

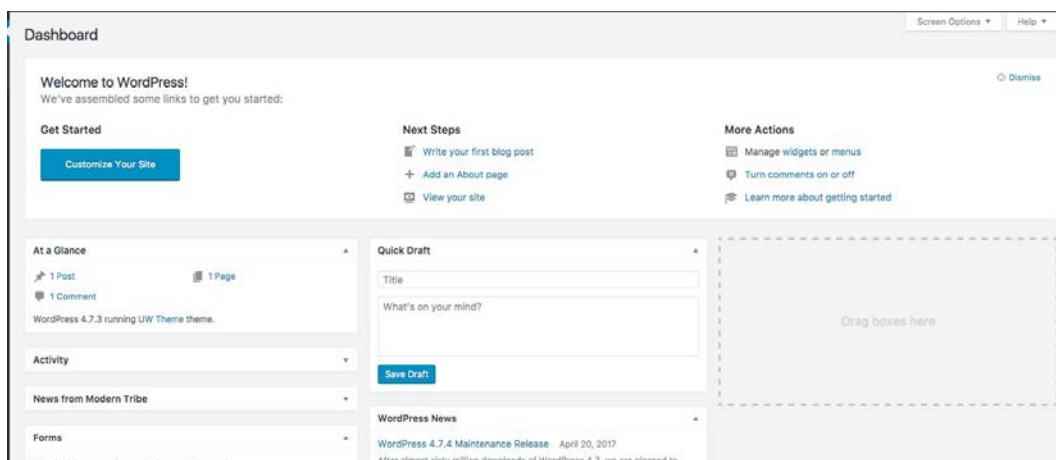
Events in cancer.wisc.edu/research

This training document is meant as a step-by-step guide to creating, editing, and updating events on the cancer.wisc.edu/research site. You will learn how to log in to access the site, navigate the WordPress interface, customize your existing events, create events, venues, organizers, and add content such as text and media (pictures, file downloads) to your events.

Logging into cancer.wisc.edu

1. To log into cancer.wisc.edu, navigate to <https://cancer.wisc.edu/research/admin/>. There, you will be prompted to log in via your site credentials. Enter those, and you will be logged into the WordPress system. You will be brought to your Dashboard.

Your Dashboard gives you easy access to all of the items and tools that are within the Wordpress site. At the top of the screen, you will have a Get Started section that will give you a general idea of the steps to take to add items to your site.



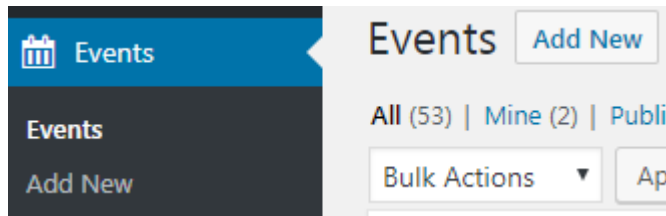
Event Content

The next section of this documentation will deal specifically with how to create events.

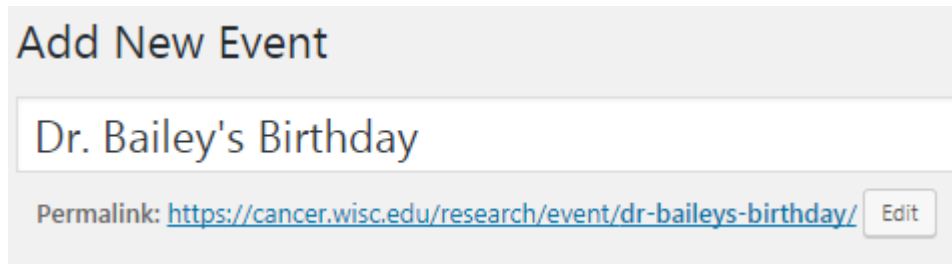
Creating Events

Events provide information about one-time or recurring events on specific dates. Information about events should be as detailed as possible. To create a new event, follow these steps:

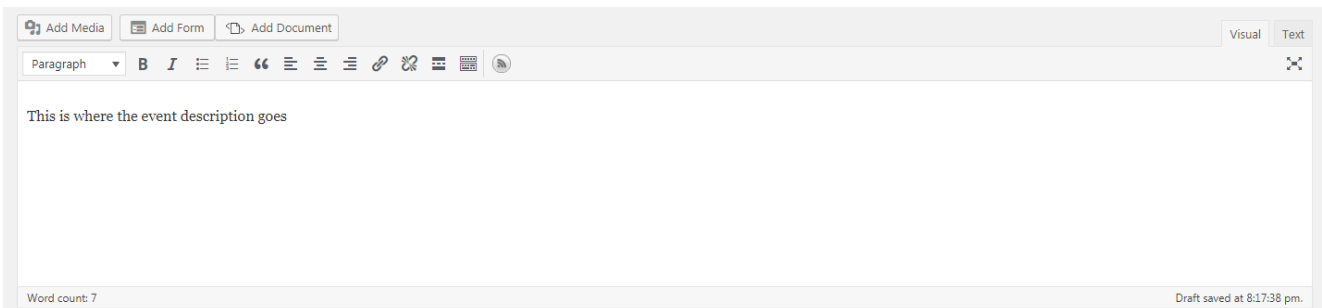
1. Click on **Events** in the left menu.
2. At the top of the screen or in the submenu that appears, click on **Add New**.



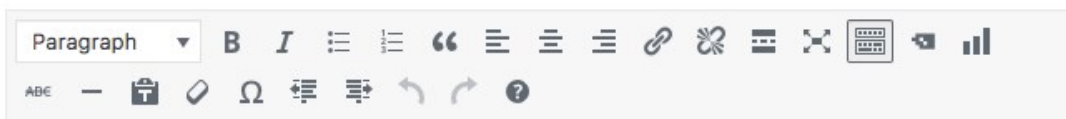
3. A new event will be created for you. At the top of the screen, you are prompted to add an **Event Title**. This value will represent several things: it is the internal name of the event within your **Events** section; it is the value that is generated as the window or tab title when a visitor comes to the page. It is also the default value that helps generate the “permalink” or URL value.



- **IMPORTANT NOTE** - Changing the permalink value (by clicking “Edit”) **after** you have published the page breaks any existing links that are associate that specific page. You will need to check and update any links that exist within your site if you make these changes. This would also affect anyone who had bookmarked this page.
 - Best practice is to finalize the Permalink prior to publishing the page
4. The default setup for events includes a text box for event information. Most, if not all, of your content will exist within the *Text Block*. You can type directly into the Text Block, insert images, embed content, and link to other documents or sites.



5. The Text Block formatting toolbar contains several options. Use these to format your text for your audience.



6. The fields to set the start and end dates, as well as venues and organizers, can be found in the description editor:

- The **Start/End** field indicates when the event starts and finishes. Clicking on either will pop up a date picker or can be entered manually. Selecting the “All Day Event” checkbox will not allow you specify a time for the event.
- If the event is a recurring event, click “**Schedule multiple events**” in the Event Series row.
 - For events that follow a regular pattern, such as every Wednesday, every first Monday, or every Tuesday and a specific date each month, use the Daily, Weekly, Monthly, or Yearly options. These allow you to set one or more recurring patterns (click the “**Add more events**” button to add multiple rules):
 - Ex: Every Wednesday:

Event Series:

Daily Weekly Monthly Yearly Once

Every 1 week

On S M T W T F S

At the same time: 8:00am

Series ends on 2017-09-28

An event every week that begins at 8:00AM on Wednesday, repeating until September 28, 2017

- Ex: Every 1st Monday:

Event Series:

Daily Weekly Monthly Yearly Once

Every 1 month

On a different day: the first Monday

At the same time: 8:00am

Series ends on 2017-09-28

An event every month that begins at 8:00AM on the first Monday, repeating until September 28, 2017

- Ex: Every other Tuesday and the 28th of every month:

Event Series:

Daily Weekly Monthly Yearly Once

Every 2 weeks

On S M T W T F S

At the same time: 8:00am

Series ends on 2017-09-28

An event every 2 weeks that begins at 8:00AM on Tuesday, repeating until September 28, 2017

▲ Hide Details

Daily Weekly Monthly Yearly Once

Every 1 month

On the same day: the 28th day of the month

At the same time: 8:00am

Series ends on 2017-09-28

An event every month that begins at 8:00AM on day 28 of the month, repeating until September 28, 2017

▲ Hide Details

Add more events

- For events that recur, but do not follow a pattern, choose the “Once” recurrence type, and use the “**Add more events**” button to add other events on specific days.
 - Recurring events update concurrently with any new information until one or more of the events are broken out of the series. Only the events that have not been broken out of the series will be updated at the same time.
 - For more details, see this page: <https://theeventscalendar.com/knowledgebase/pro-recurring-events/>
- Exclusions (optional)
 - You can exclude specific dates or date ranges within a recurring series. Once you add a recurrence rule, an **Add Exclusion** button will appear. This will let you add exclusions in much the same way as a recurrence is created

Event will not occur:

Every week

On


Series ends

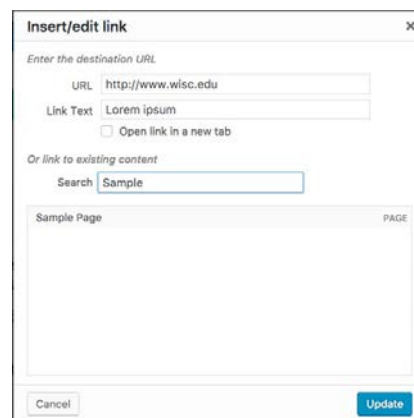
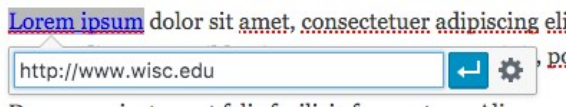
▲ Hide Details

-
- Location/Venue (optional)
 - Venues are optional, you may choose whether or not to list a venue on an event
 - A list of existing venues will appear as a drop-down menu. If your venue is listed, select it from the list.
 - If your venue is not already listed, type the name into the Venue field and click “Create”
 - Optionally, add in the applicable address information
 - The last two checkboxes control whether a map will be shown to visitors and whether a link to a map will be displayed
 - You can always edit a location by selecting “Venues” from the left-side menu and selecting the venue you’d like to edit
- Organizer (optional)
 - Organizers are optional, you may choose whether or not to list an organizer and/or their information on an event
 - You may select a previously-entered organizer, or add a new organizer
 - The following may be entered:
 - Phone number
 - Website
 - Email
 - You can always edit an organizer by selecting “Organizers” from the left-side menu and selecting the organizer you’d like to edit
- URL (optional)

- If the event has an existing website, list it here. Other options include linking to the group’s page, i.e., all Grand Rounds events link to the Grands Round page
 - Cost (optional)
7. Excerpt: This is the text that will appear as the description in a search. It is an optional field, and is best used to give a very brief description of the event.

Adding Links

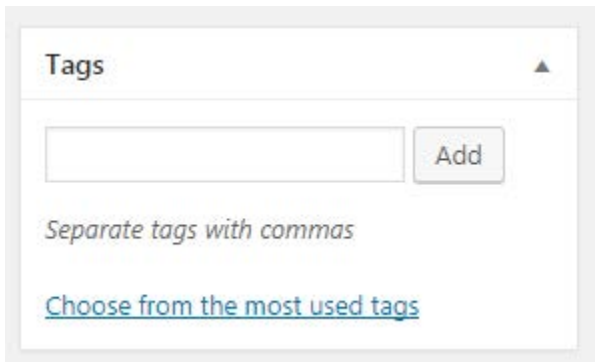
1. To add a link to your description, there are three options. First, you can highlight the text that you want to use as the reference (linked) text, click the **Insert / Edit Link** icon .
 - a A popup window will appear asking you to either paste / type in the URL that you want to create the link to (if external), or begin typing in the name of the page you have already created (for an internal link). You can also click on the gear icon for more options to linking within your text block.
 - i Note: ALWAYS check the box “Open link in new tab”



2. The second option that you have for linking is to link to an item from your Media Library. Place your cursor in the location you want to place a link to the document, and click the **Add Media** button at the top of the formatting toolbar.
 - a Search your media library from the document you want to insert, select it and observe the **Attachment Details** section at the right of the screen. The Title value that appears is the default text that will be displayed as the link when you add this linked document. Update that to an appropriate linked text, and choose the **Insert into page** button in the lower right corner of the screen.
3. If you need to change the linked text, highlight the item, click the pencil icon to edit, and when the link dialog box appears click on the gear icon to the right. From there, you can change the Link Text to something else.

Event Options

Tags

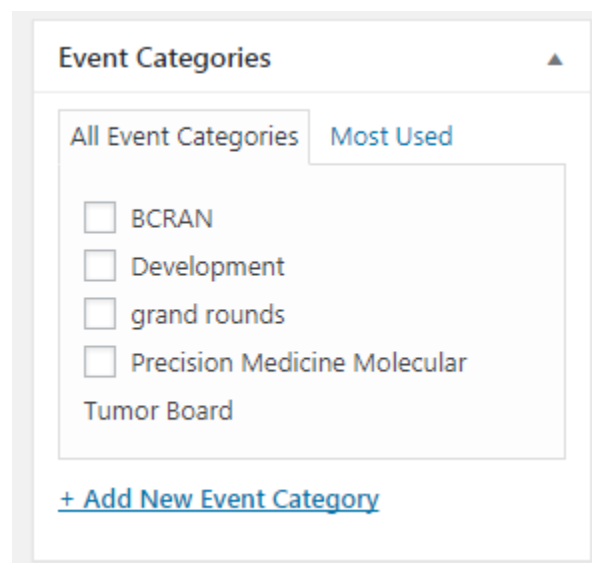


The screenshot shows a 'Tags' section with a text input field and an 'Add' button. Below the input field, there is a note: 'Separate tags with commas'. At the bottom of the section, there is a blue link that says 'Choose from the most used tags'.

Tags are a way to help users find your event.

Event Categories

Event categories helps organize events; users can search by category, or go to the page for all events with a certain assigned category.



The screenshot shows an 'Event Categories' section with two tabs: 'All Event Categories' and 'Most Used'. Under the 'Most Used' tab, there is a list of categories with checkboxes: BCRAN, Development, grand rounds, Precision Medicine Molecular, and Tumor Board. At the bottom of the section, there is a blue link that says '+ Add New Event Category'.

For instance, <https://cancer.wisc.edu/research/events/category/development/> shows the current month with only events in the Development category. Categories also let you pull out only certain events in a list. Grand Rounds does this in two locations on cancer.wisc.edu:



PATIENT REFERRALS

Contact the UWCCC



CLINICAL TRIALS

Search UWCCC's open clinical trials for adult and pediatric cancers

UPCOMING GRAND ROUNDS

WED 22 **CANCELED: UWCCC GRAND ROUNDS**
November 22 @ 8:00 am - 9:00 am

WED 22 **IS REAL TRANSLATIONAL MEDICINE COMPATIBLE WITH MEDICAL ACADEMIA?**
November 22 @ 8:00 am - 9:00 am

WED 29 **UWCCC GRAND ROUNDS: IMPROVING LGBT CANCER PATIENTS' EXPERIENCES**
November 29 @ 8:00 am - 9:00 am

[View More...](#)

FAQ

+ Who can attend Grand Rounds?

- When is the next Grand Rounds?

See the monthly schedule [here](#)

WED 22	CANCELED: UWCCC GRAND ROUNDS November 22 @ 8:00 am - 9:00 am
WED 22	IS REAL TRANSLATIONAL MEDICINE COMPATIBLE WITH MEDICAL ACADEMIA? November 22 @ 8:00 am - 9:00 am

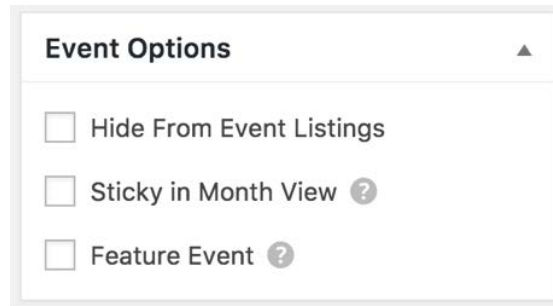
[View More...](#)

Adding a new category

1. To create a new category:
 - a. On the left menu, click on "Events"
 - b. In the menu that appears, click "Event Categories"
 - c. Enter the name of the new category
 - d. Enter the slug (url) for the category; usually, this is the same as the new category name, but with hyphens in the place of any spaces
 - e. If the new category fits within an existing category, select the parent category from the "Parent" dropdown
 - f. "Description" is optional
 - g. Do NOT select a user group; this limits the event to users who are logged into the site, and members of the specific group
 - h. Click "Add New Event Category" at the bottom of the page
 - i. If an existing category is now a subcategory of the new category, click on the name of the category in the table on the right of the "Event Categories" dashboard

- ii. In the “Parent” dropdown menu, select the new event category
 - iii. Click “Update” at the bottom of the page
2. To create a new event category while creating a new events:
 - a. Click “+ Add New Event Category,” and enter a category name
 - b. Enter the name of the new category
 - c. If the category fits within another, for instance, if a subcategory of Development is “Myeloma”, enter “Myeloma” as the new category, and from the “Parent Event Category” dropdown, select “Development”

Event Options



The image shows a screenshot of a web interface titled "Event Options". It contains three checkboxes, each followed by a label and a question mark icon. The first checkbox is labeled "Hide From Event Listings". The second checkbox is labeled "Sticky in Month View". The third checkbox is labeled "Feature Event".

Hide From Event Listings

Selecting this option keeps the event off any calendar views on the site. It’s best used when an event is being sent out via email, or a link to the event is being posted directly on a page. If users should be able to find the event throughout the site, without knowing the exact URL, do not select this option.

Sticky in Month View

If many events are taking place on the same day, selecting this option will ensure that your event shows up at or near the top of event lists throughout the site.

Feature Event

Selecting “Feature Event” helps to highlight a specific event. Featured events will be highlighted in event views and archives. Learn more: <https://theeventscalendar.com/knowledgebase/featured-events/>

Access

Selecting an option from the “Access” section limits the event to people who are signed into the back end of WordPress and part of the selected group. Unless the target audience has cancer.wisc.edu WordPress accounts, do not select any specific Access group.

Featured Image

Adding a featured image adds the image to the event listing.

Excerpt

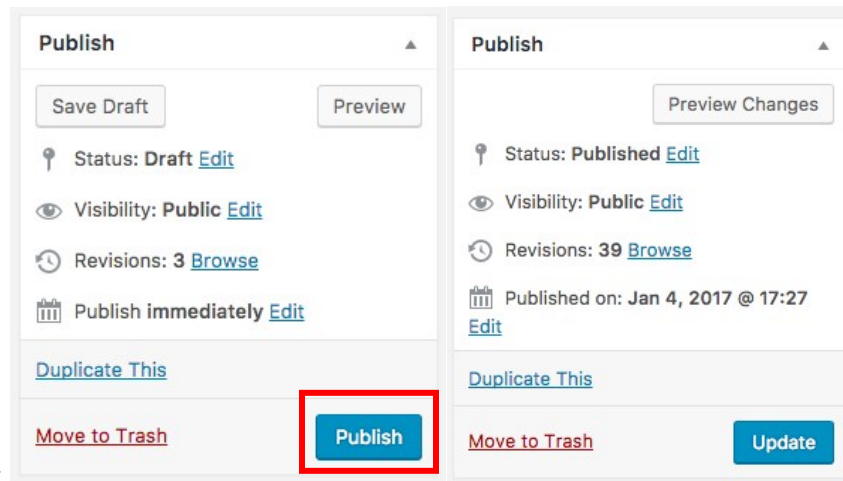
Use the Excerpt field at the bottom of the page to add a description. This is what will appear as the description in search results on the site

Discussion

Uncheck “Allow Comments”

Leave “Allow trackbacks and pingbacks on this page” unchecked

Publishing Events



Before first publish →

← After publishing

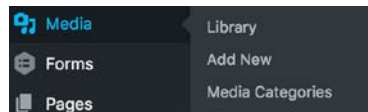
Once you have added the content to your event, at the top right of your screen you have several options for saving and publishing your page.

You can continue to save the page as a draft by clicking on the **Save Draft** button – please note that if you have a page in production, switching the **Status** of your page to **Draft** will remove the page from the production site, meaning your audience will not have access to it until you publish it again. You can preview what the page will look like by clicking on the **Preview** button – or after you have published the page, you can click on **Preview Changes** button. To make the page live, click on the **Publish** button – once the page has been published once, you can click on **Update** to commit any changes you are making.

Continue to add additional events using the instructions provided above.

Working with the Media Library

The **Media Library** is your file repository, where you will store any items that you plan to use within your event - either images or documents. To access the library, click on the **Media** menu option in the left menu.



- To add new items to your **Media Library**, you can either drag and drop an image or document onto the **Media Library** screen or click the **Add New** button at the top of the screen.



- You can view the library in either thumbnail or list view; you can view different types of media specifically; you can view images uploaded from a particular month; and at the far right is a search field.
- While you can add items to the library on the fly while you are working within pages or posts, this section will provide a bit more overview of the library.
 - Items in the media library are sorted by date added by default, and your initial view of the library is thumbnails. You can change the view and sort order by clicking on the list view (left) icon. You can change the sorts by clicking on the various headers at the top of the library.



- You can click on an item to see more details about it, as well as edit some of those details:
 - When editing an image, note these items:
 - You can change the *Title*, add a *Caption*, provide *Alt Text*, and add a *Description* for the image.
 - Please note that if you added a caption to the image within the Media Library, and you place that image on a page the caption will appear by default. You can delete or edit the caption once it is placed on a page.
 - Also note that **Alt Text** is an important piece of inserting an image, as it is necessary to meet campus accessibility requirements. For more information regarding accessibility policies at UW-Madison, please visit <http://go.wisc.edu/hy2acj>.
 - You can also edit the image itself by clicking on the Edit Image button. Here, you can crop the image, rotate it, scale it, and apply the changes that you want to make to particular versions of the image. It is recommended that you edit any images prior to uploading them to the media library.

Working with the Documents Page

Uploading documents to the Documents Page works much in the same way as Media, but allows for a little more access for users. To upload a document, click “Add New” at the top of the page. Upload the file first, then add a summary and assign any applicable Categories or Document Types. Like the Categories for Events, Categories for documents helps organize documents on pages. Document Types options further refine the organization for documents. To add new document Categories or Types, contact admin@cancer.wisc.edu. When the document is ready, click “Publish.”

Once the document has been published, you can choose how to share the document. Sharing the assigned permalink will bring people to a page with the download link and the description you provided. Going to the document’s permalink and clicking the Download link will bring you to the document. The document will have its own permalink, which you can copy and use to send users directly to the document you are sharing.

Additional Resources

- **Events Calendar Pro Help** - <https://theeventscalendar.com/support/>
 - **Creating an Event** – <https://theeventscalendar.com/knowledgebase/creating-an-event/>
- **Knowledge Base** - kb.wisc.edu/wiscwebcms
- **WiscWeb Service Information Site** - wiscweb.wisc.edu
- **Support Email** - cms-support@doit.wisc.edu
- **WiscWeb Email List** - wiscweb-users@lists.wisc.edu
- **WordPress Demo Site** - uwtheme.wordpress.wisc.edu
- **Accessibility Resources**
 - **McBurney Disability Resource Center** - mcburney.wisc.edu/
 - **Web Accessibility In Mind** - webaim.org
- **High Resolution Campus Images** - go.wisc.edu/photo (Requires NetID Login)
- **UWCCC IT4C Admin** – admin@cancer.wisc.edu
- **Change request form** – <https://cancer.wisc.edu/research/changes/>