

## How to edit posts for

# EVENTS

<i>Step</i>	<i>Action</i>
Step 1	Log in (uppermost right corner of page). Now you are in the dashboard where all editing is implemented.
Step 2	Look at the navigation in the dark frame on the left side of the page. Go to <Posts> and in Posts to <Add new>.
Step 3	Enter your event — first text only, i.e., without formatting — in the following order (cf Example below): <ol style="list-style-type: none"> <li>1. Name of the event in the headline field (no more than 30 characters)</li> <li>2. Name of the event as a first line in the editing field</li> <li>3. Date, place and country of the event</li> <li>4. Motto or theme of the event, if given</li> <li>5. Brief thematic information on the event</li> <li>6. Brief information on the organisers and main players</li> </ol>

Example

## SI LIVE 2014

**12th-13th November 2014 in Lisbon, Portugal**

*Bringing together social innovation, incubation and action*

Welcome to SI LIVE, a two-day international exploring the future of social innovation research, incubation and action. The event will bring together leading social innovators, academics and practitioners to discuss and explore the future agenda for social innovation, how best to incubate and scale social innovations, and how the EU can help to strengthen and develop the field of social innovation in Europe.

This event is being organised by four of the EU's flagship social innovation projects: [TEPSIE](#), [SI Drive](#), [BENISI](#) and [TRANSITION](#).

Step 4	Format your entries by using the menu above the editing field. (If the menu shows only one line, click on the icon at the end of the line, the <Toolbar Toggle>. Now the menu has two lines.) <ol style="list-style-type: none"> <li>1. Mark the first line in the editing field and tick &lt;Heading 2&gt; in the roll-down menu.</li> <li>2. Mark the second line and tick &lt;Heading 5&gt; in the roll-down menu.</li> <li>3. Mark the third line and tick &lt;Heading 6&gt; in the roll-down menu. Then click on &lt;/&gt; for <i>Italics</i> in the menu, if you want it in italics.</li> <li>4. Any other text is automatically formatted as &lt;Paragraph&gt;.</li> <li>5. Text colours are linked to the formats, even if you cannot see them in the editing mode.</li> </ol>
Step 5	Link your event to the external website of your event by using the menu above the editing field.

1. Mark the event and you will see that two icons in the menu above are highlighted which were deactivated before. The chain icon is for linking and the broken chain icon is for removing a link.
2. Click on the chain icon and insert (by copy and paste) the exact web address of your event website in the corresponding line.
3. Important: Tick <Open link in a new window/tab>

Step 6 On the right-hand side of the page, you will find a menu for <Categories> (you might have to scroll down a bit).

Go to <Categories> and tick the category <Events>.

Step 7 Save your entry by clicking on the <Publish> button on the right-hand border of the page.

(If you come back for adding or correcting something, the same button will be called <Update>).

Step 8 Click <View Post> at the top line of the dashboard page you are on.

Step 9 If everything is OK, log out.

Step 10 If there is still something to do, go back to editing. Click <Edit Post> at the top line. Do what you want to do. Then follow Steps 7 to 9 of this help routine as often as you need it.