



Department of
Primary Industries and
Regional Development

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Create an Event

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1.0 About

Events are a specific type of content in the CMS. Users create Events under the Event Month.

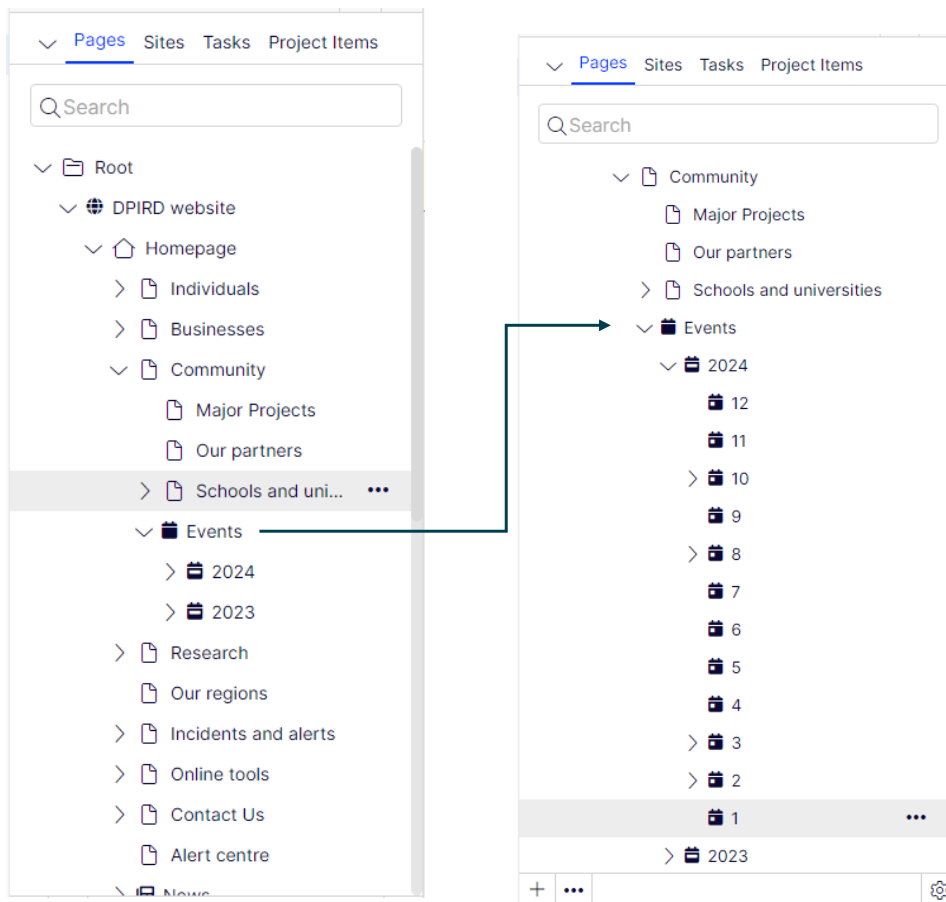
Event pages can be configured as standard content pages. A template has been implemented and is ready for editing, but all content blocks are available to editors to add and publish.

2.0 Instructions

Event

1. Click the Edit button to enter the edit view.
2. Click the navigation pane button to open the content tree panel.
3. Enter Pages tab.
4. Find **Events** in the page tree structure. [Location: Root > DPIRD website > Community > Events]
5. Expand **Events** to show items listed under this page.

The **Events** area contains all news items in the website structure. **Events** (content type: *Events Listing*) is configured to organise items by calendar year and month (see below).



6. Press  button of the month when the Event is scheduled and select New Page from the context menu.

Alternatively, click an existing page (which will be the 'parent page'). Once on the parent page, press the Create Content button and select New Page.

7. A new window with a prompt to name the page will appear. Name the Event Page.
8. You will be taken to the editing interface of the new page. Ensure you are in the All

Properties editing mode by toggling the All-Properties button  (top left). This view provides users access to edit all properties of the page.

9. Navigate to the Content tab. The Content panel will contain fields and blocks as per the page template.

10. Configure content:

- **Start and End** dates
(Calendar widget)
- Time (Open field)
- Location (Open field)
- Price (Open field)



The screenshot shows a form with the following fields: Start Date (24/08/2024), Time (9AM - 4PM), Location (Curtin Stadium), and Price (Free). A red line connects the 'Start and End' text in the list to the 'Start Date' field in the form.

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11. Toggle the display menu button  of the blocks you want to configure in **Edit** or **Quick Edit**.

- **Edit** will render the edit view for the block, with basic information and all content properties options.
- **Quick Edit** will bring up a quick edit window with Content and Block Setting options.



Users configure content in open fields, editable options and by adding assets.

- **Add** a block by click the Select Content button  and select 'Create a new block'.
- **Remove** a block by selecting 'Remove' in the display menu.
- **Reorder** the blocks by dragging them up or down the main content panel or selecting 'Move Up'/'Move Down' in the display menu.

Refer to the [User Guide - Content Blocks](#) for detailed guidance on how to edit content block fields.

12. Once Event content is configured, press the  button to publish.

