Create Important Dates

1. Go to Content → Add Content → Important Date
2. Enter a unique **Title**.
3. Optionally enter a **Display Name**.
4. Enter **Start Date**.
5. **End Date** is not currently used in this theme, but we may utilize this field in the future.
6. **Link**: Check to enable a hyperlink. If checked, a Custom URL field will appear.
   - To have the hyperlink point to this content's default node page, leave the URL field blank.
   - To link to an existing page on the site, enter an internal URL or a page title.
7. **Body**: Enter any additional/supplementary information, which will appear on this content's default node page.
8. Save

Create Sessions

Sessions appear in chronological order on the Program page. Each session should correspond to one program event.

1. Go to Content → Add Content → Session
2. Enter **Title**. The Title should be unique on the site: no other content should have the same Title. A good practice is to name the Title with date and time, e.g., `2019-03-14 15:00 Optional Tours`, which allows good sorting on the Content page.
3. Optionally, enter **Display Name**. The Display Name will appear on the site, e.g., `Optional Tours`. Different Sessions may use the same Display name, for example, if Optional Tours happen on multiple days. If Display Name is blank, the Title will be displayed on the site.
4. Enter **Start Date and Time**.
5. Enter **End Date and Time**.
6. **Link**: Check to enable a hyperlink. If checked, a Custom URL field will appear.
   - To have the hyperlink point to this content's default node page, leave the URL field blank.
   - To link to an existing page on the site, enter an internal URL or a page title.
7. **Body**: Enter any additional/supplementary information, which will appear on this content's default node page.
8. Save

Create & Publish Venue Callouts

Create

1. Go to Content → Add Content → Venue
2. **Title**: enter the purpose of the venue. **Note:** EWRI Congress used "Main Hotel" for Title, could also use "Main Venue". Also, "Official Conference Hotel" (or Congress) is good to use, especially if the you want that title to show as a header & have an Overflow Hotel as well.
3. Check the **Label** checkbox to display the Title as an <h2> on the site. If unchecked, the Title will be visually hidden. Displaying the Title is helpful if there are multiple venues.
4. Upload **Image**: Usually a photo of the venue or surrounding location.
   - Minimum width: 400px
   - Maximum width: 600px
   - Ideal aspect ratio: 16:9

- Maximum filesize: 256 KB

5. **Name**: The actual name of the venue or hotel (e.g.: “Pennsylvania Convention Center”, for Geo-Congress 2019).
6. Fill in 'Street Address', 'City', 'State', 'Zip', 'Country', and 'Telephone' fields if applicable.
7. **URL**: enter URL of internal page to link to (or use Autocomplete to enter a page name). The venue Name will be linked.
8. **Call To Action**: If using this field, a call-to-action link (styled like a button) will be created.
   - **URL**: Enter an internal or external url (or use Autocomplete to enter a page name) for the button
   - **Link text**: Text to appear on the button, e.g., “Book Your Room”
9. **Body**: rich text content that will appear below the button

Publish

1. Go to Structure → Entityqueues
2. Find the Queue for 'Venues', and click 'Edit Items'
3. Use Autocomplete to list the Titles of the Venues to appear on the site, in the order you like.
4. Save

Create & Publish Supporter Levels

Create

This section describes creating supporter levels: including paid sponsorships as well as unpaid support.

1. First, you must check what levels already exist, so there are no duplicates. To do so:
   1. Go to Content
   2. Pick **Supporter Level** from the filter drop down at the top
   3. Click **Filter**

   If you find a level is missing, then proceed.

2. Go to Content → Add Content → Supporter Level
3. **Title**: Enter level name (e.g.: “Gold”, “Silver”, “Bronze”, etc.)
4. **Logo Size**: select one if that has been determined, otherwise the default `Small`.
5. Save

Publish

After creating a Supporter Level, it must be organized into a Queue to be shown on the site.

1. Go to Structure → Entityqueues
2. Note the following Queues and their descriptions:

All Sponsor Levels
: All paid sponsorship levels, in order of highest to lowest. Will be shown on the Sponsors page, laid out in blocks.

Carousel

Topmost (usually, top 3) paid sponsorship levels. Will be shown in a rotating carousel on all pages except Sponsors.

Non-Sponsor Levels

Any non-paid supporter levels, such as "Cooperating Organizations" or "Educational Grant". Will be shown on all pages under paid sponsors.

3. To add a Supporter Level to a Queue, click 'Edit Items'
4. Use Autocomplete to list the Title of the Supporter Level to appear on the site.
5. Drag and drop to reorder Queue if necessary.
6. Save

Create Supporter Logos

This section describes adding logos of supporters. **Note:** In order to add a supporter logo, the supporter level it belongs in must be created first.

1. Go to Content → Add Content → Supporter
2. **Title**: Enter official organization name (e.g.: "Bank of America")
3. **Display Name**: The name to display on site. Leave blank to use Title.
4. **Logo**: Upload logo file. Maximum size 256kb.
5. **URL**: Enter provided organization link. Some common URLs are provided below.

Geico

`https://www.geico.com/landingpage/member-discount/?logo=00774`

Pearl Insurance

`http://asceinsurance.com/`

UPS

`http://savewithups.com/asce/`

6. **Level**: Select the sponsorship level it belongs to.
7. **Body**: Enter any additional useful information.
8. Save

Create a Revision Message

When making updates to content, editors are encouraged to create a revision and to describe the updates made in the revision log.

1. On the **Content** page, click **Edit** for the content piece you want revise.
2. In the top right corner, leave the **Create new revision** option checked.
3. In the **Revision log message** field, briefly describe the revisions you made. Three to eight words should suffice.
4. Hit Save to publish.

Add or Edit Attachments

Attachments include file types that end with the following extensions: .pdf .doc .docx .xls .xlsx .ppt .pptx .txt. Please be sure to properly name your attachment to prevent errors.

To add an attachment:

1. Navigate to the content item in which you want to add the attachment.
2. Hit the **Edit** button to edit the content item.
3. In the text editor box, place and click your cursor where you want to add the attachment in the body of the text.
4. In the text editor box toolbar, click the **paper clip icon**.
5. In the popup box that appears, click the **Choose File** button and select a file from your computer to upload.
6. Click the **Advanced** tab.
7. Check the box that says **Open in new window**.
8. In the **Relation (rel)** field, type:

   ```
   external noopener
   ```

9. Hit the **Save** button.

To edit an attachment:

1. Right-click the attachment you want to edit.
2. Select **Edit File**.
3. Click the **Advanced** tab and update the necessary field(s).
4. To **remove** the attachment: Click the **Remove** button in the popup box that appears.
5. Hit the **Save** button.

Add or Edit Images

To add an image:

1. Navigate to the content item in which you want to add the image.
2. Hit the **Edit** button to edit the content item.
3. In the text editor box, place and click your cursor where you want to add the image in the body of the text.
4. In the text editor box toolbar, click the **picture icon**.
5. In the popup box that appears, click the **Choose File** button and select an image from your computer to upload.
6. In the **alternative text** field, enter a short description of the image. This text will help visually-impaired users.
7. Select the alignment you want for your image.
8. Optional: Add a caption to your image by selecting the **Caption** checkbox.
9. Hit the **Save** button.

To edit an image:

1. Right-click the image you want to edit.
2. Select **Image Properties**.
3. In the popup box that appears, update the necessary field(s).
4. To **remove** the image: Click the **Remove** button in the popup box that appears.
5. Hit the **Save** button.

If you wish to add margins or padding to your image, please contact your Content Strategist.

Add or Edit Links

To add a hyperlink:

1. Navigate to the content item in which you want to add the link.
2. Hit the **Edit** button to edit the content item.
3. In the text editor box, highlight the text you want to link with your cursor.
4. In the text editor box toolbar, click the **link icon**.
5. In the popup box that appears, type the URL you want to use.
6. **For external links:** Type the full URL (starting with http:// or https://) of the webpage you want to link to. Select the URL that appears in the auto-completion field below. In the **Advanced** tab, check the **Open in new window** box. In the **Relation (rel) field**, enter:

   ```
   external noopener
   ```

7. **For internal links:** Type the title of the page you want to link to and select from the auto-completion field that appears below.
8. Hit the **Save** button

To edit a link:

1. Right-click the link you want to edit.
2. Select **Edit Link**.
3. In the popup box that appears, update the necessary fields.
4. To create a button: In the **CSS classes** field, enter:

   ```
   c-Button
   ```

5. To open the link in a new window: check the **Open in new window** checkbox
6. Hit the **Save** button.

Unpublish a Content Item

PLEASE NOTE: If this content item is featured on a navigation menu (main menu, mobile menu, footer menu, or registration menu, you must contact your Content Strategist FIRST so they can remove the menu link.

If you want to remove a content item from the live site, but do not want to delete the content item entirely, then unpublishing is the best course of action.

To unpublish a content item:

1. Navigate to the content item which you want to unpublish.
2. Hit the **Edit** button to edit the content item.
3. At the bottom of the page, **uncheck the Published checkbox**. This can be found above the Save button.
4. Hit the **Save** button.