

Create an Event Cheat Sheet

Use this Event Cheat Sheet as a quick reference guide to assist you to build out events on daily basis.

Create the Detailed Event Content

(Detailed instruction: [Unit 7 Create Event Detail section](#))

1. Log into Ektron and open **Workarea > Content Tab**.
2. Navigate to **Your Refuge > Sections > Events > Event Details** folder.
3. From the toolbar, select **New > Event**.
4. The **Event SmartForm** will open.
5. Fill in the following fields:
 - a. **Title** – Required
 - b. **Dates** - Required
 - c. **Image** - Required
 - d. **Short Description** – Optional
 - e. **Body Text** – Required. You must add approximately 110 words into the body text otherwise the detail section will move up and wrap around the image giving less than optimal results.
 - f. **Details Title** – Optional
 - g. **Details Information** - Optional
 - h. **Details Incidental Italicized Text** – Optional
6. Click **Save** and the **Preview** option will display on the content toolbar. Preview option does not display on initial create until the first Save has occurred.
7. Click **Preview** and a new window will open displaying the page in Preview mode. Check to see that your page is displaying correctly. Go back to the Event SmartForm you are working on and make changes as necessary, clicking Preview to see the changes.
8. Click **Publish** when page is complete.

Create Calendar Item

(Detailed instructions: [Unit 7 Create Calendar Items Event](#) section)

1. Navigate to **Your Refuge > Sections > Events > Calendar Items** folder.
2. From the toolbar, select **New > Add Calendar Event**.
3. The **Edit Appointment** window will appear in Event view with Event Tab highlighted.
4. Fill the following **Event** fields:
 - a. **Title** – Match the title with the detailed event content you created above.
 - b. **All Day** – Disable this option if you want to specify a date and time range. Only Start time option is displayed if this option is enabled.
 - c. **Start Time & End Time** – click on the respective Start/End icon (📅) and Time icon (🕒) to set the date range and time range.
5. Click the **Recurrence Tab** if you want to set this event to be recurring.
6. **Enable** Recurrence and recurrence options will appear. Set the recurrence options that you want.
7. Click on the **Metadata Tab**.
8. Click **Edit** for **EventContent** metadata. The EventContent metadata is used to associate this Calendar Item with Detailed Event content you created above. This Calendar Item you are creating will display on the mini calendar located in the right column of the page, when visitors click on that date they will see the Event Detail content you created above. This is accomplished using the EventContent metadata.
9. Library window will appear in Quicklinks mode.
10. Navigate to **Your Refuge > Sections > Events > Event Details** folder.
11. Select and Highlight the detailed event content you created above. T
12. Click on **Insert** icon (📄) and the detailed event content will appear in your EventContent field.
13. If you selected an incorrect detailed event content, Click on the **Clear** icon (🗑️ Clear) and repeat steps 16-20.
14. Click **Save** when finished.

Common Questions and Answers

How do I edit the event content?

1. Navigate to **Your Refuge > Sections > Events > Event Details** folder,
2. Click on the Event Detail content you want to edit and select Edit.

Note: You edit the Event Details content and not the Calendar Item because it is the Event Detail that your visitors see. See [Unit 7 Overview section](#) for more details.

How do I edit my Calendar Item?

1. Navigate to **Your Refuge > Sections > Events > Calendar Items** folder,
2. Navigate to the date that contains your event from the displayed calendar and double click on the event you want to edit. If there are multiple events on that date, click the **More** link and then select your event by double clicking on it.
3. If there are no previous recurrences, the Calendar Item will automatically open in edit mode.
4. If there are existing recurrences a pop up window will open asking you if you want to **Edit the Series** or **Edit the Occurrence** pick the relevant option and the Calendar Item will appear in edit mode.

How do I change the Event Date(s) shown on the Event Details page?

See “How do I edit the event content above” and then update the Date(s) field with correct dates.

My event is on the wrong date in the mini calendar, how do I change the date?

1. **Edit** your Calendar Item as shown in step 1-4 of **How do I edit my Calendar Item**.
2. Change **Start & End Time** (located bottom left corner) by clicking on the respective icon.
NOTE: You cannot specify Date or Time range if All Day is enabled.
3. Click **Save** when complete

How do I add, remove or edit my event recurrence?

1. Navigate to **Your Refuge > Sections > Events > Calendar Items** folder,
2. Navigate to the date that contains your event from the displayed calendar and double click on the event you want to edit. If there are multiple events on that date, click the **More** link and then select your event by double clicking on it.
3. If there are no previous recurrences, the Calendar Item will automatically open in edit mode.
4. If there are existing recurrences a pop up window will open asking you if you want to **Edit the Series** or **Edit the Occurrence** pick the relevant option and the Calendar Item will appear in edit mode.
5. Click the Recurrence Tab
 - a. To Add a recurrence, enable the Recurrence checkbox and then set the recurrence options.
 - b. To Remove a recurrence, disable the Recurrence checkbox.
 - c. To edit a recurrence, change the recurrence options available to you.
6. Click **Save**.

I associated the wrong Event Detail with my Calendar Item, how do I correct this?

1. **Edit** your Calendar Item as shown in step 1-4 of **How do I edit my Calendar Item**.
2. Click on the **Metadata Tab**.
3. Click on the **Clear** button for the EventContent metadata.
4. Click on **Edit** button for the EventContent metadata.
5. From the Library window, select the correct Event Detail content in the Event Details folder so it appears in the lower right frame of the Library window.
6. Click on the **Save** icon and the selected Event Detail content link will be inserted into the EventContent metadata field.
7. Click **Save**.