked, hours and minutes for the event start and end times are ignored.*

Yes

### 3. Enter the Event Details

- a. If your event needs to repeat, choose from the available options.

The screenshot shows a 'Repeat' section with a dropdown arrow on the left. The 'Repeat' dropdown is set to 'Once'. Below it, the 'Repeat every' section has a dropdown menu labeled 'Select a value ...'. The 'Repeat weekly on' section includes a subtext 'What day(s) of the week should this event repeat on? Applicable for Weekly frequency.' and seven checkboxes for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, all of which are currently unchecked. The 'Repeat monthly on' section has a subtext 'Applicable for Monthly frequency.' and a dropdown menu labeled 'Select a value ...'. The 'Ends on' section has a subtext 'When would you like this event to stop repeating?' and a text input field containing the placeholder 'mm-dd-yyyy hh:mm a'.

- b. Enter the content and information into the Details section. Add the location.

The screenshot shows a 'Details' section with a rich text editor. The editor has a menu bar with 'Edit', 'Format', 'Insert', 'Table', 'View', and 'Tools'. Below the menu bar is a toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, decrease indent, increase indent, link, unlink, and bookmark. The text area contains the following content:

The Western College of Veterinary Medicine will be on Treaty 6 territory at the Jonas Roberts Memorial Community Centre from August 17 to 19 to hold a veterinary clinic.

To book an appointment, fill out this registration form below.

Email your completed form to [wcvmservicelearning@gmail.com](mailto:wcvmservicelearning@gmail.com) or fax it to 306-966-7156. You can also drop your form off at the town, village or band offices.

One of our volunteers will contact you to confirm your appointment, so please indicate on the form the best way for us to contact you. There is no online sign-up available for this clinic.

#### Location

JRMCC, Far Reserve, Air Ronge

c. Enter the rest of the input options.

The screenshot shows a form editor interface with the following sections and fields:

- Contact**
  - Name: Dr. Jordan Woodsworth
  - Website: [Empty]
  - Phone: [Empty]
  - Email: wcvmservicelearning@gmail.com
- Related Link** (+)
  - Title: [Empty]
  - Internal Link: Choose Page
  - or, Managed Link: Choose Link
  - or, Custom URL: http[s]://www.example.com
- Event Document**
  - Name: Clinic Registration Form 2018
  - File: Clinic Registration Form\_AU... (with download icon)
  - URL: wcvms: /documents/events/Clinic Registratio...
- Multiple Calendar Options**
  - Make available to other calendars\*:  Yes

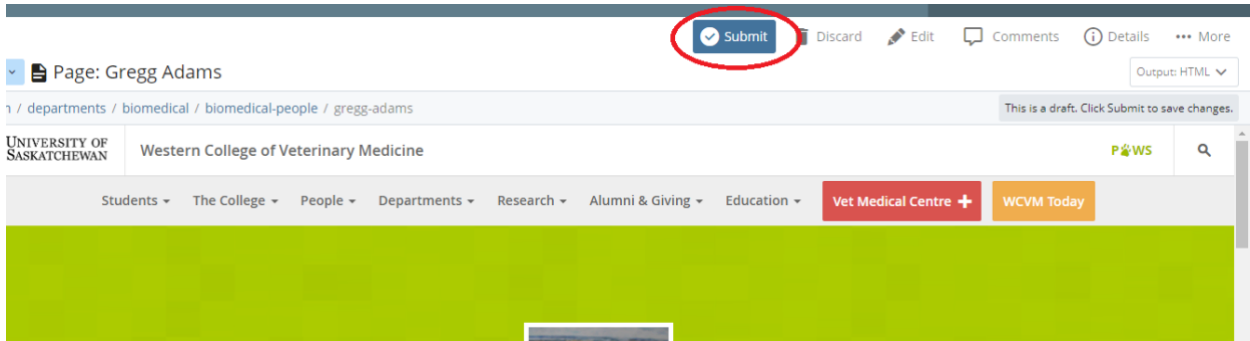
d. Press the Save & Preview button at the top right.

The screenshot shows the top toolbar of the form editor with the following buttons and options:

- Content
- Metadata
- Configure
- Fullscreen
- Close
- Save & Preview** (circled in red)
- More options (three dots)

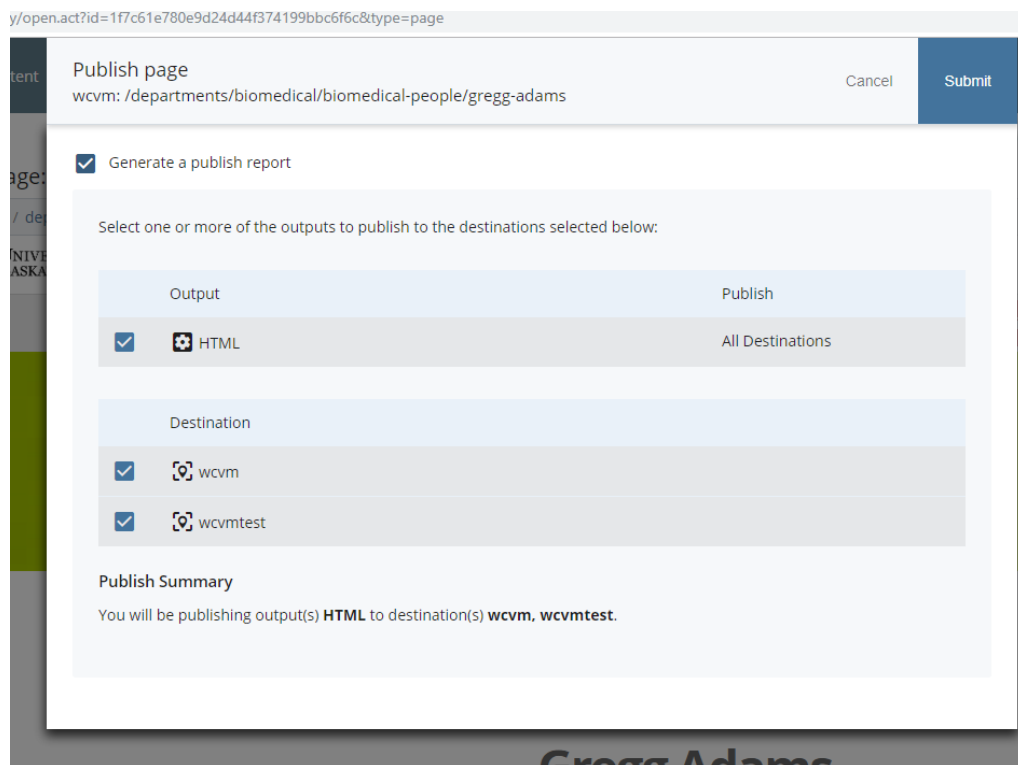
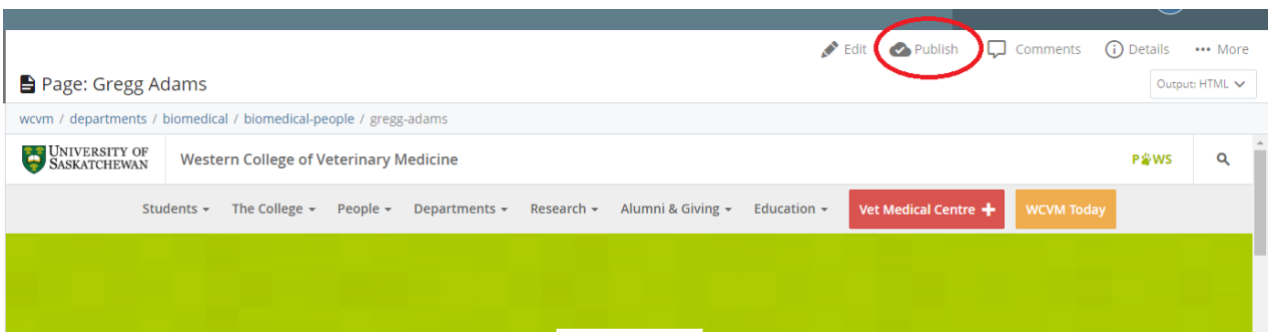
The main form content is partially visible below the toolbar, showing the 'Contact' section with the 'Name' field containing 'Dr. Jordan Woodsworth'.

e. Click the Submit button in the top right.

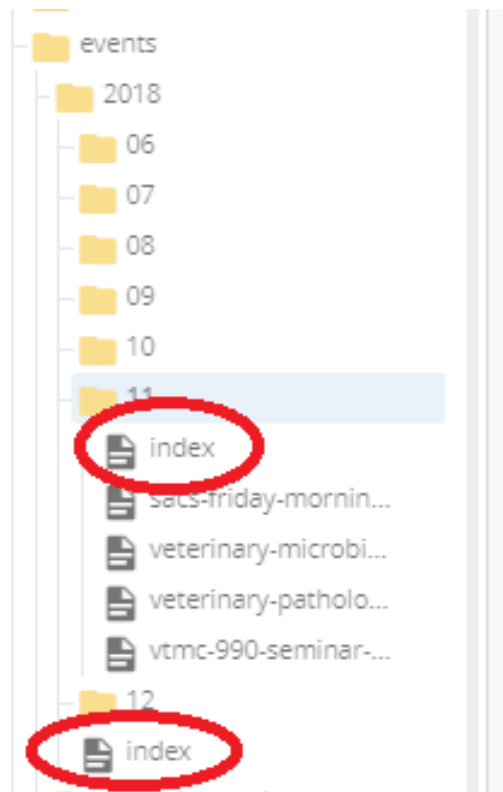


#### 4. Publish the Event

a. Select Publish in the top right and Submit on the page that comes up next.



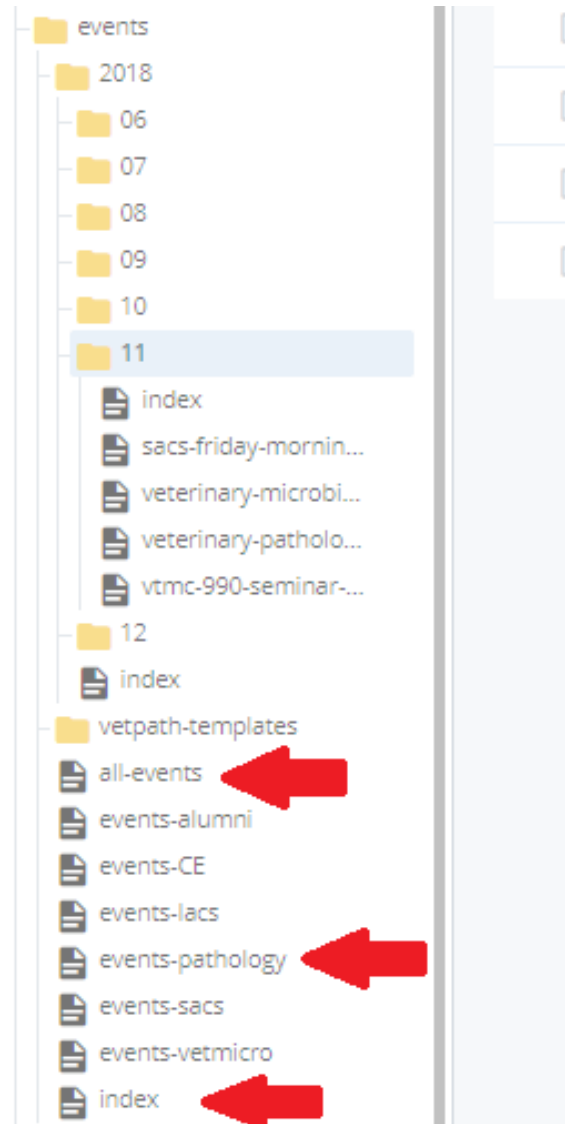
- b. Publish the 'index' page inside the YEAR/MONTH folder where the new or edited event is. Also Publish the 'index' page within the entire 2018 folder.





c. Find and publish:

- The all-events page
- The Event list page that feeds to your department page Example: events-pathology
- The 'index' page at the bottom of the events folder



- d. Publish the index page of the college site if this event is needed in the event list on the home page.

The screenshot displays a file management interface. On the left, a directory tree is shown with a 'Trash' icon at the top. Below it, the 'wcvm' folder is highlighted with a red circle. Other folders in the tree include '\_configuration', '\_internal', '\_js', '\_php', 'alumni-giving', 'animalwelfare', 'departments', 'documents', 'education', 'events', 'images', 'lfce', 'lists', 'ohle', 'people', 'research', 'sask-polytechnic-program', 'students', 'the-college', and 'vsac205'. Files listed at the bottom of the tree are '404', 'index', and 'vmc-homepage'. On the right, the breadcrumb path is 'wcvm / events / 2018 / 11'. Below this, there is a dropdown menu and a table with a 'Name' header. The table contains the following entries:

	Name
<input type="checkbox"/>	index
<input type="checkbox"/>	sacs-fric
<input type="checkbox"/>	veterina
<input type="checkbox"/>	veterina
<input type="checkbox"/>	vtmc-99

