Profile Maintenance in Cascade

"HOW TO SET UP AND MAINTAIN YOUR PROFILE"

Table of Contents

Introduction

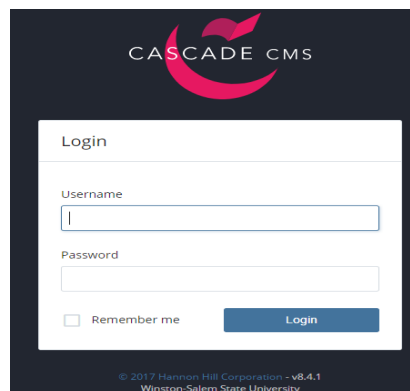## WSSU Faculty Profile Setup and Update Procedures

Faculty profiles are managed within the Cascade Server, the university's content management system. Each faculty member will use a standard template to keep their profiles up-to-date with content including, but not limited to, contact information, curriculum vitae, biography, educational background (degree/discipline, year, and institution), research interest, publications, and/or classes taught/teaching.

In order to log in from off-campus one will have to access the site thru VDI, Virtual Desktop Infrastructure. To request a VDI account please submit a RAMTech ticket.

Gaining Access to Cascade

All Faculty/Staff should request access to update their own profiles. To set up your access, you must submit a Profile Access Form to request a profile web page. Once your user account is set up, you can use the instructions in this manual to learn how to create or edit your profile. Face-to-face training is offered periodically or can be scheduled by submitting a request for profile training via RAMTech ticket.

Login to the Cascade Server (https://cascadepro.wssu.edu/login.act) to access your account. Sign in with your network access information, *RamID* and *password*. It is the same information used to log into your computer.
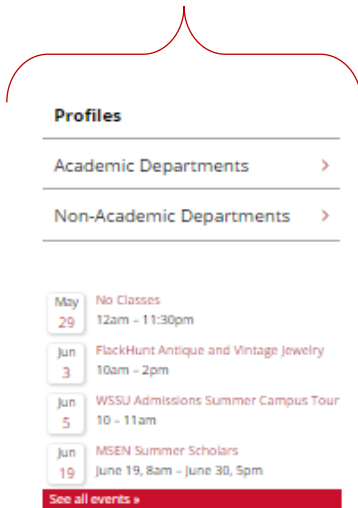

Once logged in be sure that **Profiles** is selected in the drop-down box in the far left-hand corner next to the word "Site:"
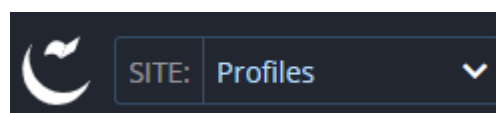
Example Profile

The **sidebar** holds site navigation and widgets.

Profiles

Academic Departments >

Non-Academic Departments >

May 29	No Classes 12am – 11:30pm
Jun 3	FlackHunt Antique and Vintage Jewelry 10am – 2pm
Jun 5	WSSU Admissions Summer Campus Tour 10 – 11am
Jun 19	MSEN Summer Scholars June 19, 8am – June 30, 5pm

See all events »

TRAINING GUIDE

This is a CTA button, which takes users to an external/internal site or document.

This is an image widget.

Professors Name

Assistant Professor
Clinical Laboratory Sciences

F.L. Atkins Room 000-A
336-770-0000
myname@wssu.edu

Biography

orem ipsum dolor sit amet, consectetur adipiscing elit. Donec convallis fermentum orci, quis viverra velit convallis bibendum. Quisque varius, quam sed auctor placerat, ex ligula tincidunt ex, vitae bibendum turpis neque et diam. Proin fringilla, eros vel porttitor interdum, est felis tincidunt magna, ac luctus erat erat non nibh. Vivamus augue sem, scelerisque vel diam a, rhoncus efficitur augue. Donec tincidunt velit leo, at consectetur urna ornare id. Maecenas sed luctus augue. Nulla facilisi. Maecenas fringilla lacus a rutrum facilisis. Cras faucibus aliquam molestie.

Nulla risus neque, blandit non augue a, iaculis sagittis sapien. Fusce pulvinar nibh ac nisi mattis accumsan. Donec id mollis leo, in blandit turpis. Aliquam ultrices pretium nunc semper blandit. Nam sed massa vel magna rutrum lacinia sit amet vitae tortor.

Educational Background

- MBA, Wake Forest

Research and Project Interests

- Newest Laboratory Technology

+ SELECTED PUBLICATIONS
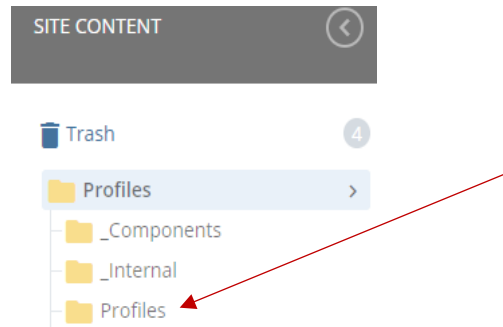
+ SPEAKING ENGAGEMENTS

How to Add/Edit Major Profile Components

On the left-hand side in the asset tree are folders, click the folder named "Profiles" ONCE (see image below).

A folder labeled with your name (i.e. Jane Doe) should be within the second profiles folder. Your folder should be the only one you can see.

To the right of your name when you hover over your folder there will be an arrow (>). Get into the habit of clicking the arrow so that your folder is selected and the contents are visible in the display to the right of the folders. The cursor should be positioned here when you are adding images, widgets, etc. for your profile to ensure proper placement.

As a first time user, you may only see a page named "Profile" (see image below). This is where you will input your profile information.

This is a page icon.   →   📄 Profile

Note: If you are a returning user your profile page should be renamed to your name, look for the icon as pictured above.

Click the "Profile" page ONCE. If this is your initial setup, your profile will appear on the screen as the image below. Otherwise, your profile should be populated with more content.
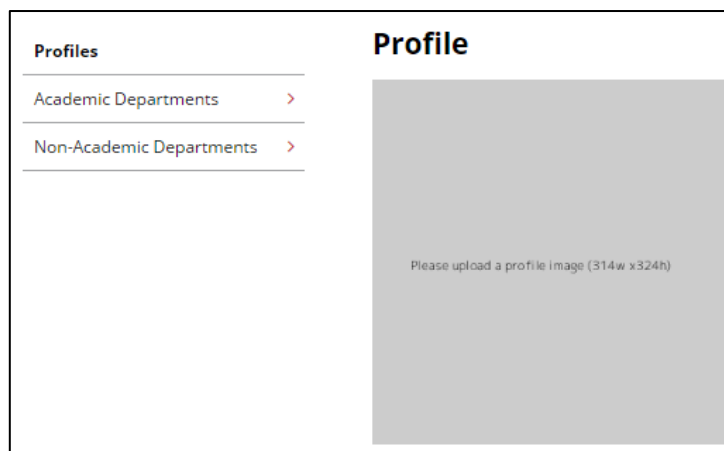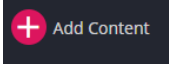
University Headshot

All profile headshots must be an official university headshot taken by the university photographer (contact OIMC). The headshot must be sized appropriately, 314 x 324 before being placed in the system. For assistance contact Web Support Services.

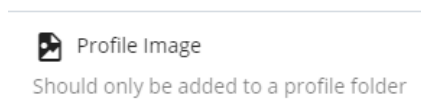When adding a picture to a profile folder it must be named "profile.jpg."

Steps:

1. Ensure your profile folder is chosen by clicking the arrow beside your name.
2. Click **+ Add Content** at the top of the screen.
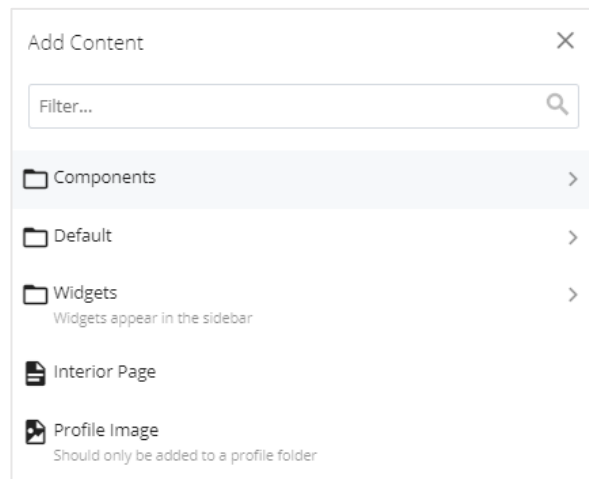
3. Click *Profile Image* in the drop-down menu.

4. Drag your picture, correctly sized, to the box on the screen waiting for an image from where it is currently stored.
5. *File Name* will populate, please change it to *profile.jpg*.
6. Click *Preview Draft*. The photo should be visible.
7. Then click *Submit*. The workflow box will appear providing additional options.

Because of the naming convention, Cascade knows how to handle the image to appear on your profile.

Header

To edit or add additional information to your profile: Click *Edit* in the upper right-hand corner. The following pop-up form will appear on the screen (see image below).

Input your name the way you want it to be displayed.

Input your department.

This section prepopulates by default. It is not required that the sub-navigation, breadcrumb, and window title names be filled in.

As you are inputting information, you can save and continue by clicking *Preview Draft*. Then click *Submit*. These steps will allow you to save as you go until you are ready to publish the live site.

Contact Information

Select **Contact Information**. The information to be entered here is pictured below.

Social Media Links

Select **Social Media Links**. This section enables you to include social media icons on your profile page. Click the *Yes* box and the box below will appear that allows you to choose what to add.

Biography

Select **Biography**. This is a free form area. You can include simple text or use features such as the hyperlink icon to add links to external sites or documents (i.e. PDFs, PowerPoint presentations, etc.). The image icon can also be used to insert images into the body of your Biography or any other free form section.
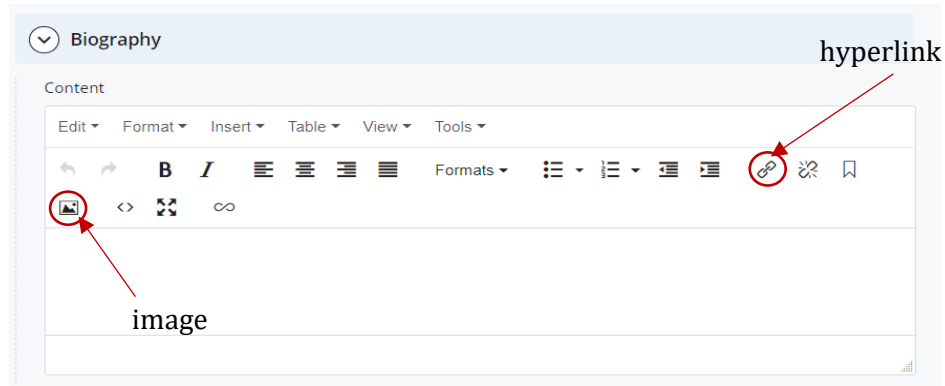
Education Background

Select **Education Background**. This section allows you to create a listing of your degree information.
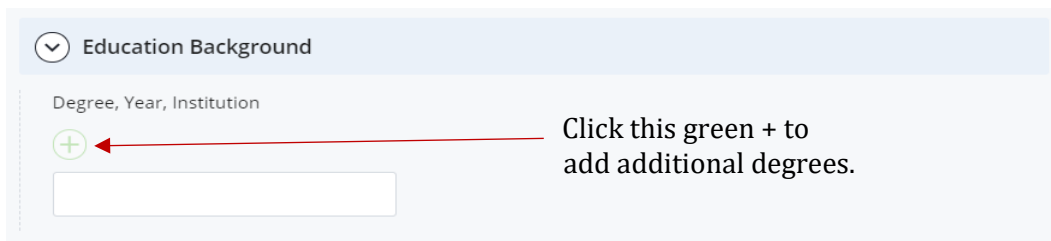
Research and Project Interests

Select **Research and Project Interests**. This is a free form box to give a brief description of your research and project interests.
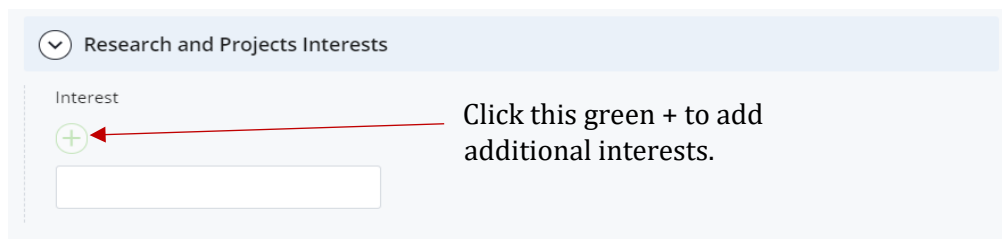
Free Form Information

Select **Components**. This section allows you to add information about any topic in the form of rich text or as a component.

When the type of content is "rich text," if the *Accordion Row* box remains unchecked, the section will appear as regular text on the page. Checking the *Accordion Row* box causes the new section to become an accordion (see example [here](#)). This allow you to collapse and expand the section to see the content that is placed within it.

In addition, if the *Open By Default* box is checked the information will always be in the open position and you will be unable to close it.

When the type of content is "component", a previously created component can be added to this section. Review "How to Add External Assets to a Page" and "How to Add Components to a Page" of this document to learn to create various types of components.

Submitting via Workflow to Publish to the Public-Facing Site

Once all the profile updates and edits are complete and you are ready to submit your profile to the public-facing website click the *Preview Draft* button and then *Submit*. Your options are to:

- *Check Content & Submit*: this will check the page for misspellings and broken links, allowing corrections to be made before submission.
- *Start workflow*: sends the page to workflow to be approved and published to the live website.

To see a preview of your completed profile before submitting it for publishing to the public-facing website, uncheck *Use a Workflow* and then *Publish*. The profile will be visible on the test website, https://cascadewebt.wssu.edu.

Once you are ready to submit your changes for publication on the live website be sure that *Use a Workflow* is checked and then click the "Start Workflow" button.

Provide any comments to the reviewer or version comments. Afterwards, click *Start Workflow* a second time to initiate the process.

Comment on the changes you made.

Updated Type of Content from 'Rich Text' to 'Components'.

Workflow
☑ Use a Workflow

🕐 Profiles

Submit now or perform guided content checks.

Start Workflow   Check Content & Submit

Start Workflow: Marketing   Skip Workflow Back Start Workflow

Start Workflow

Start Workflow: Marketing

Back to Page

Workflow Name *

Marketing: About WSSU

Comments for reviewer

Comment with workflow related information here. For example, what needs to be reviewed.

Version Comments

Enter comments

Comments left here will be saved in the asset's version history once the workflow completes.

Due Date *

02-01-2019 12:00 AM

Workflow Steps	Assignment	Type
1. Contributor Options	SuperUser	Transition
2. Reviewer Options	OIMC	Transition
3. Reviewer #2 Options	WSS	Transition
Optional Steps		
Contributor Edit	SuperUser	Edit
Reviewer #2 Edit	WSS	Edit
Reviewer Edit	WSS	Edit

Available Actions

Edit Again

Publish to Test

Submit for Review

You can edit the page again before final submission.

You can publish a test version (https://cascadewebt.wssu.edu/) to view the final look and feel of the page.

Or, you can submit the page for review and publish to the "live" website. Upon clicking "Submit for Review," you will receive the option to submit any additional comments.
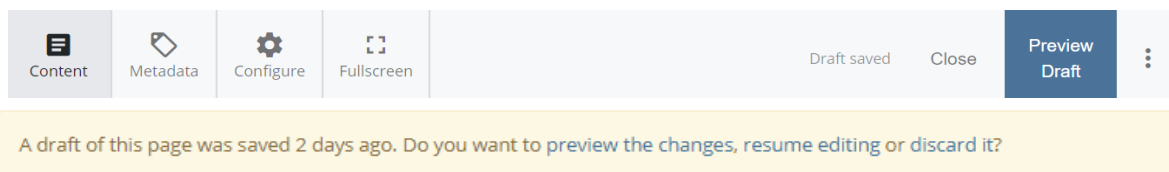
As a result of clicking "Submit for Review," your file is put in the queue to be processed by Web Support Services. The workflow has not been submitted if you do not click "Submit for Review". Once submitted for review, the best practice is not to make any additional changes to an asset that is in "workflow".

Frequently Asked Questions

Q-1? I can see my revisions in Cascade but when I view it Live the revisions are not there.

A. Make sure you have submitted and published when adding anything to the Cascade. It is always a good practice to Submit and Publish (if applicable) as you make edits or add additional items to ensure this step is not missed.

Q-2? I have made changes but when I return to continue working I see the following message:

A draft of this page was saved 2 days ago. Do you want to preview the changes, resume editing or discard it?

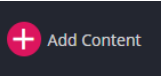A. This message means that previous edits have not been saved.

- *Preview the changes*: allows you to see the last edits you made before taking any additional actions.
- *Resume editing:* this allows you to go back into edit mode where you left off with previous changes intact.
- *Discard it:* this will delete all unsaved previous changes.

How to Add External Assets to a Page

This includes calendars from Live 25, images, documents and links to external sites.

Images, Videos, and Documents

Whether it is a pdf, image, word, excel document, etc., the first steps (1-3) are done the same.

1. Ensure you have your profile folder chosen.
2. Click ⊕ Add Content at the top of the screen.
3. From the drop-down menu, choose "Default".
4. Now choose which type of asset to add to the page.
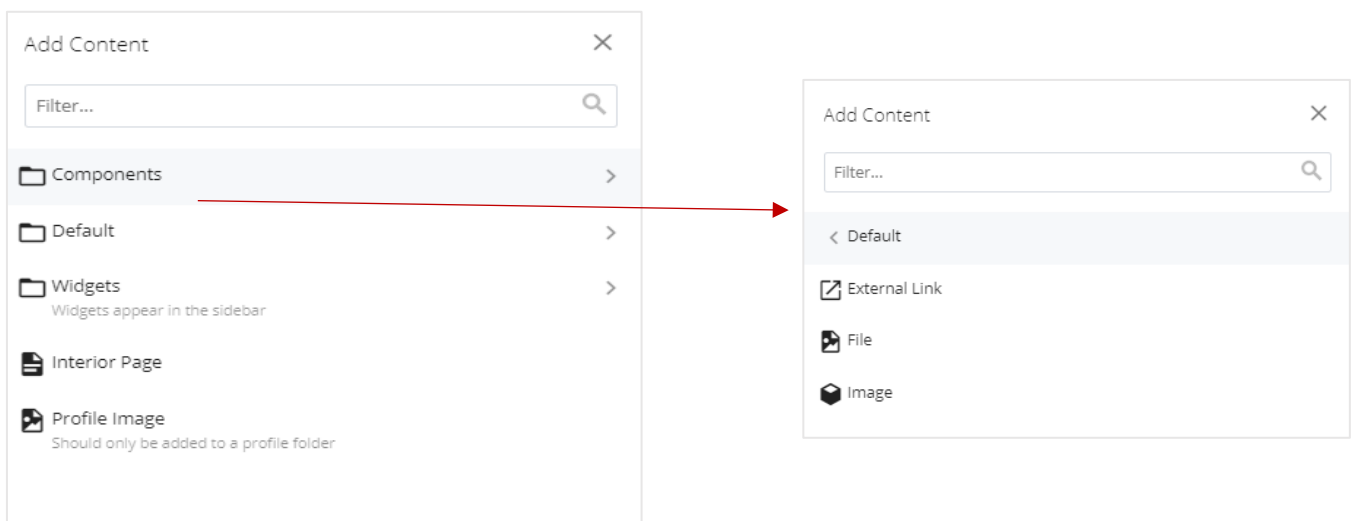
Adding External Assets
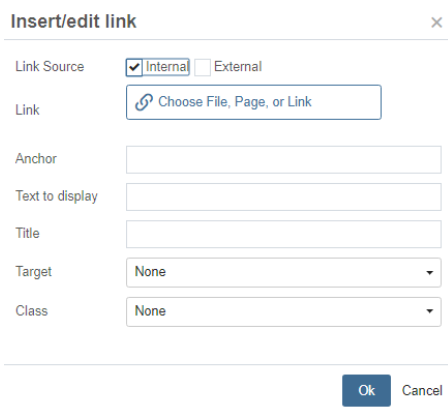
Documents

Steps:

1. Choose *File* under "Default" (see *Adding External Assets* on page 14).
2. Drag and drop the file from your device into the box provided.
3. The *File Name* field will populate with the name of the file you are dropping in.
   - File naming convention: no spaces or underscores, only hyphens are to be used between words and all letters should be in lowercase. (*ex. content-training-manual.doc*)
4. Click *Preview Draft.*
5. Click *Submit*, this creates the asset.
6. Under your profile folder, this icon should be visible with the name of the asset created in step 1-5.

Next, add it to your profile page

7. Click the hyperlink symbol
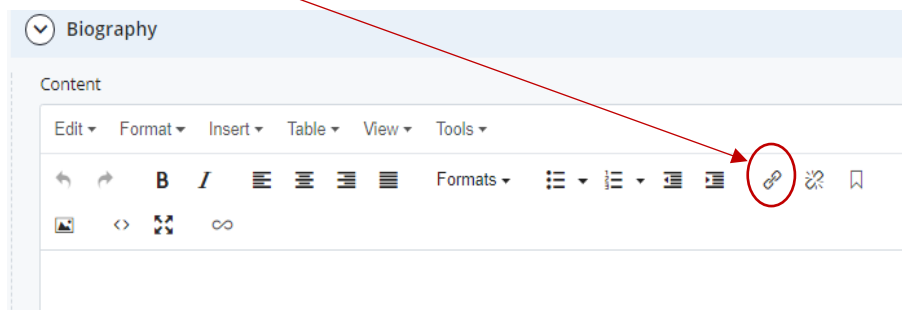
8. The box below appears:

- When linking to a file that has been uploaded be sure to leave "internal" checked.
- Click on the *Choose File, Page or Link* box.
- This opens a window on the right side of the screen where you will locate the new asset created above, click browse if it is not listed under "Recent". It should be located under your profile folder.
- Target: Click open in new window so you will not be directed away from the website.

9. Click the *OK* button.
10. Click *Preview Draft.*
11. Click *Submit*. The workflow box will appear providing additional options.

Images

Note: This is not the profile image. This is for any additional images you would like displayed in the body of the page.

Steps:
1. Chose *Image* under "Default" (see *Adding External Assets* on page 14).
2. Image size will vary depending on how many pictures are selected and how they are placed on the page.
3. Drag and drop the file from your device into the box provided.
4. *File Name* field: this will populate with the name of the file you are dropping in.
   File naming convention: no spaces, hyphens not underscores between words and all lowercase. (ex. *content-training-manual.doc*)
5. Click *Preview Draft.*
6. Click *Submit.*
7. Under your profile folder, this icon should be visible with the name of the asset created in steps 1-6.
8. Next, add it to your profile page.
9. Click *Insert.*

The below box appears:

- When linking to an image that has been uploaded, be sure to leave "Internal" checked.
- Click on the *Link* box.
- This opens a window on the right side of the screen where you will locate the new asset created above, click browse if it is not listed under "Recent". It should be located under your profile folder.
- Target: Click open in new window so you will not be directed away from the website.
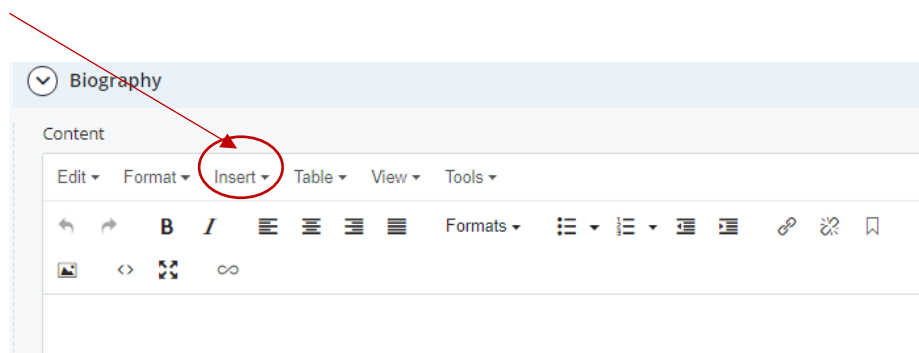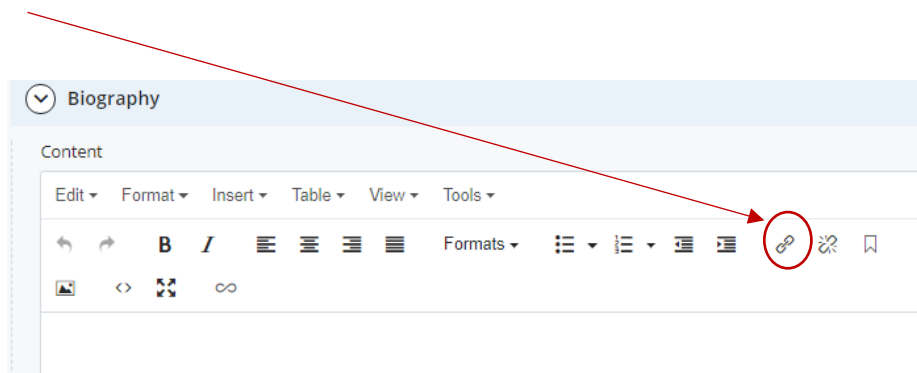
10. Click *OK* button.
11. Click *Preview Draft.*
12. Click *Submit.* The workflow box will appear providing additional options.

External Links

This is to connect to a third party website.

Steps:
1. For a profile page, most external links will be added to the **Biography** section.
2. Click the hyperlink icon under the **Biography** section.


3. The box below appears:

- Check the box next to "External."
- Copy and paste the desired URL into *the Link* box.
- Target: Click open in new window so you will not be directed away from the website.

4. Click *OK* button.
5. Click *Preview Draft*.
6. Click *Submit*. The workflow box will appear offering additional options.
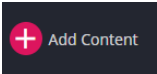
How to Add Components to a Page

Call to Action (CTA) Button Component

Linking to a document or site can be done by using a hyperlink or creating a Call to Action (CTA) button. You learned how to use a hyperlink in the previous section. Below are details on how to set up a Call to Action button, which is considered a *component* as it is in the body of the page. If the Call to Action button is being placed in the left sidebar, it will be a classified as a *widget*.

Example of Call to Action
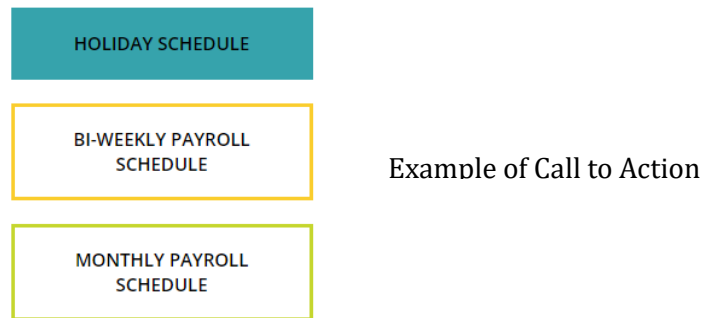
Steps to setting up a Call to Action button component:

Once the desired asset has been added to your profile folder, the Call to Action button component can be created.

1. Ensure you have your profile folder chosen.
2. Click [+ Add Content] at the top of the screen.
3. Click *Component* option.
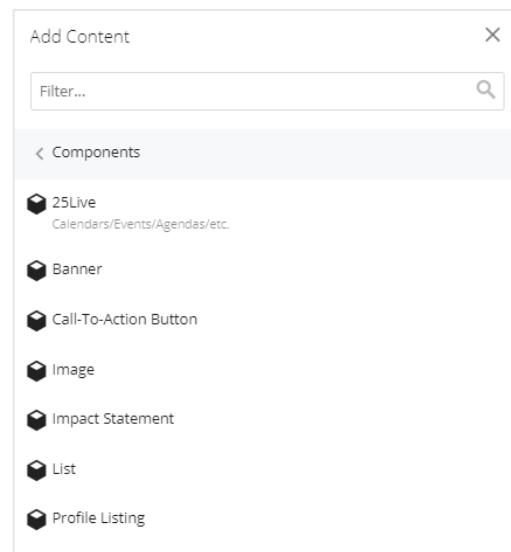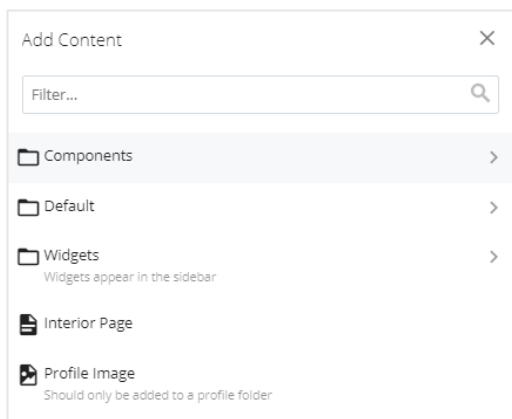
4. Click *Call-To-Action* button. Below is an example of a Call to Action button.

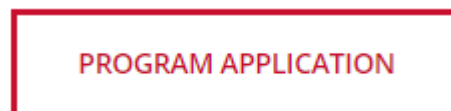5. XHTML/Data Definition Block name: Input CTA. This will allow the name of the button to be the same as what is typed in the caption box (only with CTA as a prefix).
6. Placement Folder: **should alway**s be your profile folder name.
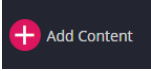
Under Call-To-Action Button Section:

7. Type of Link: select *Internal.*
8. Click on the *Choose File, Page, or Link* box. This opens a window on the right side of the screen where you will locate the asset created.
9. Click browse if it is not listed under *Recent*. It should be located under your profile folder.
10. Open in new window: always select the *Yes* box so you are not directed away from WSSU page.
11. Input caption: This text is the name that will show on the actual button. The name should be the same as XHTML/Data Definition Block name without CTA.
12. Select your choice of style for the button.
13. Click *Preview Draft.*
14. Click *Submit.*
15. Next, add the newly created component to your profile page.
16. Choose your folder (small arrow beside your folder name)
17. Click *Profile Page* then edit
18. Scroll down to the component section
19. Under Column for *Type of Content*, use the drop-down arrow to choose *Component*
20. Click in *Choose Block* box
    a. This will open the browse section on the right-hand side of the screen.
    b. Locate the component created above.
    c. It may be at the top of the *Recent* list, if not click *Browse* and it should be listed under your profile folder.
    d. Click the radial button beside the component just created.
21. Click *Preview Draft.*
22. Click *Submit,* which will open the workflow box providing additional options.
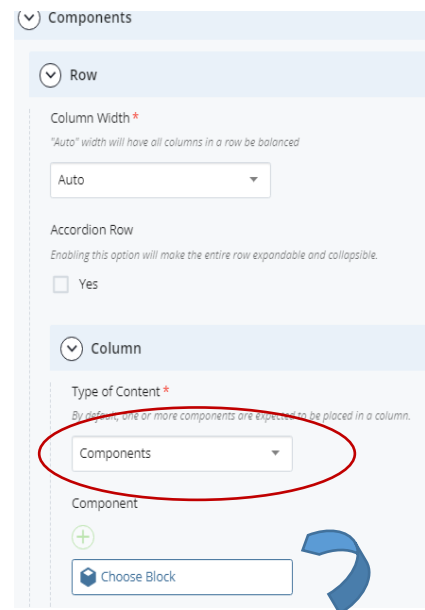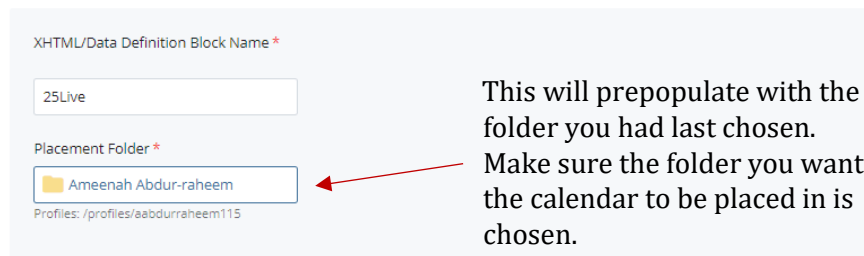
Calendar Component to Profile Page

This will pull event information from the 25Live Campus calendar that is used university-wide. A calendar containing this information will be placed as a component in the body of your page.
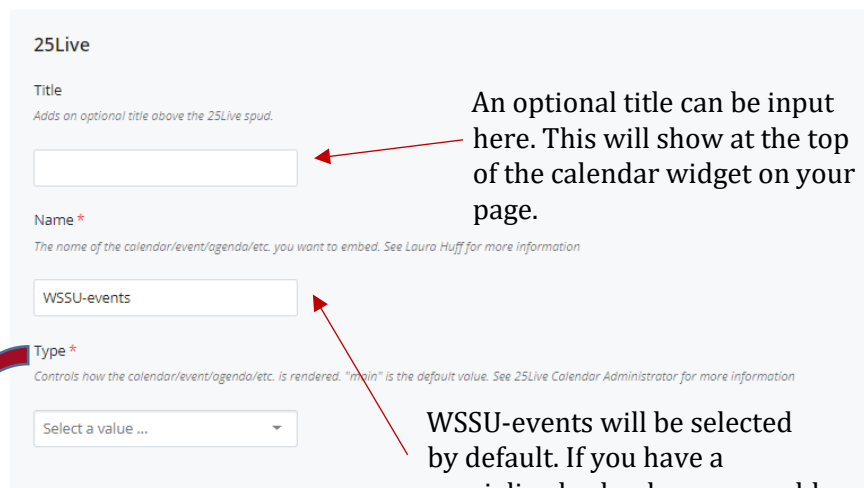
Steps:

1. Ensure your profile folder is chosen.

2. Click [+ Add Content] at the top of the screen.

3. From the drop-down list, choose *Components* (*components only appear in the body of the page*).

4. Next, choose *25Live*.
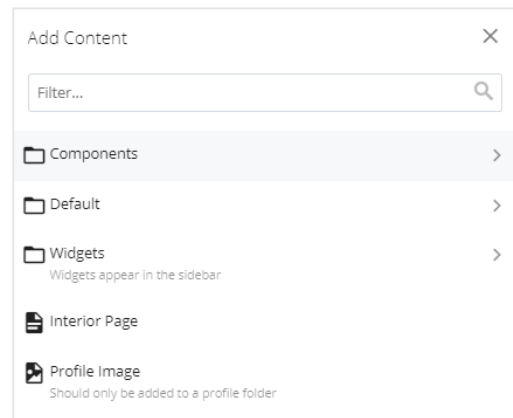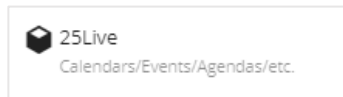
5. Below is the screen to be populated next.

XHTML/Data Definition Block Name *

25Live

Placement Folder *

📁 Ameenah Abdur-raheem

Profiles: /profiles/aabdurraheem115

This will prepopulate with the folder you had last chosen. Make sure the folder you want the calendar to be placed in is chosen.

25Live

Title
Adds an optional title above the 25Live spud.

An optional title can be input here. This will show at the top of the calendar widget on your page.

Name *
The name of the calendar/event/agenda/etc. you want to embed. See Laura Huff for more information

WSSU-events

Type *
Controls how the calendar/event/agenda/etc. is rendered. "main" is the default value. See 25Live Calendar Administrator for more information

Select a value ...

WSSU-events will be selected by default. If you have a specialized calendar you would like to use, please contact Laura Huff for help.

Tags

Select one or more values...

This has a drop-down list of several viewing options for the calendar widget.

These viewing options or <u>Type</u> includes:

Main: This option will try to place the whole calendar into the small sidebar. It is not recommended.
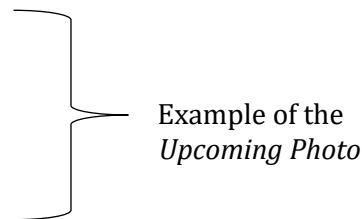
Date Finder: This option will give you a view of the calendar, allowing you to find the specific month and day you are looking for.

List by Month Upcoming: This option will show in list form the events of the calendar grouped by month and then date.
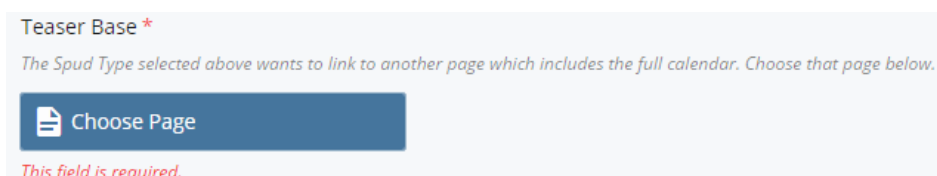
Tab Chooser: This option will give you two tabs in the sidebar (see image below) which will connect the user with the main calendar.

Upcoming Photo: This will show the   events at a glance (see image below). Choosing this option requires another box to be added to the setup.

Example of the
Upcoming Photo

On the setup screen once <u>Upcoming photo</u> is chosen the bow below will appear.

Once you click the *Choose Page* box, another window will open on the right side of the screen. This allows you to connect to another page where the full calendar is kept.

Steps for Teaser Base set up:

1. Choose *Browse.*
2. If *Profiles* is selected by default, do not change. Otherwise select *Profiles.*
3. Click on Widgets folder on the left-hand side of the screen.
4. Click *25Live Events Upcoming Photo.*
5. Click *Choose* at the top. This action takes you back to the initial set up screen.
6. Choose *Preview Draft.*
7. Click *Submit* and then *Publish.* You should see the new calendar in your profile folder.

Next, add this component to your profile.

8. Choose your profile folder (clicking small arrow beside your folder name).
9. Click *Profile Page*, then *Edit*.
10. Scroll down to **Components** under the profile section of the setup.
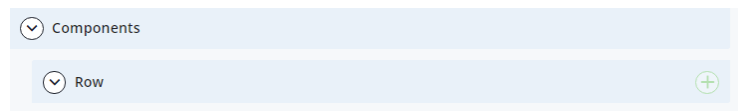
11. Under **Column**, find *Type of Content* and choose *Component*.

This is where you will indicate the calendar you just created.
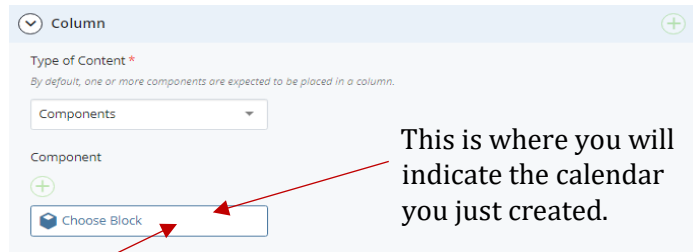
12. Click the *Choose Block* box.

This opens a window on the right side of the screen where you will locate the new asset created above, click browse if it is not listed under Recent. It should be located under your profile folder.

13. Click the radial button (this is the calendar you just made).
14. Click *Preview Draft*.
15. Then click *Submit*. The workflow box will appear offering additional options.

How to Add External Assets to the Sidebar Section (aka Widget)

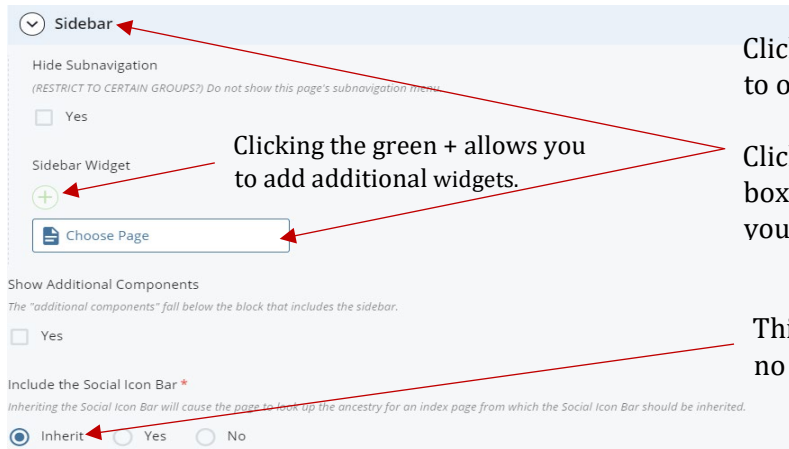The sidebar holds widgets such as calendars, images, and Call to Action (CTA) buttons (links) that connect to pdf, word documents, or external websites.

Curriculum Vitae (CV)

Should be in PDF format before uploading.

Click the **Sidebar** arrow to open this section.

Click on the *Choose Page* box then find the CV on your device to upload.

Clicking the green + allows you to add additional widgets.

This prefills by default, no need to change.

This CTA button will appear on the left-hand side of the page if you upload a curriculum vitae.
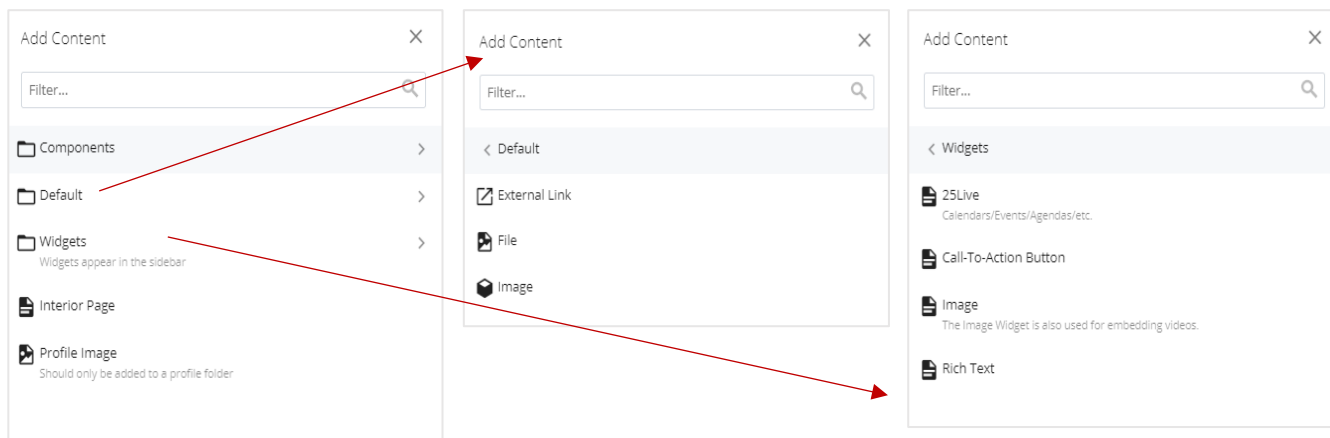
Images and Documents

Whether it is a pdf, image, word, excel document, etc., the first steps (1-4) are done the same.
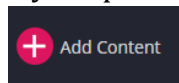
1. Ensure your profile folder is chosen.
2. Click [Add Content] at the top of the screen.
3. From the drop-down menu choose "Default."
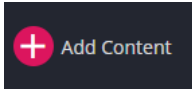4. Choose which type of widget you will create and add to your sidebar as a CTA button.

Adding Widgets

Document to Widget

Steps:

1. Chose *File* under "Default" (see *Adding Widgets* on page 25).
2. Drag and drop the file from your device into the box provided.
3. *File Name* field: This will populate with the name of the file you are dropping in.
   The naming convention of the file needs to have no spaces or underscores, only hyphens between words and use all lowercase letters. (ex. *content-training-manual.doc*)
4. Click *Preview Draft.*
5. Click *Submit.*
6. Under your profile folder, this icon should be visible with the name of the asset created in step 1-5.

Next, create the widget.

7. Ensure your profile folder is chosen.
8. Click at the top of the screen.
9. Click *Widget* option (see *Adding Widgets* on page 25).
10. Click *Call-To-Action* button.
11. Placement Folder: **should always** have your profile folder name.
12. Display Name: Must input CTA before the name. (ex. CTA content training manual)

Under Call-To-Action Button Section:

13. Type of Link: Click *Internal.*
14. Click on *Choose File* box. This opens a window on the right side of the screen where you will locate the new asset created above
15. Click *Browse* if it is not listed under *Recent.* It should be located under your profile folder.
16. Open in new window: Always select *Yes* box so you are not directed away from WSSU page.
17. Caption: This text is the name that will show on the actual button. Name it the same as the display name without the prefix CTA.
18. Click *Preview Draft.*
19. Click *Submit* and then *Publish.*

Next, add the newly created widget to your profile page.

20. Choose your folder (clicking small arrow beside your folder name).
21. Click *Profile Page,* then *Edit.*
22. Scroll down to the **Sidebar** section.
23. Click in *Choose Page* box. This will open the browse section on the right-hand side of the screen.
24. Locate the widget created above. It should be at the top of the *Recent* list. If it is not, click *Browse* and it should be listed under your profile folder.
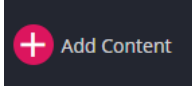25. Click the radial button (this is the widget you just made).

Now that you have completed all the steps, be sure to click the *Preview Draft* button and then *Submit*. This opens the workflow box offering additional options.

Image in Widget

Steps:

1. Choose *Image* under "Default" (see *Adding Widgets* on page 25).
2. The image **must be** 250p wide; height may vary.
3. Drag and drop the file from your device into the box provided.
4. *File Name* field: this will populate with the name of the file you are dropping in.
   The naming convention of the file needs to have no spaces or underscores, only hyphens between words and use all lowercase letters. (ex. *content-training-manual.jpg*)
5. Click *Preview Draft.*
6. Click *Submit* (this creates the asset itself).
7. Under your profile folder, this icon should be visible with the name of the asset created in steps 1-6.

Next, create the widget.

8. Ensure your profile folder is chosen.
9. Click at the top of the screen.
10. Click the *Widget* option (see *Adding Widgets* on page 25).
11. Click *Image.*
12. Placement Folder: should always have your profile folder name.
13. Display Name: how it will display when the user hovers over on the site.
14. Under the *Image* section: Click on the *Choose File* box. This opens a window on the right side of the screen where you will locate the new asset created. Click *Browse* if it is not listed under *Recent.* It should be located under your profile folder. The remainder of the information will prefill.
15. If you want the image alignment to be centered, left or right, select your choice under *Image Alignment.*
16. Click *Preview Draft.*
17. Click *Submit* and then *Publish.*

Next, add the newly created widget to your profile page.

18. Choose your profile folder (clicking small arrow beside your folder name).
19. Click *Profile Page,* then *Edit.*
20. Scroll down to the **Sidebar** section.
21. Click the *Choose Page* box. This will open the browser window on the right-hand side of the screen.
22. Locate the widget created above. It may be at the top of the *Recent* list. If not, click *Browse* and it should be listed under your profile folder.
23. Click the radial button (this is the widget you just made).

Now that you have completed all the steps, be sure to click the *Preview Draft* button, and then click *Submit*. This opens the workflow box offering additional options.
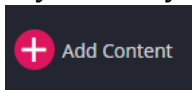
External Link in Widget

Steps:

1. Choose *External Link* under "Default" (see *Adding Widgets* on page 25).
2. Link Name: Name this to match how you would like the link to display on the page.
3. Placement Folder: should always have your profile folder name.
4. Under *Link Settings*: Copy the URL into the box under *Link*.
5. Click *Preview Draft.*
6. Click *Submit* (this creates the asset itself).

7. Under your profile folder, this icon should be visible with the name of the asset created in step 1-6.

Next, create the widget.

8. Ensure you have your profile folder chosen.
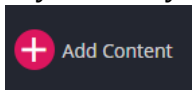
9. Click at the top of the screen.
10. Click Widget option (see *Adding Widgets* on page 25).
11. Click *Call-To-Action* button.
12. Placement Folder: **should always** have your profile folder name.
13. Display Name: Must input CTA before the name (ex: *CTA WSSU Rams*).
14. Type of Link: What kind of link is it? Click button to correspond correctly.
15. Under *External Link*: Copy your URL into the box.
16. Open in new window: Always select the Yes box so you are not directed away from WSSU page.
17. Caption: This text is the name that will appear on the button. Name it the same as display name without CTA as a prefix.
18. Click *Preview Draft.*
19. Click *Submit* and then *Publish.*

Next, add the widget to your profile page.

20. Choose your folder (clicking small arrow beside your folder name).
21. Click *Profile Page*, then *Edit*.
22. Scroll down to the **Sidebar** section.
23. Click the *Choose Page* box. This opens a window on the right side of the screen where you will locate the new asset created above. Click *Browse* if it is not listed under *Recent*. It should be located under your profile folder.
24. Click the radial button (beside the widget you just made).
25. Click *Preview Draft.*
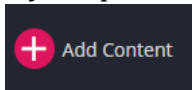26. Click *Submit*. The workflow box will appear offering additional options.

Calendar as a Widget

This will pull from the 25Live Campus calendar that is used university-wide and put as a widget in the sidebar on your page.

Steps:
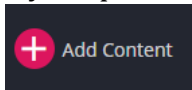
1. Ensure your profile folder is chosen.
2. Click **+ Add Content** at the top of the screen.
3. From the drop-down list choose *Widgets* (see *Adding Widgets* on page 25).

📁 Widgets
Widgets appear in the sidebar

📄 25Live
Calendars/Events/Agendas/etc.

4. Next, choose *25Live*.
5. Below is the screen to be populated next.

XHTML/Data Definition Block Name *

25Live

Placement Folder *

📁 Ameenah Abdur-raheem

Profiles: /profiles/aabdurraheem115

This will prepopulate with the folder you had last chosen. Make sure the folder you want the calendar to be placed in is chosen.

25Live

Title
Adds on optional title above the 25Live spud.

An optional title can be input here; this will show at the top of the calendar widget on your page.

Name *
The name of the calendar/event/agenda/etc. you want to embed. See Laura Huff for more information

WSSU-events

Type *
Controls how the calendar/event/agenda/etc. is rendered. "main" is the default value. See 25Live Calendar Administrator for more information

Select a value ...

WSSU-events will be selected by default. If you have a specialized calendar you would like to use, please contact Laura Huff for help.

Tags

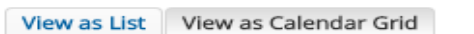Select one or more values...

This has a drop-down list for several viewing options of the calendar widget.

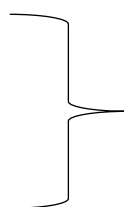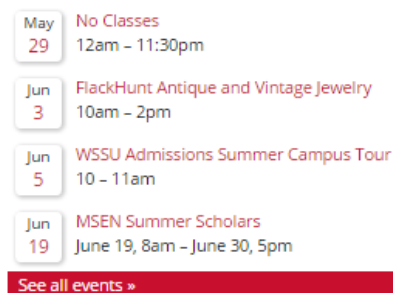These viewing options or <u>Type</u> includes:

> <u>*Main:*</u> This option will try to place the whole calendar into the small sidebar. It is not recommended.

> <u>*Date Finder:*</u> This option will give you a view of the calendar, allowing you to find the specific month and day you are looking for.

> <u>*List by Month Upcoming:*</u> This option will show in list form the events of the calendar grouped by month and then date.
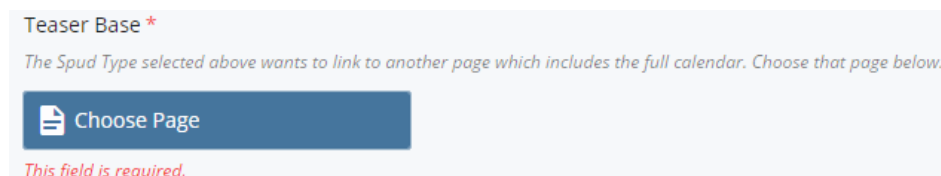

> <u>*Upcoming photo*</u>: This will show the events at a glance (see image below). Choosing this option requires another box to be added to the setup.
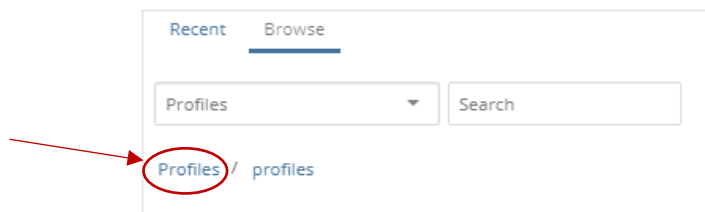

Example of the
Upcoming Photo

On the setup screen once <u>*Upcoming photo*</u> is chosen the bow below will appear.

Once you click the *Choose Page* box, another window will open on the right side of the screen. This allows you to connect to another page where the full calendar is kept.

Steps for Teaser Base Set Up:

1. Choose *Browse.*
2. If *Profiles* is selected by default, do not change. Otherwise select *Profiles.*
3. Click on Widgets folder on the left-hand side of the screen.
4. Click *25Live Events Upcoming Photo.*
5. Click *Choose* at the top. This action takes you back to the initial set up screen.
6. Choose *Preview Draft.*
7. Click *Submit* and then *Publish*. You should see the new calendar in your profile folder.

Next, add this widget to your profile.

8. Choose your profile folder (clicking small arrow beside your folder name).
9. Click *Profile Page*, then *Edit*.
10. Scroll down to sidebar section
11. Click the *Choose Page* box. This opens a window on the right side of the screen where you will locate the new asset created above. Click *Browse* if it is not listed under *Recent*. It should be located under your profile folder.
12. Click the radial button (this is the calendar you just made).
13. Click *Preview Draft.*
14. Then click *Submit*. The workflow box opens offering additional options.