

CREATING ENTRIES FOR UPCOMING EVENTS

SECTION FOR WEB SITE

Image Creation

- For best results the image should be 1000 px X 400 px (W X H).
- Use an application like paint.net to get the image to the correct size. If the image is smaller than this please center the image and save it as png file.

Creating the Blog Entry

1. Go to Chapel's web site.

2. Log in by clicking the following icon in the upper right-hand corner:



3. Enter in your username and password. This is logging you into the frontend of the website.
4. You will be taken to the private side of the website and the menu bar will look similar to:

SUBMIT ARTICLCE OFFICE UTILITIES MEMBERSHIP USER PROFILE PUBLIC

5. Click on Submit Article
6. Add a Title.

7. Click on the following Icon:  should be just below Font Size. This will show you all the html tags.

8. Copy the following html code:

```
<div class="uk-grid uk-grid-divider">  
  <div class="uk-width-large-1-3 uk-width-small-1-1">  
    <h3 class="uk-margin-bottom-remove">MMM | DD | YYYY</h3>  
    <h4 class="uk-margin-bottom-remove">Time</h4>  
    <p class="uk-margin-remove">Location</p>  
  </div>  
  <div class="uk-width-large-2-3 uk-width-small-1-1">Description  
</div>  
</div>
```

9. Paste it into the Enter on the website.

10. Click the icon  again. This will you just the text.

11. Now we will add the content:

- a. Change MMM to a 3 Character word for the Month i.e (May, June, Oct)
- b. Change DD to the Day of the Month
- c. Change YYYY to the year
- d. Change time to the time of the event. I.e. 4:00 pm
- e. Change Location to the location of the Event. (Chapel of the Cross, Lakeside 370 park)

- f. Change Description to the description of the event. This could be as long as you would like to make it.
12. Click on Images and link tab
13. We will be adding the Intro and full text images. These can be the same image or different the process will be the same.
14. Under Intro Image click on the select button
15. Click on the Event word in the Folders Colum. This will display a list of images in the center column. If your image is not there, which it probably will not be, we will need to upload the image.
16. To upload an image, click on the following icon  in the upper right corner of the popup window.
 - a. Click on the Browse button. This will allow you to find the image on your device.
 - b. Select the image. Then click Open.
 - c. Click Upload.
 - d. If you don't like the name you can rename the file using the icons on the righthand edge of the window.
17. Select the image you wish to use and click Insert. Your image filename should now appear in text box just above the Select button. If you wish to change the image click the X button to remove the image and repeat steps 14 – 17. If the filename does not appear repeat steps 14 – 17.
18. Repeat steps 14 – 17 for the Full Article image.
19. Click the Publishing tab at the top.
 - a. Change the Category to: Upcoming Events
 - b. Make sure the status is set to Published.
 - c. Change Featured to Yes
 - d. Set a Start and Finish Publishing Date.
20. Click on Content
21. Click on the Re-captcha check box saying you're not a robot.
22. Click Save.

If everything was done correctly this article should show up as the first article in the list on the front page.

Please make sure that you log out of the web site when completed.