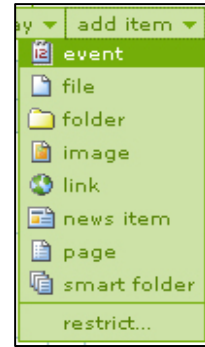


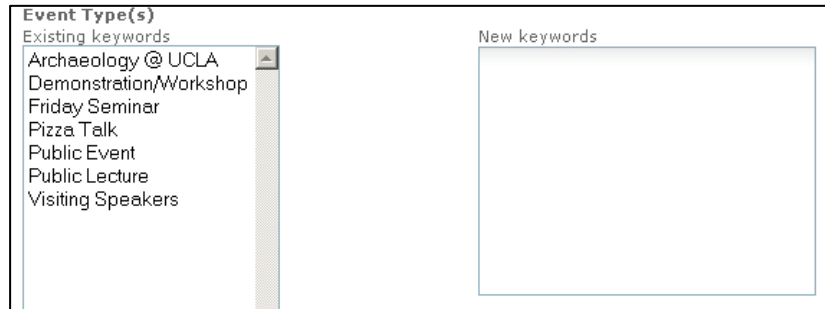
How to add an Event

1. Go to the “News and Events” section of the IOA site and click on the “Events Calendar.”
2. Click on the “add item” in the menu, and select “event.”
3. Fill in the information for the event (the red boxes means the items are required)



4. Below the section for “Events Types,” select the event type in the list of keywords.

If the keyword is not available, create the event type in the “new keywords” box to the right.

A screenshot of a web form titled 'Event Type(s)'. The form is divided into two main sections. On the left, under the heading 'Existing keywords', there is a list of event types: 'Archaeology @ UCLA', 'Demonstration/Workshop', 'Friday Seminar', 'Pizza Talk', 'Public Event', 'Public Lecture', and 'Visiting Speakers'. A small dropdown arrow is visible to the right of the first item. On the right side of the form, there is a large, empty rectangular box labeled 'New keywords'.

5. Hit “save.”
6. The last step is to make the event live, click on the “state” option (to the right of the “add to folder”) and select “published.”