

Adding Events in the Refuges CMS

Creating events and adding them to the events calendar in the refuges CMS is a two-step process. Follow the detailed instructions below to learn how to create an event and add it to the calendar. There is a section at the end of the walkthrough about photos if you need it as a reference.

Below is a screenshot of the **Events Calendar** page:

Upcoming Events

Nature Field Trip



Meet volunteers at Kanyoo Trail to explore the wonders of nature! An experienced birding team will take you to many of the best birding sites of the Refuge and surrounding areas. Drive your own car or carpool. Best suited for older children and adults.

[Learn More](#)

Eagle Watch



Join local volunteers as they set-up at Cayuga Overlook to point out our nesting bald eagles, and also other birds flying past. Everyone is welcome, whether you are an experienced birder or just beginning!

[Learn More](#)

Spring Into Nature



Be sure to come out and join us on April 27th from 9am-4pm for our annual celebration to welcome spring back to the swamp! Activities for the day include nature related exhibits, hands-on activities for kids, live birds of prey, various speakers throughout the day, and more! All activities for the day are FREE.

[Learn More](#)

WHAT WE DO

- Resource Management
- Conservation
- Get Involved
- Partnerships

April 2013						
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

In this image, the **RED** box designates one event. The **BLUE** box on the right is the events calendar. The highlighted dates within the calendar signify dates for which there are scheduled events. The **GREEN** box represents the “short description” (you’ll learn more about this later).

Part 1: Create the event in Event Details

1. Go to the CMS page: <http://cmsstage.fws.doi.net/> and log in using your FWS email and AD password.
2. Once logged in, click **WORK AREA** in the left-hand menu.
3. The work area window will open. Now click the **CONTENT** tab in the top right corner (between Desktop and Library).
4. Navigate through the folders in the left-hand menu to your refuge – choosing Region 5 > NWRS > You Zone > Your Complex > Your Refuge.
5. Once within your refuge folder, click the **SECTIONS** folder to expand it, then select the **EVENTS** folder.
6. The **EVENTS** folder will expand to Calendar Items and Event Details. For this part of the promo, select **EVENT DETAILS**.
7. Here you will see a list of your existing current and past events. If you do not have any previous events, the section will be empty.

ektron CMS400.net Version: 8.02 SP3(Build 8.0.2.035) User: Alexa Marcigliano | You have 0 unread messages

Desktop Content Library Settings Reports Help

View Contents of Folder "Event Details"

Title	Content Type	Language	ID	Status	Date Modified	Last Editor
Bicycle Tour on the Refuge	Smart Form: Event	US	2147517710	A	4/10/2013 8:10:19 AM	Marcigliano, Alexa
Bird Identification Tour with Joel Citron	Smart Form: Event	US	2147517704	A	4/10/2013 7:52:55 AM	Marcigliano, Alexa
Bird Identification Tour with John and Becky Hargrove	Smart Form: Event	US	2147517712	A	4/10/2013 8:14:40 AM	Marcigliano, Alexa
Bird Trip	Smart Form: Event	US	2147517713	A	4/10/2013 8:16:42 AM	Marcigliano, Alexa
Highway Cleanup	Smart Form: Event	US	2147517709	A	4/10/2013 8:07:24 AM	Marcigliano, Alexa
IMBD - Spring Bird Count	Smart Form: Event	US	2147517716	A	4/16/2013 9:06:48 AM	Marcigliano, Alexa
Refuge Tour	Smart Form: Event	US	2147517711	A	4/10/2013 8:12:49 AM	Marcigliano, Alexa
Shore Prese						Marcigliano, Alexa
Spring						Marcigliano, Alexa
Tour t						Marcigliano, Alexa
Transplanting 101	Smart Form: Event	US	2147517708	A	4/10/2013 8:02:58 AM	Marcigliano, Alexa

This is where you will view a list of all your existing (past and current) events. You do not need to worry about old ones being here.

8. Select **NEW** in the horizontal menu above your list of existing events, then select **EVENT**.
9. Now you will see the form to enter content for your new event.
 - a. Below is an image of the form and an image of the finished Event Page. Look between the two to see which sections correspond to which part of the Event Page. After the two images will be a detailed description of the necessary information for the Events Page.

This is the form you will fill out. The colored boxes correspond to boxes on the next page.

Title: <input type="text" value="Bicycle Tour"/> [English (U.S.)]	
Content Summary Metadata Alias Schedule Comment Templates	
	
Instructions: * Indicates required elements.	
<h2>Event Information</h2>	
Title: Matches content title	
Date(s):	<input type="text" value="Saturdays from April to October."/>
*Image:	 (Required - image size should match 150 x 119 pixels)
Short Description:	<input type="text" value="Join refuge staff for a guided bicycle tour!"/>
Body Text:	<input type="text" value="Come to the refuge Saturdays from April to October for a bike tour of the refuge. We will stop to discuss habitats, wildlife management techniques, and to identify birds."/>
Details Title:	<input type="text" value="Details"/>
Details Information:	<ul style="list-style-type: none">• 2:00pm - 4:00pm• The guided trip will be approximately 6 miles.• Riders may continue their bicycle tour on their own through the 8 miles of refuge roads.• Roads are packed dirt and a bicycle with hybrid tires is suggested.• Bring your own helmet and check the air in your tires!• Meet at the visitor center.
Details Incidental Italicized Text:	<input type="text" value="Be sure to stay on the trails while riding."/>

Here is what your finished Event Page will look like. The colored boxes correspond to boxes on the previous page.

Bicycle Tour

Saturdays from April to October.



Join refuge staff for a guided bicycle tour!

Come to the refuge Saturdays from April to October for a bike tour of the refuge. We will stop to discuss habitats, wildlife management techniques, and to identify birds.

Details

- 2:00pm - 4:00pm
- The guided trip will be approximately 6 miles.
- Riders may continue their bicycle tour on their own through the 8 miles of refuge roads.
- Roads are packed dirt and a bicycle with hybrid tires is suggested.
- Bring your own helmet and check the air in your tires!
- Meet at the visitor center.

Be sure to stay on the trails while riding.

10. Details about the required pieces of information:

- Title (RED BOX)** – Title of the event. Each must be a unique title, it could be Bicycle Tour, Spring Bicycle Tour, Bird Walk with John Smith, etc.
- Dates (BLUE BOX)** – Here you can enter the date of the event. If it's a single event, you could say April 25, 2013. If it's recurring, you could put Saturdays in April or Mondays and Thursdays through the summer.
- Image** – Mandatory image, it must be 150 x 119 pixels. If you're not sure how to add a new image, please scroll to the end of this tutorial for a brief walkthrough on uploading images.
- Short Description (GREEN BOX)** – This is the description that also shows up on the Events Calendar page. It should be a brief teaser of the event.

- e. **Body Text (ORANGE BOX)** – Here you can further describe your event in more detail. *This is not required, but it's a nice feature.*
 - i. If you decide not to put any text here, put your cursor in the box and hit the Enter button and Space button on your keyboard a couple of times. This will help with how the final page looks.
 - f. **Details Title (YELLOW BOX)** – Title of the details box. Does not need to be details, can be anything you would like to put.
 - g. **Details Information (PURPLE BOX)** – Enter your details and things visitors need to know. Can be in bulleted form, but it isn't required.
 - h. **Details Incidental Italicized Text (TURQUOISE BOX)** – Any other incidental text you would like to appear at the bottom of the details box. *NOT REQUIRED*
11. To view what your page will look like, hit the **SAVE** button at the top of the screen (see image below) – it looks like a small floppy disk. Once saved, hit the **PREVIEW** button next to the Save button (it looks like a page with a magnifying glass). Continue tweaking your page until it looks how you would like it to.
 12. Once finished, click the **PUBLISH** icon at the top of the page. It should look like a small piece of paper with a green arrow pointing to the right:

Instructions: * Indicates required elements.

Event Information

Title:	Matches content title
Date(s):	Saturday, April 20, 2013
*Image:	 <small>(Required - image size should match 150 x 119 pixels)</small>

13. If for some reason you would like to cancel and not publish or save your work, click the red circle with the X in it (not recommended).
14. Your event should appear in the list.

Part 2: Adding your Event to the Events Calendar

Part 1 described how to create the Event Page, part 2 describes how to add your event to the event calendar. This is a necessary step and cannot be skipped, or your event will not show up on the Events Calendar Page.

1. Navigate through the folders on the left-hand side of the CMS work area to the Events Folder (Region 5 > NWRS > Your Zone > Your Complex > Your Refuge > Sections > Events). Here you will see the Calendar Items folder and the Event Details folder. For this part of the tutorial, select **CALENDAR ITEMS**.
2. Here you will see a list of all of your previously scheduled events (should your refuge have any).
3. To add a new event, select **NEW** at the top of the list of events, and select **ADD CALENDAR EVENT**. (See arrow below)

The screenshot shows the CMS400.net interface. The top navigation bar includes 'User: Alexa Marcigliano | You have 0 unread messages' and 'Desktop Content Library Settings Reports Help'. The left sidebar shows a folder tree with 'Events' > 'Calendar Items' selected. The main content area displays a table of events with columns: Title, First Occurrence, Event Type, Language, ID, Status, Date Modified, and Last Editor. A red arrow points to the 'NEW' button above the table. A red text box with white text is overlaid on the table, stating 'This is your list of past and future scheduled events'. Below the table is a calendar view for April 2013, showing dates from 31 to 13.

4. Now you will be in the Calendar Event page. Enter the **TITLE** of your event. This should be the same as the title you entered in Part 1.
5. Skip everything else and look towards the bottom of the screen for the **DATE AND TIME**. Enter the date and time of the event. If this is a recurring event, enter the date and time of the first occurrence of the event. If it is an all day event, or one spanning multiple days, select All Day (this will be rare). See the image on the next page:

Edit Appointment

Event Recurrence Metadata

Title:

Location:

Description:

LEAVE BLANK

Start time: 4/18/2013 08:00 AM

End time: 4/18/2013 09:00 AM

All day

Edit the date and time of your event here.

Save Cancel

6. If your event occurs multiple times, next you will select the **RECURRENCE** tab at the top of the form (see image above). If your event is one single day, skip to step 8. **DO NOT HIT SAVE**, first move on to the next step.
7. One in the Recurrence tab, select the **RECURRENCE** box and the form will appear for you to enter the frequency of your event. Depending on how often your event occurs, change the settings. Be sure to enter the start date and end date. For the end date, pick the day after the final occurrence of your event. Once finished, **DO NOT HIT SAVE**, first move on to the next step.
8. Select the **METADATA** tab at the top of the form (see image above). Here you will link your Event Details you created earlier to this Calendar Item.
9. Under **EVENTCONTENT**, select the **EDIT** button (it has a pencil on it). This will open a new window.
10. Navigate through the folders on the left-hand side of this new window, until you locate your refuge's Event Details folder (Region 5 > NWRS > Your Zone > Your Complex > Your

Refuge > Sections > Events > Event Details). If another folder other than yours automatically opens, minimize it and navigate to the correct folder.

11. All of your previous Events Details pages you created should now appear on the right-hand side of the window. (See image below).

The screenshot shows a web browser window titled "CMS400 Library For Alexa+Marcigliano". The address bar displays the URL: `cmsstage.fws.doi.net/WorkArea/mediamanager.aspx?actiontype=library&scope=&type=quicklinks&autonav=47...`. On the left side, there is a tree view of folders. The "Events" folder is expanded, showing sub-folders like "Calendar Iter" and "Event Details". On the right side, a "Library Folder: 'Event Details\quicklinks'" is displayed. Below this, there is a table of quicklinks with columns for "Title", "Language", and "Date modified". The table lists several event details pages, each with a title and a URL. A red text overlay is present over the table, stating: "Here is the list of your past and current Events Details pages." Below the table, there is a "Reorder and Finalize Selections" section with a toolbar containing icons for up, down, left, right, and delete, and a "Link" column.

Title	Language	Date modified
Bicycle Tour on the Refuge nws/threecolumn.aspx?id=2147517710	US	
Bird Identification Tour with Joel Citron nws/threecolumn.aspx?id=2147517704	US	
Bird Identification Tour with John and Becky Hargrove nws/threecolumn.aspx?id=2147517712	US	
Bird Trip nws/threecolumn.aspx?id=2147517713	US	
Highway Cleanup nws/threecolumn.aspx?id=2147517709	US	
IMBD - \$ nws		
Refuge tour nws/threecolumn.aspx?id=2147517711	US	
Shorebird and Horseshoe Crab Presentation	US	

12. Scroll through and select the correct event, and double click on it. It should now appear in the bottom right-hand section of the window.
13. Hit the **SAVE** button (looks like a floppy disk – see giant red arrow in image below).

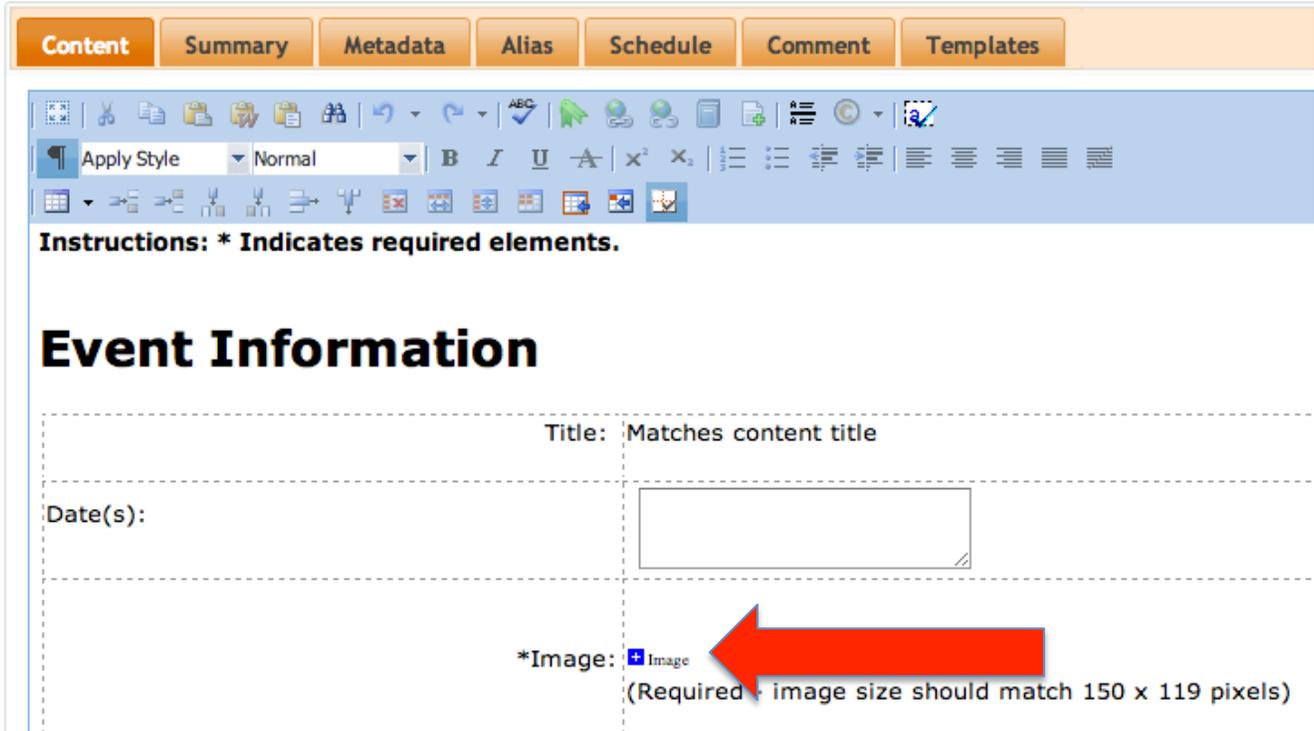
The screenshot shows the CMS400 Library For Alexa+Marcigliano interface. The left sidebar contains a tree view of content folders, including Content, Region 1-5, NWRS, Central Zone, North Zone, South Zone, Back Bay, Canaan Valley, Chesapeake Marshlands, Chincoteague Complex, Coastal Delaware Complex, Bombay Hook, Alert, Home, Images, Section Configuration, Sections, About, Cosa, Event Calendar Items, Event Details, Forms, Maps, and Multimedia. The main area displays a table of event details under the heading "Library Folder: 'Event Details\quicklinks'". The table has columns for Title, Language, and Date modified. The first row, "Bicycle Tour on the Refuge", is highlighted in yellow. Below the table, the "Reorder and Finalize Selections" section shows a list of selected items, with "Bicycle Tour on the Refuge" checked. A large red arrow points from the "Event Details" folder in the sidebar to the "Reorder and Finalize Selections" section.

Once you double-click on your Event Detail, it will appear down here.

14. Your Event Detail will now appear under the Event Content section.
15. **NOW HIT SAVE.** It will now appear in your Calendar Items list and at midnight will appear on your live website.

Adding a Photo to Your Promo

1. So you're in the midst of making your event and you would like to add the photo. First, outside of the CMS and using Photoshop or a free online photo-resizing tool, resize your Promo image to 150px wide by 119px tall and save it to your computer with a file name that doesn't have any spaces in it (e.g. BikeTourEvent.jpg).
2. When you're ready to make your event, your window should look something like this:

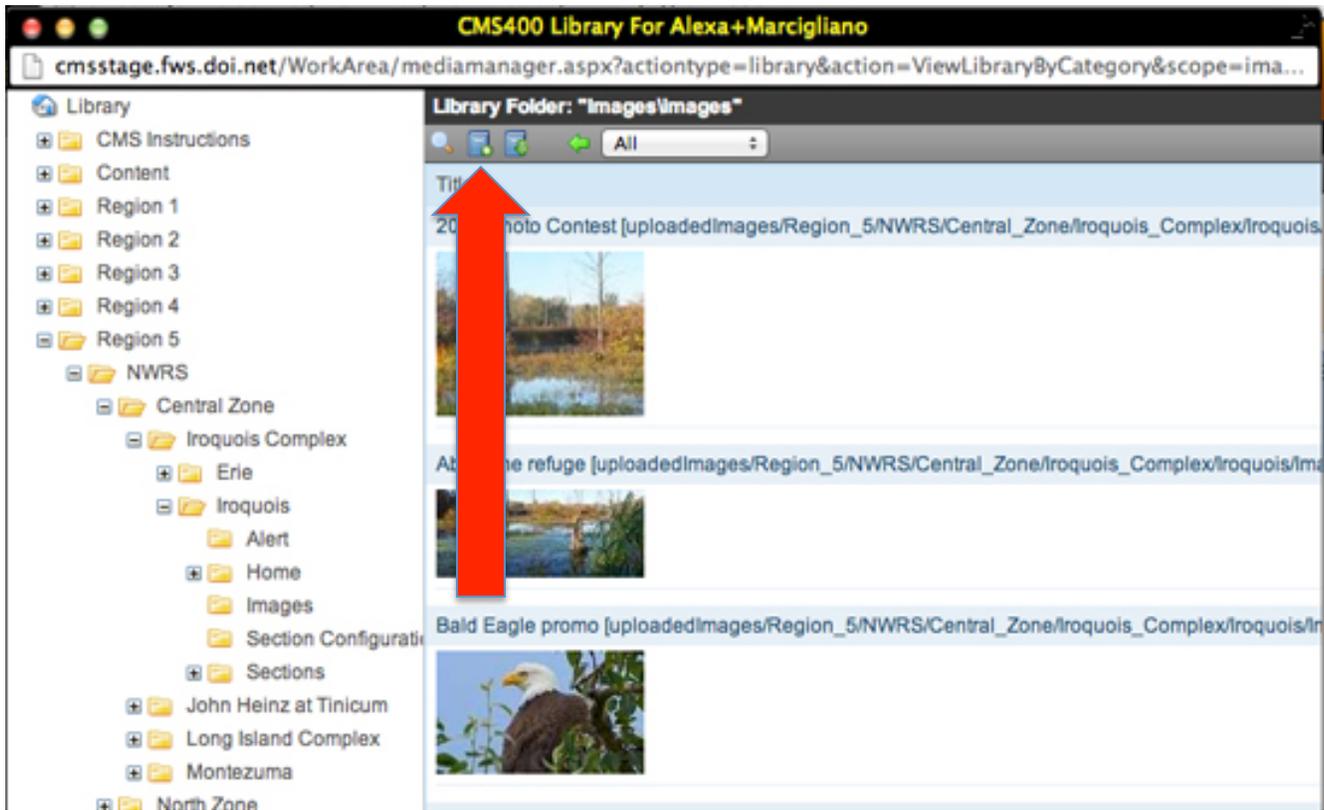


The screenshot shows a CMS interface with a top navigation bar containing tabs for Content, Summary, Metadata, Alias, Schedule, Comment, and Templates. Below the navigation bar is a rich text editor toolbar with various icons for text formatting and alignment. The main content area is titled "Event Information" and contains a form with the following fields:

- Title: Matches content title
- Date(s): [Empty text box]
- *Image: [Small blue icon] Image (Required - image size should match 150 x 119 pixels)

A large red arrow points to the small blue icon next to the *Image field label.

3. In the **IMAGE** line, you'll see a small blue icon. Click the icon and navigate through your folder structure: Region 5 > NWRS > Your Zone > Your Complex > Your Refuge > Images
4. Once in the images folder, you should see a list of all the images used throughout your site in the right-hand part of the window.
5. To add a new image, you need to click the **ADD LIBRARY** icon. It's shaped like a small book and it's next to a magnifying glass to the left of the dropdown menu that says ALL (see example on next page).



6. Once you've clicked Add Library, it's time to enter some information.
 - a. **Title:** something to let you know what exactly this photo is for, since photo sizing is so important throughout the website. I would suggest: Biking Event or something along those lines to let you know just what you want to use the image for.
 - b. **Filename:** Click choose file and find the file in your computer.
 - c. **Description:** a couple of words describing the photo and the credit. Example: Girl stargazing in field – USFWS.
16. Once you're done, click the **ADD LIBRARY** button at the top of the window. It is located next to the magnifying glass and is a small red, yellow and blue button. Once you click that button, it will upload and insert the image.