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The Events submodule manages upcoming and past (if you have not unpublished it) events found on the corporate website.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

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Creating a New Event

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

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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.

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