

Quick Reference Guide

Setting up and managing an Events or News System

University of South Australia

1 Introduction

This guide assumes that you have a website which has been made by a UniSA student and converted to the Content Management System (CMS) used by *Sustainable Online Community Engagement*.

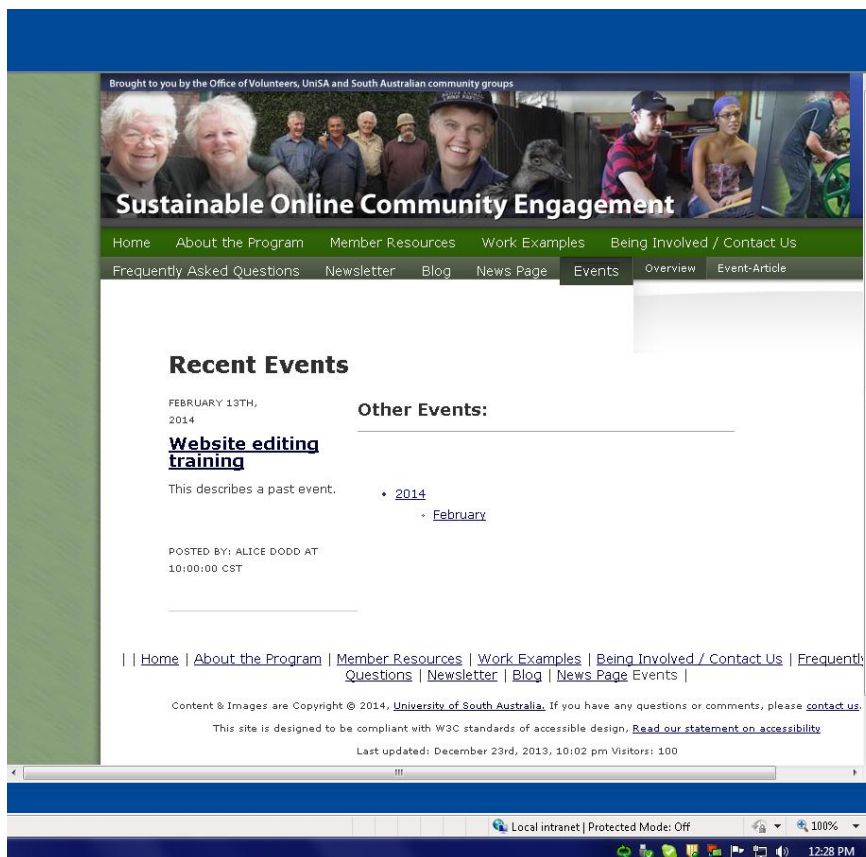
'Events' and 'News' are areas of a website where designated members of your group can publish information on topics or events. Events describe future events and activities, while News describes past events

2 Setting up Events or News areas

To set up an events or news area contact soce@unisa.edu.au with your name and organisation. Please also provide the contact details and email addresses of

- the person who will manage these areas
- the group members authorised to publish in these areas.

When your events or news area has been set up it will look similar to our demonstration, pictured below.

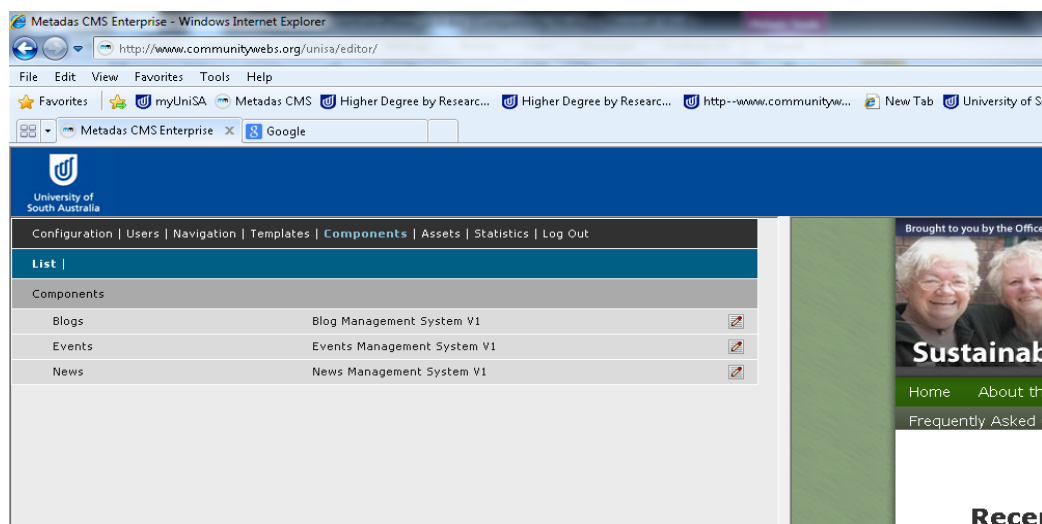


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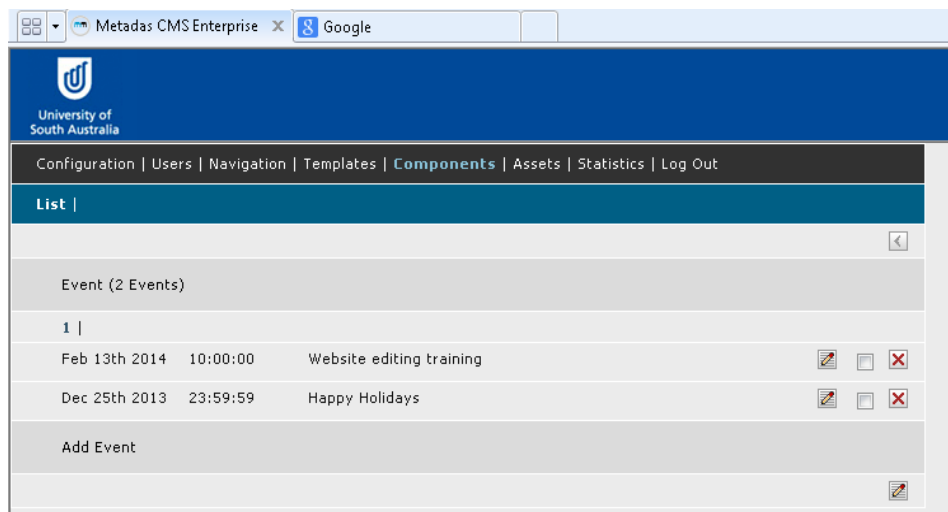
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The events and news pages are managed in the **Components** section of your website. They are a type of Blog but do not enable website visitors to add comments. This is only accessible to people who have a **Supervisor** editing account for your website. Enter this by logging into your editor account.



3 Events and News entries entry

Once you open your events or news category you will see each entry that has been made under that category.



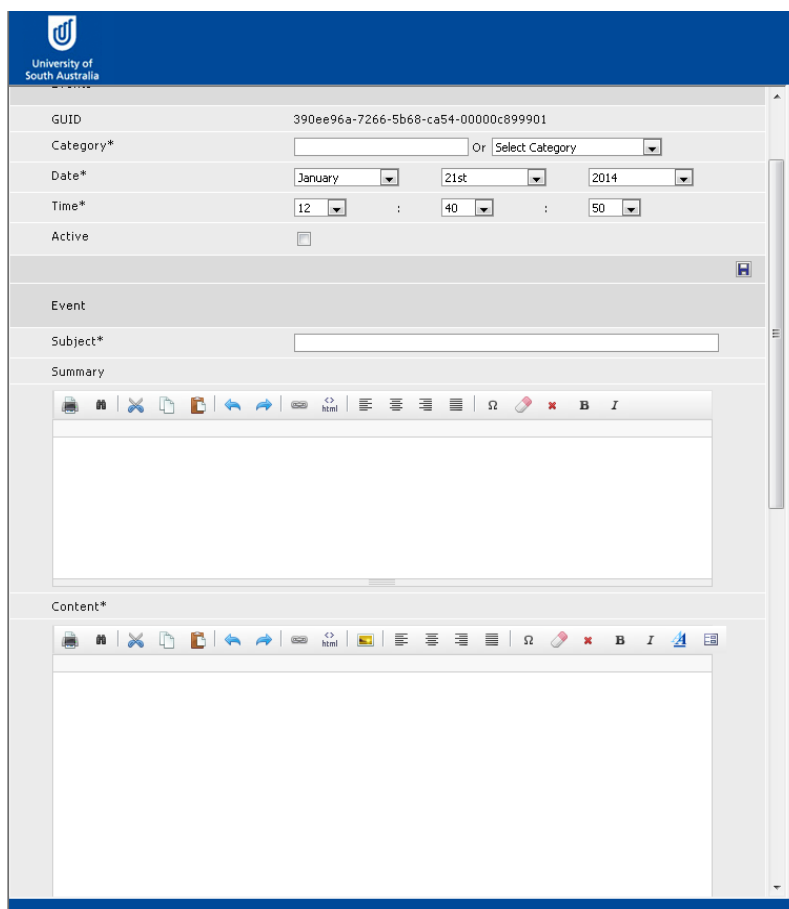
You have the option to edit or delete an existing entry or create a new one. To create a new event or news entry, click the **Edit Icon** next to **Add Entry**. 

The following form appears:

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The screenshot shows a web-based form for creating or editing an event or news entry. The form is titled 'University of South Australia' and includes the following fields:

- GUID:** 390ee96a-7266-5b68-ca54-00000c899901
- Category*:** A text input field followed by 'Or' and a 'Select Category' dropdown menu.
- Date*:** Three dropdown menus for month (January), day (21st), and year (2014).
- Time*:** Three dropdown menus for hour (12), minute (40), and second (50).
- Active:** A checkbox.
- Event:** A section header.
- Subject*:** A text input field.
- Summary:** A rich text editor with a toolbar.
- Content*:** A rich text editor with a toolbar.

The following fields appear on the form:

Category: In **Add Entry** you can set this entry or article to an existing category or assign it to a new one, thus creating that new category.

Date: By default the current day's date will be supplied for the article. You can change this by selecting either a past or future date.

Time: Time works exactly the same as date. By default it shows the current time of day as set by the server.

Active: Only entries marked as **Active** will be displayed on the website. You can leave an event or news inactive while you are editing it, and once it is ready to be displayed to the public check the active box and save the article.

Under the heading **Event**, the following fields appear on the form:

Subject: The subject of this article. This will usually appear as a <h1> heading on your article page.

Summary: This is the summary used by the main Events or News page, or month list. This is usually a one paragraph summary of the article but can be longer or shorter as needed.

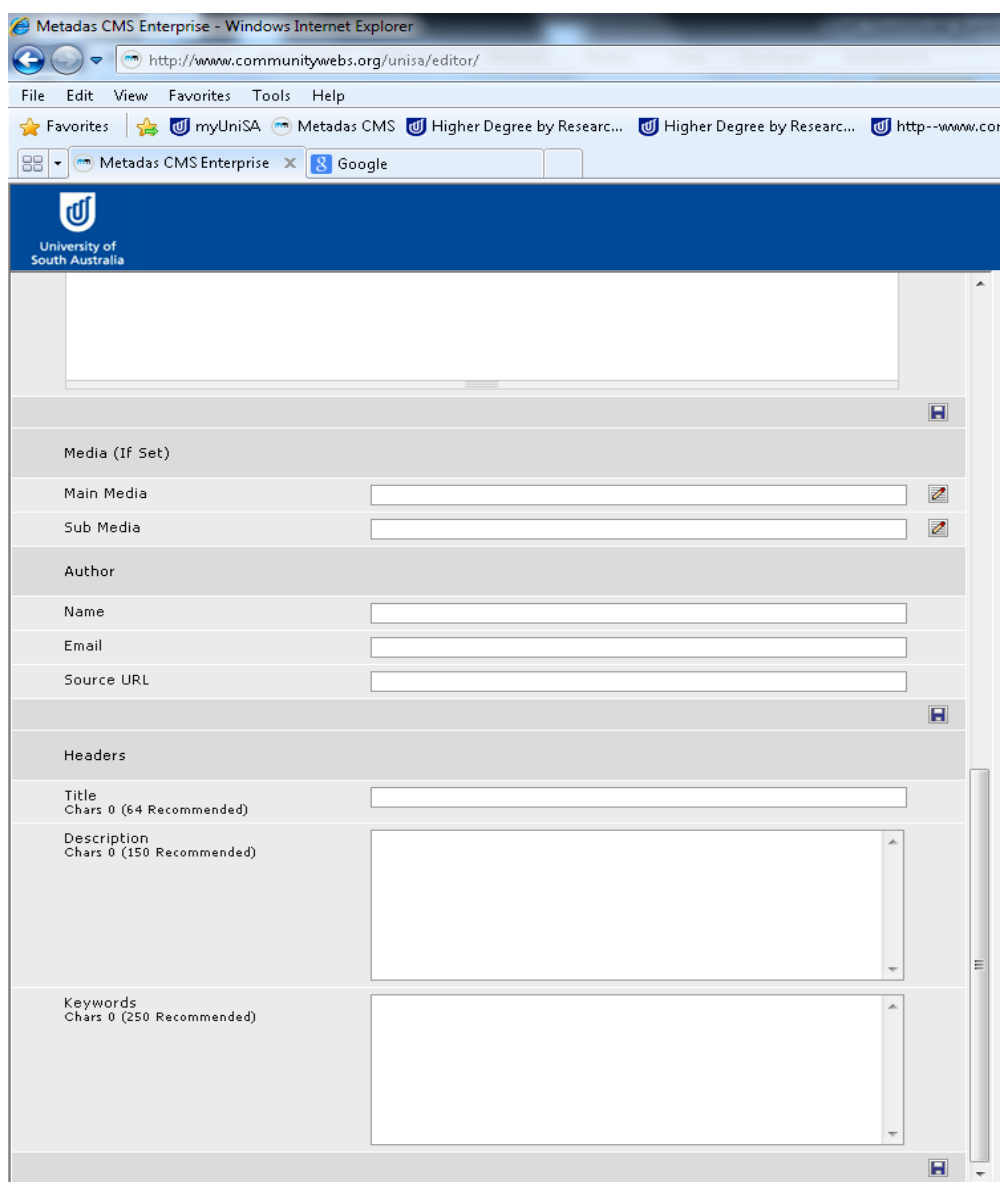
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Content: This is the content of the event or news article itself. This can be formatted as XHTML and can contain text, images, video etc.

The bottom half of the screen shows the following fields:



The screenshot shows a web browser window titled "Metadas CMS Enterprise - Windows Internet Explorer" with the URL "http://www.communitywebs.org/unisa/editor/". The browser's address bar and menu bar are visible. Below the browser window, the CMS interface is displayed, featuring the University of South Australia logo and a large empty text area for content. Below this, there are several sections of form fields:

- Media (If Set):** This section contains two input fields: "Main Media" and "Sub Media", each with a small icon to its right.
- Author:** This section contains three input fields: "Name", "Email", and "Source URL".
- Headers:** This section contains three input fields: "Title" (with a character count of "Chars 0 (64 Recommended)"), "Description" (with a character count of "Chars 0 (150 Recommended)"), and "Keywords" (with a character count of "Chars 0 (250 Recommended)").

Main Media: This section is designed to facilitate video blogs or VLOGs.

Submedia: A second media category for certain types of blogs (as above).

Under the heading **Author** the following fields appear on the form:

Name: This is the name of the author. It will be displayed on the summary and in the article. It can also serve as a hyperlink that will allow users to email the author.

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Email: This is the email address of the author and is optional.

Source URL: If you provide a URL here the event or news will forward to that URL instead of displaying the content. This is useful if your article is published elsewhere and you do not have permission to republish, or if the blog itself is in PDF or another format.

Under the heading **Headers** the following fields appear on the form:

Title: The title of the event or news article. This will be used by the XHTML <title> element and will also appear as a hyperlink to the main article on the summary page. It is very important to provide a good and useful title to your article as this has a large effect on the Search Engine Optimisation (SEO) of your article and will help search engines index it.

Description: The description of your article will be applied to the metadescription tag. This is very important for getting your page indexed properly by search engines.

Keywords: Keywords are used by some search engines. Their use has diminished recently but the system still provides for their use. It will apply any content here to the keywords metatag. Separate them by commas

Priority: This is used by search engines to help them determine how important this page is on your site.

Frequency: This sets how frequently you would like search engines to index your events or news page.

All mandatory fields are marked with *. Once you have completed your = entry, click on the blue disk icon.

5 Contact for help desk and further questions

In the first instance please email alice.dodd@unisa.edu.au and she will assist you or forward your query to the appropriate person.