

## 5. Adding events and news items

Not only can you set up your own website on [www.wdco.org](http://www.wdco.org) but you can also add events to the WDCO Events Diary and create your own News headlines and articles. The News headlines appear in the rolling display on the home page of [www.wdco.org](http://www.wdco.org) so that when visitors come to the site they will always see the latest press releases.

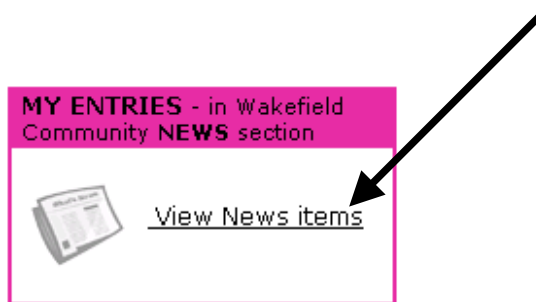
As with other features on WDCO, you use a simple template to add events or news items to the site. If you have already set up and modified a site you may well have noticed these on the admin screen.

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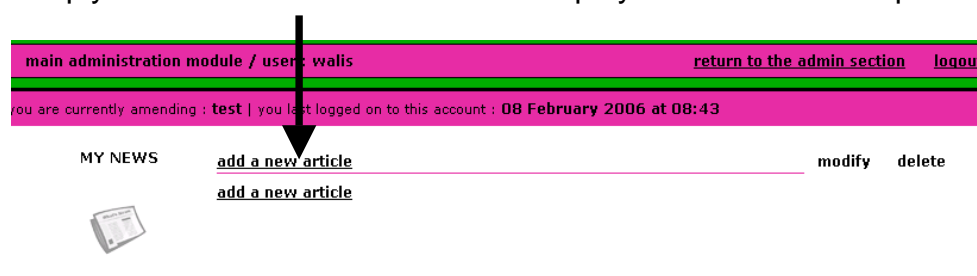
### Adding a News item

Go to the [www.wdco.org](http://www.wdco.org) home page, click on CREATE A SITE and then enter your user ID and password. Choose the website you want to modify from the drop-down list, click the arrow and the admin screen is displayed.

To add a news item to WDCO News click on View News Items



You will then see a link at the top of the screen for adding a new article. Simply click on **add a new article** to display the *add news* template.



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The following template will appear:

The add news template looks much like any other WDCO template and you complete it in exactly the same way.

- |                               |  |
|-------------------------------|--|
| <b>News Description</b>       | This is the headline for the News release  |
| <b>Short News Description</b> | Enter something slightly longer to catch your reader's attention   |
| <b>News Description</b>       | The remaining news description boxes enable you to add up to five further paragraphs of news   |
| <b>Web Link</b>               | You can include a link to your WDCO website or to any other website relevant to your news item   |
| <b>On screen text</b>         | This is the text that will appear in the scrolling news on the home page of <a href="http://www.wdco.org">www.wdco.org</a>   |
| <b>Place</b>                  | This is where you can choose a place for your news item if required. Choose 'all parishes' if the event is relevant to everybody in the District.  |
| <b>News categories</b>        | You can choose up to two categories for your news item   |
| <b>Image 1 caption</b>        | If you are including a picture you can enter a caption for it here.  |
| <b>Image</b>                  | If you have an image you want to add click on the <i>browse</i> button. You will be asked to look for the picture on your computer. Once you have located the image file you want to use simply double click on it to tell WDCO where you want it to be added. |

The remaining boxes on the *add news* template enable you to add some contact details.

When you have completed the template click the arrow at the bottom to include your news item in the WDCO News section. Visitors to WDCO will now be able to click on READ THE NEWS or click on an item in the scrolling news on the home page to read the latest news releases.

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## Adding an event to the online diary

You add an event to the online diary in **two** different ways.

By choosing the first option your event will *only appear in the online diary* and not on your actual site

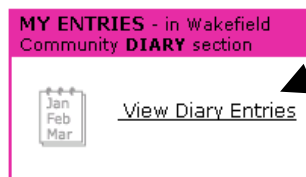
By choosing the second option your event will appear both in the online diary *and also* on your web pages.

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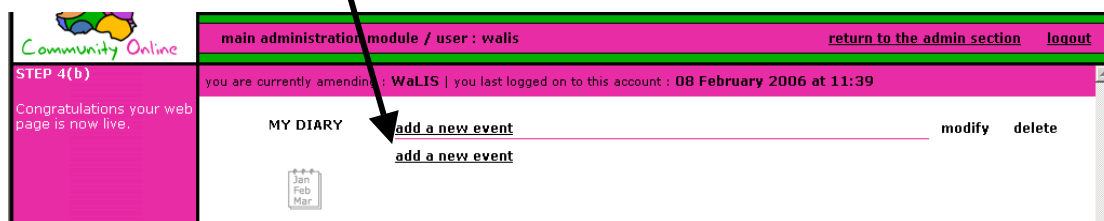
### First option

1. You can add an event in the same way as you add a news item.

Go to the admin screen and click on View Diary Entries



You will then see a link at the top of the screen for adding a new event. Simply click on **add a new event**:



The *add event* template will be displayed (see below):

Wakefield District  
Community Online

main administration module / user : walis [return to the admin section](#) [logout](#)

STEP 4(b)  
Congratulations your web page is now live.

**ADD EVENT -**

project **WaLIS**

event description\*

date of event\* **day** **month** **year**  
8th February 2006

time of event (Format 23:59) 09 00

event description\*

cost

parish\* Please select one

event category 1\* Please select one

[click here to register your interest in participating in the community](#)

Once again, the *add event* template looks much like the other WDCO templates and you complete it in exactly the same way.

In the first half of the template you add details about your event.

In the first event description box you would put the title of the event and in the second event description you would enter further details about the event.

You would then enter details about the time, date, cost, location etc. And, just as you would with a news item, you must choose a parish or area for the event (or 'all places' if the event is relevant to everybody in the District) and at least one news category (this will help people who want to search just one specific area – e.g.: events for children and young people).

main administration module / user : walis [return to the admin section](#) [logout](#)

STEP 4(b)  
Congratulations your web page is now live.

event category 1\* Please select one

event category 2\* Please select one

event location

members only / free\* members only  free

first name

surname

telephone number

fax number

mobile number

email

existing web address http://

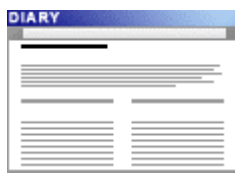
In the second half of the template (see above) you simply add all the relevant contact details.

When you have completed the template, click the arrow at the bottom to include your event in the WDCO What's On Diary. Visitors to [www.wdco.org](http://www.wdco.org) will now be able to click on the WHAT'S ON on the home page to get details of your event and other forthcoming events across the District.

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## Second option

From the page options choose the 'Diary Page' template:



[Diary Page](#) -

This gives the user a diary section for the project. Diary items can be displayed in either or the project and the site Diary section

The following template will appear:

Diary page template

Fields marked with a \* are compulsory

navigation link text\* -  ?

page title\* -  ?

position of page header:

left   
centered   
right

Page Description -

Once again, the *Diary Page* template looks much like the other WDCO templates and you complete it in exactly the same way.

You can add up to 12 events onto each *Diary Page* template. These events will appear both as a webpage and also in the 'What's On' Diary giving people two options to find out all about your exciting events!

When you have completed the template, click the arrow at the bottom to publish the page on your WDCO website and also to include your event in the WDCO What's On Diary. Visitors to [www.wdco.org](http://www.wdco.org) will now be able to click on the WHAT'S ON on the home page to get details of your event and other forthcoming events across the District PLUS they can get the information from your own WDCO webpages!