Adding an Events Teaser List

Introduction:

This guide shows you how to promote events by adding a "teaser" to a web page. The actual event with all the details is not part of this content type. The date and title link to another web page where the actual event is displayed. Most often, it will be the online calendar.

Creating an Events teaser list involves a minimum of **three** content-types which **must be in this exact orde**r:

1. SOM - Event Teaser List Module START
2. SOM - Event Teaser List Item (one event per item)
3. SOM - Event Teaser List Module END

Here's how it looks in T4:

Step-by-Step Instructions:

==PLEASE NOTE: Preview does not format the month and date properly. When the event is live, it will format correctly.==

1. In T4, navigate to the page you want to have event(s) listed. Typically, this teaser is on a home page but it can go anywhere (including a Sidebar).
2. In the content tab, select "Add Contents", then select **SOM – Event Teaser List Module START**

3. When the content type opens, simply name the content type then select "Add" The name is what appear in T4 only (it does not appear on the web page). It's fine to name it Start Event Teaser List or something like that.

4. Select "Add Content" then select "**SOM – Event Teaser List Item**". This is where you list the event teaser. If you have more than one event, you will enter each event using its own SOM – Event Teaser List Item". Please refer to the following diagram to see how to complete the fields. When done, click "Add" or "Add and Approve" if you want your changes to go live.

Content Type: SOM - Event Teaser List Item

[Add ▼] [Preview] [Cancel]

Field	Description
Name *	T4 name. Not on web page. Just T4. It can be the same as the Event Title.
Event Title *	Event name. It will be linked on the web page.
Event Month *	3 letters, all capitalized. Ex: JAN, FEB, MAR, APR, etc.
Event Day *	Enter the number. It can be one or two digits. Ex: 01, 1, 2, 3, etc.
Event Start Time *	Enter the start time. Ex: 11 am, noon, 1:30 p.m., etc.
Venue *	Enter where the event will take place.

Description *

[toolbar icons]

Enter the description. A very short summary - one or two sentences is fine. You are just teasing the event here. All the event details are on the Events page, which the user can click if interested in learning more.

Path: p

Link *   Paste a complete URL of the event here. This is the page the user will go to when they click the date or event title. Most likely, it will be a calendar event. Ex: http://calendar.umaryland.edu/?category=School%20of%20Medicine&view=fulltext&month=02

[Add ▼] [Preview] [Cancel]

5. Repeat step 4 for every event you want to add. Each event is its own **SOM – Event Teaser List Item.**
6. Select "Add Contents", then select **SOM – Event Teaser List Module END**
7. When the content type opens, simply name the content type then select "Add" The name is what appear in T4 only (it does not appear on the web page). It's fine to name it End Event Teaser List or something like that.
8. Use the Move arrows as shown below to ensure your content types are in the proper order.

Name	Version		Status	Last Modified	Move
Event Item Module Start	1.0	▼	Approved	12 Feb '18 10:38:30	▣ ▣▣ ▣
Event 1 (Event Item)	1.0	▼	Approved	12 Feb '18 10:42:33	▣ ▣▣ ▣
Event 2 (Event Item)	1.0	▼	Approved	12 Feb '18 10:51:53	▣ ▣▣ ▣
Event Item Module End	1.0	▼	Approved	12 Feb '18 10:52:28	▣ ▣▣ ▣

9. When done, click Update and Approve.

Please Note:

- Preview does not format the Month and Date properly. When the event is live, the month and date will display properly.
- The heading "Events" is not part of this content type. To add a heading, you will need to create a separate HTML Content content type that has "Heading". Usually, it is a heading 2 (h2)