

Add an Alumni Event to the homepage

OUTDATED

How to remove an out dated event and add a new upcoming one.

Go to the Drupal admin page an click add Content



Alumni Pulse

Used for adding new Alumni Pulse items on homepage

Article

Use *articles* for time-sensitive content like news, press releases or blog posts.

Basic page

Use *basic pages* for your static content, such as an 'About' page.

celebrate block

Add a block in the celebrate section

Events

Add an event to the "Find Alumni Events & Groups" section on the front page.

Featured Article

Add items to featured article carousel

Feed

Subscribe to RSS or Atom feeds. Creates nodes of the content type "Feed item" from feed content.

Feed item

This content type is being used for automatically aggregated content from feeds.

Homepage Hero Slider

Add image to homepage hero slider

Panel

A panel layout broken up into rows and columns.

Static Content Section

Select "Events"

Add content / Create Events

(Meta)Description

Make your online reservations now through January 13.

Enter a description. Limit your description to about 20 words, with a maximum of 255 characters. It should not contain any HTML tags or other formatting.

(Meta)Title

Cornell Alumni Leadership Conference

Custom title.

Title *

Cornell Alumni Leadership Conference

Event Image

[Browse](#)

(Meta)Canonical URL

Enter the data in the appropriate fields and then "Browse" to your event image.

Media browser

Upload Library My files

Upload a new file *

CALC-graphic-alumni-events.jpg Remove

Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.

Next

Browse to and upload the image you want

Add "Alt Text" and save

Media browser

Upload Library My files

Name *
CALC-graphic-alumni-events.jpg

Alt Text

Alternative text is used by screen readers, search engines, and when the image cannot be loaded. By adding alt text you improve accessibility and search engine optimization.

Title Text

Title text is used in the tool tip when a user hovers their mouse over the image. Adding title text makes it easier to understand the context of an image and improves usability.

Previous

Add the event date(s) and time(s) or check all day

Event Image

 Remove

[Edit](#)

(Meta)Canonical URL

Canonical URLs are used from the search engines, and allow them to not report duplicate titles for HTML pages that are accessible from different URLs. Use an absolute path for your URL; canonical URLs that point to a different domain are normally not accepted.

(Meta)Keywords

Enter a short abstract. Typically it is one sentence.

featured event

Date

All Day Show End Date

Date

E.g., 11/03/2016

Date to:
E.g., 11/03/2016

Enter the location of the event, a short description and finally the "Read More" url

Location

Body (Edit summary)



Make your online reservations now through January 13.

body

[Switch to plain text editor](#)

Full HTML

Url

Menu settings
Not in menu Provide a menu link

Remember to click the save button

Menu settings

Not in menu Provide a menu link

URL path settings
Automatic alias

Revision information
No revision

Comment settings
Open

Authoring information
By djm6

Publishing options
Published, Promoted to front page

Open Graph meta tags (e.g. for Facebook sharing)

The alumni events section only shows 3 events at a time in chronological order. To make your event show you will need to "unpublish" the outdated site.

Content

Administration / Content

There are security updates available for one or more of your modules or themes. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.

Content Comments Files

Add content

Show only items where

status any

type any

Update options

Publish selected content

- any
- Alumni Pulse
- Article
- Basic page
- Events
- Featured Article
- Feed
- Feed item
- Homepage Hero Slider
- Page
- Static Content Section
- celebrate block

To do this, on the find content screen:

- Select "Events" from the dropdown
- Click the "Filter button"

Show only items where

• where type is Events

and where

status any

Update options

- Publish selected content
- Publish selected content
- Unpublish selected content
- Promote selected content to front page
- Demote selected content from front page
- Make selected content sticky
- Make selected content not sticky
- Delete selected content
- Update URL alias

	Type	Author	Status	Updated	Operations
<input type="checkbox"/>	Events	chat	not published	06/17/2016 - 11:03	edit delete
<input type="checkbox"/>	Events	djm6	not published	07/13/2016 - 11:29	edit delete
<input type="checkbox"/>	The Frozen Apple: Cornell vs. New Hampshire	Events	djm6	published	09/30/2016 - 08:38 edit delete
<input type="checkbox"/>	Homecoming 2016	Events	tdnvl	not published	09/30/2016 - 09:36 edit delete
<input type="checkbox"/>	Entrepreneurship at Cornell Celebration '16	Events	chat	not published	10/11/2016 - 13:31 edit delete
<input type="checkbox"/>	International Spirit of Zinck's Night updated	Events	djm6	not published	11/03/2016 - 08:31 edit delete
<input type="checkbox"/>	Cornell Alumni Leadership Conference	Events	djm6	published	11/03/2016 - 08:32 edit delete
<input type="checkbox"/>	CS'17: Impact through Innovation	Events	djm6	published	11/03/2016 - 08:40 edit delete
<input checked="" type="checkbox"/>	Trustee-Council Annual Meeting 2016 new	Events	tdnvl	published	11/03/2016 - 08:41 edit delete

The list below changes to show only the "Events"

Your new event automatically goes in as published, but now you need to "UN-publish" the outdated event to allow your new event to show.

- Check the checkbox next to the outdated event
- Select "Unpublish" selected content" from the dropdown
- Click the "Update" button