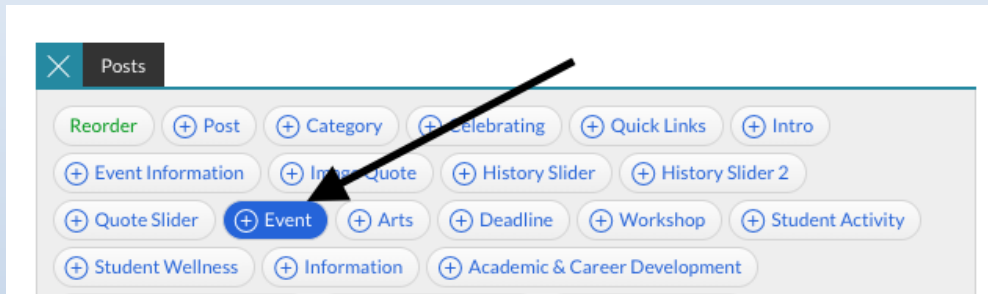Creating Event Pages for LBCC Upcoming Events Calendar

CMS Training: Event Page Creation

Creating an Event Page

- Pull up your assigned page (landing page) in a browser
- Log into the CMS
- In 'POST' zone → click gear icon → choose + Event

- Fill out:

    - Event Title (short, clear, student-friendly)

    - Date & Time (start & end)

    - Location (building/room/campus or Zoom link)

    - Description (short, engaging, student-focused)

    - Contact Info (name, email, phone)

    - Event Image (link/upload; submit ticket if needed)

Calendar Dates Module

- To display on LBCC Upcoming Events Calendar:

- Complete the 'calendar dates' module in CMS Editor

- This ensures one entry updates the LBCC Upcoming Event Calendar www.lbcc.edu/calendar

Steps to Add a Horizontal Line Between Events
(if your page contains more than one event)

- **Open the Page in CMS Editor**
  - Locate the section where where multiple events are entered/listed (if your event page contains more than one event).
- **Switch to "Source" / Code View**
  - In the toolbar, click **"Source"** (this lets you edit the raw HTML).
  - You'll now see the content with HTML tags like <p>, <h2>, etc.
- **Insert a Horizontal Line**
  - Between two events, place your cursor where you want horizontal line.
  - Add this code: **<hr>** (image shows front-end view)

Kick-Off Event - Coordinated by Employee Resource Groups (ERG) and Cultural Student Clubs

Poder, Cultura y Comunidad

The Kick-Off event is designed to open the month's festivities/activities by bringing the campus community together in a celebratory fashion to enjoy food, music, entertainment, and curated resources.

Date/Time: Tuesday, September 16, 12:00PM – 2:00PM
Location: LAC A Quad (between Building A and E. Carson)

In "source" view (html), enter <hr> in between events

Sip N Science

Date/Time: Wednesday, September 24th, 5:30PM – 6:30PM
Location: LAC – D135 (Guest Speaker) & LAC - D143 (Food & Networking)

Join us as Dr. Mario Blanco shares how his journey from Nicaragua to Caltech shaped his passion for RNA biology and how science is uncovering the hidden codes that make our cells work.

Star Montana: By The River, I May Destroy You

Date/Time: Sept 25th to October 25th, 2025
Location: LBCC Art Gallery (LAC – K100)

Opening Reception: Thursday, September 25th, 5-7:pm

Artist Talk & Closing Reception: Saturday, October 25th, 1-3:pm

This exhibition will feature the work of Los Angeles-based artist and photographer, Star Montana. Star Montana's

Preview of **<hr>** on the published page

Event Publishing in CMS
How It Displays

➢ **Landing Page:** Event appears as a tile in the **Post zone**

➢ **Calendar:** Event details auto-feed into the **LBCC Upcoming Events Calendar** (*lbcc.edu/calendar*)

Note: One submission publishes to **both areas automatically**

CART Accommodation Information:

- When you create an **"Event" content type** in the CMS, the **CART accommodation information** will automatically appear at the bottom of your event page.

- This information is **managed by Communications team** and is **auto-fed into the page**.

- **You do not need to add or edit this section manually**. It ensures that all LBCC event pages remain consistent and compliant with accessibility requirements.

- If you notice any issues with the CART details, please contact Communications team directly, as we maintain and update this information across the site.

Verifying the Event

- After publishing, check two places:

    1. Landing page → tile displays correctly

    2. LBCC Events Calendar (*lbcc.edu/calendar*) → details accurate

- Best practices:

    ▪ Double-check date/time

    ▪ Test links before publishing

    ▪ Use images for more engaging tiles (create a ticket for image upload)

Process Recap

1. **Log in** to the CMS
2. **Add an Event:**
   - Go to your **main landing page**
   - Click the **Gear icon** in the *Post Zone*
   - Select **+Event**
3. In the **CMS Editor:** Enter event details , also populate data in the "**Calendar dates**" module → **Save & Send for Publish Approval**
4. **Verify** your event page once published

Resources:
- Support tickets: https://launch.lbcc.edu/
- Refresher training available
- Web Coordinator: *cchuu@lbcc.edu*

Thank you for participating!