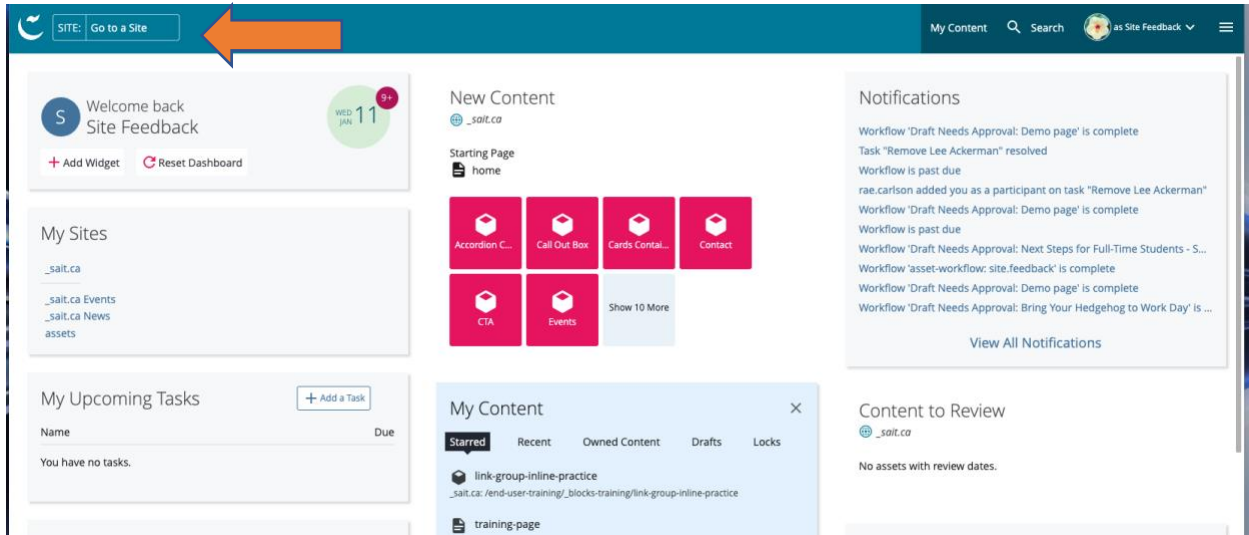


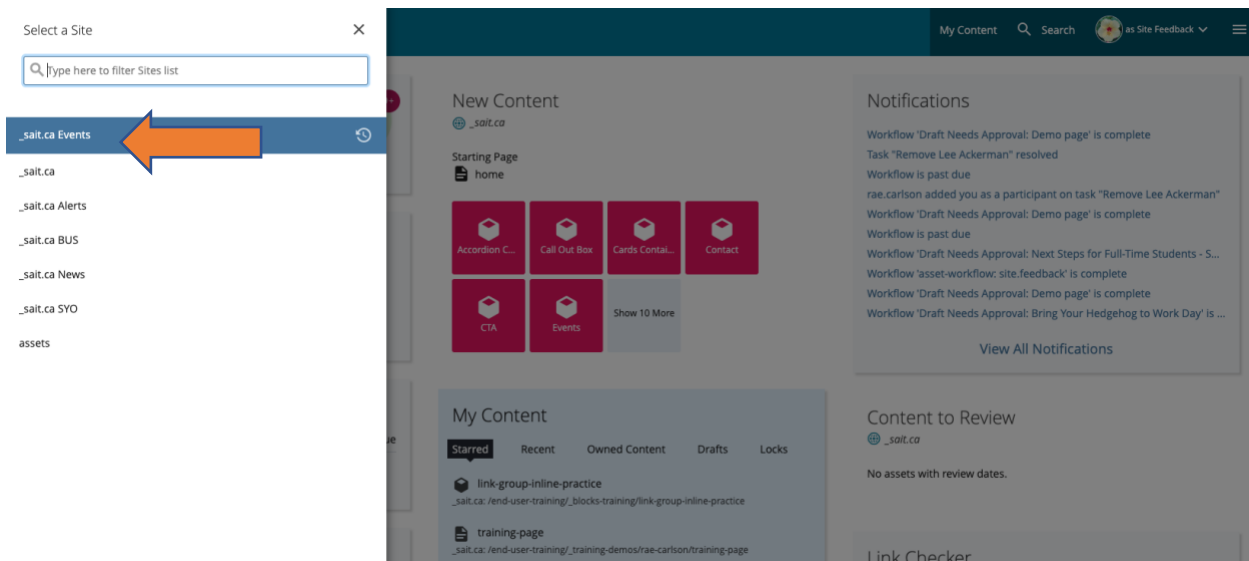
# Submitting an event

## STEP ONE

Log into Cascade using your provided credentials. From the dashboard select **Site: Go to a Site** in the top left-hand corner.



From the list of available sites, select **\_sait.ca Events**.



## STEP TWO

Select the **Year folder** you wish to add your event into. You may do so from two different areas depending on which you prefer.

The screenshot shows the CMS interface for the site "\_sait.ca Events". The left sidebar shows a tree view of the site content, with the "\_sait.ca Events" folder selected. An orange arrow points to the "2023" folder in this tree. The main content area shows a table of folders and pages under the "\_sait.ca Events" folder. An orange arrow points to the "2023" folder in this table, which is also selected with a checkmark in the "Name" column.

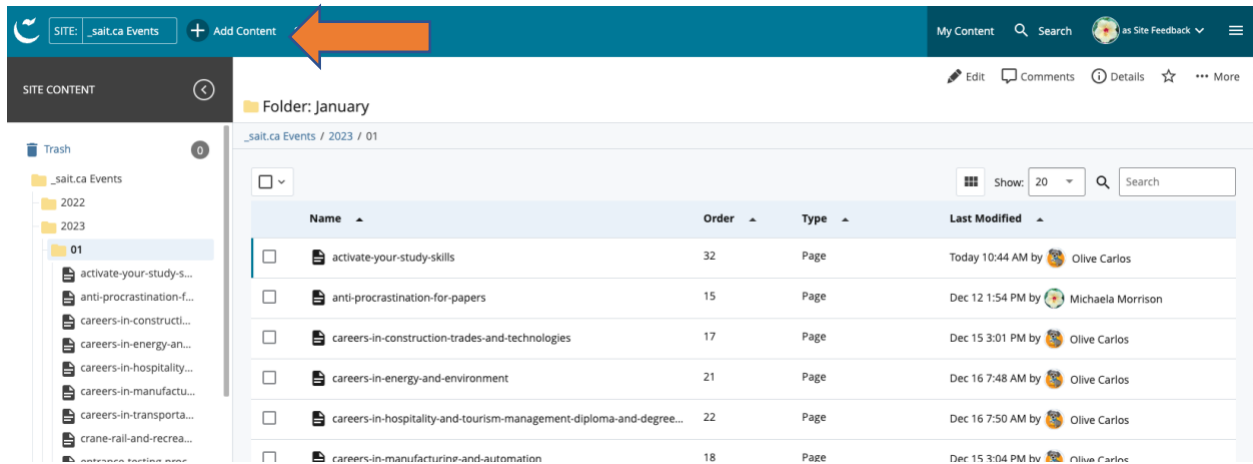
Name	Order	Type	Last Modified
2022	3	Folder	Dec 12, 2021 9:29 AM by Hannon Hill Services
<input checked="" type="checkbox"/> 2023	6	Folder	Oct 14 10:50 AM by Michaela Morrison
_blocks	1	Folder	May 5 9:16 AM by Elisa Choy
archive	7	Folder	Nov 2 1:52 PM by Michaela Morrison
contact-groups	2	Folder	May 5 9:17 AM by Elisa Choy
events	4	Page	Sep 1 3:04 PM by Dylan Harty
submit-an-event	5	Page	Apr 19 9:49 AM by Michaela Morrison

After the year, select the **Month** that the event will be occurring in.

The screenshot shows the CMS interface for the site "\_sait.ca Events", now navigating into the "2023" folder. The left sidebar shows a tree view of the site content, with the "2023" folder selected. An orange arrow points to the "04" folder in this tree. The main content area shows a table of folders under the "2023" folder. An orange arrow points to the "04" folder in this table, which is also selected with a checkmark in the "Name" column.

Name	Order	Type	Last Modified
01	12	Folder	Oct 14 10:50 AM by Michaela Morrison
02	11	Folder	Oct 14 10:50 AM by Michaela Morrison
03	10	Folder	Oct 14 10:50 AM by Michaela Morrison
<input checked="" type="checkbox"/> 04	9	Folder	Oct 14 10:50 AM by Michaela Morrison
05	8	Folder	Oct 14 10:50 AM by Michaela Morrison
06	7	Folder	Oct 14 10:50 AM by Michaela Morrison
07	6	Folder	Oct 14 10:50 AM by Michaela Morrison
08	5	Folder	Oct 14 10:50 AM by Michaela Morrison
09	4	Folder	Oct 14 10:50 AM by Michaela Morrison
10	3	Folder	Oct 14 10:50 AM by Michaela Morrison
11	2	Folder	Oct 14 10:50 AM by Michaela Morrison
12	1	Folder	Oct 14 10:50 AM by Michaela Morrison

Once you are in the correct folder, select **+ Add Content** in the top teal bar. Select **Pages** and **Event**.



### STEP THREE

This is the template for your event to add all relevant details

1. Add a title – please note there should be no special characters in this space. (\*, ', ?, !)

Title \*

Lets Talk | Aldred Centre

2. Select the following from the available radio buttons if applicable.

#### Event

Include

- Custom Details
- Contact Details
- Image
- Recurring Details

3. Add the **start and end dates**, including the time of the event. Add your **event copy** into the content box.

Start Date \*

01-18-2023 11:00 AM



End Date \*

01-18-2023 12:00 PM



Content

Edit Format Insert Table View Tools

Undo Redo Bold Italic Bulleted List Numbered List Indented List Link Unlink Bookmark Image Code Full Screen

|



4. Add **categories** to your event so that it may appear in different places across the site.

#### Categories

Audience

Current Students

Student Development

Schools

Select one or more values...

Programs

Select one or more values...

#### Event Classification

Type

What type of event is this?

Other

Venues

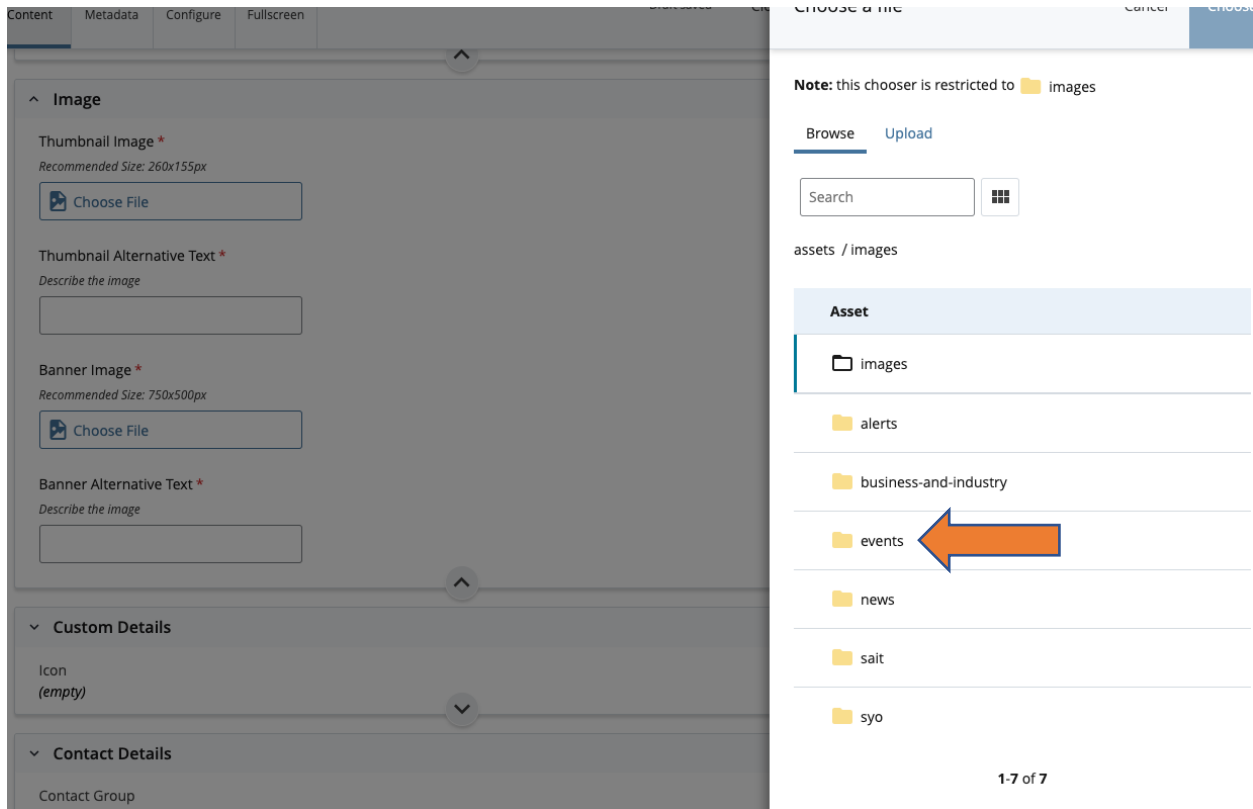
Aldred Centre

Organizer

Student Development & Coun...

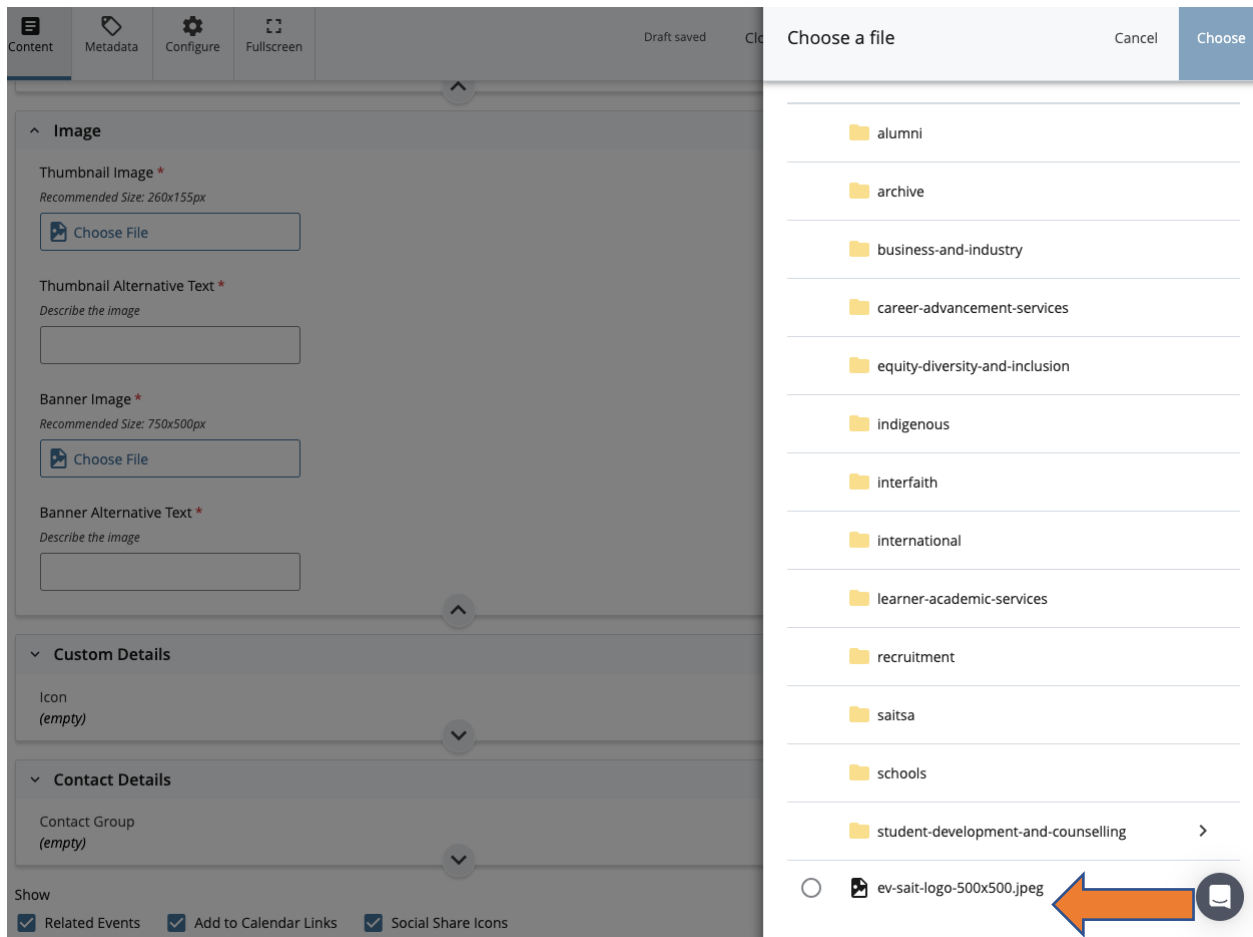
5. Add in your **thumbnail and banner images**. If your event has previously run before, the images will be stored in the `_assets` site.
- Banners should be 750x500
  - Thumbnails should be 500x500

Select **Choose a File**, followed by the **Events folder**.



Navigate to related folder for your event shown below. **Select the image** from the folder.

If your event does not have a custom image, please use the `ev-sait-logo-500x500` image highlighted below.



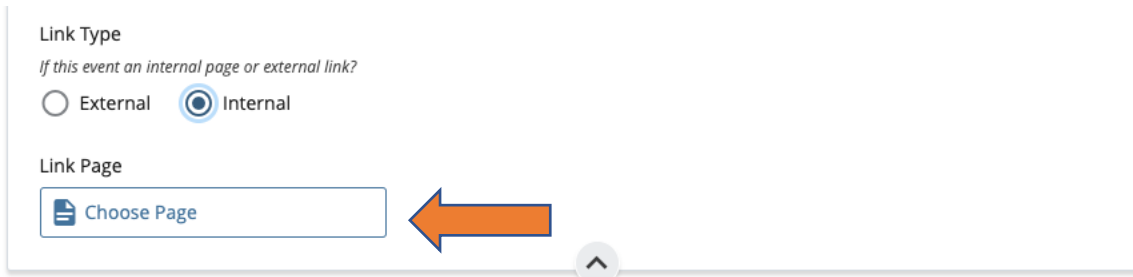
Once you have found your image, select **Choose**. Add in alternative text or description of what the image is.

6. Add additional custom details to the event such as location and registration links.

To add a location, select **Map Marker** from the drop down of options. Add the room number and building into the Text field. Ex. AA128, Heritage Hall | SAIT Main Campus

The image shows a close-up of the 'Custom Details' section of the form. The 'Icon' field is a dropdown menu with 'Map Marker' selected. Below it is the 'Text' field, which contains the text 'CB 416, Aldred Centre | SAIT Main Ca'. The form has a light blue header with a '+' icon and a copy icon.

Select the **Internal radio button** to add a link to the campus map. Select **Choose Page**



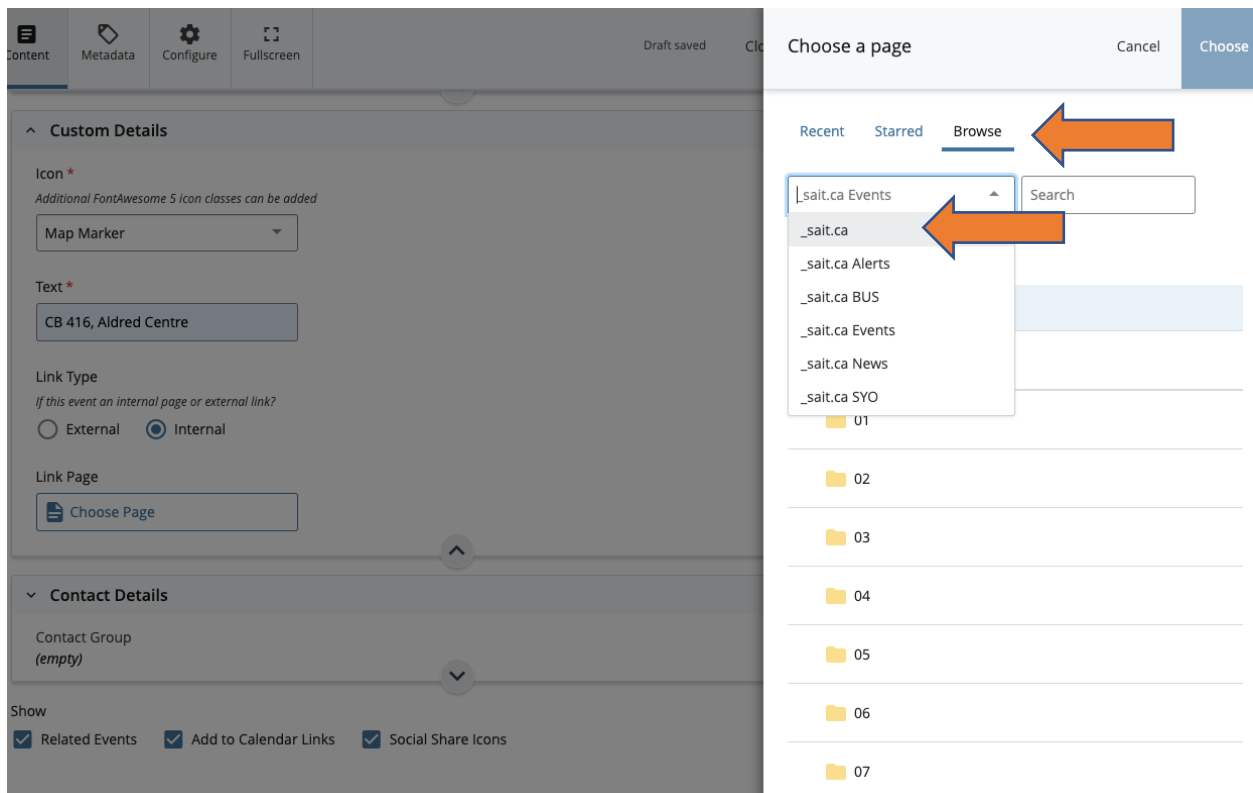
Link Type  
*If this event an internal page or external link?*

External  Internal

Link Page

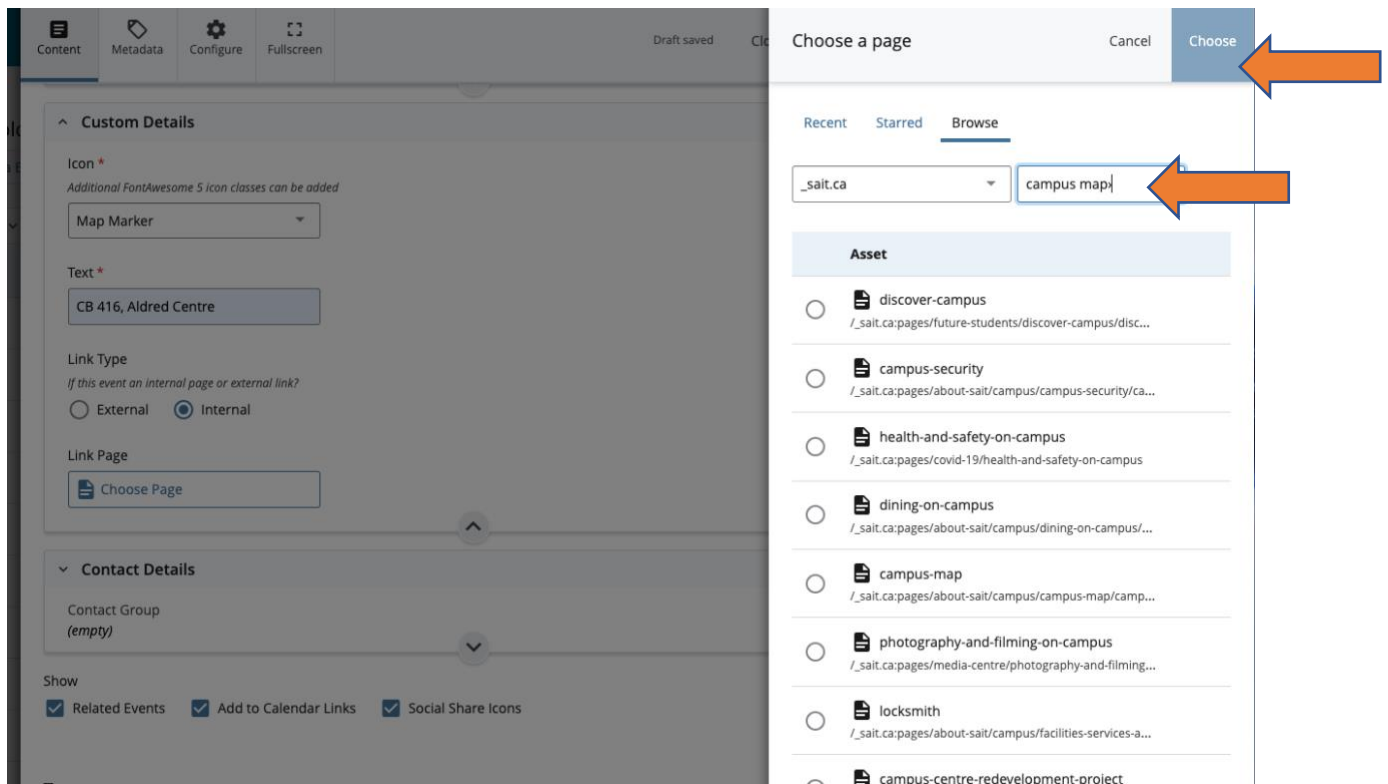
An orange arrow points to the "Choose Page" button.

Select **Browse** and using the drop down, select **\_sait.ca**.



The image shows a 'Choose a page' dialog box overlaid on a configuration form. The dialog box has tabs for 'Recent', 'Starred', and 'Browse'. The 'Browse' tab is selected, and a search bar contains the text '\_sait.ca Events'. A dropdown menu is open, showing a list of options: '\_sait.ca', '\_sait.ca Alerts', '\_sait.ca BUS', '\_sait.ca Events', '\_sait.ca News', and '\_sait.ca SYO'. An orange arrow points to the 'Browse' tab, and another orange arrow points to the '\_sait.ca' option in the dropdown. The background configuration form shows the 'Link Page' section with the 'Choose Page' button.

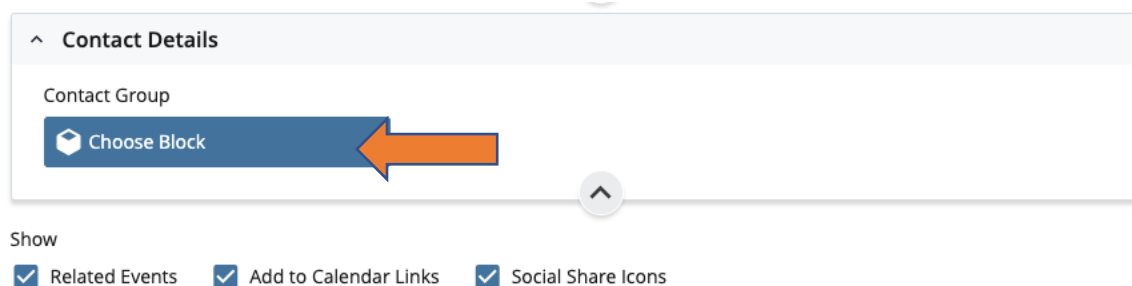
**Search** for Campus Map. Once you have selected the right page, select **Choose** in the top right corner.



To add a registration link, select **Ticket** from the drop down. Add **“Register now”** text and paste the link in the external link box.

## 7. Adding contact information

Select **Choose Block**.



**Search** for the event hosts contact information. Select the correct block and select **Choose**.



Content Metadata Configure Fullscreen Draft saved

Choose a block Cancel Choose

Note: this chooser is restricted to contact-groups

student development

**Asset**

- contact-student-development-and-coun...  
/contact-groups/contact-student-development-and-co...
- contact-student-awards  
/contact-groups/contact-student-awards
- contact-alumni-and-development  
/contact-groups/contact-alumni-and-development
- student-engagement  
/contact-groups/student-engagement
- contact-career-advancement-services  
/contact-groups/contact-career-advancement-services

Path  
contact-groups/contact-student-development-and-counselling

Created  
May 24 12:26 PM

Last Modified  
May 24 12:26 PM

1-5 of 5  
1 row selected

Icon \*  
Additional FontAwesome 5 icon classes can be added  
Map Marker

Text \*  
CB 416, Aldred Centre

Link Type  
If this event an internal page or external link?  
 External  Internal

Link Page  
Campus Map  
\_sait.ca: /pages/about-sait/campus/campus-...

**Contact Details**

Contact Group  
Choose Block

Show  
 Related Events  Add to Calendar Links  Social Share Icons

Tags  
Select one or more values...

Once you have filled in all the fields, you may **Preview your draft**. If you are happy with the outcome, select **Submit** to have it reviewed and published.

Add Content Site Content My Content Search as Site Feedback

Submit Comments Details More

Draft Page: Lets Talk | Aldred Centre Output: HTML

\_sait.ca Events / 2023 / 01 /

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Home > Events > 2023 > Lets Talk | Aldred Centre

**Student Development and Counselling**

**LET'S TALK**

**Details**

- January 18, 2023
- 11:00 AM – 12:00 PM
- CB 416, Aldred Centre
- Register now

**Contact**

- Student Development and Counselling
- 403.284.7023