



# **CENTRE.EDU EVENTS**

## **EDITORS GUIDE**

## Quick Start

The Centre.edu website is built on the Drupal platform and this quick start guide will provide the basics for logging in and navigating the content management system (CMS). The site is completely templated for easy user interface that makes editing as simple as completing a form

## Login

Once you are added as an editor, you'll be provided with login credentials through email. You may consider bookmarking the editors login web address (below). Once logged in, the editors navigation will appear at the top of your browser window.

**Editors Production Site**  
<https://centrecollegehosting.prod.acquia-sites.com/user/login>

The diagram illustrates the transition from the login page to the editor navigation interface. On the left, the login page features a yellow header with the Centre College logo and 'ACA' text, followed by a 'LOG IN' section with 'Username' and 'Password' input fields and a 'LOG IN' button. On the right, the editor navigation interface shows a black top bar with 'Manage', 'Shortcuts', 'User Name', and 'Production' menus, and a secondary bar with 'Content', 'Structure', 'Configuration', and 'Help' options. Below this is a yellow header with the Centre College logo and 'Member for 0 days' text. A vertical dotted line separates the two pages, with a black arrow pointing from the login page to the editor navigation page. A bracket on the right side of the editor navigation page is labeled 'Editor Navigation'.

You will also find a link to the login page at the bottom of the website footer adjacent to the privacy and legal links.

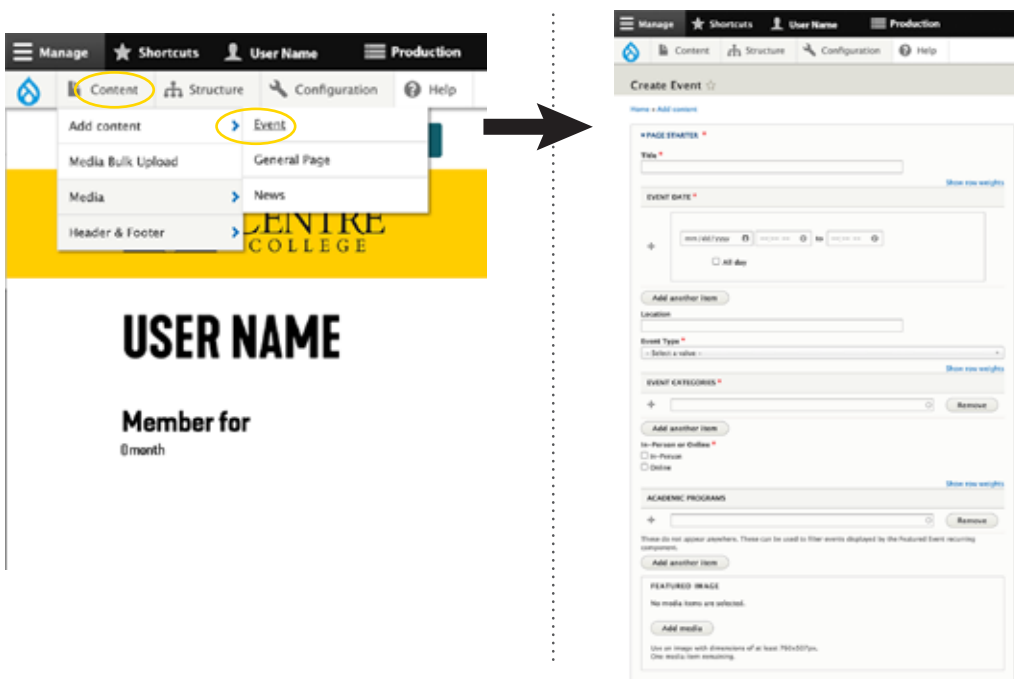
The screenshot shows the website footer with the Centre College logo on the left, the text '© 2022 Centre College' in the center, and links for 'Privacy', 'Legal', and 'Login' on the right. The 'Login' link is circled in yellow.

# Event Entry & Style Guide

To provide the best user experience, it is important to keep information and formatting consistent across our site. Here is a short guide for easy reference when creating events.

## Entering a New Event

In the editor navigation menu, rollover **Content**, **Add Content**, and select **Event**.



## Styling a New Event

**Title:** This will appear on the list of upcoming events as well as the individual event page. Please Capitalize Each Word in the Title (except for lower case articles, conjunctions, prepositions) unless it is in quotes.

**ex.** *The Union of Art and Architecture*

**Event Date:** Date and time are required. Select date by clicking the calendar icon. Enter start and end times or select “All day”. If your event happens multiple times, click “Add another item” to enter the next day and time.

**Event Location (optional):** Although this is an optional field, it’s highly recommended to enter the location of the event (ie. Vahlkamp Theater). If the event takes place at a location which is accessed through another location use this format: *Vahlkamp Theater, Crouse Hall*

**Event Type & Category:** Event type is logistical while event category is thematic. You may only add **ONE** event type to an event, but you may add multiple categories. Select whether the event is in-person, online, or both.

### Event Types

- Ceremony
- Conference
- Dining
- Exhibit
- Info Session
- Lecture
- Meeting
- Open House
- Other
- Panel Discussion
- Recreation
- Performing Arts
- Reading
- Seminar/Symposium
- Training
- Webinar
- Workshop

### Event Categories

- Academic
- Admission
- Alumni
- Arts, Media & Entmt. CEC
- Athletics
- Business & Entr. CEC
- Career & Professional Dev.
- CentreWorks
- College Council
- Commencement
- Community Engagement
- Convocation
- Cultural
- Diversity, Equity & Incl.
- Employee
- Faculty
- Family Engagement
- Fellowships
- Health & Medicine CEC
- Health & Wellness
- International
- Law, Govt & Pub Policy CEC
- Norton Center
- Presidential
- Science, Eng & Tech CEC
- Social Impact CEC
- Staff
- Student
- Study Abroad & Away
- Teaching & Learning
- The Arts

**Academic Program (optional):** If you add an academic program to the event page, that event will also populate on the appropriate Program page on the website. You may add multiple academic programs.

**Featured Image (optional):** Editors are encouraged to add a photo or graphic to their event. If you do not have a photo, provide a specific reference to the image or graphic from the organizer, agent, or college photo library and the publisher will add it for you. This must be jpg or png file and at least 760x507 pixels and no larger than 900x700 pixels at 100ppi. If you need to resize an image, [Adobe Express](#) offers a free online resizing tool. In order to keep our system organized, please rename the file using the naming convention below before adding to the website media library. If the event has a long title, use the first three words when renaming the image.

**Event Image Naming Convention:** *event\_title-of-event-year.jpg [event\_rice-symposium-2022.jpg]*

## Uploading an Image

Click the “Add media” button to open the upload window. You can drag and drop or click the “Select files” button to upload from your computer.



**Please complete the alt text field** in the image window, you open us to potential lawsuits if you do not complete it.

Read about [writing meaningful text alternatives for images](#).

**Summary (optional):** If you use the summary box, this information will appear on the event listing page and will replace any other text from the body of the event. It will also appear as in larger font above the Body description of the event on the event page. You may want to use this function for portions of very long titles. See composition diagram on page 6.

**Body:** Enter descriptive information about the event in this section.

- If you have a note about the event, list this last or next to last  
*Advisory: This event includes topics of death and dying which may be distressing for some.*
- If the event has specific attendance conditions, list this information last  
*This event is by invitation only.*  
*This event is for the campus community only.*  
*This event is open to the public.*

**Additional Details (optional):** Enter the event related website address. Use link text to explain what you are linking to. This helps visually impaired visitors using screen readers and others know what they are clicking. Do not use “Click here” or other generic text. A better option is “Please visit the Norton Centre website for more information” or “Register now”.

[Read how to make link text meaningful.](#)

**Contact Information (optional):** Please make sure that the staff person listed here is aware that they will be the contact.

**Contact Phone Formatting:** Use periods to separate area code and prefix - 859.238.5200

## Submitting the Event

After you complete the page, you may save it as a draft to complete later or submit it for review once you are satisfied it is complete. Select the “Save as” dropdown, select “Draft” or “Needs Review” and click save.

## Page Composition

The screenshot shows an event page for 'CENTRE OF ATTENTION DAY 2026'. The page layout includes a title, date, time and location, event type, event category, a feature image, a summary, a body of text, and additional details and contact information.

**Title** — CENTRE OF ATTENTION DAY 2026

**Date** — April 10, 2026

**Time and Location** — 10:00 am - 5:00 pm Norton Center for the Arts

**Event Type** — IN-PERSON OPEN HOUSE

**Event Category** — Admission

**Feature Image** —

**Summary** — Admitted students are invited to campus to meet other prospective members of the Class of 2030 for Centre of Attention Day!

**Body** — For the April event, students and parents will stay together for a day-long group experience, which includes an academic department & campus organization fair, student and staff panels, and an optional campus tour. Plus, set up a time to meet with a member of our Financial Aid staff and get answers to questions that might be lingering as you plan your next steps. We can't wait to see you!

Registration opens Thursday, January 15.

**Additional Details** — **More Event Details**  
WEBSITE  
[Register here](#)

**Contact Information** — **Contact Information**  
ORGANIZER  
**Olivia Martins**  
Assistant Director of Admission &  
Coordinator of Programs and Events  
EMAIL  
olivia.martins@centre.edu  
PHONE  
859.238.5355

# Need Help?

Submit a [Web Support Request](#)

**For any questions or to receive training**

[Communications@centre.edu](mailto:Communications@centre.edu)

