Adding Events to the HL Website

The process outlined below is for adding events and exhibits to the new library.harvard.edu website. Only events that are open to the Harvard community or to the public should be added to library.harvard.edu.

Events for Library staff are now listed on the Staff website calendar. To submit a library-staff-focused event, go here.

Request Access to Create Events and Exhibits

Event hosts can now add and update their events directly on the Library website, but you’ll need permissions first.

First, create your account by logging in to the site via the login page.

Then submit a request for access to the events and exhibits pages here.

Creating an Event or Exhibit

Once you’re signed in and have the correct permissions, the editing menu should appear at the top of the page.
Click Content, in the upper left-hand corner. Go to the Events section by clicking the second tab in the row, and then click the blue Add Event button.

The Event content type has four tabs, which can be seen on the left-hand side of the Create Event window.

Click through the tabs to fill in your event’s information. You don't have to fill out all the fields — if you have nothing to go in a particular field, just leave it blank. Required fields are marked with an asterisk.

Details on each tab and how they appear on your live event are below.
Event Information Tab

**Event Title:** The title goes here.

**Event Subtitle:** If the title of your event breaks up naturally into a title/subtitle format, you can put the subtitle here.

**Event Summary:** A brief (150 characters max) description of your event (different from the full description, below). This is optional, but will show up in search results.

**Event Type:** Most events will fall under the Event categorization.

**Related Topics:** If your event correlates with a particular academic subject, you can include it here. Type to choose from options. See the full list here.

**Admittance:** Choose whether your event is open to the public, or open only to the Harvard community. (Go here to submit an event for Harvard library staff.)

**Registration URL:** If your event requires registration, an RSVP, or tickets, include the URL here, and label it accordingly in Link Text (example: “Register”).

**Event Description:** Describe your event. You can style text here, and include hyperlinks if you wish. If you have a link to more info about the event, you can put it here as well.

**Presenters and Sponsors:** If you would like, you can add a list of presenters, sponsors, or the like in this area.

- Click Add Linked List to create the list.
- Give the list a title (e.g., Sponsors).
- If you type the name of a library staff member in the Label field, it will link to their staff profile.
- If you’re not listing library staff members, you can type whatever you wish in the Plain Text field instead.
- Click Add Linked List Item to add another item to the list.
**EVENT TYPE**

C Is for Cookie

**SUBTITLE**

That's Good Enough for Me

**WEDNESDAY, DEC 5, 2018**

3:00 PM - 4:00 PM

**ADMITTANCE**

Open to the public

Sponsored by: Widener Library

**LOCATION**

Forum Room

Lamont Library

Harvard Yard

Cambridge, MA 02138

Map

**DESCRIPTION**

Join visiting researcher Cookie Monster of Sesame Street for a talk on cookies, not eating the pictures when you go to museums, writing to Santa without eating the pencil, and cookies. Light refreshments will be served. 🎄Cookies

More Info

**PRESENTERS AND SPONSORS**

**SPEAKER**

Cookie Monster, Monster of Sesame Street

**RELATED TOPICS**

TAGS: ARTS AND HUMANITIES | EDUCATION
Event Date Tab

Is this an exhibit? Check the box if so. For an exhibit, you will only need to put in the date range — a link to the library’s hours will appear on the page.

Event Dates: If your event takes place on a single day, follow these instructions:

- In the date fields under Start Date and End Date, enter the date of the event (the same date in both).
- In the times under Start Date and End Date, enter the start and end times. (If your event has no set end time, provide your best estimate.)

If your event repeats in a regular pattern — such as a recurring tour — you can check “Repeat” and choose the manner in which the event repeats (every Thursday, the first Tuesday of every month, etc.).
Event Location Tab

**Library:** This is the library at which your event takes place. (If the event doesn’t take place at a library, skip to Other Location.)

**Library Location:** Once you choose a library, this field will appear, and you can type in further refinements to the location (a room number, a floor, etc.). There is no need to put in a street address for the library — address info will be pulled in automatically.

**Other Location:** If your event takes place at a venue that isn’t a library, you can fill in the street address here. Once you choose a country, the other address fields will appear.

**Directions Link:** Include a Google Maps link to the library or location. Directions links to the libraries are included on all library pages on the website, under Address. If you have an alternate link, such as a page on another website where directions are written out, you can include that instead. Label the link accordingly in Link Text (Map, Directions, etc.).

**Sponsoring Library:** This is the library that “owns” the event. Often this will be the same as the library location above — please select the library again even if it is the same. (This field powers the “Library” filter on the events listing page, and also pulls events onto a library’s landing page.)
Event Images Tab

Upload event images here. Please upload unadorned images that don’t contain any text or design elements — for example, a collections image, rather than a promotional flyer. Images are cropped in different ways for various purposes on the website, and text is likely to be cut off. Images that are horizontally oriented are also more likely to display better on the website.

Click **Upload** to select an image from your computer.

- **Alt text** describes the image for screenreaders.
- **Title** is the way the image will be saved in the site’s media library (the title of the image will not display).
- **Caption** will display across the bottom of the image.
- **Credit** will display below the caption. (A caption and credit are optional.)

Be sure to **click the blue Place button** to place the image into the document. (You may need to scroll to see the button.)

You can upload as many images as you like — they will display in the order that they are uploaded, so upload the most important image first.
Save As

Once you’ve filled in all the fields, make sure "Save As" is set to Draft, and then click the blue Save button.

You'll be able to preview your event in its draft form. (In the upper right-hand corner, you will see a red Draft indicator.)

If you want to make further edits, you can click the Edit link in the body of the page on the left.

- View
- Edit
- Delete
- Revisions

Once you’re satisfied with how the event looks, change the Save As menu to Publish, and click Save again. (You'll see the green Published indicator in the corner.)

Your event is now published to the website!
Editing a Published Event

If you've saved an event in draft form and want to publish it later, or if you want to go back to a previously published event and make changes, follow these instructions:

- Login and click Content in the upper left-hand corner.
- Choose the Events tab. This will display all the events.
- Begin typing the title of your event in the Title bar, and events matching that text will be displayed.
  - If your event is saved as a draft, you can change the Published drop-down to No, then click Filter — this will show only unpublished events.
- Click on the event title to view it, then click the Edit link in the body of the page on the left to edit.
- Save when you're finished. Your event is now edited.