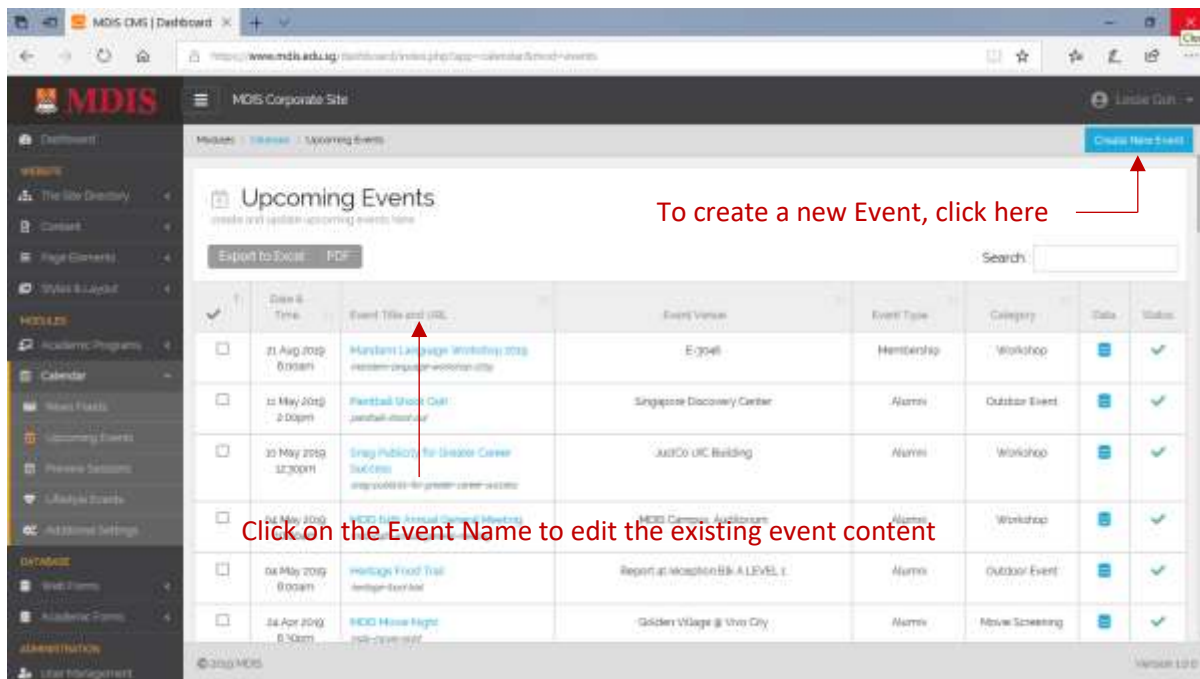


# Upcoming Events

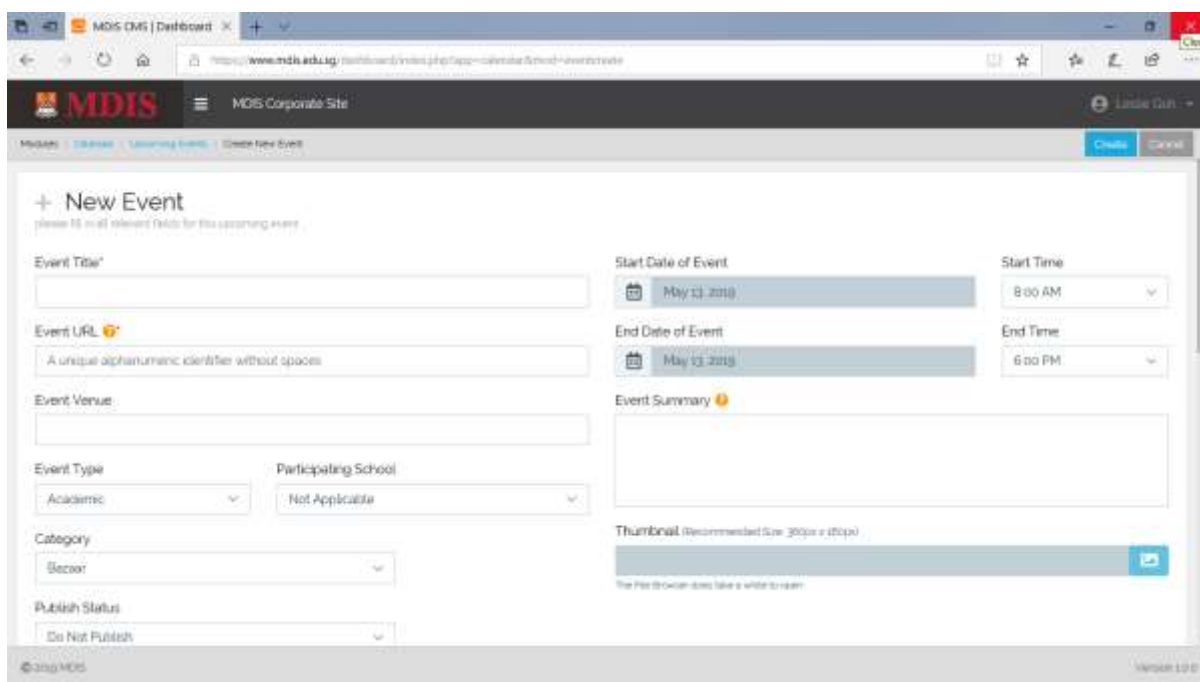
The Events submodule manages upcoming and past (if you have not unpublished it) events found on the corporate website. To arrive at this page, navigate by

*MODULES > CALENDAR > UPCOMING EVENTS*



## Creating a New Event

Fill in all required fields and click on *CREATE* to create the new event.



## Event Details

|                          |  |
|--------------------------|--|
| Event Title              | The title of the event   |
| Event URL                | A unique URL reference to this event. This URL will also be automatically used to create the corresponding webpage.  |
| Event Venue              | The location where this event is taking place  |
| Event Type               | The type of participants this event is targeting (e.g. Academic, Alumni etc.)  |
| Participating School     | Sets whether any School is participating in this event   |
| Category                 | The type of event being organized  |
| Publish Status           | Sets whether to show the event on the website  |
| Start Date/Time of Event | The start date and time of event   |
| End Date/Time of Event   | The end date and time of event. If this is a whole day event or there is no applicable end date and time, simply set the end date and time fields to be the same as the start date and time fields |
| News Summary             | A basic summary or outline of the main content of the event. Please note that only plain text should be entered here   |
| Thumbnail                | A thumbnail picture of this event. The recommended size of a thumbnail is 360px by 180px and should not be larger than 100KB in size   |

## Attendance Form

|                 |  |
|-----------------|--|
| Attendance Form | Sets whether to display an RSVP form in the frontend for this event  |
| Form Recipient  | The email address the form is sent to upon submission.   |
| Redirect URL    | The page the user gets redirected to upon successful submission of the Event RSVP Form. Usually this is a Thank You page. Please check with your administrator on the exact URL of this page |

## Event Content

The main content of the event should be entered into the Rich Text editor at the bottom of the page. Please remember to UNPUBLISH the feed until the content is ready to go live.