

Anatomy of an Event Post

Each of these color items must be addressed BEFORE publishing an event post. Sometimes it is easiest to open an existing Event Post with the same Event Type and copy/paste some elements. Once an Event Post is published it will be posted to the indicated event page, the Newsroom and the Events Landing Page.

This piece is the title of the Newsroom Post...

Event Type - Event Name Event Date

Ribbon Cutting - Safelite Autoglass 12.15.11

Permalink: http://www.test-columnright.com/beavertonchamber/chamber_events/ribbon-cutting...glass-12-15-11/

Edit View Post

Upload/Insert Visual HTML

Style = "Header 3"

Heading 3

Ribbon Cutting - Safelite Autoglass (info, map)

Event Type - Event Name

This piece is the title of the Event Post...

info = use the link button to create a link to the corresponding event page
map = use the link button to create a link to a google map of the address
rsvp or register = use the link button to create a direct link to the payment page

Path: h3
Word count: 6
Draft saved at 9:58:17 pm. Last edited by admin on November 29, 2011 at 7:29 pm

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: **Nov 22, 2011 @ 0:12** Edit

Move to Trash Update

Categories

Newsroom Category: Check "Events"

All Categories Most Used

☒ Event

☐ PRO Development Articles

☐ Uncategorized

+ Add New Category

Select the correct Event Type from the drop down menu...

Check the circle next to the event...

Event Selection (Google Calendar)

Please Select Event Type

Ribbon Cuttings

Please Select an Event

☒ Select This Event

Title	Business After Hours--Reedville Cafe
Summary	
Start Date	2011-12-14T17:00:00.000-08:00
End Date	2011-12-14T19:00:00.000-08:00

Other Information

- The event must be created and published in the Chamber's Google Calendar before it will show in this list and the Google function repeat event cannot be used.
- If the Google Event is deleted than the event information will disappear, but the Event Post will remain.
- Event Posts can be edited after they are published.
- After an event has passed the Event Post will remain in the CMS, but will disappear from the Event Page. It is recommended that old Event Posts be deleted from the CMS on a regular basis.