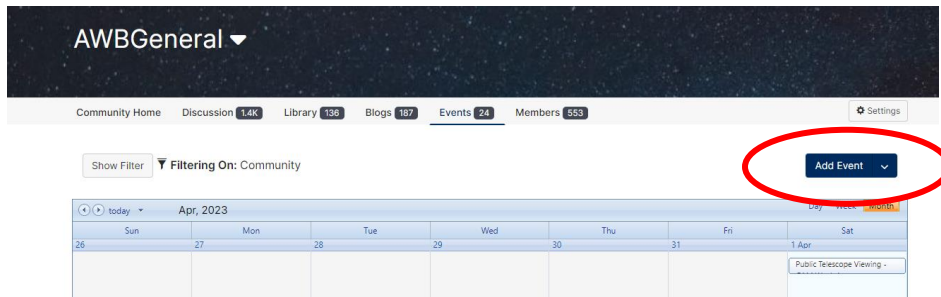


Adding a GAM Event

The following steps are directions to add a GAM event to the AWB site. Should you have any difficulties, please email info@astronomerswithoutborders.org.

1. On the AWBGeneral Membership Community Calendar.
2. Click on “Add Event.”



3. Enter the “Title” of the Event. Add the “Event Type” from the drop-down menu. Use “Community Event.” Also, on the top right of this dialogue box, you may put the Event “On Hold” See #12 for more Instructions.

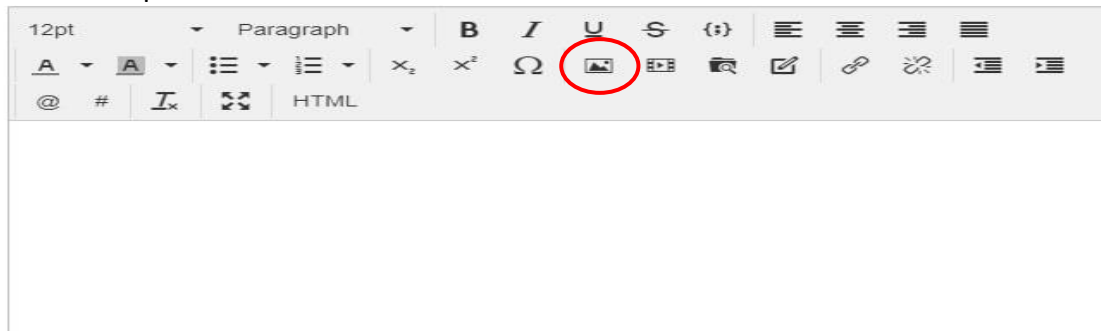
A screenshot of the 'Add Event' dialog box. At the top right, there is a red circle around an orange button labeled 'Active Event'. Below this, the 'Details' section contains a 'Title*' field with a red circle around its label. Underneath is an 'Event Type*' dropdown menu with a red circle around its label. The dropdown menu is open, showing a list of event types: 'Community Event' (selected), 'Choose...', 'Chapter Meeting', 'Committee Meeting', 'Community Event', 'Community Workshop', 'Conference', 'Executive Retreat', 'Member Training', 'Milestone', 'Professional Development', 'Seminar', 'Simple Meeting', 'Symposium', and 'Webinar'. At the bottom of the dialog is a rich text editor with various formatting options.

4. Add the “Community” from the drop-down menu. Select “AWBGeneral.” The Events during Global Astronomy Month need to be viewable to all visitors to the website. See step #5 for instructions on how to add the GAM 202X tag.

5. In the “Display in Events List?” and “Display in search results?” spaces, leave as. Then, use the Editor to input the description of your Event. There are many options to format your Event. If you want to do even more and understand HTML coding, you can click the HTML button to enter the code for your page. During GAM, the #GAM202X tag must be added to the Event description so all visitors can see the Event. Type a hashtag, #, and the tag drop-down menu will be displayed.

6. If you want to insert a photo, make sure you have a photo that is free to use (i.e. in the public domain or your photograph) on your computer. If any editing needs to be done, do it before uploading. Upload your photo by clicking the Insert Image button and selecting the photo from your device. The source code will be added to the box (see the

image below.) Please include an “Image Description” and “Image Title.” Next, click the box for “Caption” Click OK.



Insert/edit image ✕

General **Advanced**

Source

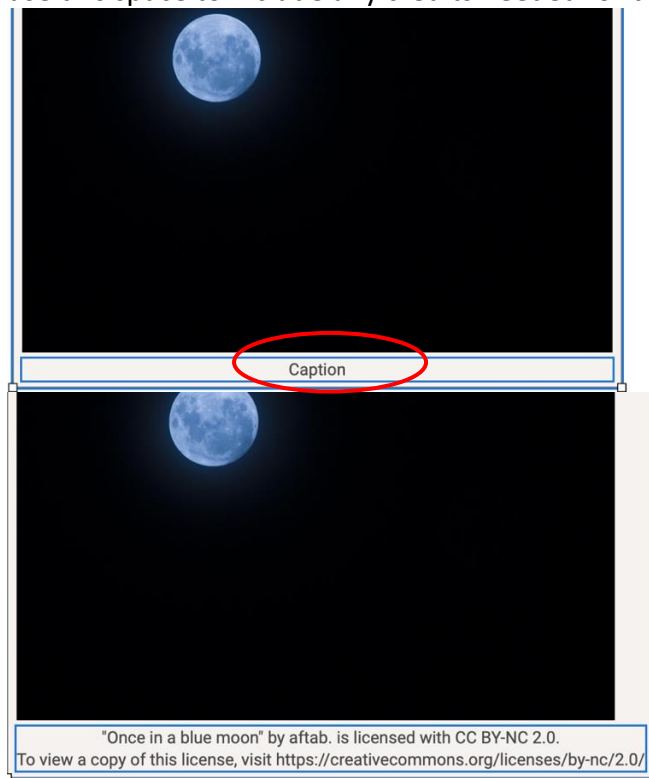
Image description

Image Title

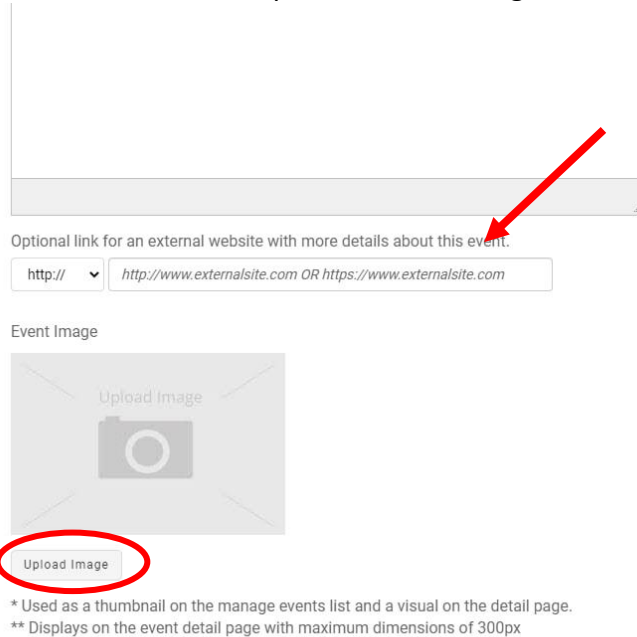
Caption ☒

Ok Cancel

7. Click on the “caption” bar under your photo—type in a caption for the photo. You may use this space to include any credits needed for the image.




8. After you add the Event Description, you can include a link to an external website. This is optional. It is suggested to add an “Event Image.” The image will appear on the Calendar main page and on the right side of your detail Event page. The maximum width dimension is 300px. To add an image, Click “Upload Image.”



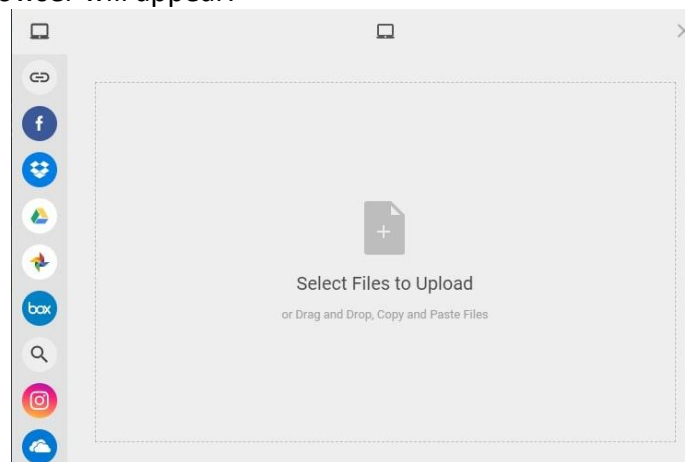
Optional link for an external website with more details about this event.

Event Image



* Used as a thumbnail on the manage events list and a visual on the detail page.
** Displays on the event detail page with maximum dimensions of 300px

9. After clicking on the “Upload Photo,” there will be several options to upload an image. To add an image from a computer, click in the middle of the “Select Files to Upload” box, and a browser will appear.



10. Next, the date and time are entered. Use the calendar icon on the far right to enter the Start and End Dates. Use UTC (Universal Coordinated Universal Time) for the Start and End Time.

Date & Time

Start* End*

09-12-2021 09-12-2021

09:00 17:00

Timezone*

Choose...

Choose...

(UTC-12:00) International Date Line West

(UTC-11:00) Coordinated Universal Time-11

(UTC-10:00) Hawaii

(UTC-9:00) Alaska

(UTC-9:00) America/Juneau

(UTC-9:00) America/Metlakatla

11. There is an option to add Contact Information for the Event. The information may be manually added, or the information will be auto-populated with your membership information by clicking on the "Insert My Contact Information." Finally, there is a choice to Save and Continue the Event. This option will keep the Add Event Dialogue box open. Or you may choose to Save, and the Add Event Dialogue box will close.

Contact Information

Insert My Contact Information

First Name Last Name

Phone Email

Save and Continue Save Cancel

12. As stated above, the Event can be Active or On-hold. Active Events appear in Event lists, and users may take the following actions (View Details, Register, and Search). If a situation arises, that may change or postpone the Event; there is an option to put the Event On-hold until the situation is resolved. Events that are On-hold cannot be seen or interacted with by users. To change the status of the Event, Click on the box.

The image shows a web interface for adding an event. On the left is a form titled 'Add Event' with sections for 'Details' and 'Community'. The 'Details' section includes a 'Title*' field and an 'Event Type*' dropdown menu. A modal window titled 'Active And On-hold Events' is centered over the form. The modal contains text explaining that active events are visible and interactable, while on-hold events are not. It also has a 'Close' button. In the background, on the right side of the form, there is a yellow button labeled 'Event on Hold' with an information icon, which is circled in red.

Add Event

Details

Title*

Event Type*

Choose...

Community

Active And On-hold Events

Active events appear in event lists, and users may take the following actions on them: (view details, register, and search). Events that are **On-hold** cannot be seen or interacted with by users.

Close

Event on Hold ⓘ