

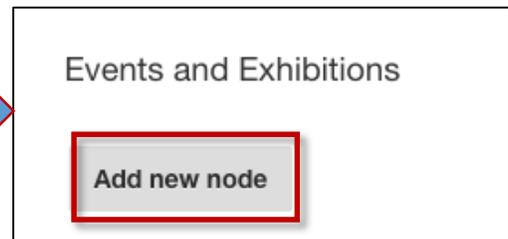
Posting an Event to Your LAAS Directory Profile Page

Events and Exhibitions

Found under the “Related Content” tab

To announce and share an Event, you will select the “Add New Node” button in the Events and Exhibitions section.

To create an Event and/or Exhibition announcement, you will select the “Add New Node” button.



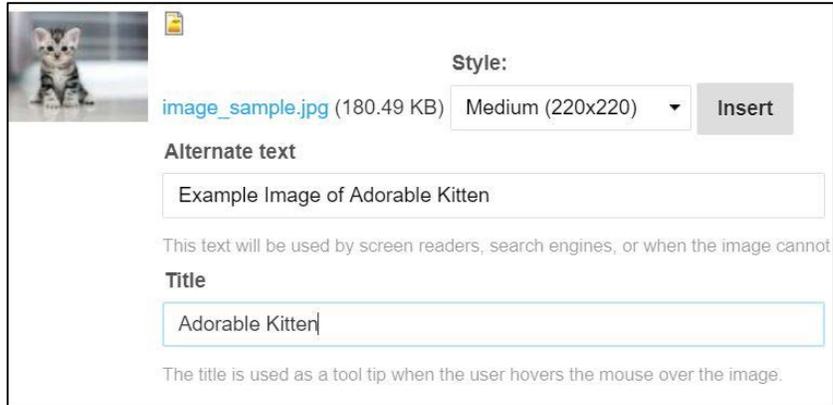
Node = Event

A Title and Description box will appear where you are able to enter your Event title and create a description under the “Main Content” tab in the body of the text box.

Below the description, you have the option to add images to the body of your Event announcement.

All image files must be less than **256MB** and must be file types: **png, gif, jpg or jpeg**

For the image to appear in the body of your article please **click on the “insert” button**. Otherwise the image will not appear in the body of your article text.



image_sample.jpg (180.49 KB) Medium (220x220) **Insert**

Alternate text
Example Image of Adorable Kitten

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Title
Adorable Kitter

The title is used as a tool tip when the user hovers the mouse over the image.

When you upload an image into the body of your description, you may enter **“Alternate Text”** which is used by screen readers and search engines, as well as an image **“Title”** that will appear when a user hovers their mouse over the image. These are not required, but they aid search engine optimization!



Body Image Test #1

bodyimagetest_1.png (31.3 KB)

Style:

- ✓ Automatic
- Large (480x480)
- Medium (220x220)
- Thumbnail (100x100)

Insert

This text will be used by screen readers, search engines, or when the image cannot be loaded.

Select the style size you’d like for the image to appear within your text: Automatic, Large (480x480 pixels), Medium (220x220 pixels), and Thumbnail size (100x100 pixels). You will need to click “insert” to for image to appear in the body of your article.

NOTE: Be wary of choosing “Automatic” size as it shows up at the size of the download. This adorable kitten when viewed in the body of the event on automatic took up the whole screen. The kitty’s paws were all that were visible.

To delete an image from the body of your event, click directly on the image and push the delete button on your keyboard. This will only delete the image from the body of the event.

To move the image within the body of your event, click directly on it and move it towards where you would prefer it to be. Using the cut and paste function will also help you move your image. It’s slippery. Take your time.



After adding a description and any images to the body of your event description you may enter the location information for your event.

Full name could be the organization or building name followed by the address.

NOTE: If it is an online event you may put that information into the Name and Address boxes and it will appear in the location section of your Event the same as a physical address would.

The screenshot shows a 'Location' form with the following fields: Country (United States), Full name (empty), Address 1 (USC Doheny Library, DML 241, Polymathic Room), Address 2 (3550 Trousdale pkway), City (Los Angeles), State (California), and ZIP code (90089).

The screenshot shows an 'Event Date' form with the following fields: 'All events must have a Start Date. End Date is optional.' checkbox for 'All Day' (unchecked) and 'Show End Date' (checked). Start Date: 04/28/2020, Start Time: 10:30. End Date: 04/28/2020, End Time: 13:30. Examples: E.g., 08/12/2020, E.g., 11:45.

After entering location information, enter date and time of your location. If it is a day long event select “All Day.”

To add an end time, select “Show End Date.”

Note that time entered on the 24-hour but will appear in standard 12-hour time on the public facing event listing on the website and your profile.

After listing your Event location and the Event Date information, you may add a Thumbnail image. The thumbnail image appears when an article is displayed within a list of content.

The thumbnail image will appear next to your event on the LA as Subject events list page.



The Thumbnail image is landscape at a 5:3 ratio (960x576 pixels).

All image files must be less than **256MB** and must be file types: **png, gif, jpg or jpeg**

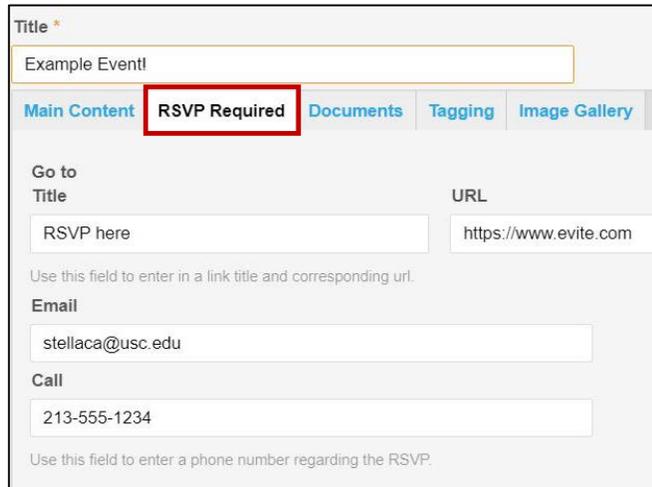
Note: If you would like to have the same image in the body of your article, you will also need to add the image separately into the body of your article.

Select RSVP Required if you would like to enter any RSVP information to your Event.

RSVP information is not required. If RSVP is left blank, the RSVP information will not appear.

If you are using a Google form or other online RSVP system you may enter text into the Title box e.g. "RSVP here" and the URL that your text will hyperlink to.

You may also enter an email and telephone number for RSVP purposes.



The screenshot shows a web form for creating an event. At the top, there is a 'Title' field with the text 'Example Event!'. Below this is a navigation bar with tabs: 'Main Content', 'RSVP Required' (highlighted with a red box), 'Documents', 'Tagging', and 'Image Gallery'. Under the 'RSVP Required' tab, there are several input fields: 'Go to Title' with the text 'RSVP here', 'URL' with the text 'https://www.evite.com', 'Email' with the text 'stellaca@usc.edu', and 'Call' with the text '213-555-1234'. There are also instructions for each field: 'Use this field to enter in a link title and corresponding url.' for the URL field, and 'Use this field to enter a phone number regarding the RSVP.' for the Call field.

Your RSVP information will appear like this on the public facing Event page.



The screenshot shows a public-facing event page. On the left, it displays the date 'Tuesday, April 28, 2020' in red, followed by the time 'When: 10:30am - 1:30pm'. Below this is the location information: 'LOCATION: Doheny Library', 'Polymathic Room, DML 241', '3550 Trousdale Pkwy', and 'Los Angeles, CA 90007'. On the right side, there is a grey box containing the RSVP information: 'Go to: RSVP REQUIRED', 'RSVP here', 'Email: stellaca@usc.edu', and 'Call: 213-555-1234'.

After you have entered all of your Event information and you are ready to complete it, Click "Create Node" and your article will be created. The article has been created, but NOT SAVED YET.



You will then need to click SAVE at the bottom of the page in order to complete the process and save all of your work. If you click "Create Node" but not click SAVE your work will be lost!



Please Click SAVE at the bottom left of the page!
So that all your hard work and progress will be preserved!

After clicking save, you will be taken to your profile page. Where you will proceed to PUBLISH YOUR EVENT!

Important!! To Publish:

Your Event has been created but is not yet published on your profile or the LA as Subject website.

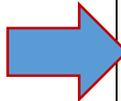
The unpublished article will appear in pink on your profile page. This means only you can see it.

To publish this entry, click the pink entry directly on your profile page and you will be taken to view your event draft where you will have the ability to publish.

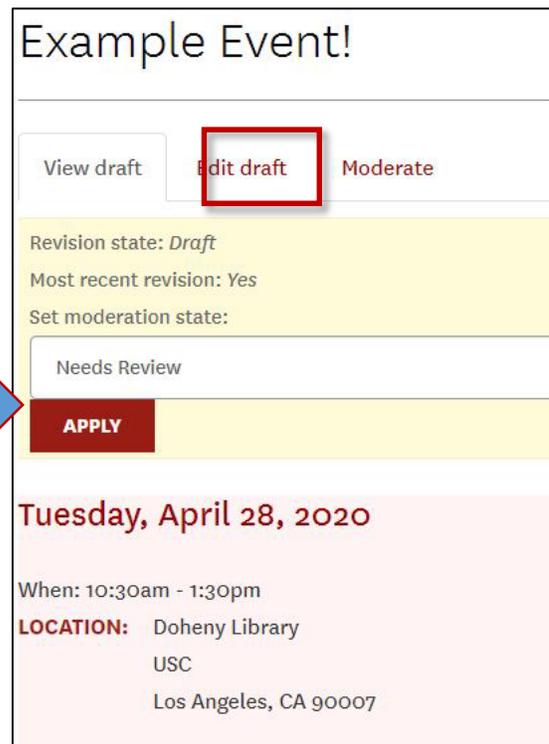


After clicking your pink-colored unpublished article draft, you will be taken to a page for your event similar to the one seen here.

You will be able to review the text of your article. If you find that you need to edit make edits, click "Edit Draft" and you will be able to make your changes.

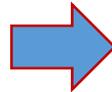


If you are ready publish your event, click the "Apply" button below the bar reading "Needs Review."



The word "Published" will then appear in the bar.

If you are certain that your news article is ready for publication, you may then click "Apply" again.



This cannot be undone. ***

Example Event!

View draft Edit draft Moderate

Revision state: *Needs Review*
Most recent revision: Yes
Set moderation state:

Published

APPLY

Tuesday, April 28, 2020

When: 10:30am - 1:30pm
LOCATION: Doheny Library

Your article will be published to BOTH your profile page AND to the LA as Subject Featured News page, and in the News listings on the LAAS homepage



Note: The newest articles will appear at the top of the news feed.

Example Event!

View published **New draft** Moderate

Revision state: *Published*
Most recent revision: Yes

Tuesday, April 28, 2020

When: 10:30am - 1:30pm

Congratulations! Your Event is now shared with the LA as Subject community!

***If, for some reason, you need to take the article down please email Stella Castillo at stellaca@usc.edu and we can work it out!