

## Adding/Updating an Event Article

Start a new article:

Title: Full Event Name

Category: Live Events > Events By Trade > \*Select Trade\*

Article text: Switch to HTML View and paste this code, then change your event's information as you see fit. Once you paste the code in, you can switch to normal view to edit if that's easier for you, but pasting this code in first helps keep the formatting consistent. There is no need to change font sizes or colors. Don't forget to include an alt tag when you change the event logo images.

```

```

```
<h4>SDM 100 GALA</h4>
```

```
<h5>June 8th, 2016</h5>
```

```
<h6>Fort Worth, TX</h6>
```

```
<p>Held
in conjunction with ESA and CSAA's Electronic Security Expo (ESX), this elegant social
event ensures turnout of top executives from the nation's largest installing and
monitoring companies. </p>
```

```
<hr id="system-readmore" />
```

```
<p>ESX is the only major, national trade event purely focused on the needs of
installation, integration and monitoring companies and delivers the highest quality
business and technical education along with fun, uplifting networking and special
events.</p><p><a href="http://www.sdmgala.com/" target="_blank" class="button">VIEW
EVENT SITE</a></p>
```

## Color Key

**Yellow** - This is the image that will appear on the home page when this event is "Featured". This image should be small and have a transparent background PNG 24, format). Please be sure to use the "img\_left" class for this image to ensure the proper behavior as to when it should and shouldn't display. I've been using the logos in the "flipbox-logos" folder for this one.

**Pink** - This will be a larger version of the event logo and doesn't need to have a transparent background (GIF or PNG-8). Please be sure to use the "img\_right" class for this image to ensure the proper behavior as to when it should and shouldn't display.

**Blue** - This is the opening text for your event's description. This is the text that will appear on the home page when your event is featured, so it should be the most attention getting, exciting text in the description.

**Green** - This is where the event description cuts off on the home page when the event is featured. Without this, the description on the home page is unnecessarily long.

**I recommend updating existing event articles with information when your event switches over, rather than starting a new article for each year's rotation. It'll be easier for you and me and will avoid duplicate information on the server.**

Last updated 3-10-2017. Please delete older versions