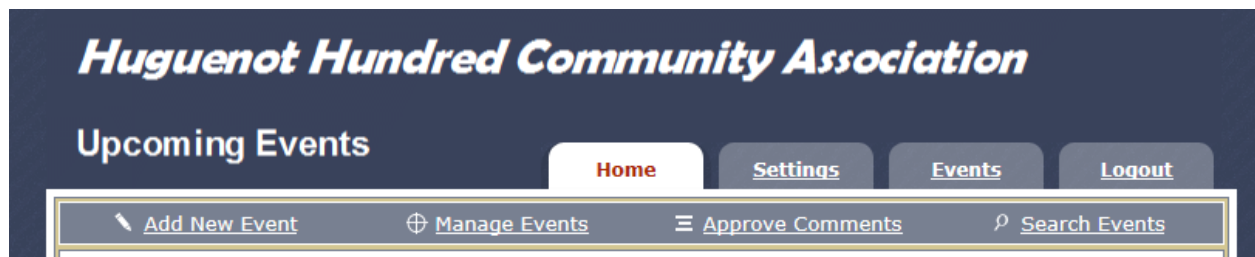


News & Events Instructions



Next click on "Events"



A submenu appeared with several options:

Add New Event

Manage Events



Click on "Add New Event"

» ADD NEW EVENT

Add a new event to the system below. Use the [?] tips for help where applicable:

» Event Options

Event Title:

Event Date (From/To):   [?]

Meta Keywords: (Optional) [?]

Meta Description: (Optional) [?]

Enable Contact Option: [?]

Contact E-Mail: (Optional) [?]

Enable Comments: [?]

When Event Finishes: Archive (with Comments) Archive (No Comments) Delete [?]

» Pictures [?]

Name:	<input type="text"/>	Thumb:	<input type="text"/>	Image:	<input type="text"/>
Name:	<input type="text"/>	Thumb:	<input type="text"/>	Image:	<input type="text"/>
Name:	<input type="text"/>	Thumb:	<input type="text"/>	Image:	<input type="text"/>
Name:	<input type="text"/>	Thumb:	<input type="text"/>	Image:	<input type="text"/>

» Event Comments

Add the following only: Event Title, Event Date (always select both dates), Event Comments. Also check "Archive with comments"

After entering all information click on the button "Add New Event" located at the bottom of the page.

» Event Comments

[HTML](#) is allowed

Add New Event