# Creating Events in Sitecore

## Contents
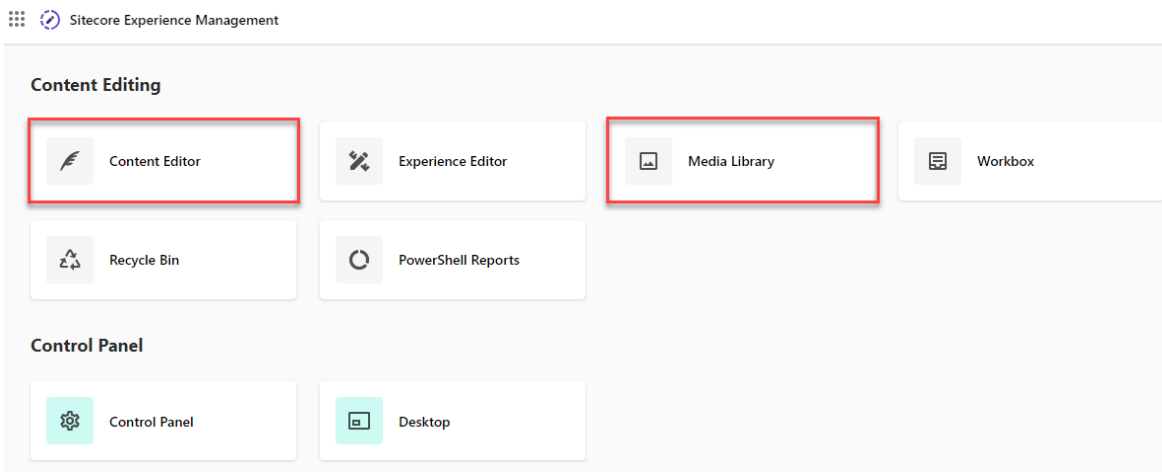
## Log In



Navigate to: prl.ab.ca/sitecore

Enter your User Name and Password



Once you're logged in, for the first section of this guide, click the Media Library. If you don't have any media to upload, skip ahead to Create an Event and click on the Content Editor.

If you don't see the above screen, click the cube () at the top left-hand corner.

# Media Library

This is where all the images and documents are stored. You'll see a structure like this:
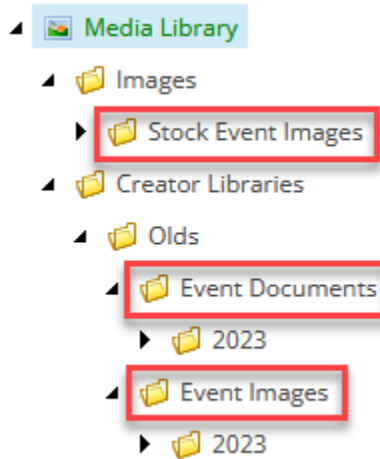


## File Structure

The image above shows your basic structure for each file type. There are three important folders here.

**Stock Event Images:** We require an image to be attached to every event. In the case that you don't have an image, you can use a stock image from here.
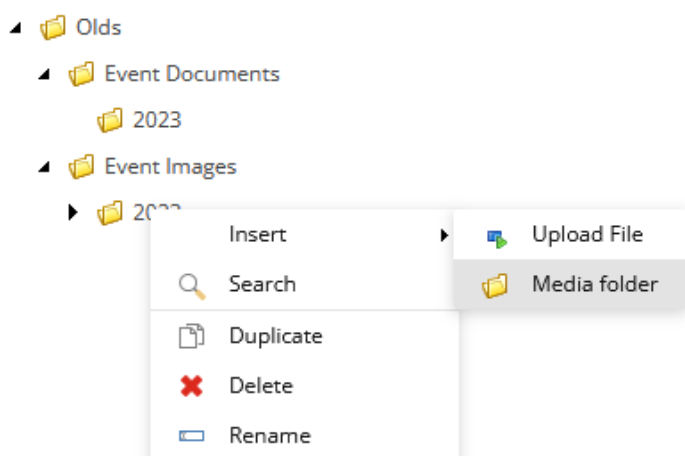
**Event Documents:** Any files (pdfs, docx, etc.) that you need for your events can be uploaded here.

**Event Images:** Any images used for your events should be stored here, sorted by year they were uploaded.

## Creating Sub-Folders

If you would like to continue to organize beyond the above, you can create another subfolder.

Right click on the folder you want to put the new folder into highlight Insert, then click on Media folder.

▲ 📁 Olds
    ▲ 📁 Event Documents
        📁 2023
    ▲ 📁 Event Images
      ▶ 📁 20??

| | Insert | ▶ | 🔼 | Upload File |
|---|---|---|---|---|
| 🔍 | Search | | 📁 | Media folder |
| 📄 | Duplicate | | | |
| ✖ | Delete | | | |
| ▭ | Rename | | | |

Name the folder with an appropriate title and you'll see it appear beneath the parent folder.

▲ 📁 Olds
    ▲ 📁 Event Documents
        📁 2023
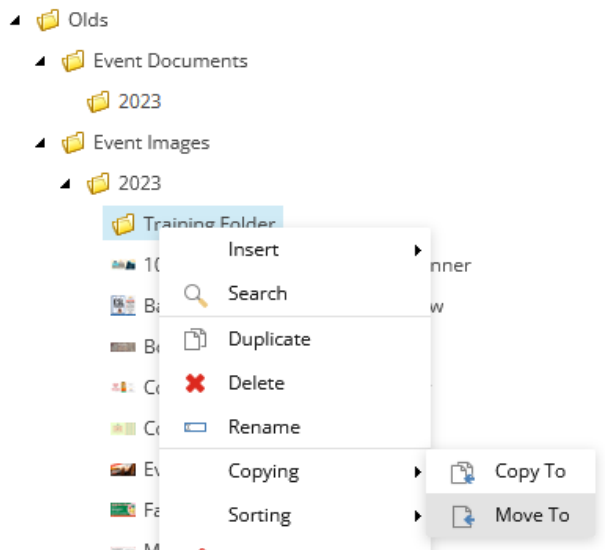    ▲ 📁 Event Images
      ▲ 📁 2023
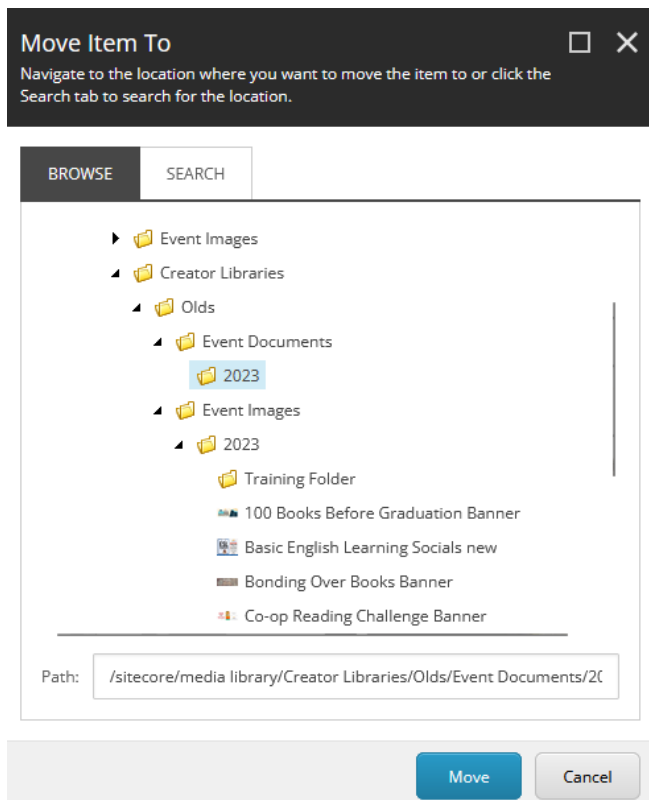          📁 Training Folder
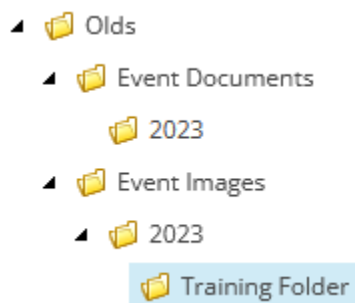
## Moving Folders, Files or Folders

If you need to move a file or folder to a different location, there a couple ways to do this.

You can click and drag the file or folder to the appropriate location if it's close by in the organization tree.

Or, you can right click the file or folder and highlight Copying, then Move To.
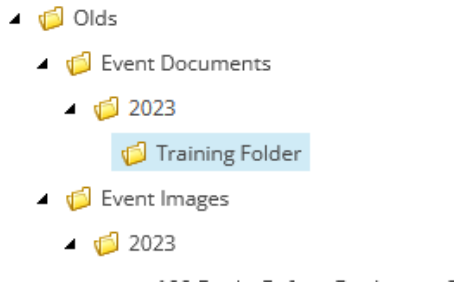


This window will appear:



From here, select the parent folder you'd like to move to and click the blue Move button at the bottom.
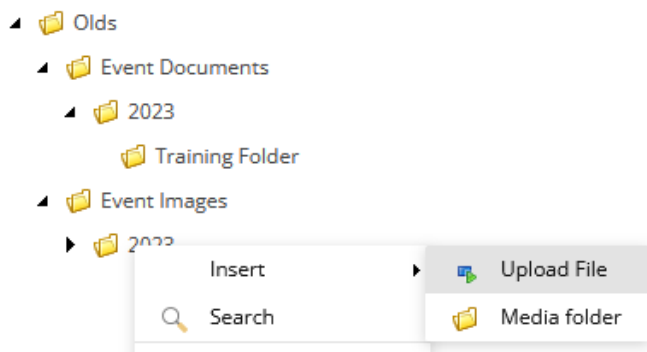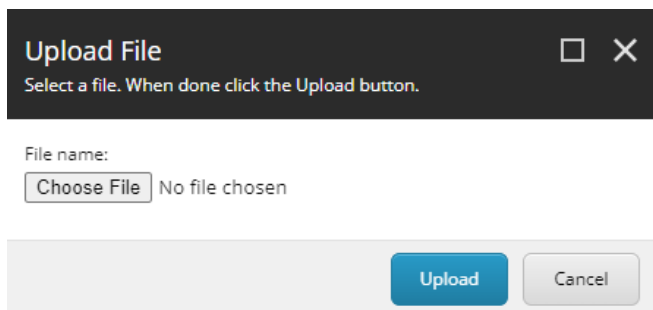
You'll see the folder has now moved:



## Uploading Media

When you want to have a picture or other media available for an event, use this process.

Find the folder you want to add media to. Right click the folder, highlight Insert, then click Upload File.



This box will appear. Click Choose File and find your media on your computer.



Once you've located your file, hit Open. File Explorer will close, then hit the Upload button from the screenshot above. The media should then appear in the folder you chose.

- ▲ 📁 Olds
  - ▲ 📁 Event Documents
    - ▲ 📁 2023
      - 📁 Training Folder
  - ▲ 📁 Event Images
    - ▲ 📁 2023
      - 🖼️ Test Picture

## Anatomy of an Event



**Media Image (Banner)**

**Event Short Description**

**Event Title**

Home / Events Calendar / Games & Activities / Pu...

Sylvan Lake Municipal Library

**Pub Trivia Night**

An evening of trivia fun at a local pub or restaurant.

Back to Events

**Wed, Nov 1, 2023 Wednesday at 6:30 PM til 8:00 PM**

**Event Date and Time**

2nd Wind Brewery and Eatery, 5003 Lakeshore Dr #170, Sylvan Lake, AB

**Event Location**

Test your General Knowledge/Universal trivia skills at a local brewery.

Build your team or play solo, then join us for an evening of trivia fun at **2nd Wind Brewery & Eatery**!

The winning team will go home with some excellent prizes, including the opportunity to choose a theme for the next trivia night!

**Event Body**

**Embedded Event Body Image**

**Pub Trivia Night**

**Wednesday, Nov. 1 | 6:30-8:00 p.m.**

2nd Wind Brewery & Eatery
#170 5003 Lakeshore Drive, Sylvan Lake

**Drop In**

Bring a few friends, order some drinks and snacks

November 9, 2023

# Create an Event

Now that you've got your required media, we're ready to create an Event.

## Events Location

The events are now located in a different place than you might be used to. If you're still in the

Media Library, click the boxes (⊞) in the top left corner, which will take you back to the first screen after logging in. Then click on Content Editor.

Once here, your content tree starts like this:

▲ 🔷 Content
   🏠 Home
   ▶ 🏢 ParklandRegionalLibrary

You want to expand ParklandRegionalLibrary first, then proceed with PRL -> Data -> Events -> Your Library. It should look similar to this:

▲ 🔷 Content
   🏠 Home
   ▲ 🏢 ParklandRegionalLibrary
      ▲ 🔷 PRL
         ▶ 🏠 Home
         ▶ 📁 Media
         ▲ 📊 Data
            ▲ 📁 Events
               ▲ 📁 Olds
                  ▲ 📁 Adults Seniors
                     ▶ 📁 2023
                  ▲ 📁 All Ages Families
                     ▶ 📁 2023
                  ▲ 📁 Kids 0 to 17
                     ▶ 📁 2023

You'll noticed these are sorted first by Age Category (we've lumped them into combined groups since there are so many age options now – more on that later), then by year they were created.

## A New Event

Now that we know where events go, let's get to creating one.

Right click on the folder you wish your event to go in, highlight Insert, and click on Event
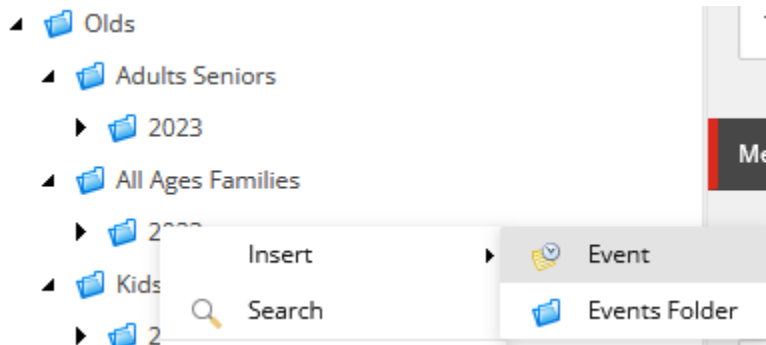


A message will appear. Enter in the organizational name for your event, then click OK.

**NOTE:** This is called the "organizational name," because it's what appear in the URL. **It can't contain special characters.** No "-" (dashes), "_" (underscores), or anything other than standard letters, numbers, and spaces. You also can't have a space at the start or end of the name.

Don't worry, we'll get a chance to change how this appears to the patrons shortly.

You'll see the new Event appear under the parent folder and we're ready to customize it.
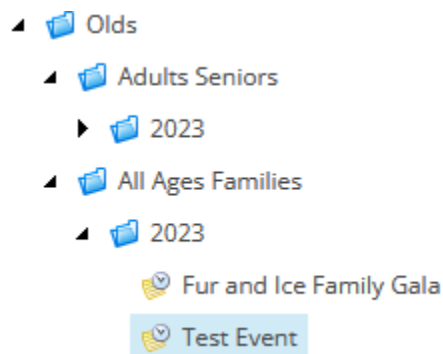


**NOTE:** If you need to edit an old event, you'll like need to lock it first. If you see this:
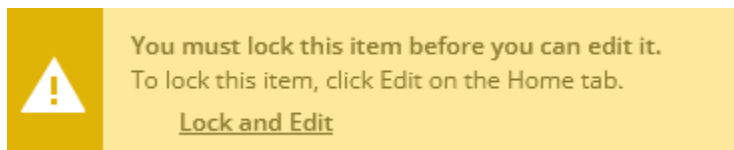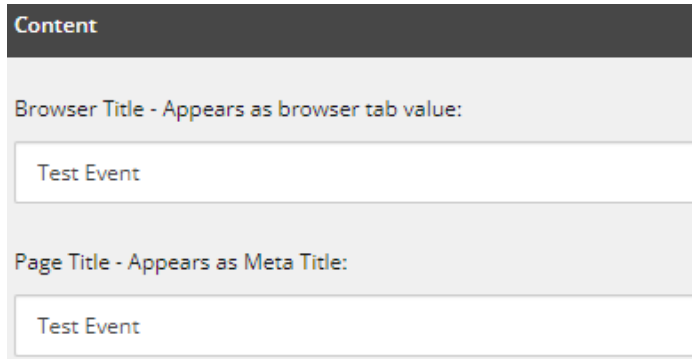


Click the Lock and Edit link to open up the Event. We'll go over submitting and publishing later.

# Event Sections

We'll go over each part of what an Event contains and how it appears on the website.
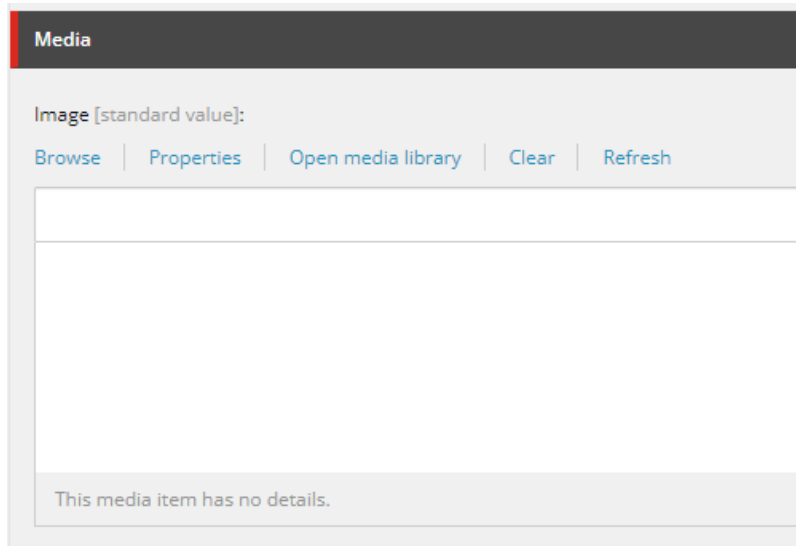
## Content



The first two fields in the Event are for the browser and page titles. This is the text that will appear at the very top of your browser and in meta data.

Your actual title that will be on the website is in the next section.

## Media Image



This is the picture that will appear on the homepage, in the Events list view, and at the very top of the actual Event page. (See Anatomy of an Event.)

There are two sections here, but we're only going to use the **Image** field.

**NOTE:** We **require an image** to be used here. If you don't have an image you've uploaded, use an appropriate image from the Stock Event Images (See File Structure) folder at the top of Events folder.

Click on **Browse** to open the Media window, then click the "Tree" icon at the top right to locate your media.



Your Events media folder is right near the top. Click this folder, find your library, then expand until you find the content you want to add. Click on the media, then hit the Select button at the bottom right.

You should now see the image in this section.



**NOTE:** If you want to add Alternative Text, click the Properties link above the image and add text to the first field.

## Event Details

### Event Title



This is the important title. This text will appear in your Events calendar and as the title on the actual Events page. This can have special characters.

We're going to *skip* Event Banner Description and go to:

## Event Short Description

Event Short Description - Event Description that appears within the Event List on the Home Page, and in the Event Calendar. No inline styling should be present:

Show editor | Suggest fix | Edit HTML

This is your short summary and shouldn't be more than a sentence or two. Double click inside the text box or click Show editor to open the Rich Text editor. Do not use any formatting here, plain text only.

This Short Description appears alongside the Event Title in several sections:

- On the homepage under the Events section.
- In the Event calendar, under the title.
- Beside the image we set above on the Event page itself.

Hit the blue Accept button when you're done.

## Event Body

Event Body - Event Rich Text that appears only on the Event Page itself:

Show editor | Suggest fix | Edit HTML

This is the main body text, which only appears on the Event's page. You can add text, links, and images, which can be formatted (headers, bold, bullet points, etc.) using the Rich Text editor's features found at the top. Most will seem familiar if you've used a text editor (e.g. Microsoft Word).

*Add Image to Event Body*

As depicted in the Anatomy of an Event, you can also add an image to the Event Body.
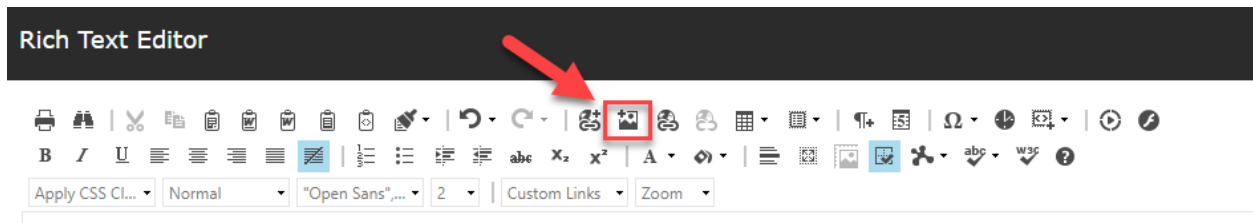


This button will open the "Insert Media Item" window. Click the Events folder, then your Library, and locate the image you want to add.

You'll end up here:
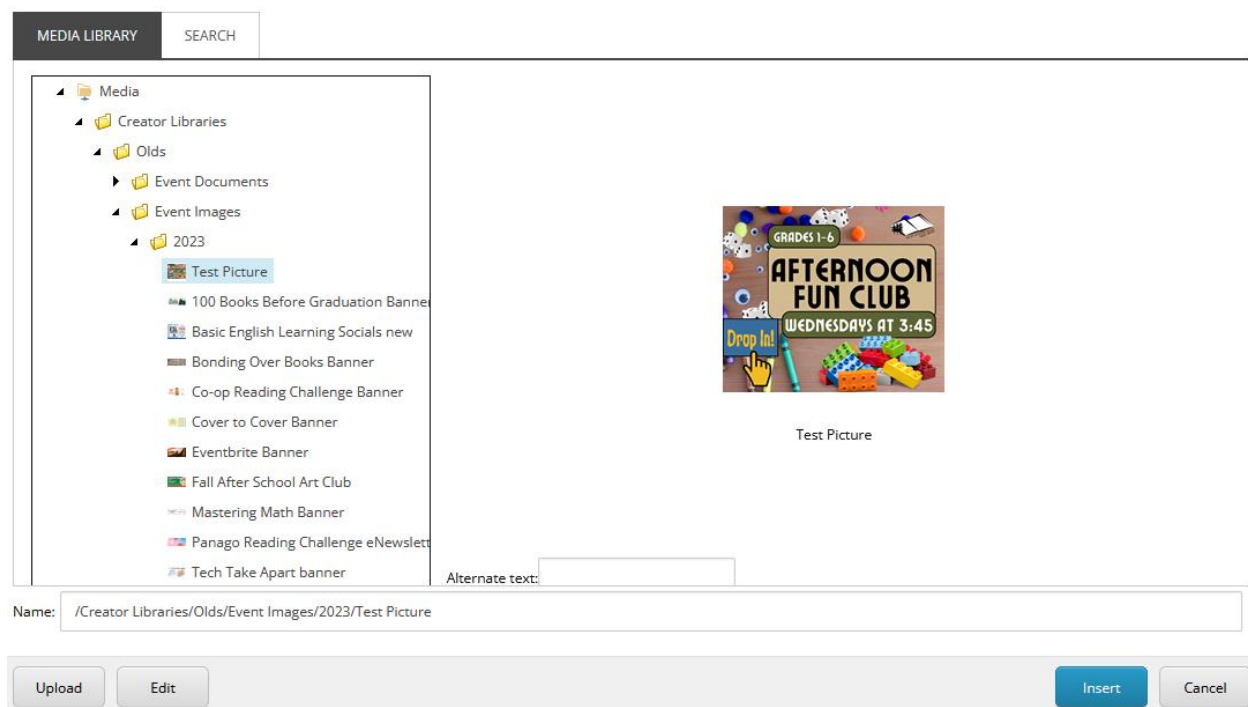


It's a good practice to set your image to a width of 1000 or less. The height will automatically adjust itself. Click the blue Insert button.

*Add Internal Link*

Use this if you want to link to another page on your website or to a file you've uploaded. Highlight the text you want to be linked, then use the Insert Sitecore Link button.
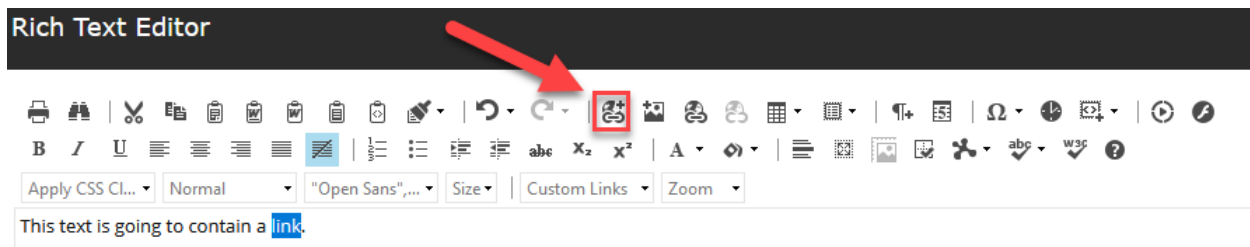


You'll then see this window where you can navigate to the different parts of your website and your events:
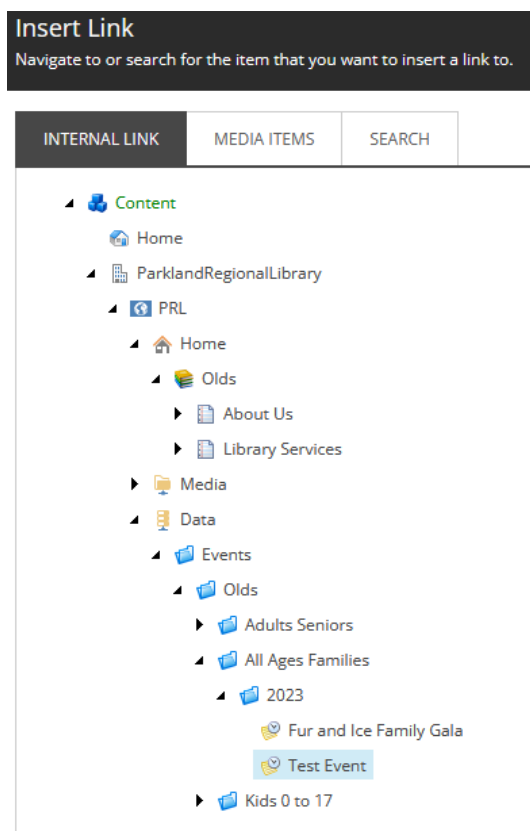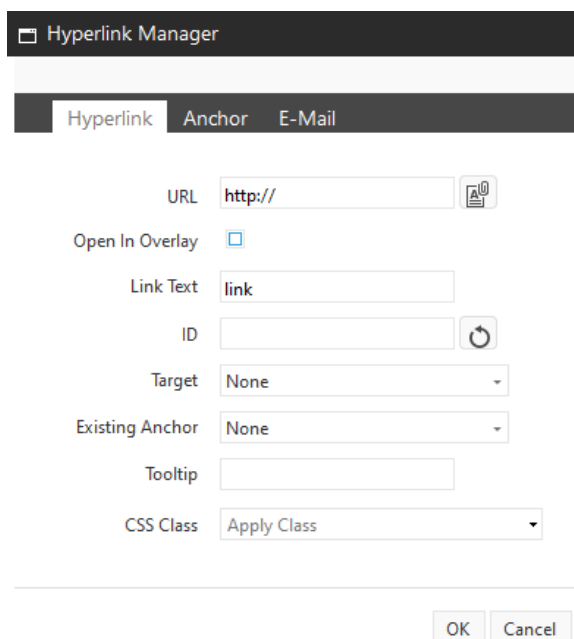


Find the section you'd like to link to, click on it, then hit the blue Insert button at the bottom right. The text will now be coloured, indicating a link.

*Add External Link*

In this case, use the other insert link button:
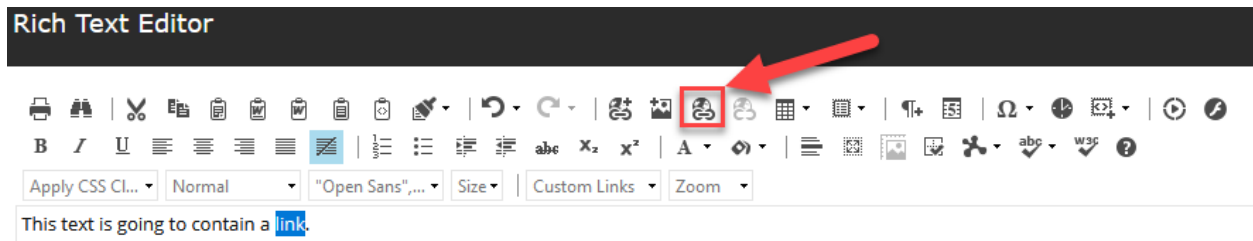


This time, a different window will appear:



The only field you need to fill out is the URL. Input the full address for the external website you want the link to go to and hit OK at the bottom. The text should change colour, indicating the link is active.

## Additional Details

Event Location:

Event Location: If you leave this blank, it will default to your library. If you fill it in, it will replace your library with that information on the Event page.

Max Space Available:

Space Used:

**Max Space:** This will set the maximum amount of people your event can accommodate. It will display on the calendar and on the Event page. If left blank, it will not appear.

**Space Used:** The other half of your available space. (**NOTE:** This is only for non-repeating events.)

If you put 20 as Max Space, and 5 as Space used, it will appear on your Event:

✓ Space Available: 5/20

☐ Requires Registration

**Requires Registration** – If this is ticked, it will put a note in your event that registration is required.

**Event Audience** – Double click on the audience you want tagged to the Event. This will aid patrons when they're searching for relevant age groups. You can add up to four categories.
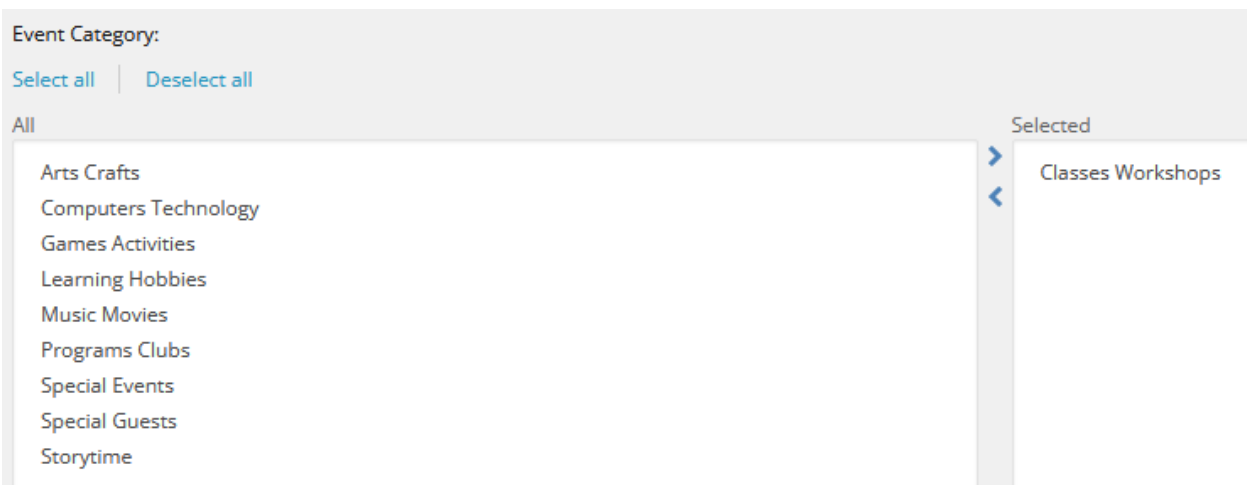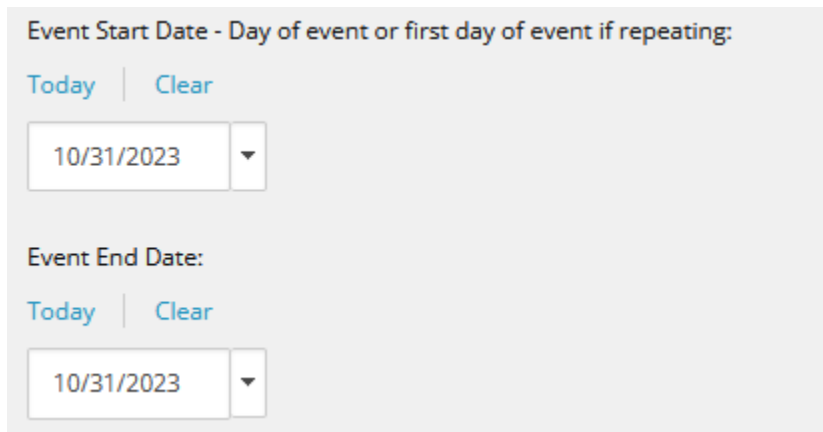


**Event Category** – Same as audience; this is to aid patrons in searching as they can filter by these categories to find relevant Events. Double click to add up to four categories.
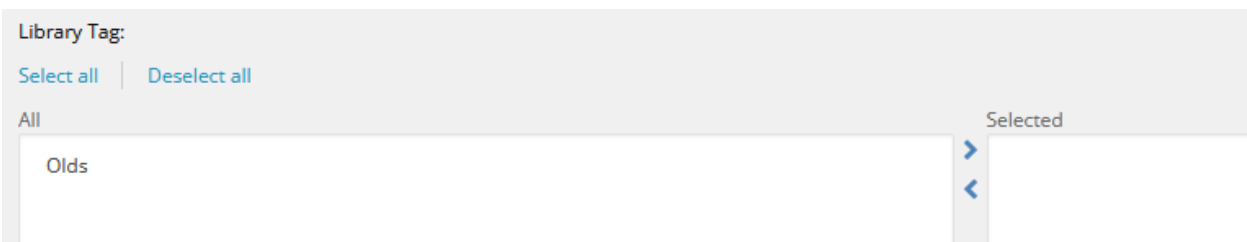


**Library Tag** – Your library should be the only option here. Just double click to make sure the Event is sorted under your library for search purposes.

## Date and Time

This section is a lot more flexible than it was previously, meaning it can do more, but is also slightly more complicated.

Event Start Date - Day of event or first day of event if repeating:

Today | Clear

10/31/2023 ▾

Event End Date:

Today | Clear

10/31/2023 ▾

**Event Start Date**

This is the **first** instance of the event.

- If the event starts on Sept 1, 2023, but repeats every week. Start date is still Sept 1, 2023.

- If the event started on Sept 1, 2022, but it's now Sept 12, 2023, the start date is still Sept 1, 2022.

**Event End Date**

- If the event is a blanket event where it starts Sept 1, 2023 and goes every day, all hours, until Sept 30, 2023; the event end date is Sept 30, 2023.

- If the event is a single day, say Sept 1, 2023; the event end date is Sept 1, 2023.

- **If the event repeats, in any manner of ways, and starts on Sept 1, 2023, *the end date is ALSO* Sept 1, 2023.**

Event Start Time - Format: 0:00, eg. 9:15 or 10:30 -- leave as 0:00 if all day event and then click checkbox for All Day Event below [standard value]:

> 0:00

Event Start Time of Day [standard value]:

> am

Event End Time - Format: 0:00, eg. 9:15 or 10:30 -- leave as 0:00 if all day event and then click checkbox for All Day Event below [standard value]:

> 0:00

Event End Time of Day [standard value]:

> am

☐ Is All Day Event?

**Event Start Time & Event End Time**

These are broken down. These are validated and expected to be in the proper format. In the time, ONLY enter the time. In the corresponding time of day field, enter AM or PM.

**Is All Day Event?** – If your event has no set time, leave start and end times at zero and click this box.

Additional Days of the Week - Should NOT contain the day of the week the event starts on:

Select all  |  Deselect all

All | Selected

> Sunday
> Monday
> Tuesday
> Wednesday
> Thursday
> Friday
> Saturday

**Additional Days of the Week**

If the event starts on Monday, Sept 18th and has an additional day during the same week - regardless if it repeats OR NOT, you would select that day here. So, if it also happens on Thursday, Sept 21st, you'd select only Thursday here. You would not include Monday.

## Event Repeating

**IMPORTANT:** If your event happens say, first Thursday of every month, or every 3rd Wednesday of every month - then you need to enter in NO, in the Event Repeats dropdown. Instead, what you will do is add additional days using the Additional Event Dates date picker below.

Event Repeats? - If an event repeats but has different start and end times, those should be separate events. If using CUSTOM, use additional dates below (in Exceptions) to add days [standard value]:

no

Event Repeat End Date - This is the last day that the event should occur on if it is repeating based upon daily, weekly, bi-weekly, monthly or yearly conditions:

Today | Clear

**Event Repeats** – You can set this to daily, weeks, bi-weekly, etc. The days you set above will repeat at this set frequency.

**Event Repeat End Date** – This is the last date the Event will repeat.

If you need to set exceptions or additions to your event dates, you can skip several sections from here, until you find Event Exceptions:

**Event Exceptions**

No Event Dates:

All                                                          Selected

> ▲ 📁 PRL Calendar
>   ▶ 📅 2023
>   ▶ 📅 2024
>   ▶ 📅 2025

Additional Event Dates:

All                                                          Selected

> ▲ 📁 PRL Calendar
>   ▶ 📅 2023
>   ▶ 📅 2024
>   ▶ 📅 2025

Here, use the calendars on the left (double click the date you want to add) to add.

**No Event Dates** – Use this to remove dates the Event would have happened (due to repeating rules set above), but will be cancelled (e.g. due to holiday closure).

**Additional Event Dates** – Use this to add dates that the Event would NOT have normally happened (as it doesn't meet the rules set above), but you want to have extra Event dates (e.g. a make-up class due to a closure).
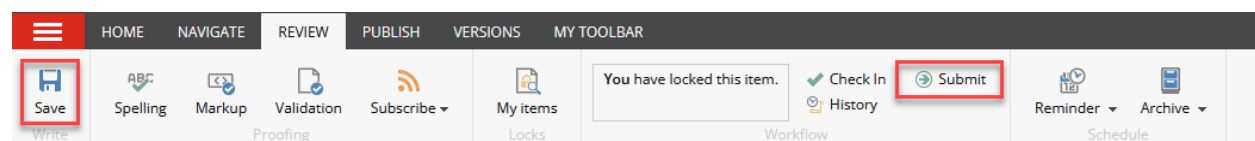
## Deleting an Event
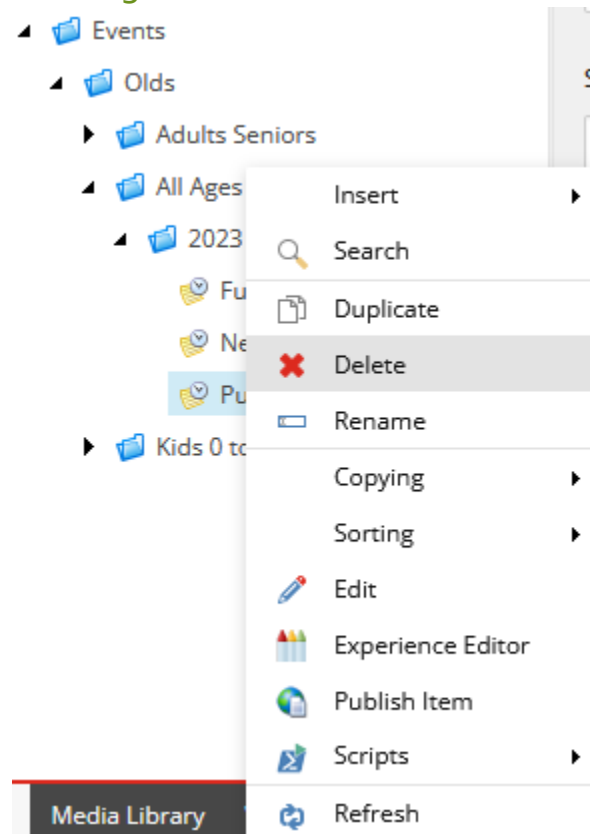


Just right-click the event and click on Delete. A confirmation window will pop up, click OK. After, Publish the parent folder that the event was contained in (see below).
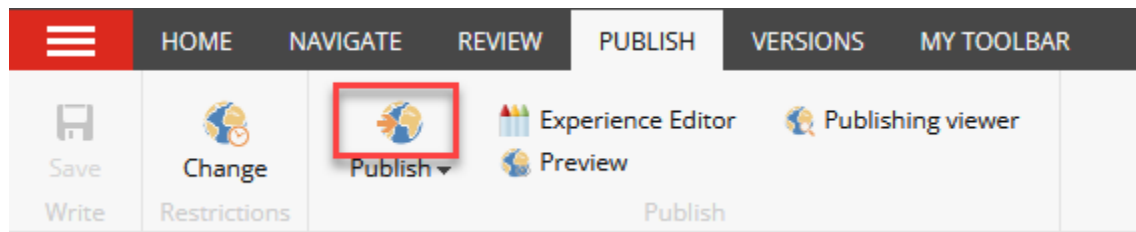
## Publishing

The final step after creating, change, or deleting anything with an Event.



1. Using the tabs at the top of the Sitecore, navigate to the REVIEW tab.

2. Click the Save button.
3. Click the Submit button.
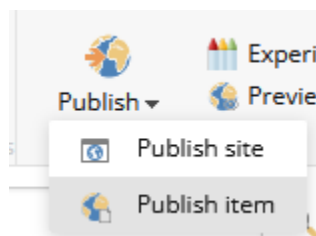4. A comment window will pop up, click OK.



5. Navigate to the Publish tab.
6. Click Publish icon.
7. Click OK twice.

Your Event should now be live on the website!

## Publishing Multiple Events (or deletions)

You can also create several events, then publish the parent folder using a similar method. Instead of clicking "Publish," click the down arrow and select Publish item:



You'll see this window:



Subitems will be everything within the parent folder. Related items are any media or links that need to accompany the update. In most cases, you'll want to make sure both are selected. Hit Publish.

As always, if you have any questions or concerns, please contact us at PRL Helpdesk (helpdesk@prl.ab.ca).