City Events

Dashboard: www.cityofmadison.com/user

City Events posts events throughout the site, as well as to the individual agency sites. The Events system also allows you to post events automatically to the various main City Core portal pages, categories and geographical areas of the City. The Events system allows you to add images, YouTube videos and documents. It has a location section that will display a map of the event location.

Creating a City Event

Select "**Create**" next to "Events – City."

Enter the following:

1. **Title**: Enter the title of the event.

2. **Event Description**: Enter description of event.

3. **Dates**: Provide both a start date and time and an end date and time. If appropriate, you can use the same date or time for both fields.

4. **Location**: You can optionally associate an event with a location. If a location is selected or added, a map will be displayed on the event page. Please attempt to see if the location already exists in the system using the "Find location" button. If you are unable to find the location, you can add a new location to the system by clicking the "Add location" button.

   a. **Find Location**: Begin typing in the field to search for a location. Results that match your search can be selected by clicking on them.

   b. **Add Location**:

      i. Enter a title.
      ii. Enter description, if wanted.
      iii. Enter Place type, if listed.
      iv. Enter website URL of location page, if one exists.
      v. Enter Address of location. Please be as detailed as possible.
      vi. Click "Create a new location."

5. **Event Details**:

   a. **Event Type**: Select if applicable.

   b. **Event Cost**: Enter dollar amount in format: ##.## If free, please enter the number 0.

   c. **Event URL**: Enter URL of event information page, if one exists.

      i. For example, your title would be "Streets and Recycling" with the URL of www.cityofmadison.com/streets. When the News Release displays, it will create the link as: [Streets and Recycling](http://www.cityofmadison.com/streets).

   d. **American Sign Language (ASL) Provided**: Select Yes or No.

   e. **Handicapped Accessible**: Select Yes or No.

6. **Registration Details**:

   a. **Pre-Registration**: Is Registration BEFORE the date of the event required? Select Yes or No.

   b. Registration **Cost**: Enter dollar amount in format: ##.## If free, please enter the number 0.

   c. Registration **URL**: Enter URL of the Registration Link.

   d. Registration **Details**: Enter additional registration information.

7. **Contact Details for Public Display**:

   a. **Sponsoring Organization(s)**: Enter if applicable.

   b. Contact **Name**: Enter contact name for public display.

   c. Contact **Email**: Enter contact email for public display.

   d. Contact **Phone**: Enter contact phone for public display.

   e. **Contact Information for Public Display**: Information provided in this field will be displayed on the event detail page. If you have a phone number or other contact information you would like to share with registrants, please use this field to provide it.

8. **Media**:

   a. **Images**: You can upload up to two images.

   b. **YouTube Video**: You can embed a YouTube Video. Enter the video URL.

   c. **Attachments**: You can add up to two attachments. Acceptable files are PDFs, Word documents, and Excel spreadsheets.

9. **Categorization**:

   a. **Area**: Is this for a specific area? If not, leave this field blank. If you select a value(s), then the Event will display when a user filters content based on an area.

   b. **Category**: Select the categories and sub-sections where the Event should display. You can select multiple categories and sub-sections.

   c. **Seasonal**: Is this for a specific season? If not, leave this field blank. If you select a field(s), then the News Release will display when a user filters content based on a season.

   d. **Tags**: Tags provide a useful way to group related posts together, and to quickly tell readers what a post is about. Tags also make it easier for people to find your content. Tags are similar to, but more specific than, categories. The use of tags is completely optional.

When you are finished, be sure to save your changes! Scroll to the bottom of the page, and click "**Save**".

Editing a City Event

1. Click "**Manage**" next to "Events – City."

2. Find the Event that you would like to edit, and click the "**Edit**" link.

3. Make desired changes, and click "**Save**."