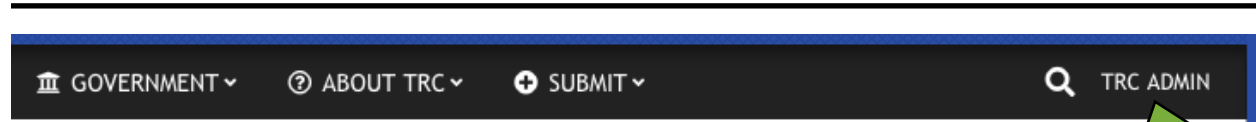




Admin How-To: News & Calendar

This document will instruct you how to submit News Articles & Calendar Events on TRC. You will first need to sign up for an account, and then have Seth grant you the proper admin privileges. If you have any questions, email Seth at sethen@trcmaine.org.



NEWS & CALENDAR

- **Add News Article**
- **Add Calendar Event**

Once logged into TRC with admin privileges, you will see a **TRC Admin** option in the main site menu (pictured above)

On the Admin page, you will see a block for News & Calendar, with links to add News Articles and Calendar Events.

ADD NEWS ARTICLE

Use this to submit news articles or public notices to the website. They will show up on the main TRC news feed, and the selected Page. You may attach files, a picture, or even submit a link to another website.

The Title of your article goes here

Content of your Article / Public Notice

Add New Post

Add title

Visual Text

File Edit View Insert Format Tools Table

Paragraph B I “ ” [bulleted list] [numbered list] [link] [unlink] [undo] [redo] [table] [table border] [table border style]

-apple-system 12pt [font size] [font color] [background color] [text color] [text background color] [text background color]

Word count: 0

Click here to publish your article when you are ready



Publish ^ v ▲

Save Preview

🔑 Status: Draft

Draft ▼ OK Cancel

👁️ Visibility: Public [Edit](#)

📅 Publish immediately [Edit](#)

🔗 Publicize: Not Connected [Edit](#)

Publish

CATEGORIES

This is where you will choose what category your post will appear under. Depending on your access to different parts of the site, you will have different options here.

All Admin users can submit News Articles without the need for them to be approved.

Categories ^ v ▲

All Categories Most Used

- News
- BJHS Alumni
 - BJHS Newsletter
- Milo Library
- PAWS

FEATURED IMAGE

Adding an image here will add the image to the main news feed above the article and use it in the different feeds.

Featured image ^ v ▲

[Set featured image](#)

TAGS

You may optionally add tags to your article here. They will be displayed on the site, and articles with same tags will be shown together when the

Tags ^ v ▲

Add

Separate tags with commas

ADD CALENDAR EVENT

Event Title

Date of the Event
(use this for one time events)

Start Time

End Time (if applicable)

You can choose your location
from the pull down menu, or
enter it manually in the Other
box below

Details / Description of the
event

Contact Name

Contact Phone Number

Calendar - Submit Event

Add Event

Please use this form to submit an event.

Event Title:

[SpellCheck](#)

Event Date (or Start Date): / /

Start Time: :

Ex: 8:00 AM, 12:00 NOON, 3:30 PM, 12:00 MIDNIGHT
Use 1:00am for all-day events

End Time: :

(if the event has a known end time)

Location:

(choose from the list, or type location below)

Other:

Details: (do not include any HTML or http for a website.)

[SpellCheck](#)

Contact:

ex: John Doe

Phone: . .

ex: 207.555.1212

Contact Email Address

Link for More Information
(do NOT use http:// or https://)

Select Yes if this is a one-time event

Select an organization to make the event show on their Page

Select Yes if this is a Recurring Event

Days of the Week for Recurring Events

Weeks of the Month for Recurring Events

Does the event have an end date?

End Date for Recurring Events

Email:	<input type="text"/> @ <input type="text"/> . <input type="text"/>
	ex: info @ trcmaine . org
More Information	<input type="text"/>
Link:	ex: www.example.org (Do not use http://)
One Time Event: (Special Event)	<input type="button" value="No"/>
Organization / Town Office	<input type="button" value="None"/>
	IMPORTANT - Select to make this event show on the appropriate page.
Is this a recurring event?	<input type="button" value="No"/>
Days of Week (hold ctrl/command key to select multiple)	<input type="list" value="Sunday"/> <input type="list" value="Monday"/> <input type="list" value="Tuesday"/> <input type="list" value="Wednesday"/> <input type="list" value="Thursday"/> <input type="list" value="Friday"/> <input type="list" value="Saturday"/>
	Select All Days Select None
Weeks of the Month (hold ctrl/command key to select multiple)	<input type="list" value="ALL"/> <input type="list" value="First"/> <input type="list" value="Second"/> <input type="list" value="Third"/> <input type="list" value="Fourth"/> <input type="list" value="Last"/>
	Select All Weeks Select None
Does the event have an end date?	<input type="button" value="No"/>
	Select YES if you know the end date of the event, then select the end date below
End Date:	<input type="text" value="--"/> / <input type="text" value="--"/> / <input type="text" value="--"/>
	<input type="button" value="Preview"/> <input type="button" value="Reset"/>

The form will check for errors and let you approve the final results before posting the event.