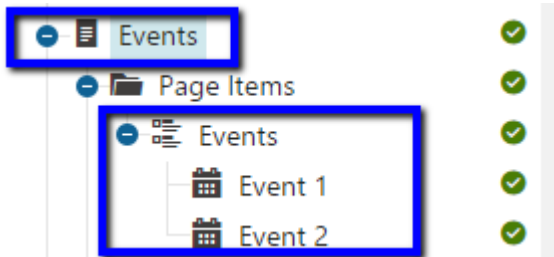


How to... Add a new event

www.laywheeler.com

1 Where would I add an event?

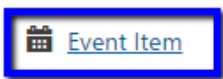
An Event would be added under 'Events' in the CMS tree, underneath the 'Events' Page Item.



2 How do I add a new event?

Select the events page in the CMS tree followed by the Page Items folder (as you would any Page Item); select the Events Page item and click '+' to select a new 'Event Item'.

Please select new page type



3 Event (Page Item)



EVENT NUMBER ONE

France

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An Event Item consists of the following fields:

3.1 General

Add an event name (for reference)

LONDON

Pill Box
115 Coventry Road
London, E2 6GG
020 3327 9900

IPSWICH

6th Floor, St Vincent House
1 Cutler Street
Ipswich, IP1 1UQ
01473 213222

ONLINE

www.crafted.co.uk
hello@crafted.co.uk
@craftedmedia

3.2 Heading

Within the hero area you may add the following fields:

- Title
- Sub Title
- Short Description

3.3 Event information

- Date from and to – simply select the dates of the event from the calendar.

3.4 Call To Action

The Call To Action field is essentially the option to add a CTA button to the event – for example a button titled ‘Buy’ with a link to where the customer may purchase tickets.,

- Text – text on the CTA button (i.e. Buy)
- Tooltip – this may be ‘Buy Tickets’
- URL
 - Add the URL of the event (i.e. where to buy tickets) and select whether the page should open in a new window