Calendars & Posts
Managing events and news on your site
Agenda

01 Review Home Page/Interior Page editing

02 Calendar Manager

03 Display events on your site

04 Posts module

05 Display news on your site
Homework review

What successes or challenges did you find when working with the following:

- Interior Pages: editing content, changing layouts?
- Home page elements?
- Hero Slideshows: working with Resources or Galleries?
- Managing pages?
How does Composer work?

Composer pages are comprised of a variety of different elements.

Content and layout elements are edited directly on the page. However, other elements are pulling content from what we call modules.

Modules are small databases of information. Content updated in the module dynamically updates the content on the page.
Calendar Manager is an old-school Finalsite module. (It’s still good!)

It exemplifies the concept of “modular” content in Composer.

Shares some common elements with other old-school modules:
- Opens in a pop-up
- Tabbed interface
- Big green buttons and edit pencils
- Works with File Manager only
Event Source

Events are managed in **Calendar Manager** in one of two ways:

**Normal**
- Events are manually entered into calendars
- Can be imported with a datasheet
- All edits are managed here
- Site admins need access

**Live**
- Events are synced from an ics feed (such as Google Calendar)
- All edits are managed in the original source
- ICS file must be less than 1.5 MB
- Site admins don't need access
1. Find the URL in your calendar system that ends in .ics (make sure it’s public) - Learn more
2. Create a new calendar
3. Choose “Live” calendar type.
4. Paste the URL in the Live URL field.
5. Make the calendar viewable to the public.
6. Create the calendar
Normal calendar

Create a new calendar using the “Normal calendar type

1. Use the Import tab to import events from a **datasheet**
2. Choose the file
3. Select the corresponding calendar
4. Import calendar events
   * Ask us for help!
Display events on your site
Home Page
Events / Calendar

- What happens when you click on an event title?
- What happens when you click on “View All Events” or “View Full Calendar”?
Events / Calendar

Edited in Calendar Manager

Which calendar is displaying?

1. Use the element settings to learn which calendar(s) are displaying.

2. Go to Modules > Calendar Manager

3. Open the Calendar and edit

Note: The calendar may be a live calendar synced to a Google calendar feed. In this case, it would only be edited in Google.
Calendar Element Settings

General Settings
- Display 0 days before today
- Uncheck Display Past Events

Event Settings
- Check what you what displayed

* Changing other settings in the home page element could break the display/functionality.
View Full Calendar

- What happens when you click on “View All Events” or “View Full Calendar”?
- What page is it linked to?
  - In the element settings, expand +Design
  - Find the link in the header or footer content
  - Right-click on the text
  - Click “Edit Link”
  - Set the link to your full calendar page
- Don’t have a full calendar page yet?
  - Learn more about Calendars in Composer
Calendar: Displays full calendars in list, grid, slideshow, or single view

Calendar Tools: Displays a legend, search feature, or mini grid
1. Put a Calendar element on a page.
2. Pick one or more calendars from Calendar Manager to display.
3. Choose List or Grid (or Slideshow) format from the element settings.
4. Configure other element settings as desired. ★ Have fun with your settings!
5. Add Calendar Tools elements and link to the Calendar element.
Five Calendar element settings to cozy up with

Display Month/Week/Day Controls
Users decide how many events to see.

Combine Sat/Sun
Free up more space for weekday events.

Display alerts and feed controls
Users can subscribe for event reminders.

Display Print button
Satisfy users who really want it on paper.

Display Athletic Events
Share Athletics Manager data, as well.
Posts
Managing news and announcements
News featured on your homepage:

- Just a few stories
- May come from multiple boards
- May be in a grid, list, slideshow, or custom format
- May open in a popup or on a separate page
- “More News” link takes the reader to a full page of news
News Page

A full news page:

- May display posts from all boards
- Is often in a grid format
- May offer a search feature
- May offer filtering with categories and/or posts
Popup

- Read the full story with one click
- Very simple design
- Great starting point
- Not easy to share
- Can’t be searched
- No tracking on how many clicks a story has
Default board post page

- A default page used to view post content dynamically from any post title/board
- Most often hidden from navigation
- Creates a direct URL for individual posts
- Uses a single post element
- May contain other elements such as more news or resources
Home Page
News / Posts

● What happens when you click on a news title or on “Read More”?
● What happens when you click on “View All News”?
● Note what is displaying:
  ○ Thumbnail
  ○ Title
  ○ Summary
  ○ Body (in the pop-up)
News / Posts

● What happens when you click on “View All News”?

● What page is it linked to?
  ○ In the element settings, expand +Design
  ○ Find the link in the header or footer content
  ○ Right-click on the text
  ○ Click “Edit Link”
  ○ Set the link to your full news page

● Don’t have a full news page yet?
  ○ Learn more about Posts in Composer
News / Posts

Edited in Posts

Which board is displaying?

1. Use the element settings to learn which board(s) are displaying.
2. Go to Modules > Posts

Learn more about Posts
Posts Module
Organization of Posts

Dashboard

**Boards:** Contain Posts of a specific subject, such as District News

**Folders:** Collection of Boards, back end organization only

**Collections:** Add Posts from any Board to a collection and organize in any order.

**Permissions:** Set Module administrator access to Boards, Collections
Who needs a board?

- How many boards do you have?
- Where are you naturally divided?
- What kind of access are you giving users?
- Where are all the places you want to share posts on your site?
Examples of board structures

**District**
- District News
- Employment
- Transportation

**NRH Elementary**
- NRHES News

**NRH Middle**
- NRHMS News

**NRH High**
- NRHHS News

**All School**
- All School News
- Employment
- Transportation

**Lower School**
- LS News

**Middle School**
- MS News

**Upper School**
- US News
- Athletics

**FS Academy**
- All School News
- Employment
- Transportation
- Athletics
- Fine Arts
- Admissions

**Folders** allow you to define locations.
Assign permissions to manage posts by **Boards**.

Admins only see the folders and boards that they have access to.
Elements of a Post

- Click on a board
- Click on an existing post
- Locate the following:
  - Title
  - Body Content
  - Summary
  - Thumbnail
  - Start date
Tags

Tags are shared across all boards and may be used to filter which stories appear on which pages/sites.

Example: A district may want to create a news story that appears on the district site as well as on the high school site. If each school has their own tags, this can be done. The high school would configure their post element to display all posts from the high school news board, as well as posts from the district board that are tagged ‘high school.’
Create a Post

1. Click on a board
2. Click Create Post
3. Complete all post details
   - Title, body, summary, thumbnail
   - Tags (if used)
4. Save > Do you want to publish immediately?
   - Yes - a start date/time will be entered and the post will publish
   - No - the post stays in draft mode until you schedule the start date/time

**Featured Until:** the post remains at the top of the news list until this date, then it will fall in order with all posts (**Note:** This may be how posts appear as a “Featured News Story”)

**Expire:** the post will be removed from the page, but will remain in posts
Display Posts on your site
Configure Home Page News

- Content Filters
  - Target posts in the element
Display boards or collection

Select a collection

and/or

Select the board(s)

* Collections appear above boards
* Posts are never duplicated
Display tagged posts from boards or collection

“Display posts from Board(s) X that also belong to (Y) tags.”

- Tags have to be used on a post first
- Can add multiple tags
Create additional filtering rules

“Display posts from Board(s) X that belong to ALL tags, and display posts from Board(s) Y that belong to Z tag.”

- Tags have to be used on a post first
- Can add multiple tags
- Posts won’t be duplicated
Example: District & school news

Display posts from board “Elementary News” that also belong to “All Tags” and display additional board “District News” that also belong to specific tag “Elementary.”

In this case, anything the district post admin tags as “Elementary” will also appear along with all the Elementary news.
Create a News page

A full news page:

- Add a Post element
- Select List, Grid, or Slideshow in the element settings
- Define which boards are displaying
- Define which details are displaying
- Decide the formatting (how many are displaying)
- Link to pop-up or DBPP
Create a DBPP

- Create a sub-page under the main news page
- Add a single Post element
- Choose the details to be displayed
- Override page title and SEO metadata
- Add a slideshow Resource element
- Link the Post element to the Resource element
Apply the DBPP

- Link the home page news and/or the main news page to the DBPP
- Link the board to the DBPP (Posts > Board Settings)

What can you do now?
- Preview the post
- Get a direct URL to the post
- Share to Social Media
- Enable Subscriptions
- **Display Resources with a post**
Homework for Session #3

**On your site:**
* Continue creating calendars and events (sync ics feeds).
* Continue creating news and/or managing migrated news.
* Create dedicated news and calendar pages for all sites.

**On your own:**
Watch the following courses in the training portal:
* Constituents
* Admin Users for Districts
* Group Manager
* Any additional recommended courses