Functional Calendar of Events

Examples used for this training are for the LPD Division (substitute your division's locations when following the Steps below).

LPDs "live" Calendar page:

https://oklahoma.gov/careertech/educators/professional-development/calendar.html

LPDs events also appear on the CareerTech Calendar page:

https://oklahoma.gov/careertech/events.html

Production Site page:

https://author-prod.ok.gov/sites.html/content/sok-wcm/en/careertech/educators/professional-development/calendar

- The Year and the Month pages that I have created for you are known as "Redirect Pages" and a type of page that is only used in certain instances and probably would never be created by a content author as yourself.
- Create "Event Page" items under the correct Year and Month pages that I've already created for you of the current and following year.

Steps to add an Event Page:

1. Highlight 2025 July (Year and Month of event)
2. Click Create, then click Page, then click/select Event Page
3. Click Next
4. **Under the Basic tab:** *(highlighted in red text)*
   a. **Title:** enter the Event Name as it will appear on the calendar entries (ex: LPD's Women's Conf)
   b. **Name:** enter the URL Name using lowercase letters with hyphens (not spaces) between words (no special characters – including apostrophes, just closeup the word) – see example below.
      Ex: LPD's Women's Conf. ***should be*** lpds-womens-conf ***not*** lpd-s-women-s-conf
   c. **Page Title:** copy/paste the title used in 4a
   d. **Navigation Title:** copy/paste the title used in 4a
   e. **Tags:**
      1) Click Checkmark to the right of the window
      2) Highlight "State of Oklahoma"
      3) Highlight "Career and Technology Education…"
      4) Check the tag for Events Type
      5) Click Select
5. **Under the Events Configuration tab**
   a. **Description:** enter the event name and a brief description (no formatting is available in this window – *meaning it doesn't matter how many times you hit return for another line, it will all view as one run-on paragraph*)

b. **Category Type**
   1) Click Checkmark to the right of the window
   2) Highlight "Career and Technology Education…"
   3) Check the tag for Events Type
   4) Click Select
c. **Image:** (do not have to include one)
   1) Click Checkmark to the right of the window
   2) Navigate to your Asset location by highlighting Assets, then OK, then EN, then careertech, etc…
   3) Click the Asset Image file checkbox (***must be a*** .jpg, .jpeg or .png)
   4) Click Select
d. **Location Details** (fill in)
e. **Event Time Details**
   1) **Start Time:** use the Calendar icon to the right of the window to choose date
      a) Fix the auto-populated Time (using 2-digit hour and 2-digit minutes) along with am or pm
   2) **End Time:** use the Calendar icon to the right of the window to choose date
      a) Fix the auto-populated Time (using 2-digit hour and 2-digit minutes) along with am or pm
f. **Registration Link** (paste in the URL)

6. Click Create
7. Click Done
8. Submit the Event Page for publication

*Steps 4e & 5b are imperative for your events to show on your division calendar and the CareerTech calendar!

NOTE: The "Edit" function does not work on an Event Page, however you can change the event information you entered in Steps 4 & 5 above using the "Properties" function, then have the page republished.

Call me anytime! Karen Hart x520 or 918-399-9689 cell.