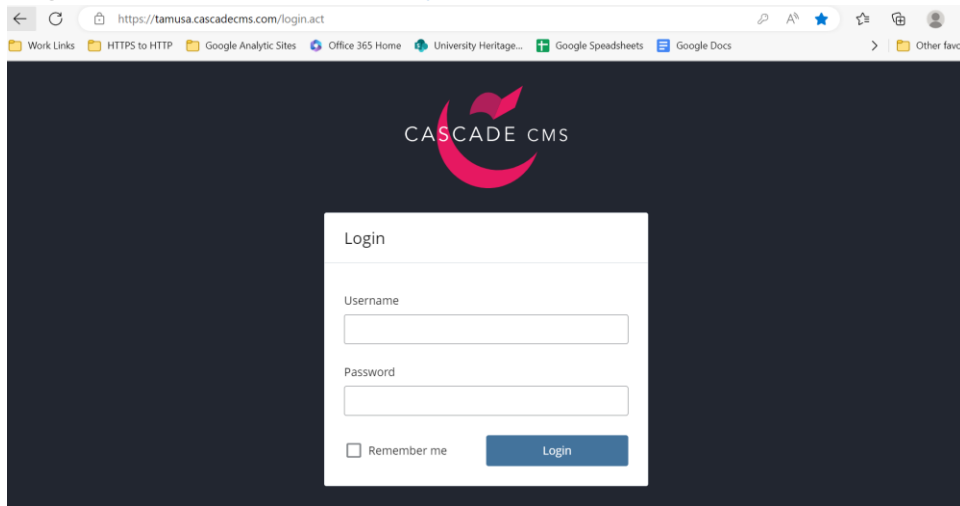




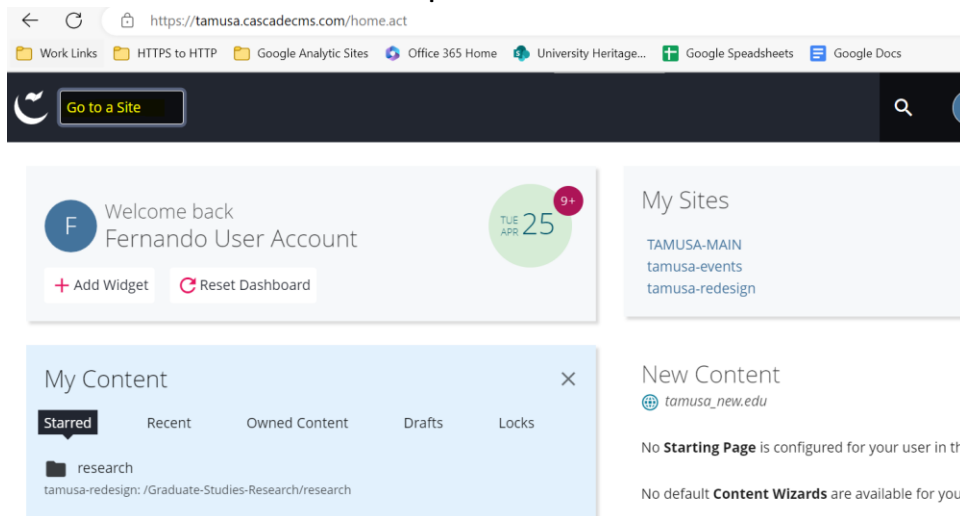
TEXAS A&M UNIVERSITY
SAN ANTONIO

How to create an event in Cascade

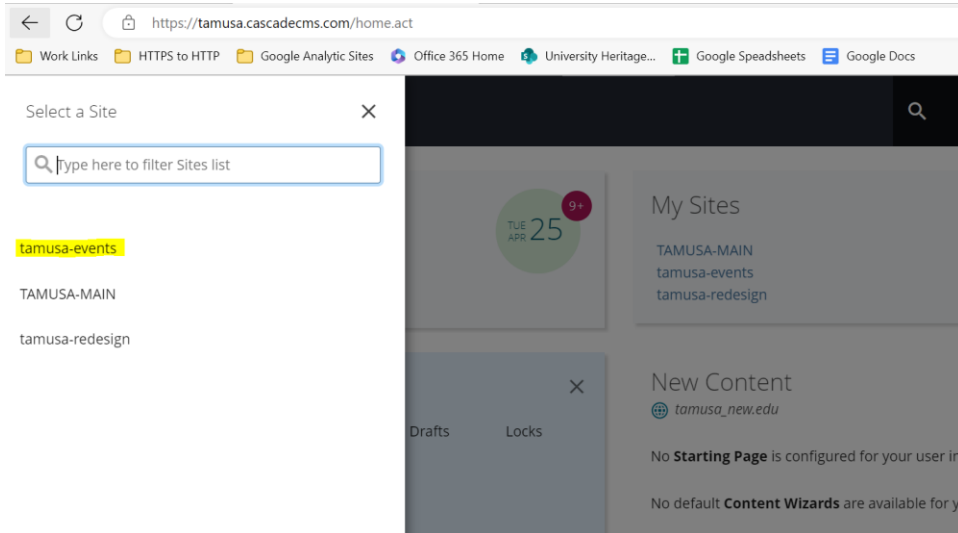
1. Log into Cascade Cloud (<https://tamusa.cascadecms.com>)



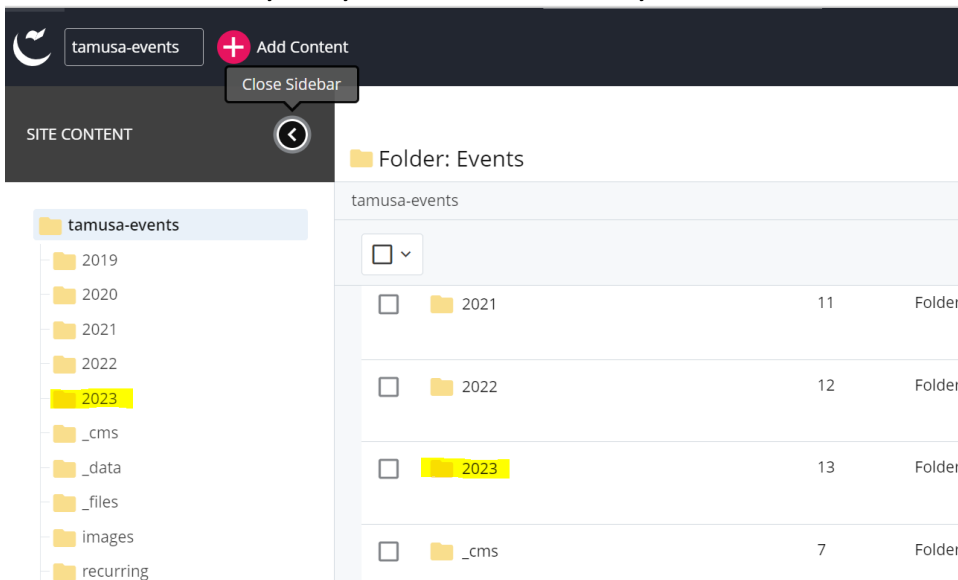
2. Click GO TO A SITE to the top left corner.



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.

The screenshot shows the CMS interface for 'tamusa-events'. The top navigation bar includes a 'tamusa-events' logo and an 'Add Content' button. The left sidebar, labeled 'SITE CONTENT', displays a tree view of folders for the years 2019 through 2023. The '2023' folder is selected and highlighted in blue. Below it, sub-folders '01' through '09' are listed, with '04' highlighted in yellow. The main content area shows the breadcrumb 'tamusa-events / 2023' and a table of sub-folders. The table has columns for 'Name' and 'Order'. The sub-folders are listed as follows:

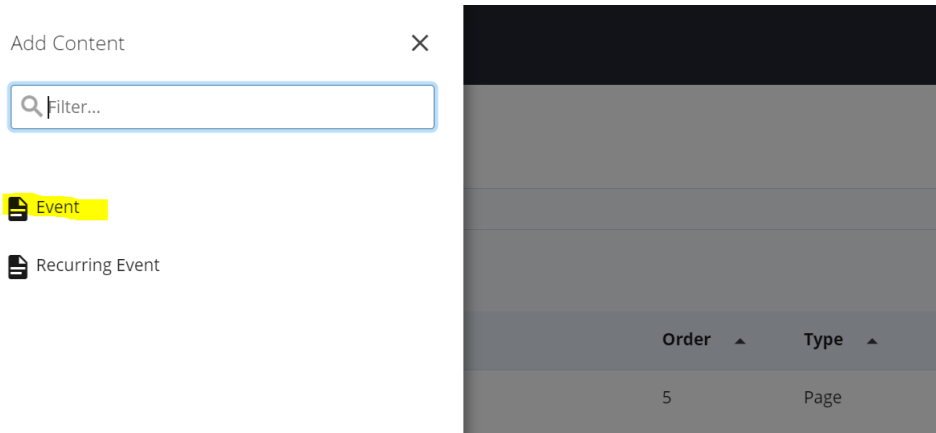
Name	Order
01	12
02	11
03	10
04	9

6. Click ADD CONTENT to the top left corner.

The screenshot shows the CMS interface for 'tamusa-events'. The top navigation bar includes an 'Open Sidebar' button, a 'tamusa-events' logo, and an 'Add Content' button. The left sidebar, labeled 'SITE CONTENT', displays a tree view of folders for the years 2019 through 2023. The '2023' folder is selected and highlighted in blue. Below it, sub-folders '01' through '09' are listed, with '04' highlighted in yellow. The main content area shows the breadcrumb 'tamusa-events / 2023 / 04' and a table of sub-folders. The table has columns for 'Name' and 'Order'. The sub-folders are listed as follows:

Name	Order
amsa-students-choice-awards	5
be-bold-be-heard	12
blossoming-your-identity	6

7. Select EVENT from the list.



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

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

Content
Metadata
Configure
Fullscreen

Event

Include

Custom Details Contact Details Image

Is this an all day event? *

Yes No

Start Date *

mm-dd-yyyy hh:mm a
📅

End Date *

mm-dd-yyyy hh:mm a
📅

Location

Location of the event

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

Content

Edit Format Insert Table View Tools

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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.

Content Metadata Configure Fullscreen

Is this a featured event? *

Yes No

Audience *

Select one or more values...

Colleges

Select one or more values...

Categories *

Select one or more values...

Type *

Select one or more values...

Block Feature *

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.

click to collapse Metadata Configure Fullscreen

Image

Thumbnail Image

Recommended Size: 260x155px

Choose File

Thumbnail Alternative Text

Describe the image

Banner Image *

Recommended Size: 750x500px

Choose File

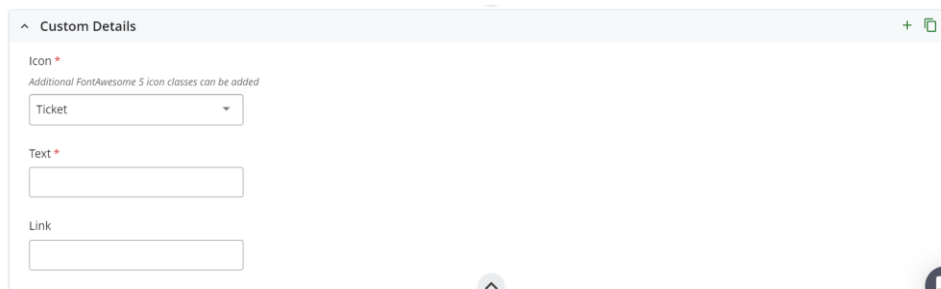
Banner Alternative Text

Describe the image

13.If you selected CUSTOM DETAILS in step 9, fill out the following information.

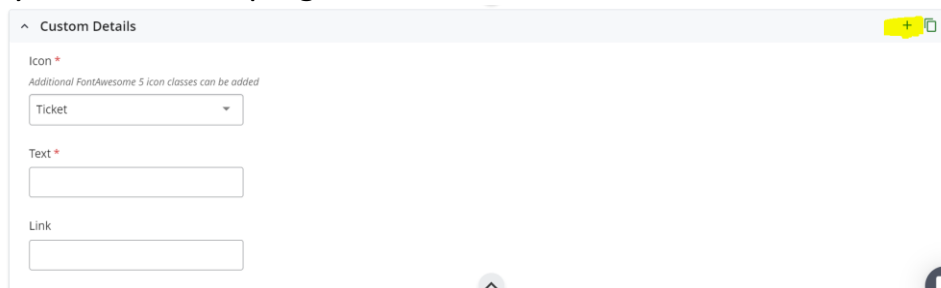
Under the ICON dropdown menu, you can select to add TICKET information, MAP MAKER information and DOLLAR SIGN (Price) Information.

Once you select an option add TEXT information and provide a link if applicable.



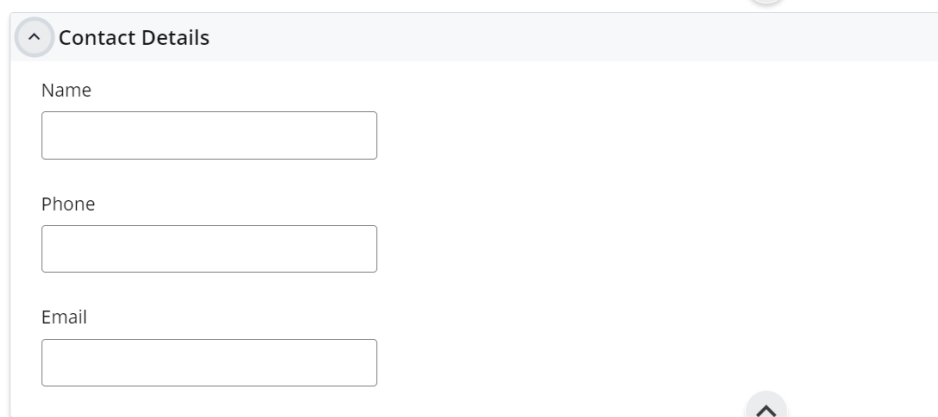
A screenshot of a 'Custom Details' form. At the top left is a chevron icon and the text 'Custom Details'. At the top right is a plus sign and a trash icon. Below this is the label 'Icon *' followed by the text 'Additional FontAwesome 5 icon classes can be added'. A dropdown menu is open, showing 'Ticket' as the selected option. Below the dropdown are three input fields: 'Text *', 'Link', and an empty field.

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



A screenshot of the same 'Custom Details' form. The plus sign in the top right corner is highlighted in yellow, indicating it can be used to add more than one icon.

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



A screenshot of a 'Contact Details' form. At the top left is a chevron icon and the text 'Contact Details'. Below this are three input fields: 'Name', 'Phone', and 'Email'. At the bottom right is a chevron icon.

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.