# Event Template

An event content type is used to create a page for a single event or a series of events. These are then displayed in a listing.

The event content type is used for a number of different listings (News and Events, Undergraduate).

An event page can be created by a moderator who has the correct permissions to do so. An event can also be submitted by using the form at: https://www.ox.ac.uk/event/submit

NEV	VS & EVENTS	EVENTS • FEATURES	OXFORD PROFILES	OXFORD AND CORONAVIRUS	UKRAINE NEWS RELE JOURNALIS	
Search		Туре		Before	On or after	
Searc	h events	- Any -	;	E.g., 29-03-2022	28-03-2022 E.g., 29-03-2022	APPLY
ALL	EXHIBITIONS LECTURE	S AND SEMINARS COU	IRSES			
MAR	Online Historical Embroi Ashmolean Museum - Onli COURSES AND WORKSHOPS   5 F	ine via Zoom	ım			
MAR	Ali Kazim: Suspended in Ashmolean Museum EXHIBITIONS   7 FEB 2022 TO 25					
MAR	Your Amazing Brain: A U Banbury Museum and Gall FAMILY-FRIENDLY   12 FEB 2022	ery				
MAR	Whose vaccine is it anyw in the rollout of the COV Blavatnik School of Govern LECTURES AND SEMINARS   27 M	<b>ID-19 vaccine?</b> nment - Online Event	ation and gender			
MAR	Reflections on developm phenomenological analy Rewley House LECTURES AND SEMINARS   29 M	rsis	rpretative			
MAR	A Day School on Neurop: Department for Continuin COURSES AND WORKSHOPS   30	g Education - Online Co	urse			

# Main content tab

### Title

This is the title of the page and appears on the page as a h1, beneath the breadcrumb. It is also used to create the URL.

### Series

If the event is part of a series then you can add the series title here. If the series has already been created then as you type it should appear in a dropdown.

### **Speakers label**

The title for the speaker of the event. In most cases this will just be 'Speaker'.

### **Speakers**

Add the speaker(s) name in the fields provided.

### Convener

If the event has a convener then you can enter a name in the field provided.

### Event date

Add the date of the event. You can also click the Show end date box to add an end date for a series of events or an event that covers more than one day.

### **Event time**

Add the start time and end time of the event

### **Event audience**

Use the dropdown list to indicate whether the event is for the general public or for a university audience only.

# Staff Event type

This field can be ignored as it is no longer used.

# **Staff Event series**

This field can be ignored as it is no longer used.

#### **Undergraduate Outreach**

The following fields are required for an event that is to appear in the Undergraduate outreach event listing (<u>admissions/undergraduate/increasing-access/events-calendar</u>). They are not required for a general event.

# Outreach Audience

Choose the audience type.

# **Outreach Age Range**

Add the age group for the event

# **Outreach Location**

Add an event location from the dropdown list.

Outreach Audience Parents Students Teachers Outreach Age Range Age 11-12 (year 7)
<ul> <li>Students</li> <li>Teachers</li> </ul> Outreach Age Range
<ul> <li>Teachers</li> <li>Outreach Age Range</li> </ul>
Outreach Age Range
Age 11-12 (year 7)
Age 12-13 (year 8)
Age 13-14 (year 9)
Age 14-15 (year 10)
Age 15-16 (year 11)
Age 16-17 (year 12)
Age 17-18 (year 13)
□ All ages
Primary School
Outreach Location
- None - 🗸 🗸

# Event cost

Add the event cost or add 'Free' if there is no cost.

#### **Booking required**

Use the dropdown list if the booking is recommended or required.

#### Online booking url

Add the url to the online booking page.

# Body

You can add a full description of the event or further details in the Body field. This will display as a text block beneath the event details.

### **Further Information URL**

Add the url to a page of further information.

# **Event Location tab**

These fields are used to display an address for the event venue and to display the venue on a map.

Venue	Rewley House
	1 Wellington Square
	Oxford
	Oxfordshire
	OX1 2JA
Venue details	Lecture Theatre
Event type	Lectures and seminars
Event cost	Free
Disabled access?	Yes
Booking required	Recommended
Online booking	Book online here
Further information	https://www.conted.ox.ac.uk/events/view/reflections-on-
	developments-in-the-use-o

Dr Michael Larkin reflects on developments in the use of interpretative phenomenological analysis (IPA).

This free guest lecture is part of the Advanced Qualitative Research Methods module from the part-time Postgraduate Certificate in Qualitative Health Research Methods, part of the Oxford University Evidence-Based Health Care (EBHC) programme.

Free and open to all. Please select the green 'register' button to book your place.



### **Disabled access?**

Check the box if there is disabled access to the venue.

### **Oxpoints Location**

Currently it doesn't work so please ignore this field.

#### Venue

Add the full address of the venue location

#### **Event Coordinates**

Add latitude and longitude coordinates for the venue's location. This will be used to create a location pin on a map.

You can use google maps to determine what the latitude and longitude coordinates are and then copy these into the fields. Place your cursor on the location, right click to bring up a dialogue box, then copy the latitude and longitude coordinates (the top numbers in the box).



# Venue details

You can add further details about the venue in this field.

# **Contacts tab**

You can add various contact information for your event using these fields.

Administrative contacts			
Create Contact			
JENERAL CONTACTS			
Add another item			
BOOKING CONTACTS			
+ Create Contact			
Add another item			

# Administrative contacts

If there is an administrative contact for the event please add one here by clicking the 'Create Contact' button and fill in the required fields. This information is not displayed on the live event page.

# **General contacts**

Add general contact details for the event in this field. Click the 'Create Contact' button and fill in the required fields.

# **Booking contacts**

Add booking contact details for the event in this field. Click the 'Create Contact' button and fill in the required fields. The information will appear in the right column of the page.

	Home 》Marconi Day 2022		BOOKING CONTACTS	
SHARE THIS	Marconi Day	٥.	History of Science Museum 01865 277293 events@hsm.ox.ac.uk	
in	Speaker	Oxford and District Amateur Radio Society (ODARS)		
-	Event date	22 Apr 2022		
	Event time	12:00 - 16:00		
	Venue	History of Science Musem		
		Broad Street		
		Oxford		
		Oxfordshire		
		OX1 3AZ		
	Venue details	Basement Gallery		
	Event type	Family-friendly		
	Event cost	Free		
	Disabled access?	No		
	Booking required	Recommended		
	Online booking	Book online here		
	Further information	https://www.hsm.ox.ac.uk/event/marconi-day-2022		

Join us to celebrate the birthday of radio pioneer Guglielmo Marconi.

Come and experience the world of radio with our friends from the Oxford and District Amateur Radio Society (ODARS).

You'll find our Basement Gallery transformed into an amateur radio station for the day, and we'll be in radio contact with people across the globe.