# Guide: Events and how to add new items to your website

This guide covers the **process for adding a new event** to your events calendar. This process makes use of an **events page template** and some standard text. The template can be amended to include different imagery and text layout if desired.

Events overview

Events are displayed on your website as a collection which **can be filtered by month** and **by category**. Events **display in grid format** and **each grid item links through to a page** which contains the event details**:**
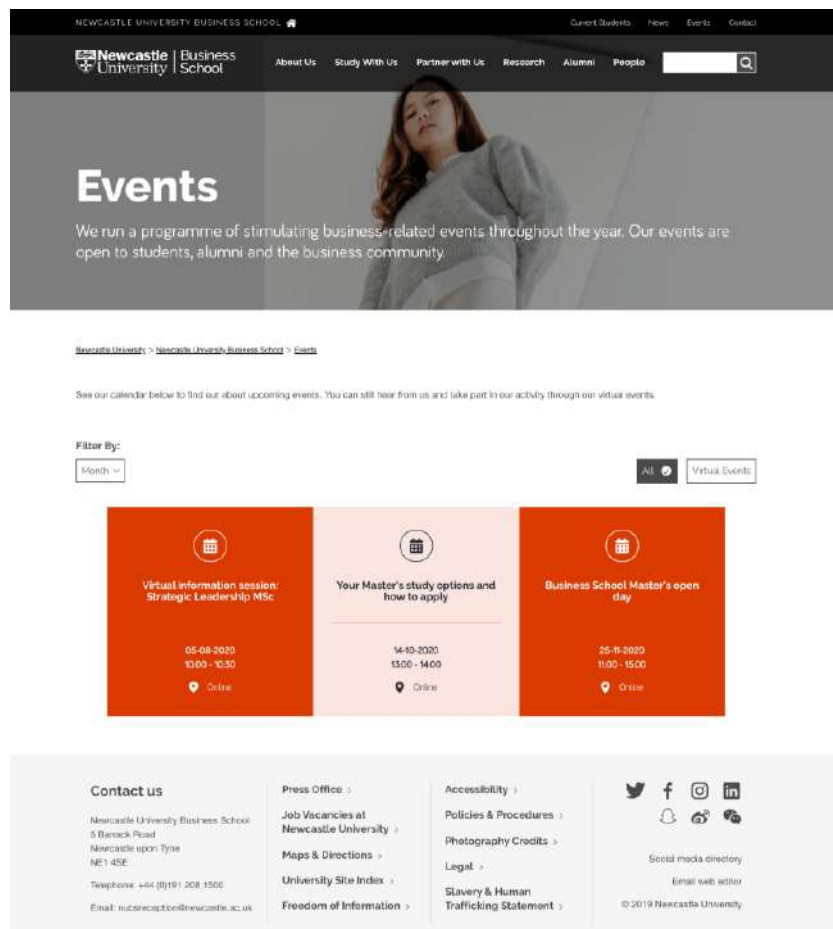

The **Event grid** is controlled in T4 by the component **Events List & Filters.** Placed in the section (page) where the list will display**,** it controls the number of items to be displayed per page. It also **provides a list of filters used to categorise** the event items.

The component **Events Page Header** is placed in each event page. It **generates the event details** which appear in the grid and **controls when the event will be removed** from the grid. It also **creates the header** for the event page**.**

Event page

Each **Event is setup as a section** (page) and **is built using several components.**
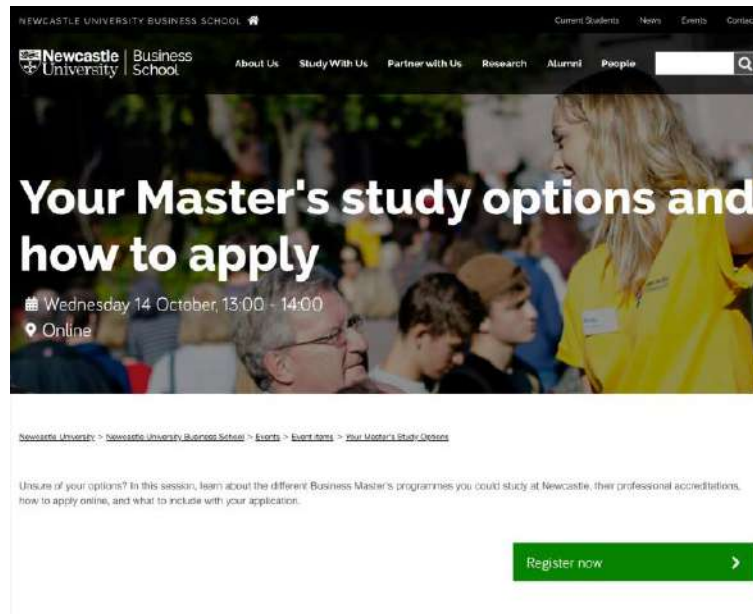
Events Page Header

The **Events Page Header is the introduction** for your event page**.** It displays a full width **header background image**, overlaid with the title, date, time and location of the event:


The **content below the header** can be created **with a variety of components**, eg:

- General Purpose Text
- CTA Button

T4 Version 8 Guide: Events (Marketing and Web Services Team)

Event Section Structure in T4

The Events section structure in T4 is made up of:

1. **Events homepage**
2. **Event Items** section contains your published events
3. **the individual event page**
4. **Archive Events** section - expired events can be moved to this section
5. **Event Item template**
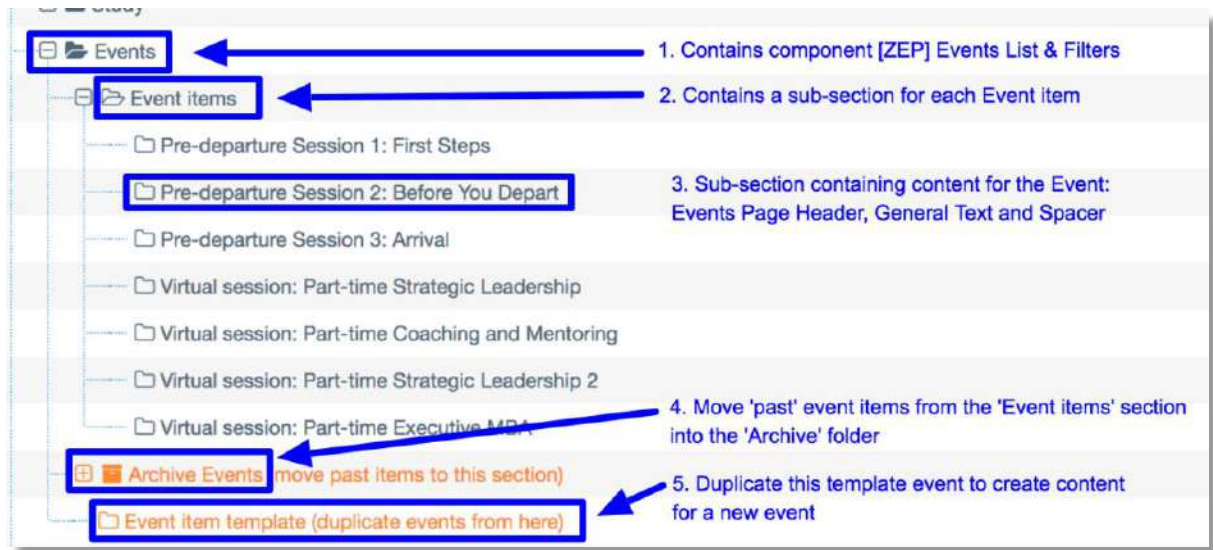
The **event template** contains the **Events Page Header** and **basic components for your event** content:

The **Spacer** component adds white space at the bottom of the event content. It should be the last piece of content in your event page.

Follow the steps below **to add a new event to your Event page**.

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Step 1. Duplicate the Event Item template

This process makes use of an **events page template** and some standard text. The template can be amended to include different imagery and text layout if desired.
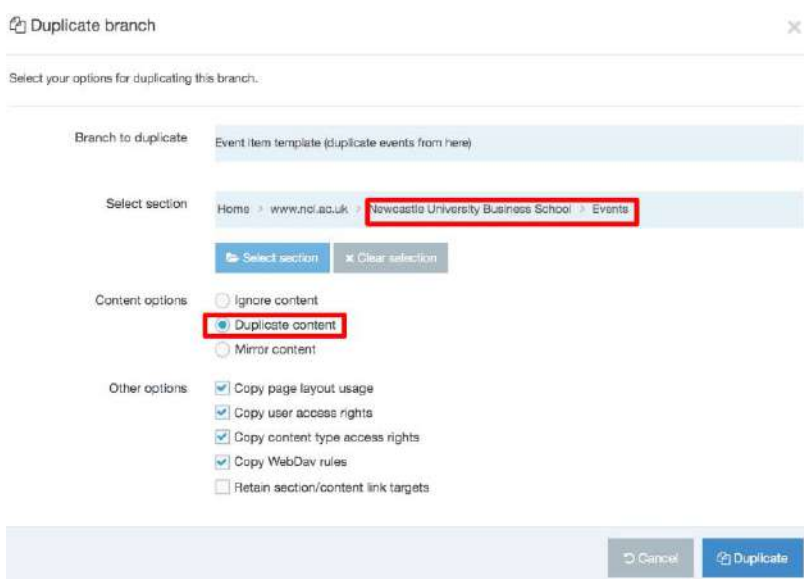
Navigate to the '**Event'** section. Use the 'plus' icon to expand the structure.

Find the '**Event item template'.** Move your cursor to the blue **'Actions'** button on the right and hover over it. Select '**Duplicate Branch'**:

Click the blue 'S**elect section'** button to choose where the new event will live.

Under **Content Options** select **'Duplicate content'.**

Select the **'Events'** section as your destination folder. Click '**Duplicate'.**

A pop-up window will confirm 'All sections duplicated'. Click 'Cancel' to close the message and return to Site Structure view.

Step 2. Rename the duplicate event template

Navigate to the section you have just duplicated. It will be the last item in the 'Events' section. Click the **section name**.

In the **General section details** tab, 'change the Name of your page' to reflect the name of the event. Change **Status** from 'Pending' to '**Approved'.**

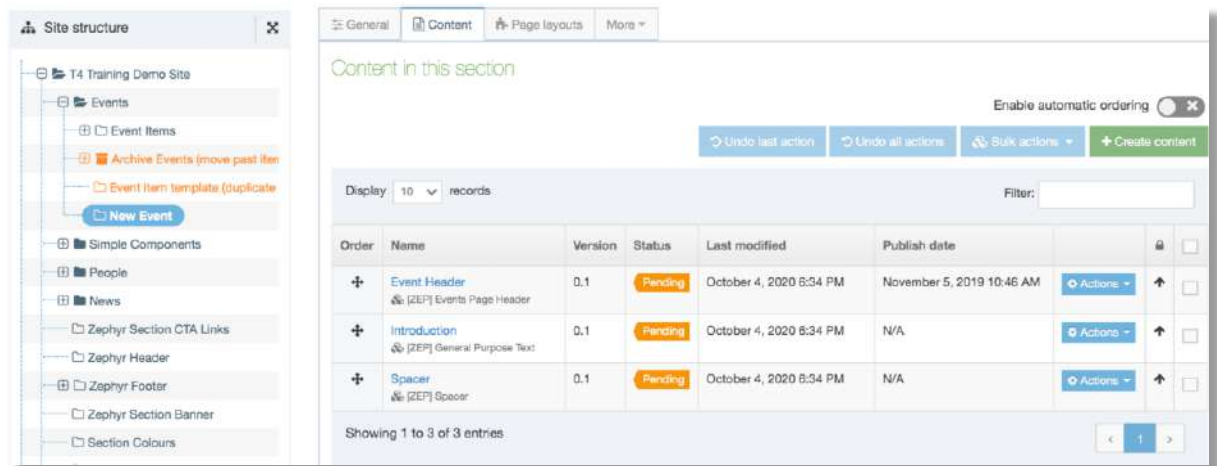**Give the page an Output URI** – this will form the URL of the new page.

Save and Approve your changes.

Step 3. Update the components in your duplicate event item

Navigate to the '**Content'** tab in the new item. You'll see the three components that make up the page.

Click on the name of the component '**Event Page Header'** to edit it:

Update the '**Content'** tab of the 'Events Header':

Add the name of your event to the '**Name'** and '**Page Heading'** fields.

Ensure the '**event category is set to match the filter'** that appears on your event grid page.

Add the location of the event to the 'Venue' field.

Add the **Calendar Sort Dates** to reflect the start and end' time of your event**.** (Appears in the grid and controls the order in which the event appears on the Event grid page.)

'Update' the '**Event Date and Time'**: eg 16 June, 10.00 – 14.00 (appears in the Page Header)

'All Day Event' (optional): **replaces the event times displayed in the grid** with 'All Day'

Same Day Event (optional): **removes repetition of the date** from the grid item

Header Background Image: to change click Select Media to select new image from the Media Library. Image dimensions: 1800x1213 pixels.

Add a **Title Element** and **Meta Description** to provide a short title and description for search engine results pages.

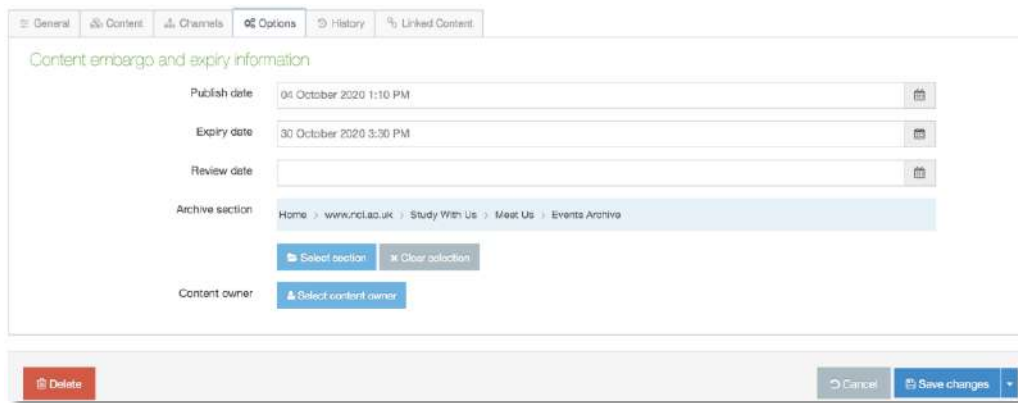**Scroll to the top of the screen** and **click the Options Tab**.

Event Publish and Expiry information

Use the **'Options' tab** within the Events Header to **add the event publish and expiry information**.

Add a Publish date: add the current date/time to publish the event the same day
Add the Expiry date: same day or a day after the event has taken place

Save and Approve your changes using the 'blue button' bottom right.

Edit and approve the remaining components, and add other components as needed.

Approve all components including the Spacer (this component adds space between your content and the page footer. It should be the final component in the page).

Step 4. move the event into the 'Event Item' section ready for publish

'Approved' events are moved into the 'Event Item' section to be published at the next system publish. T4 Version 8 **system publish happens at 14.00** and **02.00 daily**.

BEFORE you move the new event **make sure** that status of **all components is 'Approved'**.

To move an event find the event in the 'Site Structure'. Hover your cursor over the blue '**Actions'** button. Select 'Move Section'. Select the **'Event Item's** folder as the destination.

Publish Now

To **make an event appear on the website straight away**, publish the event item and re-publish the Event section (the event grid page). To do this:

1. Use the 'Site Structure' to **locate the event to be published**:

- use the blue 'Action' button on the right to **select 'Publish Section'** (T4 will confirm that item has been added to the Publish queue)

2. find the 'Events' section in the Site Structure:

- use the blue 'Action' button on the right to **select 'Publish Section'** (T4 will confirm that item has been added to the Publish queue)

The item should appear on your Events page.

Event expiry

Events will be removed from the website once they've taken place. Expired items can be **moved to the Archive** section.