

Adding an Events Teaser List

Events

- 13 FEB** **IHV Special Seminar by Azra Raza**
11 A.M. | IHV - 725 W Lombard St. 6th Floor Conference Room
Topic: "Cancer and Its Discontents"
- 14 MAR** **IHV Special Seminar by Erling Norrby, MD, PhD**
11 A.M. | IHV - 725 W Lombard St. 6th Floor Conference Room
Topic: "A Tour in Nobel Archives; The Action Potential, Cholesterol and Molecular Biology."

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 order**:

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:

Group: SOM - Power Users / Moderators		
	Name	Description
	Access Control	Provides access control on the secure area of the site
	Image Carousel Item caption	Image carousel item created by Ted
	Image Carousel with caption	Carousel of images created by Ted
2	SOM - Event Teaser List Item	Add a Calendar Event to a Teaser List
3	SOM - Event Teaser List Module END	Use this to END the Event Item Module
1	SOM - Event Teaser List Module START	Use this to BEGIN the Event Teaser List Module
	SOM A - Section Links	List of links to children and grandchildren sections
	SOM A - Custom Code	For custom JavaScript, iframe embeds etc
	SOM A - Horizontal Rule	Dividing line between content
	SOM A - HTML Content	HTML content

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**

- 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.
- 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

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 *

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.

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

- Repeat step 4 for every event you want to add. Each event is its own **SOM – Event Teaser List Item**.
- Select “Add Contents”, then select **SOM – Event Teaser List Module END**
- 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.
- 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	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Left"/> <input type="button" value="Right"/>
Event 1 (Event Item)	1.0	Approved	12 Feb '18 10:42:33	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Left"/> <input type="button" value="Right"/>
Event 2 (Event Item)	1.0	Approved	12 Feb '18 10:51:53	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Left"/> <input type="button" value="Right"/>
Event Item Module End	1.0	Approved	12 Feb '18 10:52:28	<input type="button" value="Up"/> <input type="button" value="Down"/> <input type="button" value="Left"/> <input type="button" value="Right"/>

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)