

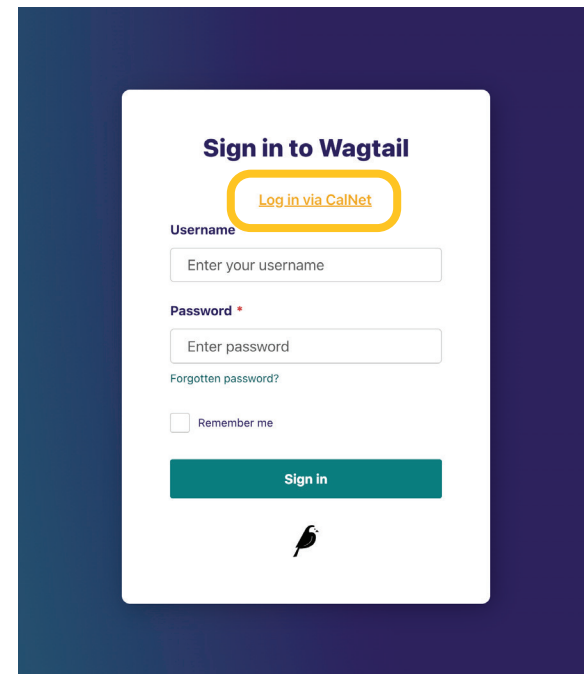
Homecoming Website Content Entry

CHEAT SHEET

It definitely takes a village to make Homecoming magic happen. And entering content on the Homecoming website is a critical piece. Thankfully, content entry is easier than ever, and it really is intuitive! Here's a breakdown (and if you want to really make your entry sing, check out the [Homecoming toolkit](#) that includes a style guide):

STEP 1

Go to homecoming.berkeley.edu/cms. Click “[Log in via CalNet](#),” then you’ll need to enter your Calnet ID and password. If you don’t have a CalNet ID, enter your credentials on the first page. If you haven’t requested access, you can use [this form](#).



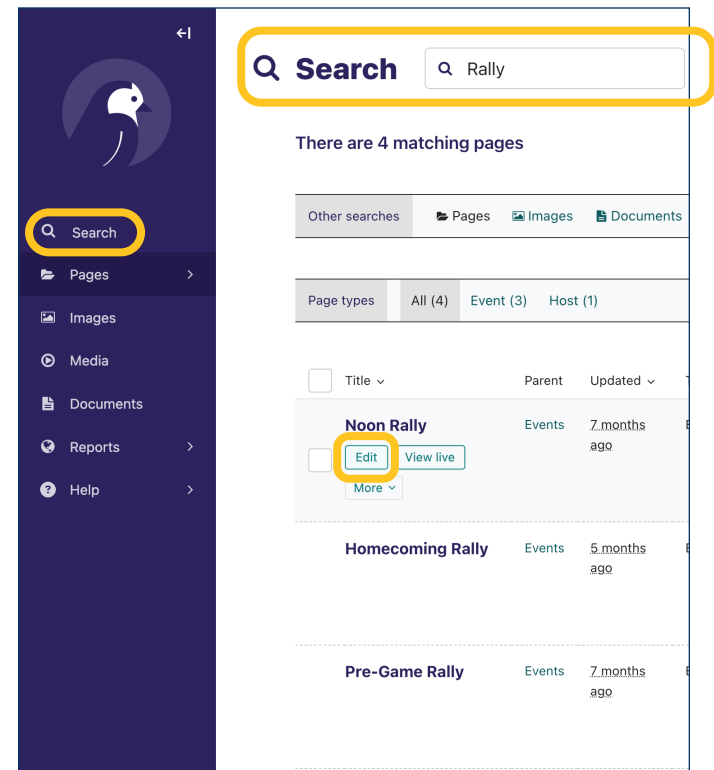
The image shows a login form titled "Sign in to Wagtail" on a dark blue background. At the top, there is a yellow button labeled "Log in via CalNet". Below this, the form has two input fields: "Username" with the placeholder text "Enter your username" and "Password" with the placeholder text "Enter password". There is a small red asterisk next to the password label. Below the password field, there is a link for "Forgotten password?". At the bottom of the form, there is a checkbox labeled "Remember me" and a green "Sign in" button. A small bird icon is visible at the bottom center of the form area.

STEP 2

Once you're logged in, you'll see a **panel on the left side** with an image of a bird at the top (clicking this takes you "home"); a search bar; and a list of all the content: Pages, Images, Media, and so forth.

STEP 3

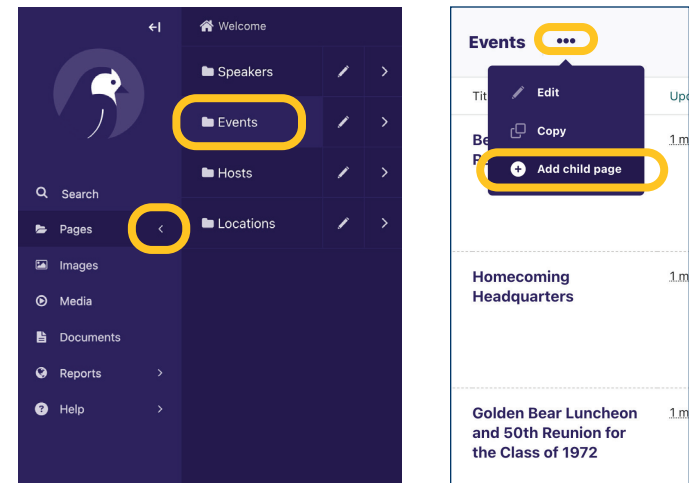
To **update content**, use the search tool (or navigate) to find the current or previous year's content. If you hover your mouse over the item name, you will see an **"Edit"** button. Be sure to review and update all of the relevant fields!



STEP 4

Add an event: Click on the ► next to Pages. Click on **Events** (not the >). Next, click on the three dots (•••) at the top of the page. If you hover your mouse over the three dots, you will see a tooltip labeled “Actions.” A menu with three options will pop up (“Edit,” “Copy,” and “Add child page”). Click on “**Add child page.**”

- Enter the **title** (60 characters max including spaces).
- If you want to format the title with italics, subscript, or superscript, enter the **friendly title**. Highlight the text to see formatting options.
- Enter **description** (610 characters max). Use this content entry field like how you’d work in Microsoft Word. Highlight the text to see formatting options or to add hyperlinks.
- Enter **dates**. This section includes times. Options include “All day,” “Start date/time,” “End date/time” and “Time TBD.” Refer to the help text instructions for “all day” and “Time TBD.”
- Next, enter **event types** by clicking the “**Choose event type**” button. Choose an image in this section. You can browse our cool image gallery or upload your own. Best practice is to include all relevant event types. For example, “Lectures & Learning Opportunities,” “School & College Events,” and “Virtual.”



Content Promote

Page title*
The page title as you'd like it to be seen by the public

Friendly title
Write something or type '/' to insert a block
Use this field for the display title on the website. If this is blank, the normal title will be used.

Description
Write something or type '/' to insert a block
Provide a description for this event. 610 max characters (including spaces)

Dates
Provide at least one event date here.

Dates 1
All day

Check this box if this is an all day event. The start date given below will be used. (Start time and end date and time will be ignored.)
Start date & time

STEP 4 *continued*

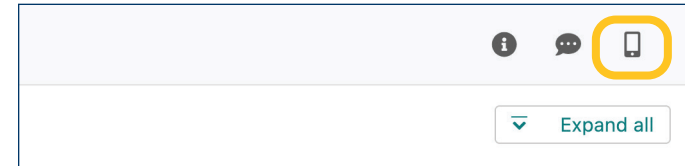
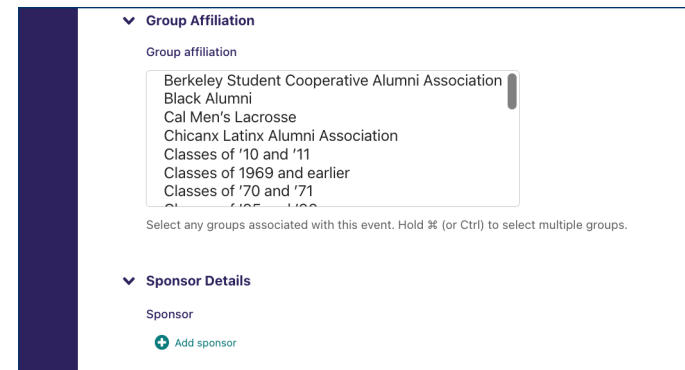
- Next, select **audience type**. Choose from the handy list! Parents? Alums? Students? You can check them all (and “Everyone”) if they apply.
- Next up is **location**. Select virtual, in person, or hybrid from the dropdown. Then, click the “**Choose a page (Location)**” button to select an existing location. If the location is not listed, you can add it. This goes for speakers and hosts too. Click “Didn’t find a location? **Add one**” then “Choose a page (Location).” Enter location name. For example, “Haviland Hall.” You can enter a physical address and description. But these are optional.
- **Speakers**: If the speaker is not available in the list of speakers, you will need to add them. This goes for hosts and locations. Click “**Add speaker**” then “Choose a page (Speaker).” Enter the speaker name. Upload a headshot if you have it. Enter their bio if they have one (610 characters max), but only the speaker name is required.
- **Hosted by**: If the event is hosted by a group (ex. College of ____), select that group as you did for a speaker. You can add a host by following the same directions as those for speaker and location.

The screenshot shows a web form titled "New: Event" with a dark sidebar on the left. The main content area is white and contains several sections:

- Event Types**: A section with a plus icon and a right-pointing arrow.
- Audience**: A section with a downward arrow. It contains the label "Audience type" and four checkboxes: "Alums", "Everyone", "Parents", and "Students".
- Location**: A section with a downward arrow. It contains the label "Location type" followed by a dropdown menu currently set to "Virtual". Below this is a text input field for "Virtual location URL". Underneath, there is a section for "In person location" with a button "Choose a page (Location)" and a link "Didn't find a location? Add one".
- Speakers**: A section with a downward arrow. It features a light blue banner with a question mark icon and the text "Didn't find a speaker? Add one". Below this is a "Speaker" section with a plus icon and the text "Add speaker".
- Hosted By**: A section with a downward arrow. It features a light blue banner with a question mark icon and the text "Didn't find a host? Add one". Below this is a "Host" section with a plus icon and the text "Add host".

STEP 4 *continued*

- Select an alumni **group affiliation** if there is one. These correspond to the “Reunion/Affinity Groups” filter on the homepage when the “Alums” button is selected.
- Add a **sponsor** if the event has one. Sponsors are external partners or vendors, not campus departments or auxiliaries.
- You can preview your event page to get an idea of how it will look on the site by clicking on the mobile phone icon in the top right corner of the window.



STEP 5

“**Save draft.**” Click “**Submit for moderation**” once you’re done.
Thank you for your contributions to Homecoming!

