Walkthrough 3-3: Adding an event/meeting page

Overview

During this instructor-led walkthrough, you will create a calendar event page. All the information required to create and populate the page will also be reviewed.

Steps

Create a New Page

1. While logged into CommonSpot choose **Page** from the **New** menu. Create a new page in the **/about/calendar/events** subsite using the WMATA template.

2. Enter the following for the standard page properties:

   Name: test-event-*your initials*

   Title and Title Bar Caption: My first test event – *your initials*

   Description: This is my first event

   Category: Calendar

3. Click **Next** and choose **Initiatives** in the **Topic** Taxonomy facet on the **Taxonomy tab**. Then click the save button.

Entering News Release Information

4. You will see the new Calendar Event page, click the **Click here to enter CALENDAR EVENT information** link.

5. Please enter the following information in the 3 tabs displayed:

   Calendar Event

Title:	Leave as is (defaults to page title)
Event Date:	Choose 6/6/2016 from the popup calendar
Start Time:	10:30 am
End Time:	12:30 pm
Category:	Board/Committee Meeting
Audio file code:	safey_022516.wma

   Description

   Description: This is a board meeting.