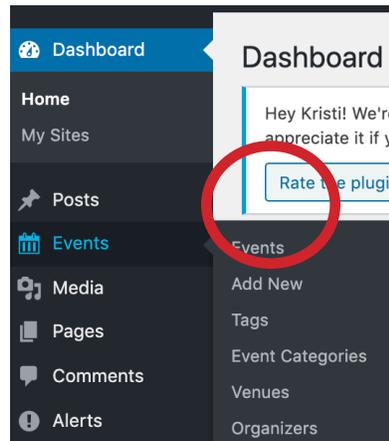


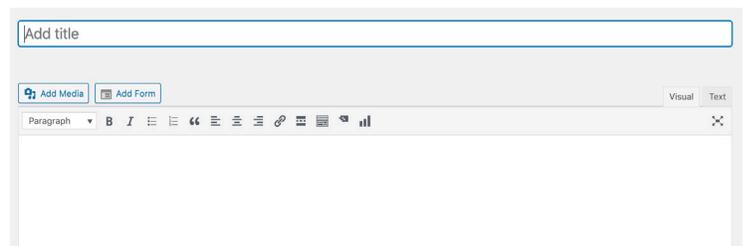
How to Enter Events

*Before entering any events into the calendar please make sure the event has been cleared by your department head and the Office of the President. Only then can events be entered.

1. On the WordPress dashboard, find Events on the left column and click on "Add New."



2. Add a title and content about the event.



3. Enter the information in the correct fields:

The Events Calendar

TIME & DATE

Start/End: to [Time Zone: America/Chicago](#)

All Day Event
This event is from 8:00am to 5:00pm on Sep 25, 2020.

Event Series:

LOCATION

Venue:

Show Map Link:

ORGANIZERS

Organizer:

EVENT WEBSITE

URL:

EVENT COST

Currency Symbol:

Cost:

Enter a 0 for events that are free or leave blank to hide the field.

ADDITIONAL FUNCTIONALITY

Looking for additional functionality including recurring events, ticket sales, publicly submitted events, new views and more? Check out the [available add-ons](#).

4. Ignore everything else on the center column of the screen.

5. On the right column, ignore “Tags.”

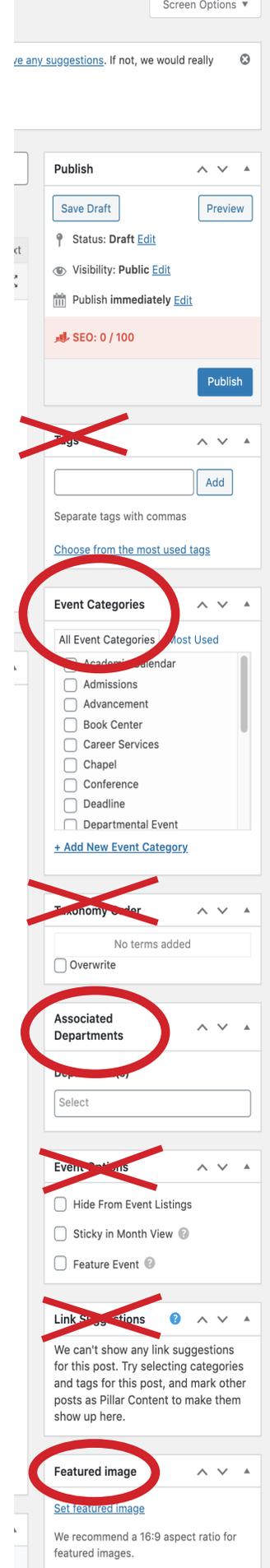
6. On the right column, for “Event Categories,” select the category.

7. Ignore “Taxonomy Order.”

8. “Associated Departments” - if this is a departmental event (e.g. a departmental brown bag), select the correct department. Options will automatically pop up when you start to type.

9. Ignore “Event Options” and “Link Suggestions.”

10. Enter the image associated with the event. See next page for instructions on that. For ADA compliance purposes, we have a very specific way we need to enter images.



How to Enter Images

1. Before uploading a new image, use the search bar to see if there is already one in the media files. Particularly for chapel speakers, all of our professors already have images. **Please do not upload a second picture.**
2. Note the size below. This image is 1920x1200. If you're not sure if your image meets those specifications, email Amelia Palmer, one of our graphic designers, at apalmer@dts.edu. She can crop it to those specs if needed.
3. Note the "Alt Text." This is the text that a screen reader will read for those who cannot see. This is required for ADA compliance. For a person's headshot, just use their name. For others, see below.

The screenshot shows a media management interface. At the top, there are tabs for 'Upload files', 'Media Library', and 'Cloudinary'. Below that, there's a 'Filter media' section with dropdowns for 'Images' and 'All dates'. A search bar contains the text 'yarbrough'. Two image thumbnails are shown, with the first one selected. To the right, the 'ATTACHMENT DETAILS' for 'MarkYarbrough.jpg' are displayed. The search bar and the 'Alt Text' field (containing 'Mark Yarbrough') are circled in red.

ATTACHMENT DETAILS

Campus-Blockparty-4-3000x1700-1-scaled.jpg
September 11, 2020
870 KB
2560 by 1451 pixels
Original image: [Campus-Blockparty-4-3000x1700-1.jpg](#) [Delete permanently](#)

Alt Text

Examples:

Left: the alt text reads "crowd at the campus block party"

Right: the alt text reads "World Missions department open house"

ATTACHMENT DETAILS

2020.09.18-WMIS-Open-House.jpg
September 4, 2020
212 KB
1280 by 720 pixels
[Delete permanently](#)

Alt Text

The "Alt Text" will always be in the grey "Attachment details" section of the media files, but it might not always be listed first. Even if there is text in the "Title" or "Caption" boxes, THIS field is mandatory because this is what is required for ADA compliance.