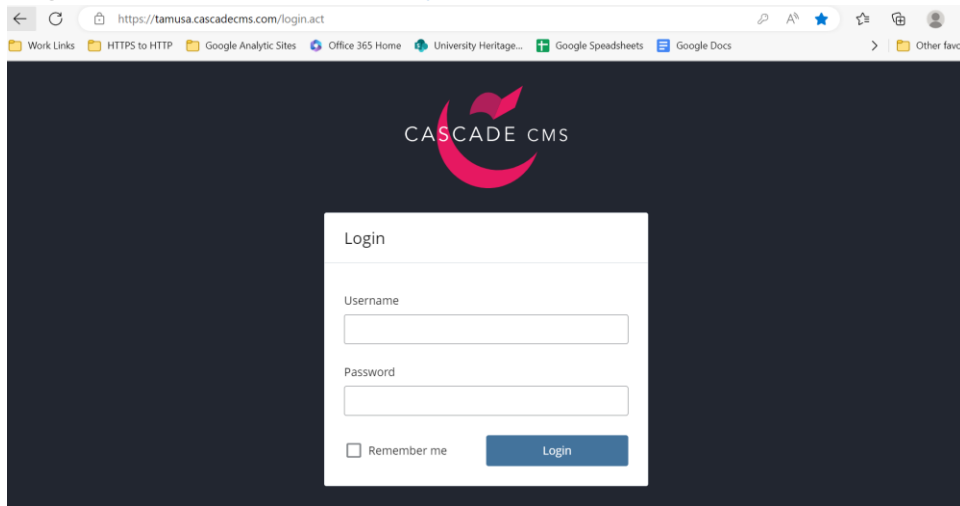**TEXAS A&M UNIVERSITY**
SAN ANTONIO

How to create an event in Cascade

1. Log into Cascade Cloud (https://tamusa.cascadecms.com)
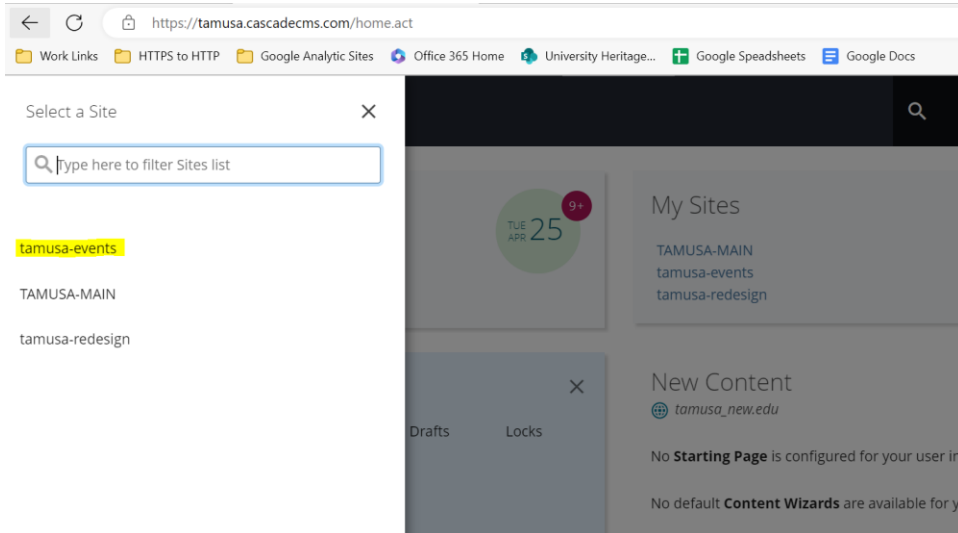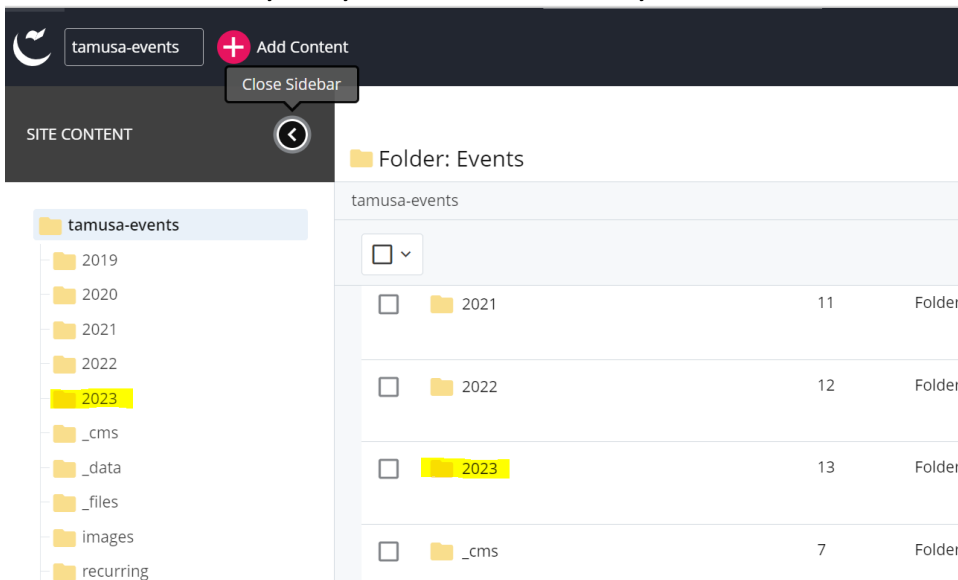

2. Click GO TO A SITE to the top left corner.
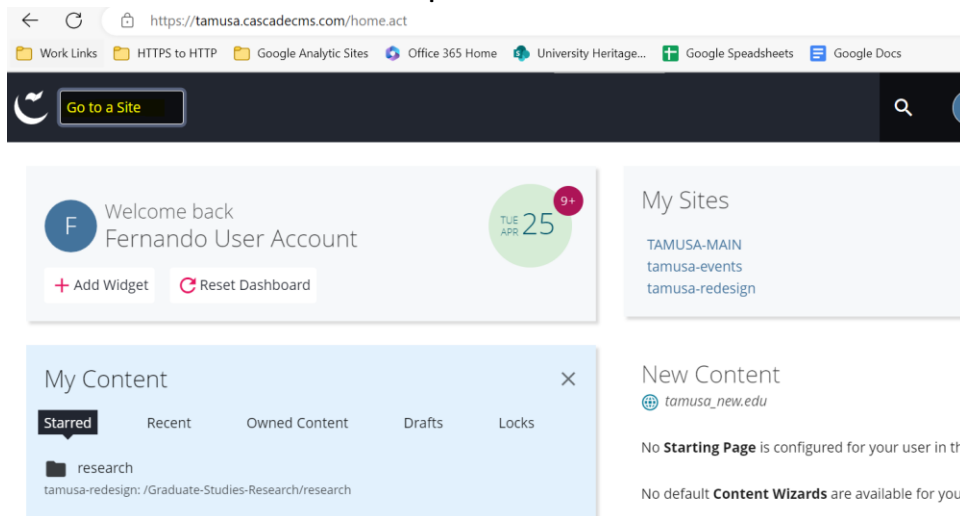
3. Select tamusa-events from the list

4. Select the folder year you want to create your event in.

5. Select the folder month you want to create your event in.

6. Click ADD CONTENT to the top left corner.

7. Select EVENT from the list.

Add Content   ✕

🔍 Filter...

📄 Event

📄 Recurring Event

Order ▲	Type ▲
5	Page
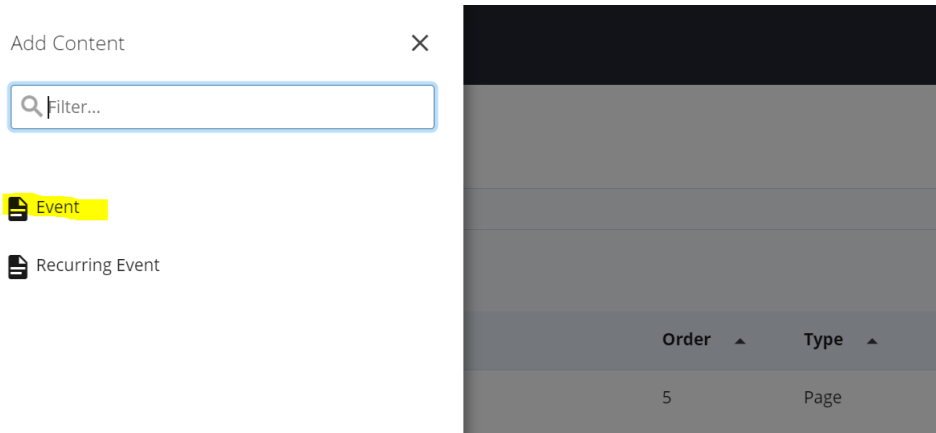
8. Make sure the PLACEMENT folder is the folder you clicked on step 4 and 5. Fill out the following information:
   DISPLAY NAME: This information will be displayed on the breadcrumb of the event page
   TITLE: This information will be displayed as the title of the event on the event page
   DESCRIPTION: This information will be displayed on the main event listing page as the event teaser description

Content   Metadata   Configure   Fullscreen   Draft saved   Close   Preview Draft

Placement Folder *

📁 04

tamusa-events: /2023/04

Display Name

Title *

Description

9. Select what information you want to include in your event details.
   CUSTOM DETAILS, CONTACT DETAILS, IMAGE
   Mark if your event is an all-day event.
   Provide the START DATE/TIME and END DATE/TIME of your event
   Provide LOCATION of event

10. Add CONTENT description to your event. This will be displayed on the event detail page.

11. Fill out the FILTER information.

Leave IS THIS A FEATURED EVENT set to NO. MarCom will determine if your event is a featured event.

Select the target AUDIENCE(S) for your event.

Select a COLLEGE if your event is associated with a college.

Select the CATEGORIES your events fall under.

Select the TYPE of event (IN-PERSON/VIRTUAL).

Leave BLOCK FEATURE set to NONE. MarCom will adjust this filter if needed.

12. If you selected IMAGE in step 9, fill out the following information.

NOTE: Do not add a THUMBNAIL IMAGE, MarCom prefers not to have thumbnail images on events listing page.

Add BANNER IMAGE (recommended size 750x500 pixels). Image will be displayed on events detail page.
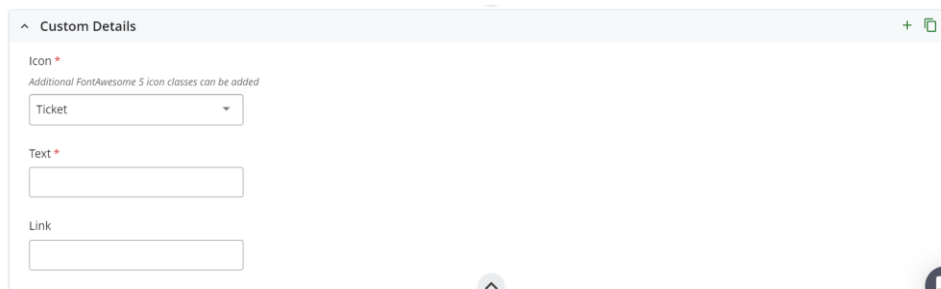
Add image description on the BANNER ALTERNATIVE TEXT field.

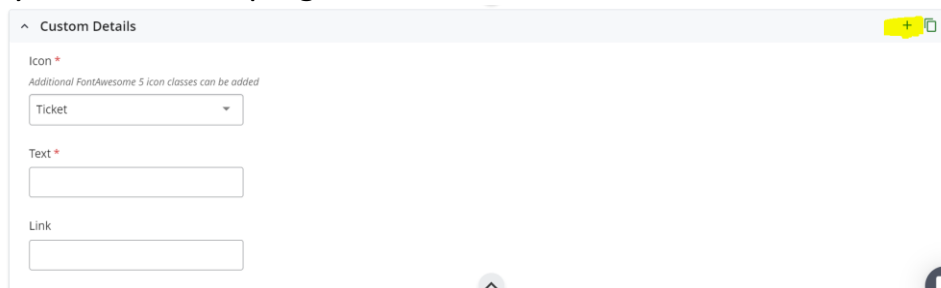13.If you selected CUSTOM DETAILS in step 9, fill out the following information.
Under the ICON dropdown menu, you can select to add TICKET information, MAP MAKER information and DOLLAR SIGN (Price) Information.
Once you select an option add TEXT information and provide a link if applicable.
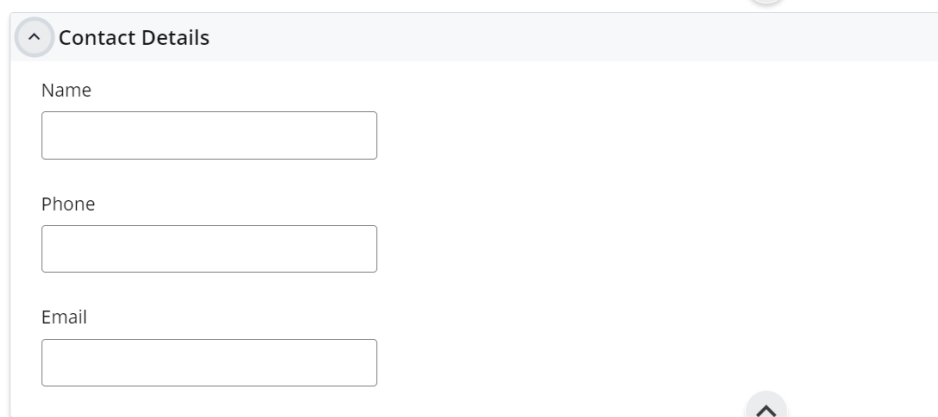

You are able to add more than one ICON with information by clicking the + symbol to the top right.

14.If you selected CONTACT DETAILS in step 9, fill out the following information.

15. Leave all the information at the bottom of the page AS IS. Do not change.

Show
☑ Related Events   ☑ Add to Calendar Links   ☑ Social Share Icons

Related Events Logic *
○ And   ⊙ Or

Tags

Select one or more values...   ▾

16. Once all the information is filled out, follow the workflow steps to submit your event. A MarCom associate will approve the event.