

# Special Event Management

## 1. Content Creation: Header image

This header image will be used on the front page to introduce the event. It will show up either below the calendar details on the front page.

Image guidelines:

- 2000 × 1200 pixels
- The event name (H2 or band name)
- The event dates, if only one day possibly the (starting) time
- Max 1 or 2 sponsor logos
- A background that does allow the information to be read clearly
- No “The Wanch” logo.
- No small text. The content has to be readable on a mobile screen without zooming.

## 2. Content Creation: Content

For larger events (H2 etc), you can use another image for this. The image can be a re-format of the event flyer details. For smaller events, you can use text & image mix (e.g. sponsors).

The content image should cover brief details about the event. It should cover the whole event (even if multi-day).

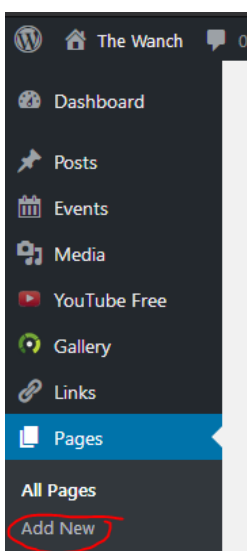
Image guidelines:

- 900px wide content. If there are several days, the content should be vertical (one day below the other)
- Should include only event details (bands, times etc.)
- Should not include The Wanch logo
- Should have a header that briefly describes key features of the event (“Free entry”, “80 bands” etc.)
- Can include sponsor logos, ideally full-width on the bottom.
- The content should not be split into several images
- The background should be simply so that smaller text is well readable.
- The image should be created specifically for this purpose instead of re-using images made for other media (such as flyers etc.). It should be compressed so that it’s not too heavy for web display.

## 3. Creating an Announcement

### 3.1. Create a new page:

In the administration website, click on “Pages” and “Add new”.

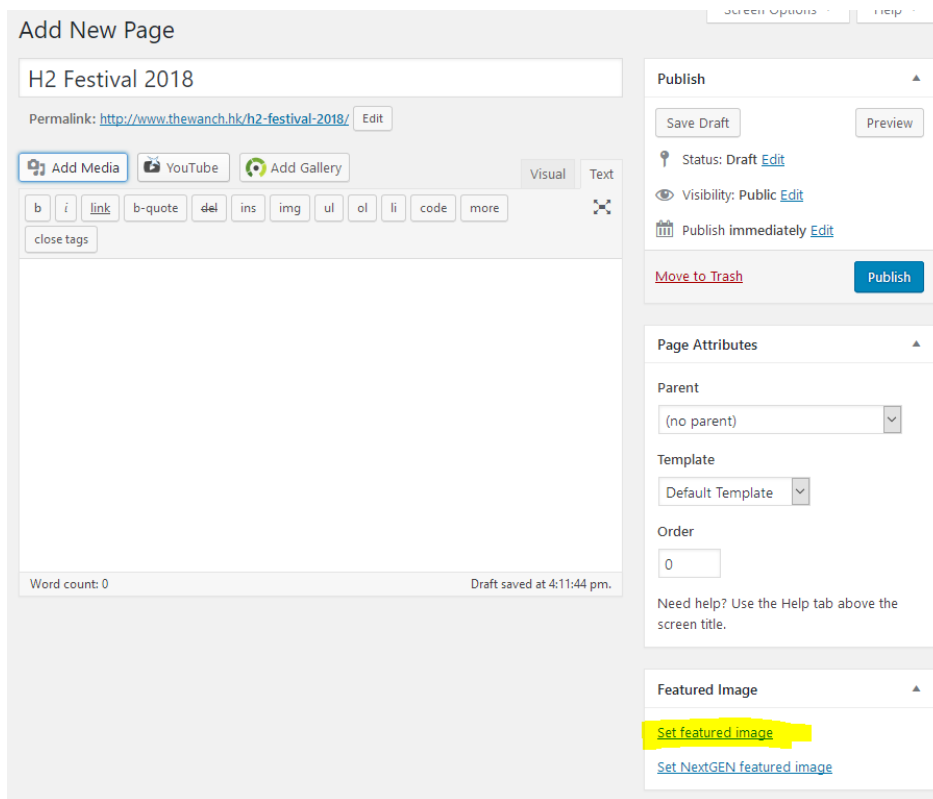


### 3.2. Fill in basic information

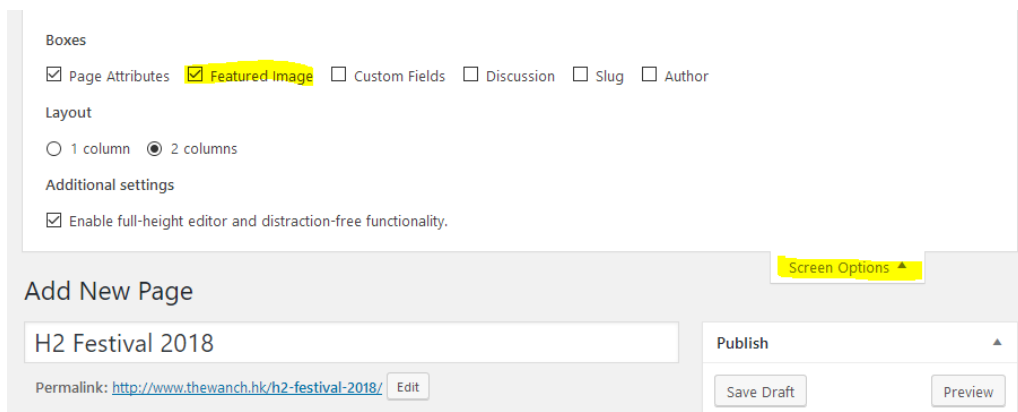
Fill in a title, ideally the name of the event. This title will show up between the header image and the content and you will need to know the title to find the page for editing later. Example “H2 Festival 2018”.

### 3.3. Set a featured image

This image will be “header Image” described above. Click on the “Set featured Image” link on the bottom right.




If that link is not there, please check that the “Featured Image” box is checked in the “Screen Options” on the very top of the page:



Once you upload the image, it should show up in the “Featured Image” box like this:

Featured Image ▲



*Click the image to edit or update*

[Remove featured image](#)

[Set NextGEN featured image](#)

### 3.4. Add contents

Click the “Add Media” button to add image(s) and then upload files or use already uploaded files by clicking on the “Media Library” on the top left corner.

Add New Page

H2 Festival 2018

Permalink: <http://www.thewanch.hk/h2-festival-2018/> Edit

Add Media YouTube Add Gallery

b i link b-quote del ins img ul ol li code more

|

Drop files anywhere to upload


or

Select Files

Maximum upload file size: 64 MB.

Once the image is uploaded, use the following settings to make sure it properly shows up in the page. The Title can be adjusted, but is not really relevant. Caption should be empty. Link should be “To Media File” and Size should be “Full”.

ATTACHMENT DETAILS



setlist-verticalx900.jpg  
June 7, 2018  
1 MB  
900 × 2840  
[Edit Image](#)  
[Delete Permanently](#)

URL

Title

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

Once the image shows up properly, press the “Publish” button on the right:

Screen Options Help

Visual Text

**Publish**

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

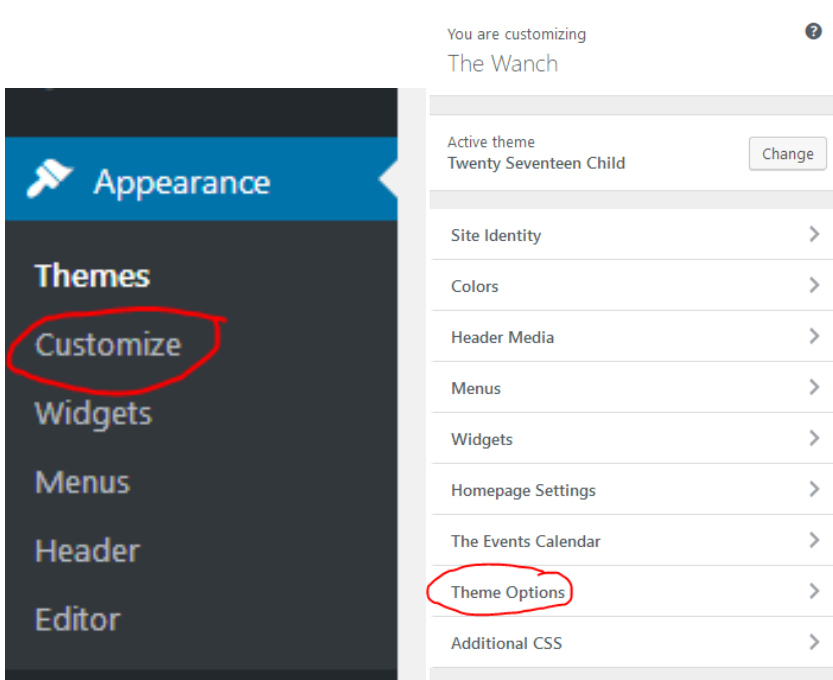
[Move to Trash](#)

**Page Attributes**

Parent

### 3.5. Adding the announcement to the frontpage

As for now, the content does not show up anywhere. In order to show it on the frontpage, you need to go into the Themes editor on the main left menu bar and check “Customize”. Then, on the next page, click on “Theme Options”.



You then need to use the dropdown in the “Front Page Section 1 Content” to select the page that you created above. Do not click the “+ Add New Page”. You can have several special events below each other by selecting a page on the “Front Page Section 2 Content” dropdown. To remove a page, chose the “— Select —” on top of the dropdown instead. Once you are done, click the “Publish” Button on the top.

Click on the cogwheel next to the “Publish” button to schedule the release of the layout updates.

