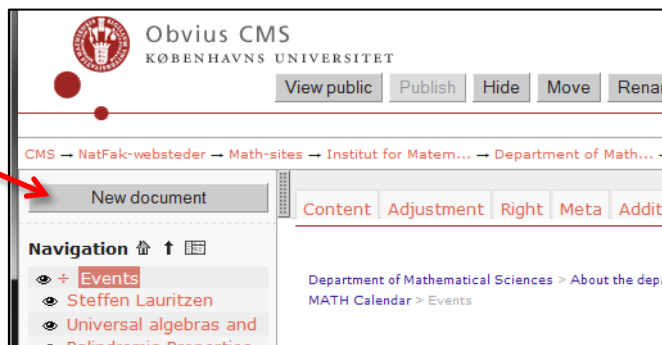# MATH Calendar

1. Click [Announce event] on the Calendar page and [Add an event] in the next window.

2. Log in to the CMS; the program behind the webpages. If you are a registered CMS user, use your normal cms-login. If not - login as the user *mathcalendar*.
   Ask your neighbor or the secretariat for *mathcalendar* password: _____

3. Click on **New document** / Oprettelse af side

4. Write the title of your event. Keep it short.

5. Click **Start editing /** Begynd redigering


Important steps in Content / Indhold

(If not mentioned – the step is not important)

A. Teaser / Resume: You have to fill out the teaser. One or two lines. Title & teaser is shown on our Info-screens – and is used by the search engines on the search results pages. Could be the type of event + the speaker's name. But the teaser is not shown together with the body text, so you have to repeat it there. (Sorry)

B. Jump down to Date – Time - Place
   Startklokkeslet = Event start time. 24 hour format - HH:MM
   For a one-day-meeting you do not have to fill out the fields End date or Slutklokkeslet (End time of day).
   Do not change the Expiration date.

C. Event host: Host, research group, organiser, the department or other…
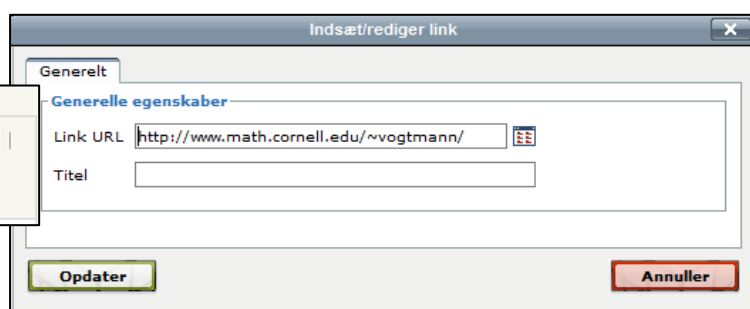
F. The text field:

   Repeat the information from the Teaser field. (Copy-paste).

   Make headlines – use bold to emphasize Speaker, Title, Abstract, Supervisor, Censor etc.
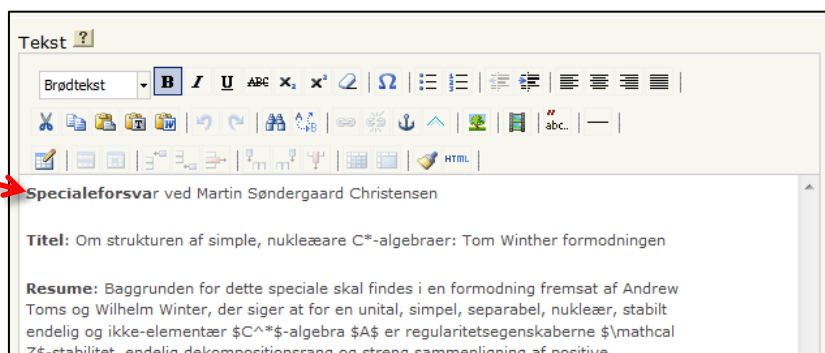
   Links:
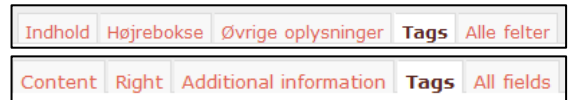   Mark text and click on the link icon.

G. You do not have to fill out the rest of the fields…
    … unless you want to have your name in the page **Footer** / Sidefod.

H. Should the event also appear on a **research group's calendar**?
    Click the tab [Tags] and add SYM, ALG, TOP etc.
    Remember to click [Add].

I. Click **Save and publish** / Gem og offentliggør.

J. To exit edit mode - click **View public** / Se offentlig.

Edit event – Rediger arrangement

1. Log in as described – and find the event on the Event-page. Click on the title.

2. Click on the tab **Content** / Indhold

3. Follow the instructions above.

23-05-2017