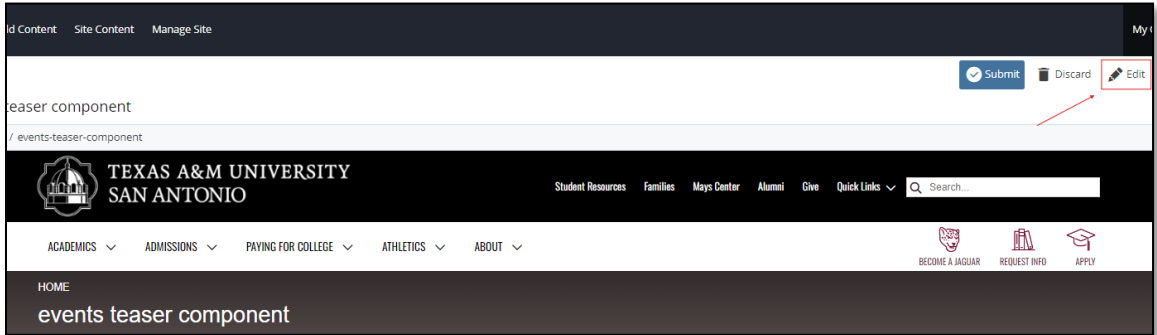


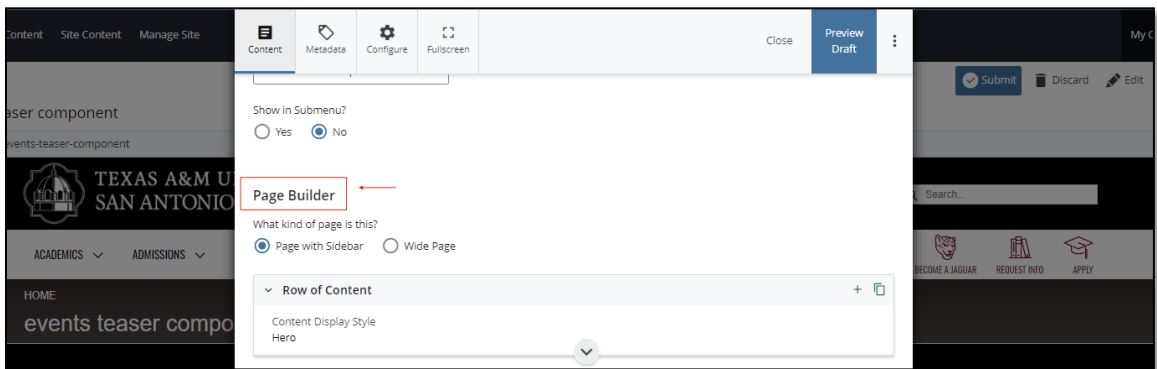
Events Teaser Component

This document will explain how to use the “Events Teaser Component”:

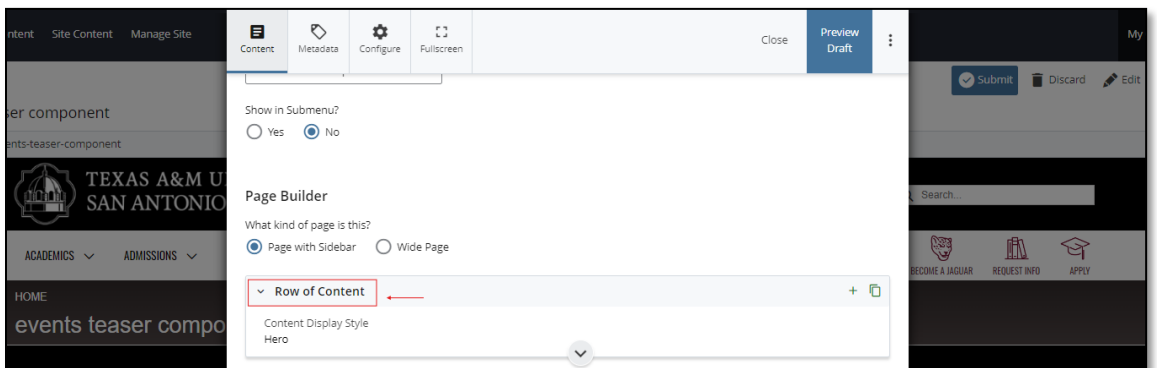
1. Click the ‘Edit’ button, top right of the screen.



2. Navigate to “Page Builder” section, near the middle of the screen.

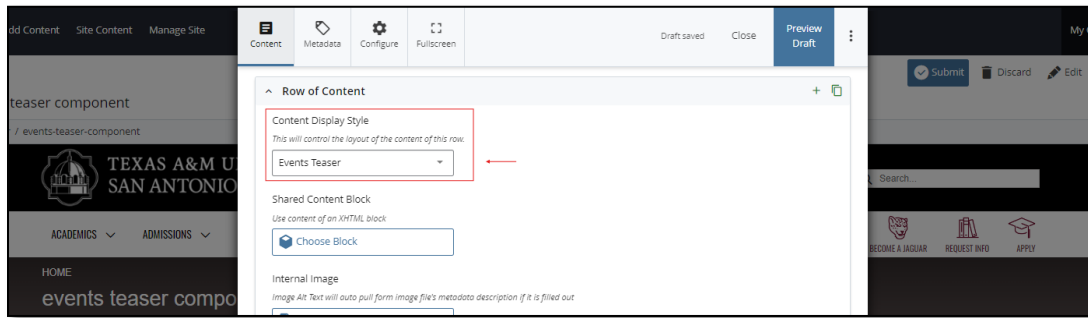


3. Open the “Row of Content” pane by clicking the carrot to the left of the Row of Content title.

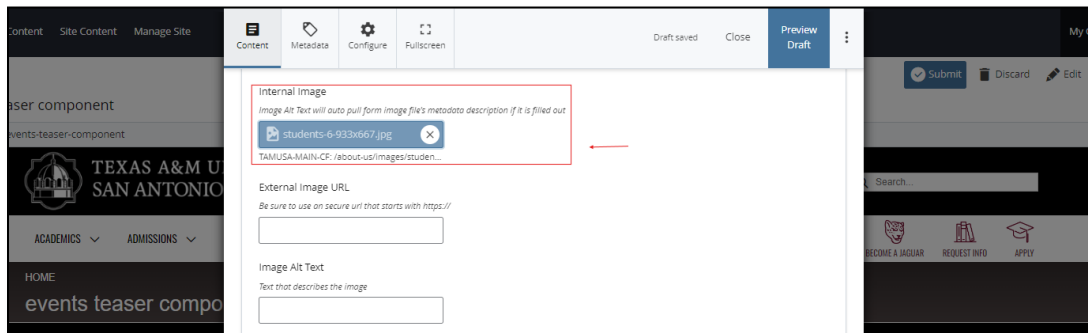


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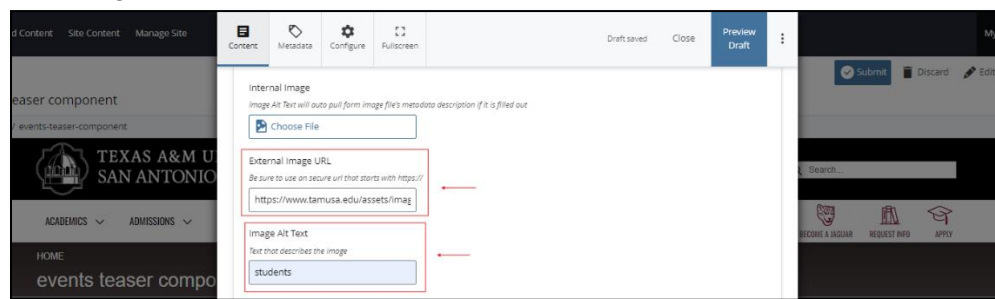
4. Open the “**Content Display Style**” dropdown and select the **Events Teaser** option.



5. Adding an “**Internal**” is optional.



6. Adding an “**External Image URL**” is optional.
a. If an image is added, the “**Alt Text**” text box needs to be completed.



7. Complete the “**Link Text**” field as well.



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8. After making edits, click on the “**Preview Draft**” button.



9. If you like what you’ve created click on the “**Submit Button**” otherwise click on the **Edit** button if you’d like to continue to make changes.

