Submitting events to the Transition Cambridge Event & News System

Purpose: For administrators to accurately log relevant events and news to the Transition Cambridge website and include in the weekly email bulletin.

Step one – Determine if there are any new Events or News items to post.

2. Login to the transitioncambridgebulletin account.
3. If you do not already have a password, contact Anna at Transition Cambridge.
4. Archive old bulletin emails by clicking on the email, then select the manila folder icon on the top of the email window, then click the down arrow and select ‘Old Bulletins’.
5. Delete any duplicate emails.
6. Open an unread email and classify it to one of the following categories:
   a. An event run by a Transition Cambridge group.
   b. An event run or endorsed by the group ‘Carbon Footprint’.
   c. An event generally good for the Earth.
   d. Other (if you are not sure, contact Anna or Nicola who will probably have an opinion!)
7. If the event falls into categories a – c above and has sufficient information (day, time, contact, etc.), it can be logged on the website and included in the email bulletin. Proceed with Step Two.

Step Two – Log event or news item in the Admin section of Transition Cambridge website

2. Click on the link entitled ‘Transition Events” on the left hand menu.
3. In the text on the top of the page, click on the words “tell us about it here”.
4. A page with the title “TC Events Administration” will load.
5. Conversely, you can go directly to this page via this URL: http://www.transitioncambridge.org/events/listevents.php
6. If you are a page Administrator, click on the link “Administrator Login” and login in the in new window. The advantage is that the event will be pre-approved, and you will have the option to edit it and check it.
7. Once logged in, click on the link in the new page which reads “tell us about it here”.

[Image: Transition Events Coming Up]
8. A new page opens with a table of events, both past and future (only if you are an administrator).

9. Check if the event has already been entered and that enough information is there (sometimes events are entered but only very briefly – in this case you can expand on them if you have more information). If so, go back and delete the email from the gmail account.

10. There is the title of the event, the date the event will occur and the date it was recorded on the site. Then you have the option to edit the event.

Recurring item? If you wish to add another instance of a recurring event, you can use the edit option. Simply open the old event (check it is out of date – sometimes events recur while both are still in date – if you edit the old one, it will disappear and cannot be brought back) by clicking on the edit button and change the date. Be sure to check the date and location. This will create a new event. Then proceed to Step Three.

New events.
1. Click on 'Add Event'. Once on the new event page, do not navigate away from the page (e.g. by using the back arrow), as it will not be saved.
2. Enter a short descriptive title.
3. Determine the type of event.
   a. TC Events - if organised by a Transition Cambridge group
   b. Other Event – if a relevant event organised outside TC
   c. TC News – if generated by a Transition Cambridge group
   d. Other Event – if a relevant News item organised outside TC
   e. Community News – reserved for local community events and news that have some relevance to Transition; these would usually be by local groups, affecting the local community. If unsure, put it in the main events and news sections.
4. Copy and paste information from the original email by using the keyboard shortcuts ctrl+C to copy and ctrl+V to paste. Edit as needed for clarity and brevity. Descriptions should be limited to one paragraph and not include any breaks or lists. Limit to <1000 words (ideally – it’s OK to go a little over occasionally). Avoid using single (‘) or double quotes (“), asterisks (*) and forward or back slashes (/, \). Also avoid exclamation marks (!) in the title. (Quotes are sometimes OK – but you need to check this when you try to publish it.)
5. When you log a new event, include a line regarding who organised the event (this is particularly important for non-Transition events). This will help to direct enquiries to the appropriate group. Ideally try to include a means of contacting the organisers, if this is provided in the information (via the e-mail system, described below).
6. To add links. To add a link to a site online, enter using the following format: [[text to display->http://www.....org]]. There can be no spaces, except in the “text to display” part.
7. To add email addresses. E-mail addresses should be hidden as follows – they should ideally always be included so that there is someone to contact for more information. Only include a personal street address or phone number on the express permission of the sender. To create a hidden e-
mail address (essentially a form that will then send an e-mail to the right person), go to the main page and click on 'Notes for Contributors', then 'Mail names'. Click on “Lookup” and paste in the e-mail address to check if it is already in the system. If so, copy the link (without any spaces before or after it, and without the colon that sometimes appears). Use this link in the same way as a web-link above. If the address is not already there, add it in (this can either be temporary (for one off events) or permanent (if the group are likely to post several events in the future). The page will generate a web link, which you should copy (select it and press Control V). Then enter it into the text in the same way as a web link, e.g. “For further information, please [[contact Sarah->http://www.sh555]].”

12. Complete all required fields, they are indicated with an “*”.
13. For the News item or event to appear on the TC website, an icon must be selected from the table of options shown.
14. If any additional details are needed, search online for information (web links to further information are very helpful).
15. For the Unique Reference field, make up a short, pithy, unique reference.
16. Enter your e-mail address as the contact email address.
17. If you’ve logged in as the administrator, the box ‘Accepted’ will be ticked by default. If not, it will be submitted for approval to Nicola or Anna.
18. Click ‘Ok’ at the bottom of the page once satisfied.
19. Proceed to Step Three.

**Step Three – this is very important or the event will not be published!**
1. A description of the event will be shown to preview.
2. Click on the link “Preview in wiki”.
3. Review the description.
4. If everything is right, click on “Update …”. This link will display whether it is a TC event, news item or outside TC.
5. The event is now live on the site. This is a good moment to test that the links work (very important, as they often don’t!).
6. Go back to gmail.com and delete the email, you’re done!

**Notes:**
- News items are posted for two weeks in the bulletin, but remain on the website.
- If a local business advert, include the Editor’s Note, which can be copied from past events. (This is experimental; we may not do this for very long.)