



# Events and event listings

## in Contensis CMS

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### About events

- Contact your unit web coordinator or the web team for events setup (if not already setup)
- Web controls are used to list events (this can be done using filters from any Contensis site)
- An event will be listed on each day the event spans
- Once an event has passed, it will no longer be listed, unless you setup a past events listing
- Events may contain images but not mini templates
- If you require more than one event listing on one page, they cannot use the same control ID

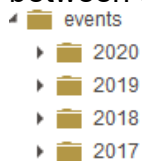
### Permissions

It is up to your department as to who has permissions to add and edit events. They can be setup for all editors within your site or you can have a user group solely for news and events. Ask your unit web coordinator for the relevant permissions.

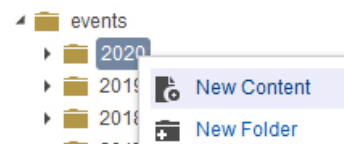


## Adding an event

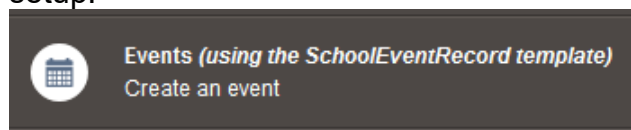
1. Locate your site's events folder. These are often grouped by year but vary between sites.



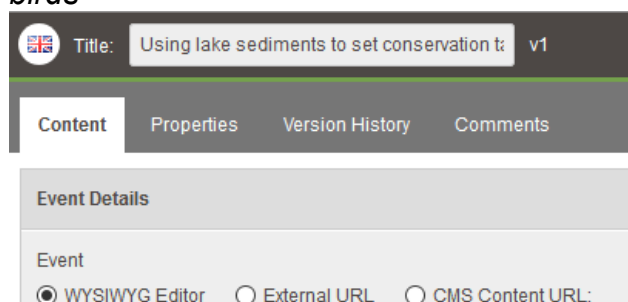
2. Click on the relevant folder and select **New Content**.



3. Select **Events** – the template name may vary slightly depending on your site setup.



4. Fill in the event **Title**. This should be the title of the event, written in sentence case, for example, *Using lake sediments to set conservation targets for three rare birds*





5. Click on the **Properties** tab. You'll see the title has automatically filled in the File Name and Menu Name.

Menu Name is what comes up on the left navigation if the event is included, but in almost all cases our events should not be included in the menu, so this won't be seen.

**File Name** should be changed to something short and concise that still makes sense. All punctuation should be removed. We advise you save as lowercase with hyphens between words with the event date in the filename, for example, *jones-30-oct-2019*. This makes events easily findable later. **If your file name is too long, the page will not work.**

Title: Using lake sediments to set conservation targets for three rare birds v1

Content Properties Version History Comments

Created from page template: [SchoolEventRecord.tpl](#)

**Publish Properties**

File Name  
jones-30-oct-2019

Menu Name  
Using lake sediments to set conservation targets for three rare birds

6. Click **Save**.
7. Go back to the **Content** tab and fill in your main event text. Web links should be hyperlinked within the text, eg don't add a full visible web address in the text like *Book here: <http://www.nottingham.ac.uk/book>*

Don't use 'click here' for links. Links should make sense out of context, for example, **don't** use 'Click here to register', use 'Register your place' and link that text. Please follow the [university style guide](#).

**Don't repeat information here**, eg title, date, time and place as these are filled in just underneath.

Title: Using lake sediments to set conservation targets for three rare birds v1

Content Properties Version History Comments

**Event Details**

Event

WYSIWYG Editor  External URL  CMS Content URL:

Format Styles



You can also choose to use an External URL for your event or a CMS Content URL. When a user clicks on your event title in your events feed, they will go straight to the page you've set instead.

**External URL** should only be used when it really needs to as it breaks convention by sending users to a different site when they click on the event title, which can be confusing.

**CMS Content URL** can be used if you need to use a formatted page within Contensis for your event, for example, if you need to use mini templates, and the events template won't allow for that.

8. Scroll down. Fill in **Location** as Room, Building, Campus (do not assume people know what campus a building is on) eg *A1, Law and Social Sciences, University Park*.

Fill in your **Start Date** and **End Date** and **Times**.

Location

Start Date: 04/10/2019 [calendar icon] Hour: 11 [dropdown] Minute: 08 [dropdown]

End Date: 04/10/2019 [calendar icon] Hour: 11 [dropdown] Minute: 08 [dropdown]

9. Scroll down and add **Contact Details** if relevant.

Contact Details

Contact Information

[Rich text editor icons: undo, redo, bold, italic, link, unlink, list, image, table, currency, font color, font size]

10. Add a **Registration URL** if relevant including the https at the beginning.

Path:

Registration URL

[Text input field]

11. Scroll down to **Optional Metadata**.

Fill in the **Description**. This will usually be further info about your event, eg the



speaker, or what series it's a part of. It will appear under your event title on the website. It shouldn't be too long or repeat your event title.

If your events are pulled into a listing based on keywords, you can add your keywords to the **Keywords** field here.

The screenshot shows a form with 'Optional Metadata' fields: 'Description' and 'Keywords'. To the right is a preview of the event listing. Arrows point from labels to the following text in the preview:

- Title**: Using lake sediments to set conservation targets for three rare birds
- Date and Time**: 30 October 2019 (13:00-14:00)
- Location**: A39, Sir Clive Granger Building, University Park
- Description**: With Viv Jones, University College London.

12. Tick **News\_Events\_Frontpage** unless you do not want your event to show on your site homepage.

The form includes the following options:

- News\_Events\_Frontpage  
*Show news/event on your site's homepage*
- News\_Events\_Global  
*Show event on full listing at nottingham.ac.uk/events/events-all...*
- School\_Department\_Name: [Text Field] **Launch Window**  
*If your school or department uses the standard listing system th...*
- Type of Event: [Text Field] **Launch Window**

13. Select **Launch Window** next to **School\_Department\_Name**. Select the relevant places for your event to appear, if applicable. Research groups are listed under the schools. Please don't tick other faculties or schools without checking with them first.

**Please note**, this list is no longer updated. If your site is not in the list, you will need to setup your events listing to pull in based on a different parameter.

**Treeview selection editor**

- Online
- Faculties Schools and Departments
  - Faculty of Arts
  - Faculty of Engineering
  - Faculty of Medicine and Health Sciences
  - Faculty of Science
  - Faculty of Social Sciences
    - School of Economics
    - School of Education
    - School of Geography
    - School of Law
      - Commercial Law Centre



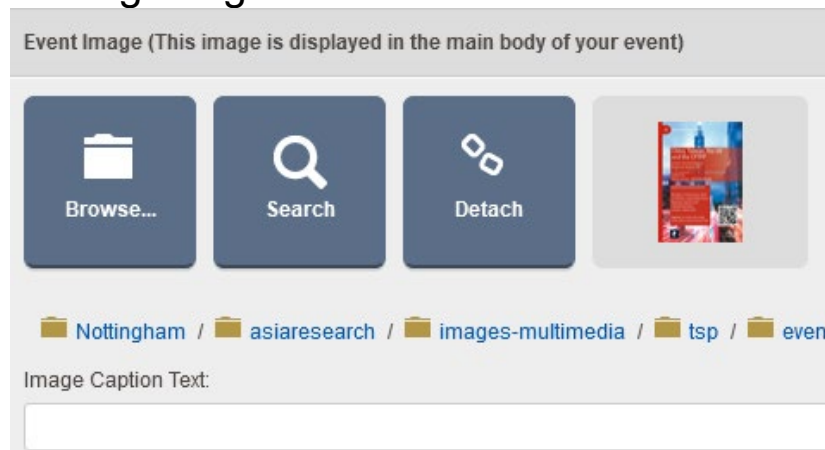
14. Select **Launch Window** next to **Type of Event**. Select the relevant category.

Treeview selection editor

- ▶ Alumni
  - Charity
  - Concert
  - Conference
  - Demonstration
  - Exhibition
  - Forum
  - Graduation
  - Lecture
  - Meeting
  - Mini open day
  - Open day

15. **Save** and preview your event, then submit it for approval if you are happy with it.

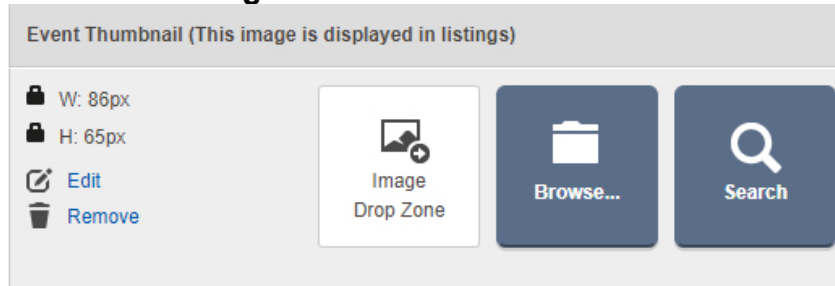
## Adding images to events



- Image will be placed to the right of the page
- The **maximum image width you should use is 714px** (920px for full width page)
- You can add an image caption in the space provided if you want to – check it isn't too long for the width of your image or it will display badly in preview
- You can also drag images into the content of the events the same way you would on a normal page



## Thumbnail image



- Thumbnails show on event listing pages (if set to do so)
- If images don't show on a listing, it doesn't exist, or the listing control is set not to show images
- Browse for an image or use the drop zone (drag and drop an image into this zone)
- Your **thumbnail should be 86px wide by 65px high**
- Thumbnails appear quite small in listings and often aren't used

## Listing events

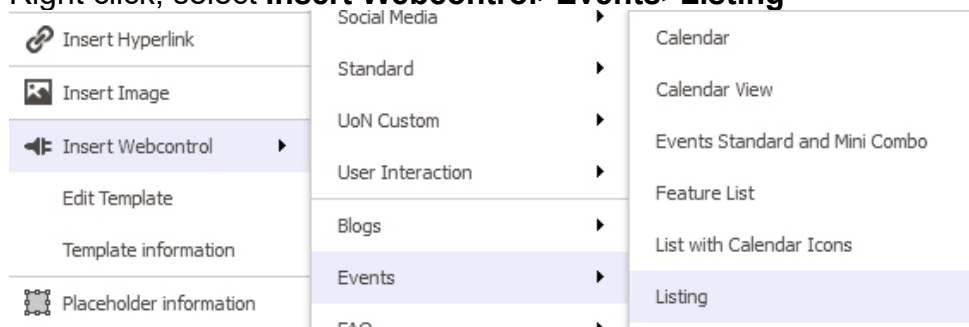
Event listings are automatically generated using web controls within a page. Most websites have a dedicated listing page but also list the top three items on their homepage. Details on how to set these up are below:

### Create a listing

Ensure a page has already been created in order for you to add your listing control.

1. In edit mode, place your cursor where you want your listing to appear

2. Right click, select **Insert Webcontrol>Events>Listing**



3. Apply the relevant settings for the events listing control



Step	Description
Enable Title	Checked
Heading	H2
Render Mode	Definition List
Sub-Item Heading	H3
Title Text	Leave blank unless you want a heading above your events feed
Enable RSS/Atom	Checked if you want a feed
No Results Text	There are currently no upcoming events.
Enable Lightbox	Unchecked
Enable A to Z Bar	Unchecked
Enable Animation	Unchecked
Shuffle DataSource	Unchecked
Date Format	Long Date
Display Time	Checked
Time Format	Short Time
Theme	None
Event Category Results Control ID	We never use this
Event Category Results URL	We never use this
ID	Gives your listing a unique ID. You can't have two listings on the page with the same ID.
Enable Description	Checked
Enable Categories	Unchecked
Enable Location	Checked
Show Previous Events	Unchecked, unless you want to show previous events
Enable Thumbnail	Unchecked or Checked depending on your preference
Icon Display	None
Icon Position	Ignore this





<b>Items Per Page</b>	10 (or whatever you prefer) – for a homepage, choose 3
<b>Maximum Items</b>	50 (or whatever you prefer) – for a homepage, choose 3
<b>Page Position</b>	Bottom
<b>Razor View Item Template</b>	Ignore this
<b>Enable Dynamic Folder Auto Filtering</b>	Unchecked
<b>Data Filters</b>	This is how you select which news the feed should pull in, see the options below
<b>Order By</b>	Can be left blank or you can use some order filters, for example: <ul style="list-style-type: none"> <li>▪ Property_DatePublished asc – recommended for events</li> <li>▪ Property_DatePublished desc – recommended for news</li> <li>▪ Property_DateModified asc</li> <li>▪ Property_DateModified desc</li> </ul>

### Data filters

Column	Type	Value	Description
MD_School_Department_Name	Contains	Name of department  Type <b>EXACTLY</b> as in the school department name value within your news or event.	This will list all news within Contensis that are ticked with this value.
Property_F_ID	EqualTo	Folder ID  Right click your news folder, select information, and the folder ID is listed at the bottom. Ensure there are no spaces when pasting into your value field.	This will only list news within that folder.
Property_FullPath	Contains	Folder path  This can be found by right clicking your news folder, selecting information, and the path can be copied and pasted into the value field.	This will list any news within that path, including subfolders.



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Often, schools want their listing to display events using more than one data filter. Some filters will work together and some will not. Try them out.