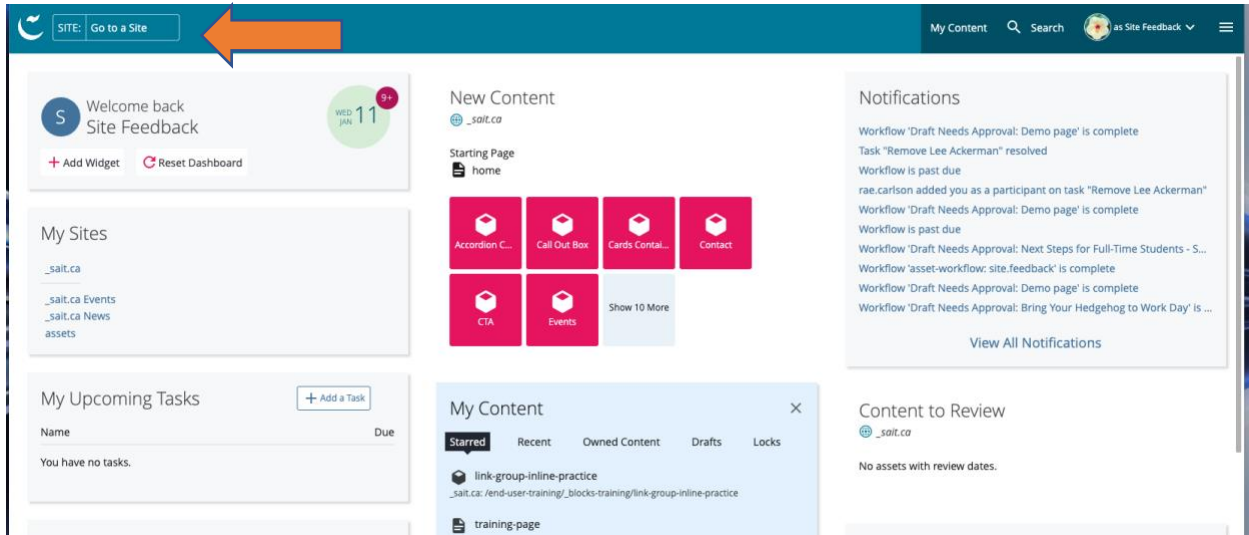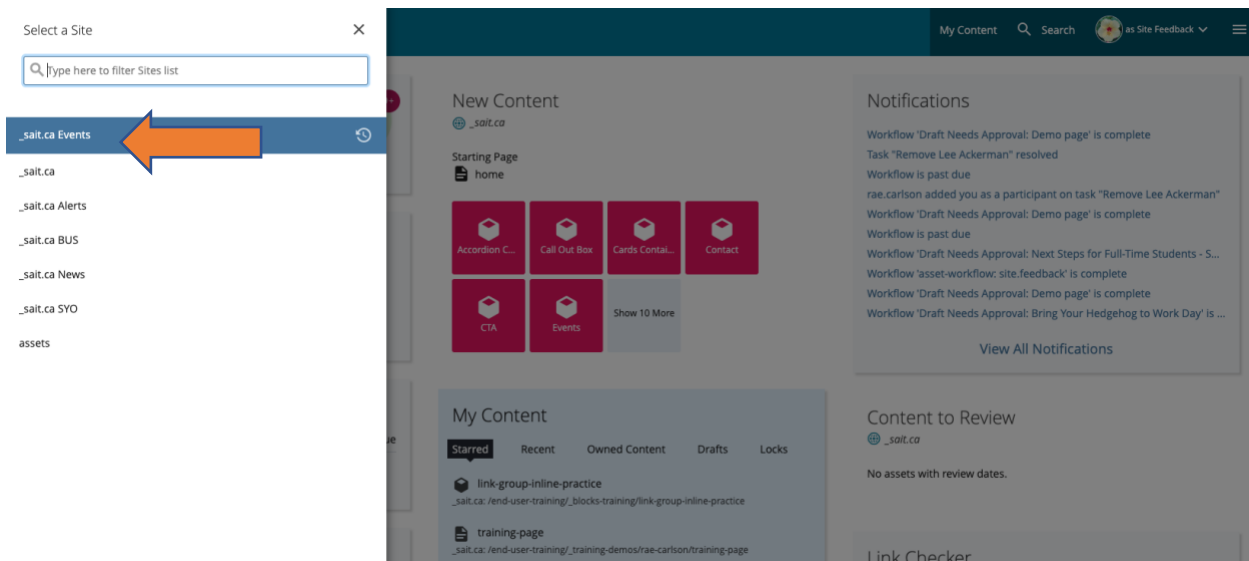# Submitting an event

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.

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

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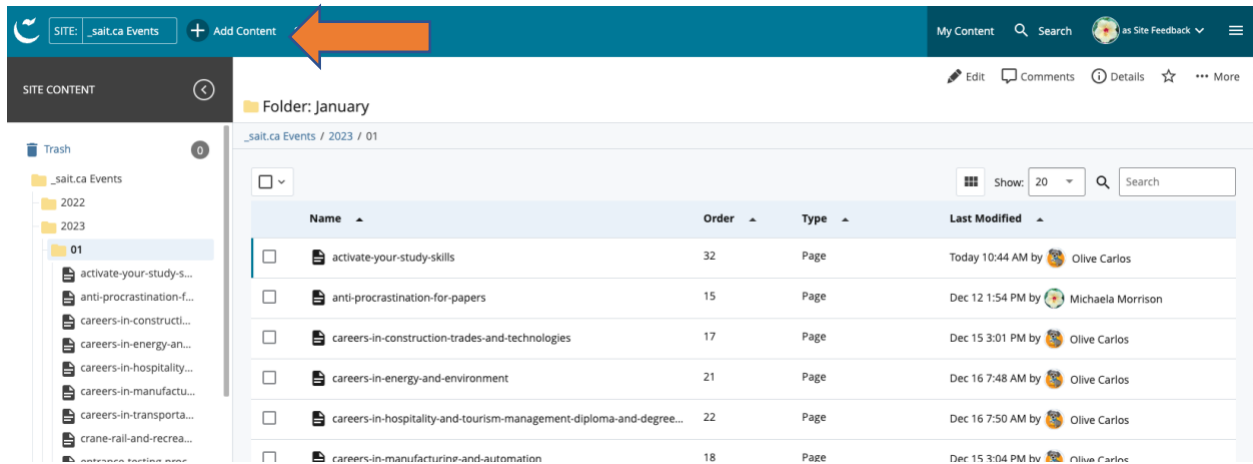
STEP THREE

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▾ |

↶ ↷ **B** *I* ☰ ☰ ☰ Formats▾ ☷ ▾ ☷ ▾ 🔗 ✂ 🔖 🖼 <> ⛶

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
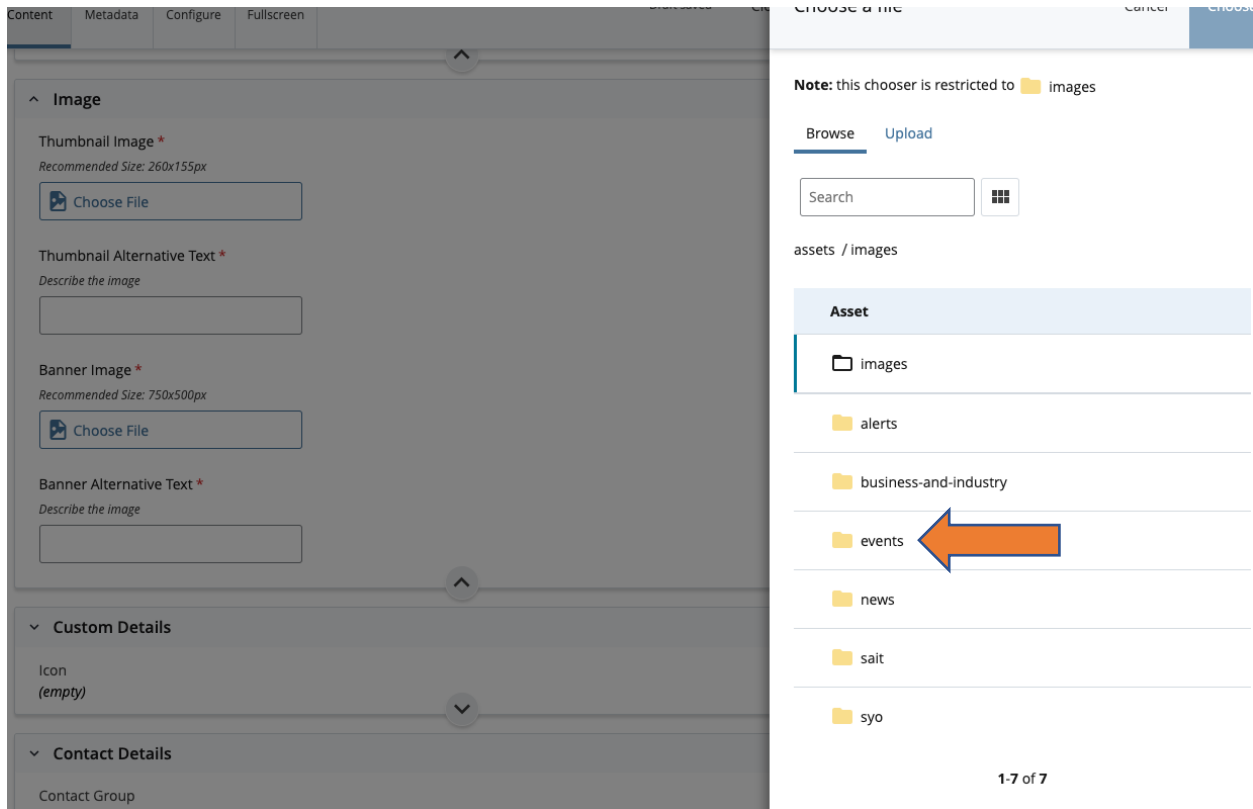*What type of event is this?*

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.

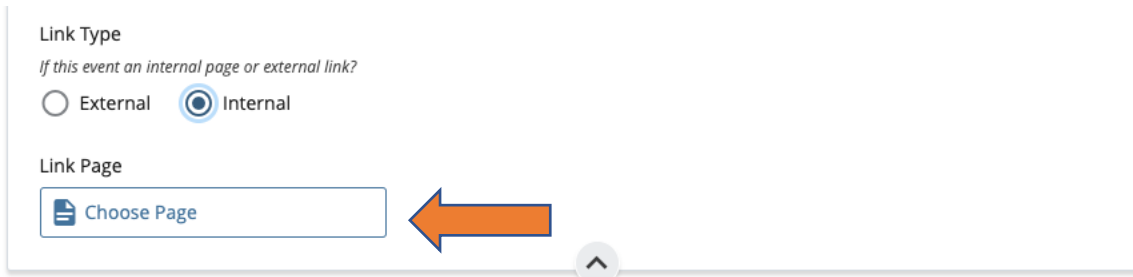If your event does not have a custom image, please use the ev-sait-logo-500x500 image highlighted below.
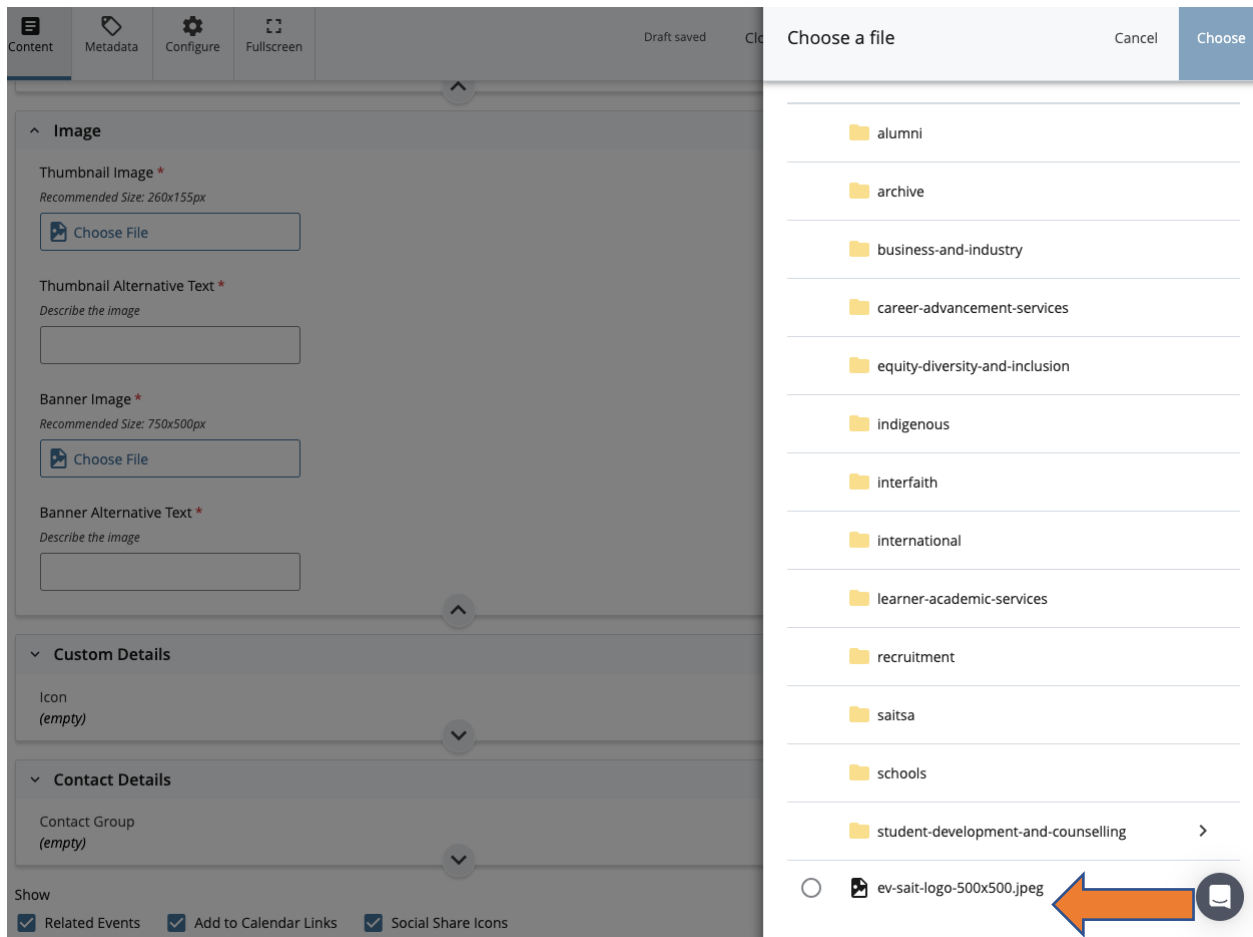
Once you have found your image, select **Choose**. Add in alternative text or description of what the image is.

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

Select the Internal radio button to add a link to the campus map. Select **Choose Page**
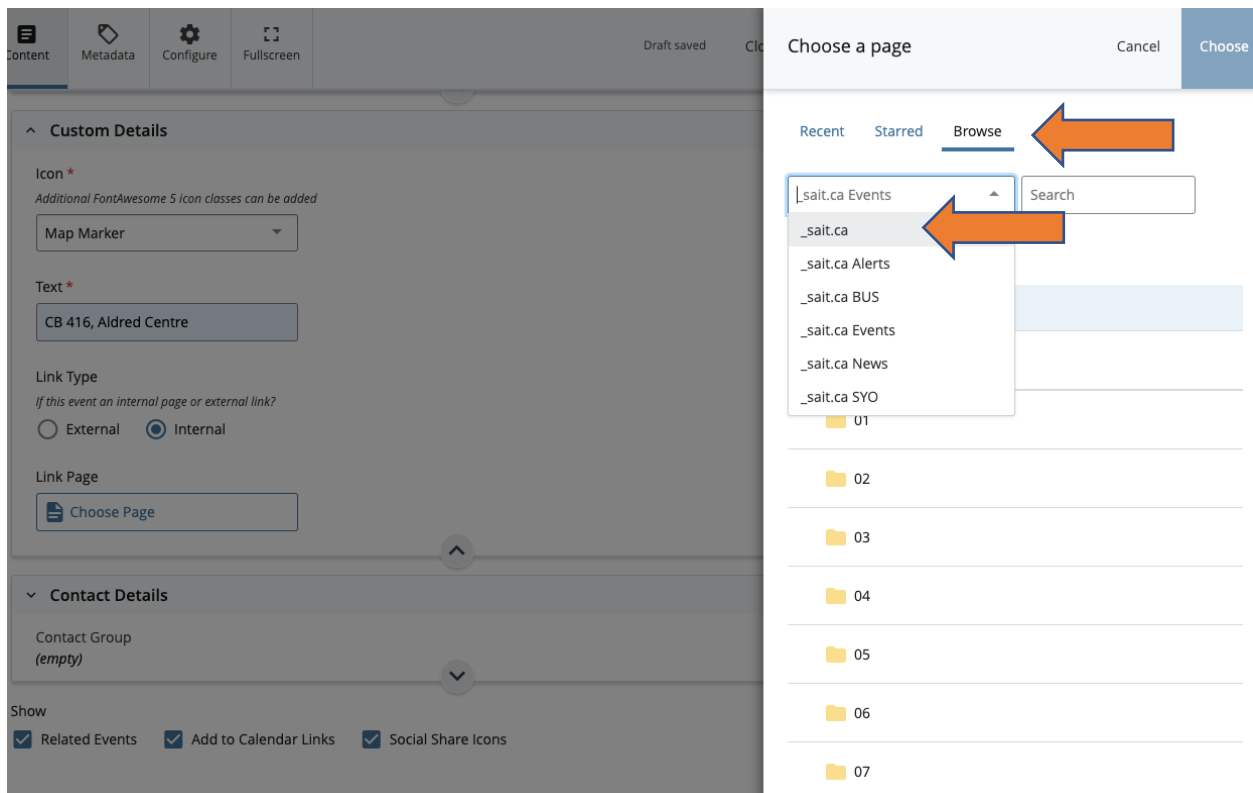
Select **Browse** and using the drop down, select **_sait.ca**.
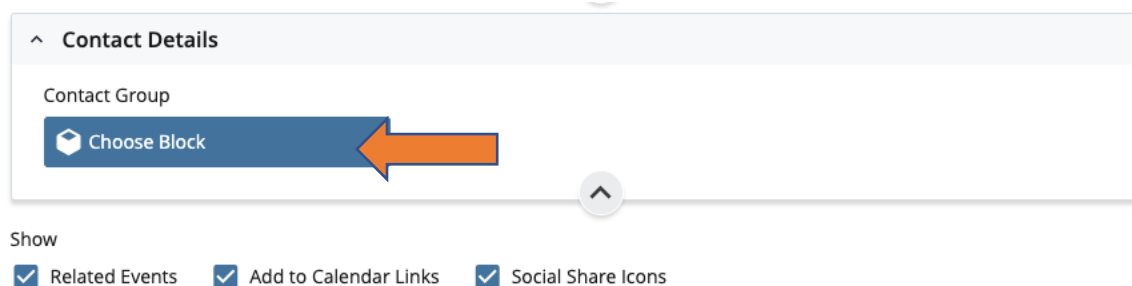

Search for Campus Map. Once you have selected the right page, select **Choose** in the top right corner.
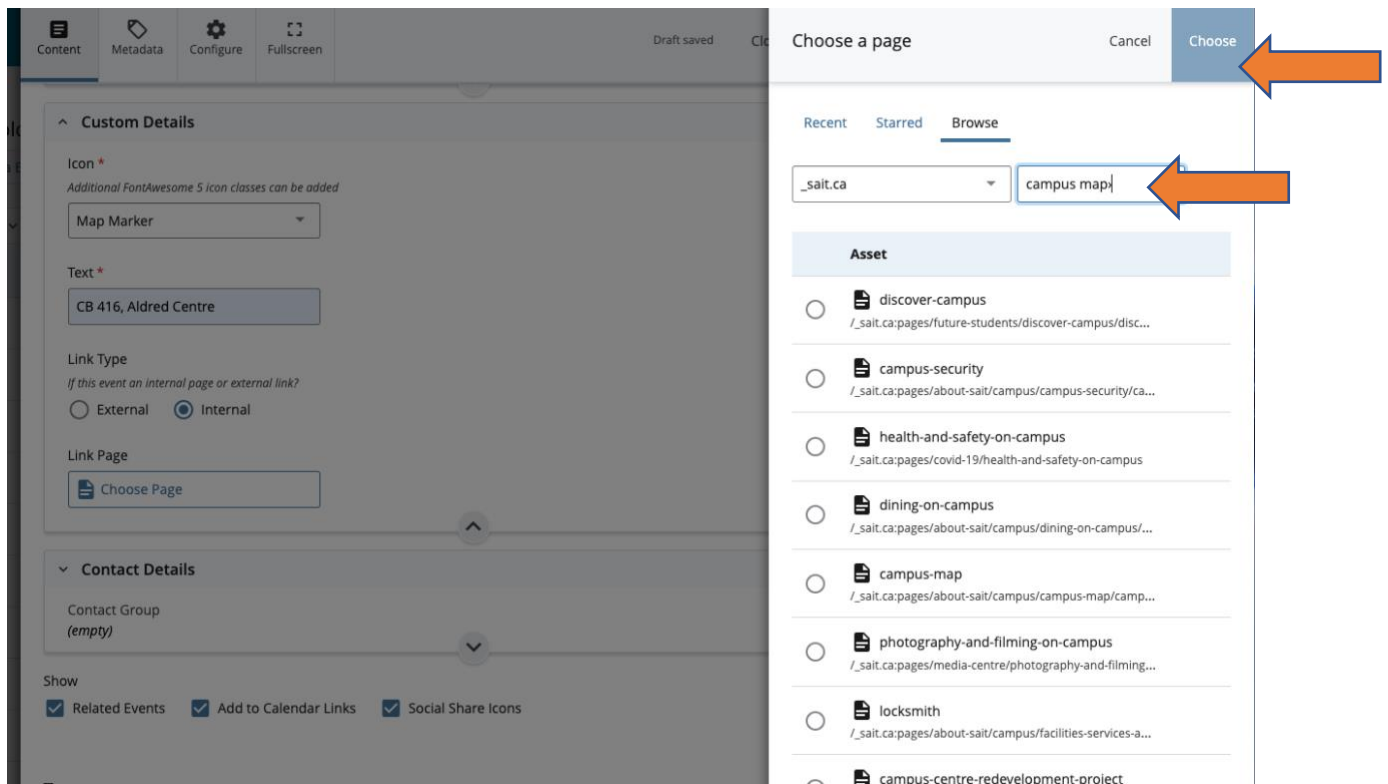
To add a registration link, select **Ticket** from the drop down. Add "**Register now"** text and paste the link in the external link box.

7. Adding contact information

Select **Choose Block**.

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

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.