


## 5 ADDING EVENTS AND NEWS ITEMS

Not only can you set up your own website on cherwell-local.com but you can also add events to the Cherwell community diary and create your own news headlines and articles. The news headlines and diary events are included in the scrolling display on the home page of cherwell-local.com so as visitors to the site will always get to see to the latest news releases and forthcoming events.

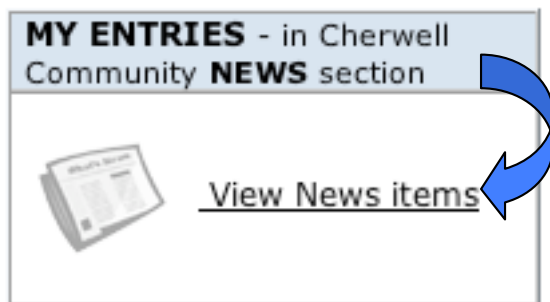
Almost everything on cherwell-local.com is done through templates and so it will be no surprise to learn that you add news and diary items by completing a template. And, if you have already set up and modified a website, you will almost certainly have noticed the news and diary boxes on the *admin* screen.

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### Adding a news item

Go the cherwell-local.com home page, click on  and then enter your user ID and password. Choose the website you want to modify from the drop-down list, click the arrow and the *admin* screen is displayed.

To add a news item to the Cherwell Community News section, click on **View News items**.



You will then see a link at the top of the screen for adding a new article. Simply, click on **add a new article** to display the *add news* template.

**Fields marked with a \* are compulsory**

**ADD news -**

project Site for Ben

news description  \*

short news description  \*

news description  \*

The *add news* template looks much like the other cherwell-local.com templates and you complete it in exactly the same way.

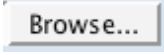
news description This is your headline for the news release.

short news descr. Enter something slightly longer here to catch the your reader's attention.

news description The remaining news description boxes enable you to add up to five further paragraphs of news.

The image shows a form for creating a news item. It contains the following fields and elements:

- Web Link**: A text input field.
- On screen text**: A text input field.
- parish**: A dropdown menu with the text "Please select one" and an asterisk.
- news category 1**: A dropdown menu with the text "Please select one" and an asterisk.
- news category 2**: A dropdown menu with the text "Please select one".
- image 1 caption -**: A text input field.
- Image 1 -**: A text input field followed by a "Browse..." button.
- Pictures should be 800 pixels wide**: A note below the image field.
- first name**: A text input field.
- surname**: A text input field.
- telephone number**: A text input field.
- fax number**: A text input field.
- mobile number**: A text input field.
- email**: A text input field.
- existing web address http://**: A text input field.

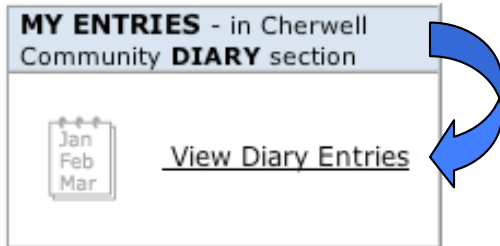
- Web link** You can include a link to your cherwell-local.com website or any other website in you news item. This is particularly useful for directing visitors to a website that has even more information about your news item.
- On screen text** This is the text that will appear in the scrolling news on the *home* page of cherwell-local.com.
- parish** This is where you choose a parish (or area) for your news item.
- news categories** You can choose up to two categories for your news item.
- Image I caption** If you are including a picture, you can include a caption for the picture here. You can then click on the  button to look for the picture which you should have already stored on your computer.
- The remaining boxes on the *add news* template, enable you to add some contact details.

When you have completed the template, click the arrow at the bottom to include your news item in the Cherwell Community News section. Visitors to cherwell-local.com will now be able to click on **Read the News** or click on an item in the scrolling news on the *home* page to read (and print) the latest news releases.

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## Adding an event to the online diary

You add an event to the online diary in the same way as you add a news item. Go to the *admin* screen and click on **View Diary Entries**.



You will then see a link at the top of the screen for adding a new event. Simply, click on **add a new event** to display the *add event* template.

### ADD EVENT -

project **Cherwell Local Tutorial**

event description\*

date of event\*    day    month    year

time of event  
(Format 23:59)   

event description\*

cost

Parish\*

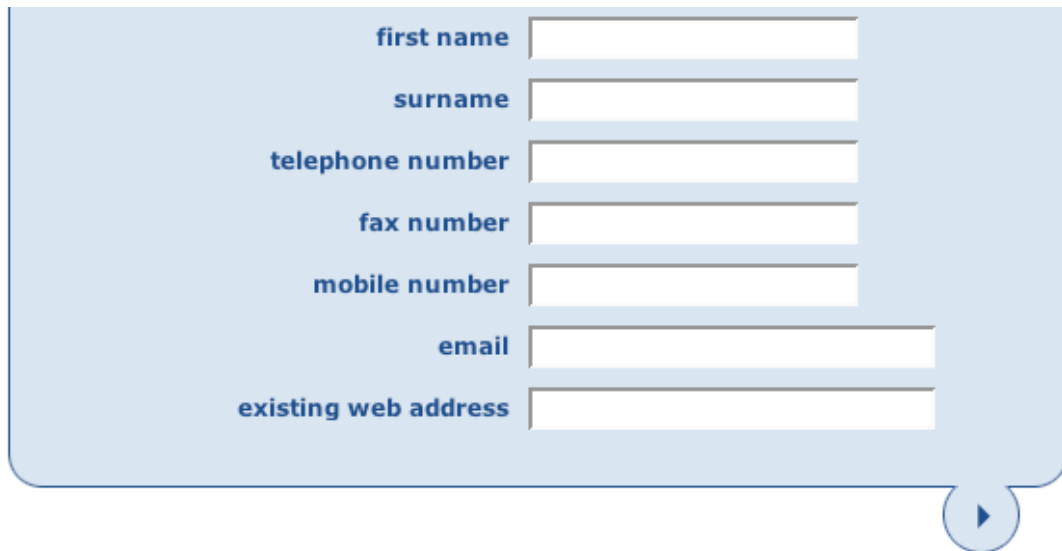
event category 1\*

event category 2

event location

Once again the *add event* template looks much like the other cherwell-local.com templates and you complete it in exactly the same way.

In the first half of the template (see above) you add details about your event. For example, in the first *event description* box enter a title for your event and in the second *event description* box enter some further details about your event. You can then enter details about the date, time, cost and location of the event. And, just like when you add a news item, you must also choose a parish (or area) for the event and at least one category (this information helps visitors search for specific types of events in specific areas rather than searching through all the events in the Cherwell district).



first name	<input type="text"/>
surname	<input type="text"/>
telephone number	<input type="text"/>
fax number	<input type="text"/>
mobile number	<input type="text"/>
email	<input type="text"/>
existing web address	<input type="text"/>

In the second half of the template (see above) you simply add all the relevant contact details.

When you have completed the template, click the arrow at the bottom to include your event in the Cherwell Community Diary. Visitors to cherwell-local.com will now be able to click on **Diary** or click on an item in the scrolling diary on the *home* page, to get details of your event and other forthcoming events in Cherwell district.