

Universiteit
Stellenbosch University

How to Create an Event Article

The Event Creation Process

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Making sure you have the correct article type

When creating an article, keep in mind what the three different article types mean, in terms of where they will appear and the type of function they fulfil.

News Article:

A News Article is a piece, whether it's an article or interview, on a newsworthy event or person that has happened already.

Example: An interview with the rector on how they think the Diversity Week went, in terms of success of the initiative and what we must take going forward from it.

Event Article:

An Event Article is a piece to inform your target audience of an upcoming event (lectures, conferences, workshops, performances...) that will be taking place at Stellenbosch University

Example: Your faculty will be holding lecture on sustainable energy, hosted by a leading expert in their field, and the technologies that support it. The lecture will be held in two weeks' time and the faculty would like to encourage the faculty's students and the public to attend.

Notice Article:

A Notice Article is a short article that conveys useful information to the staff/students or an advertisement.

Example One: A Notice that informing staff/students about applying to do exam invigilation during the end of year exams.

Making sure your image is the right size

For every article that is uploaded onto the Sun site, there must be an image. If you don't have the right size image or a unique image that you would like to use for your article, don't worry, there are standard images available that can be used instead of your own image. If you don't image of you own then skip this section.

The image

The image used must be of a good quality to ensure that it doesn't look pixelated when it is displayed on the website. If you don't have a single image that is of the right shape and size then you can stitch several together to create a collage of smaller images that fit into the correct size

Size

Width: 940 pixels

Height: 310 pixels

If the measurements aren't exactly this size, meaning they are off by a few pixels either way, then the image is still usable and you don't need to worry about changing it to fit the exact measurements.

Important to remember

The title of your Event Article will appear in the Events & Notices webpart and there is only a certain amount of space in the title area, this means you should keep your titles short and to the point to make sure all of your title appears when displayed. The image below is an example of the Events & Notices webpart on the Sun homepage:

The screenshot shows the top navigation bar of Stellenbosch University with a search bar and a language selector set to 'AFRIKAANS'. Below the navigation is a large banner for 'Cape Town the cradle of modern astronomy in South Africa'. The main content area features three news articles. On the right, the 'Events & Notices Webpart' is displayed, containing a list of events:

Date	Event Title
14 Oct 2013	SU Choir to perform with Tygerberg...
15 Oct 2013	Meeting: Schools Interaction Forum
15 Oct 2013	Fensham memorial lecture: Ancient...

Each event entry includes a 'Read more >' link. A 'View all >' link is located at the bottom right of the webpart. A red box highlights the 'Events' tab and the event list, with callouts 'Events Tab' and 'Events & Notices Webpart'.

Signing in

If you want to create an article of any type, you need to make sure that you are first logged in on the Sun site before you attempt to create the article. If you don't sign in and attempt to create an article then the site will prompt you to sign in first before taking you through to the article creation page.

The sign in process

At the bottom of any page of the website there will be a footer area with permanent links in it that will help you navigate around the site and a couple of other helpful functions. What we want to use is the sign in link.

The footer area contains three news articles:

- 'Dirty washing' made Matie student... (Born-free Matie Bohiale Selahle was asked to write one paragraph on what Diversity Week meant to her. But...)
- Comedians play race card in good fun (Two of South Africa's funniest men had students and staff of Stellenbosch University in the palm of their...)
- Dr Corena de Beer crowned as world... (Dr Corena de Beer, a senior medical scientist in the Division of Medical Virology, recently won the...)

Each article has a 'Read more >' link. To the right is the 'Events & Notices' webpart, which is highlighted with a red box and labeled 'Page'. It shows a list of events:

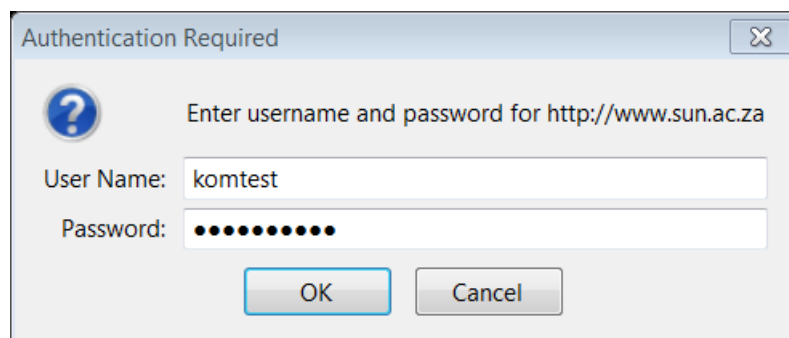
Date	Event Title
10 Oct 2013	Department of Afrikaans and Dutch...
10 Oct 2013	Seminar: Indexing the Human
10 Oct 2013	Inaugural lecture: Prof Mapundi K...

Each event entry includes a 'Read more >' link. A 'View all >' link is located at the bottom right of the webpart. The word 'Page' is written to the right of the webpart.

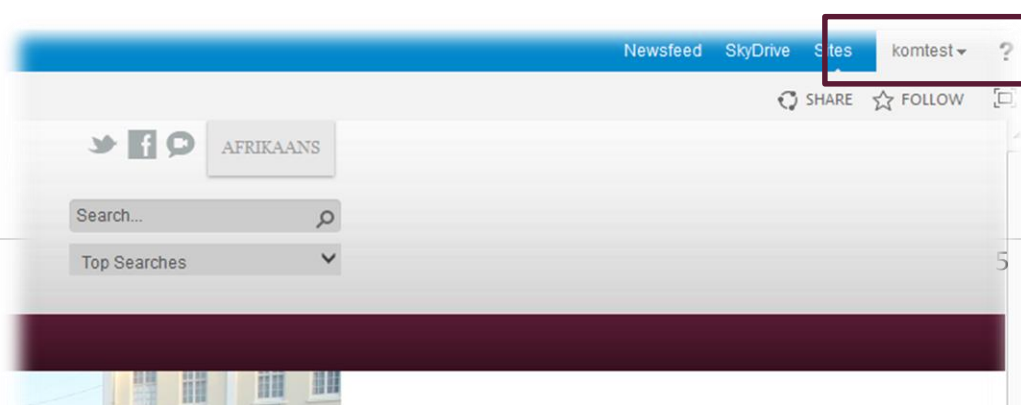
Scroll down to the bottom of the page, press 'Sign In' and fill out your Stellenbosch user name and password.

For Students: Your username will be your Student number given to you and will also be seen on your student card and your password is the one that you yourself have set for your account

For Staff: Your username will be the name you use to log into your Inetkey and the first part of your email address excluding the '@sun.ac.za' at the end and your password is the one that you yourself have set for your account



Now that you are signed in the site will reload the page you are on and you will see in the top right hand corner of the browser frame that you are logged in.



Now that you are logged in we can start the article creation process

Creating your Event Article

News & Events Page

To create an Event Article go to the 'News & Events' link at the bottom of any of the Sun site pages.

The HOPE Project

Stellenbosch University's HOPE Project creates sustainable solutions to some of South Africa's and Africa's most pressing challenges.

Read more >

Prospective Students

Explore SU

TEACHING & LEARNING | RESEARCH & INNOVATION | COMMUNITY INTERACTION | OPERATIONS & FINANCE | LIBRARY | A-Z | SPORT | **NEWS & EVENTS**

UNIVERSITEIT STELLENBOSCH UNIVERSITY

- > About us
- > Faculties
- > Students
- > Alumni
- > Management
- > Donors

- > Careers @ SU
- > T & C
- > Maps
- > News & Events
- > Contact us

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Mabeland, 7602,
Stellenbosch, South Africa
Tel: +27 21 808 9111

Once you click on the link you will arrive at the Article list page and the tab will be set, by default, to the news tab as shown below:

WELCOME TO Stellenbosch University

Search...

Top Searches

Home About us Faculties Students Management Alumni Donors For staff Contact us A-Z EDIT LINKS

News Tab Events Notices

1 2 >

Hockey dominates at Maties Sport's awards function

Author: Pia Nanny
Hockey dominated the proceedings at Maties Sports annual Sport Colours dinner hosted at the Protea Hotel in Technopark on Wednesday, 9 October.

'Dirty washing' made Matie student realise she discriminates as well

Author: Bohiale Selahle
Born-free Matie Bohiale Selahle was asked to write one paragraph on what Diversity Week meant to her. But when she stopped, she found she had written a whole essay on her experience at the 'Air your dirty laundry washing line'.

Cape Town the cradle of modern astronomy in South Africa

Author: Alec Basson
The Cape Observatory played a major role in the development of modern astronomy in South Africa.

Diversity Week ends in festival of colours

Author: Sonika Lamprecht & Ilse Arendse
'Maties Diversity changed the way I think and act around people on campus. I sure won't be going back (to the old way).' This is just one of many positive comments on Twitter following last week's Diversity Week celebrations at SU.

Comedians play race card in good fun

Author: Stephanie Nieuwoudt
Two of South Africa's funniest men had students and staff of Stellenbosch University.

Create News Article

Archive

How to Create a News Article

Highlights

Hockey dominates at Maties Sports awards function

'Dirty washing' made Matie student realise she discriminates as well

Market on Rooiplein attracts many

Now you must navigate to the Events tab as shown below:

*Note: depending on the tab that you have selected, that is the type of article that you will create

The screenshot shows the Stellenbosch University website with the 'Events' tab selected. The main content area lists several events:

- Research seminar: Department of Economics**
Start: 14/10/2013, 12:00
End: 14/10/2013, 13:00
Location: CGW Schumann 207B
- SU Choir to perform with Tygerberg Children's Choir**
Start: 14/10/2013, 19:30
End: 14/10/2013, 21:00
Location: Kruiskerk
- Meeting: Schools Interaction Forum**
Start: 15/10/2013, 15:00
End: 15/10/2013, 16:30
Location: Old Lückhoff School / Ou Lückhoff-skool 1002
- Fensham memorial lecture: Ancient Studies**
Start: 15/10/2013, 19:30
End: 15/10/2013, 21:00
Location: Jannasch Hall/saal, Konservatorium
- What do research, a train and a choir have in common?**
Start: 16/10/2013, 12:30
End: 16/10/2013, 14:00
Location: Old Lückhoff School / Ou Lückhoff-skool 2009

The sidebar on the right includes a 'Create Event Article' button, a 'How to Create an Event Article' link, and two bar charts. The first chart, titled 'Published', shows event counts for 2012 and 2013. The second chart, titled 'Start', shows event counts for 2012 and 2013. Below the charts are two horizontal sliders labeled 'All' and 'End'.

Events list

On the News & Events page you will see a list of all the Event Article pieces that are on the Sun site in the main frame of your page. You will see for each article there is a picture, followed by the heading, the start and end dates as well as the location of the event.

*Note: All articles will appear on this list if they have been approved and the article isn't offensive in any way. Stellenbosch University reserves the right to remove any article it sees as not meeting any of the quality standards.

Side navigation and search function

On the right hand side of your page will see that there are a few navigation buttons that will take you to different places, as well as a section that will help you find certain events by using sliders and a bar graph

Grey navigation buttons

Create Event Article

The 'Create Event Article' button will take you through to the form that will let you create an actual event piece that you will be able to submit for approval in the areas that you request

How to Create an Event Article:

The 'How to Create an Event Article' button will bring you to this document that you are reading currently

Search function

The search function area will help you find particular Event Article either on a certain published date or a particular start and end date. Manipulate the sliders and the bar graph to find articles in particular periods.

Filling out the Event Article form

Navigating to the form

Now that you are ready with your image and want to start writing out your article, click on the 'Create Event Article' button on the right hand side of your screen and you will arrive at a form that looks like the example below:

The screenshot shows a web form for creating an event article. At the top, there is a rich text editor toolbar with various formatting options like bold, italic, underline, and text color. Below the toolbar, the form is organized into several sections:

- Title:** A text input field with a red asterisk indicating it is required.
- Summary:** A text input field with a red asterisk. Below it is a small text box containing the instruction: "This is the short description of the article. This column is used on the snippets and on the articles list view."
- Page Content:** A large text area with a red asterisk. Below it is a small text box containing the instruction: "The body of the article." and a link: "Click here to add new content."
- Published Date:** A date picker set to 1/23/2015. Below it is a small text box containing the instruction: "The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het."
- Enterprise Keywords:** A text input field. Below it is a small text box containing the instruction: "Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse."
- Featured Site Name:** A text input field.
- Visibly Featured:** A dropdown menu with "SU Main" selected. Below it is a small text box containing the instruction: "This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn."
- End Date:** A date and time picker set to 1/23/2015 16:00.
- Contact Name:** A text input field. Below it is a small text box containing the instruction: "Contact Name is a site column created by the Publishing feature. It is used on the Page Content Type as the name of the person or group who is the contact person for the page."
- Start Date:** A date and time picker set to 1/23/2015 16:00.

At the top right of the form, there are "Save" and "Cancel" buttons.

Filling out the article

Fill out the title, summary and content of your Event Article (both in English and Afrikaans), all three of these fields are compulsory to fill out. If your news piece isn't long enough to have a summary of it, then just copy and paste the first paragraph of your article into the summary text box.

The summary only takes 255 characters in total (characters include letters, numbers, spaces and punctuation marks so the space can get filled out very quickly). The content area works similarly to a word document and there are formatting options at the top of your screen in the toolbar that works the same way as it does in Microsoft Word with a little less functionality

Note: If you are unsure how many characters the piece of text you wish to use has, then copy paste it into word and, underneath the 'Review' tab, use the 'Word Count' function, it will give you a detailed breakdown of the text you have highlighted including the character count with spaces

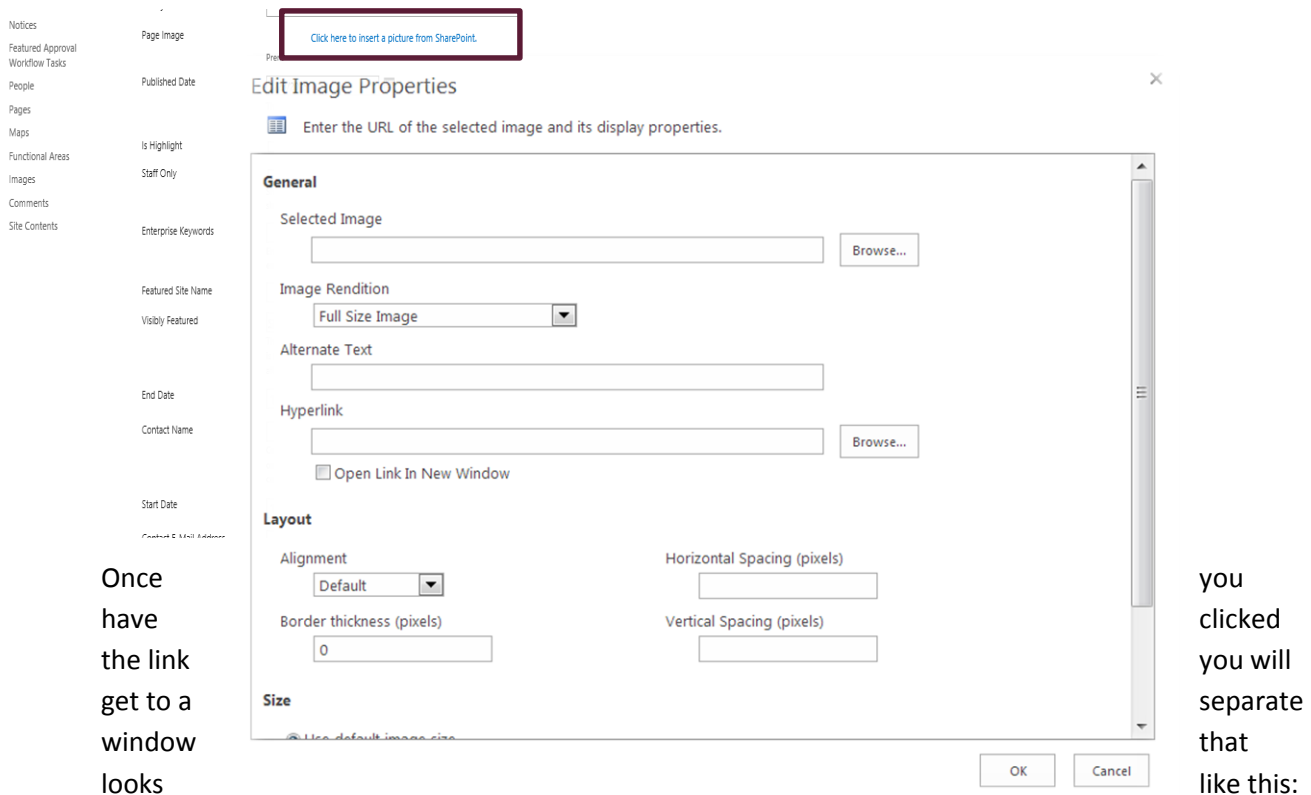
Page information Section

The Second section of the form requires you to fill out information about your article and also upload a picture. We are going to walk through this process section by section.

If you have an image that you would like to upload follow the 'Uploading your own image' section if you don't have an image go straight to the 'Using a standard image' section.

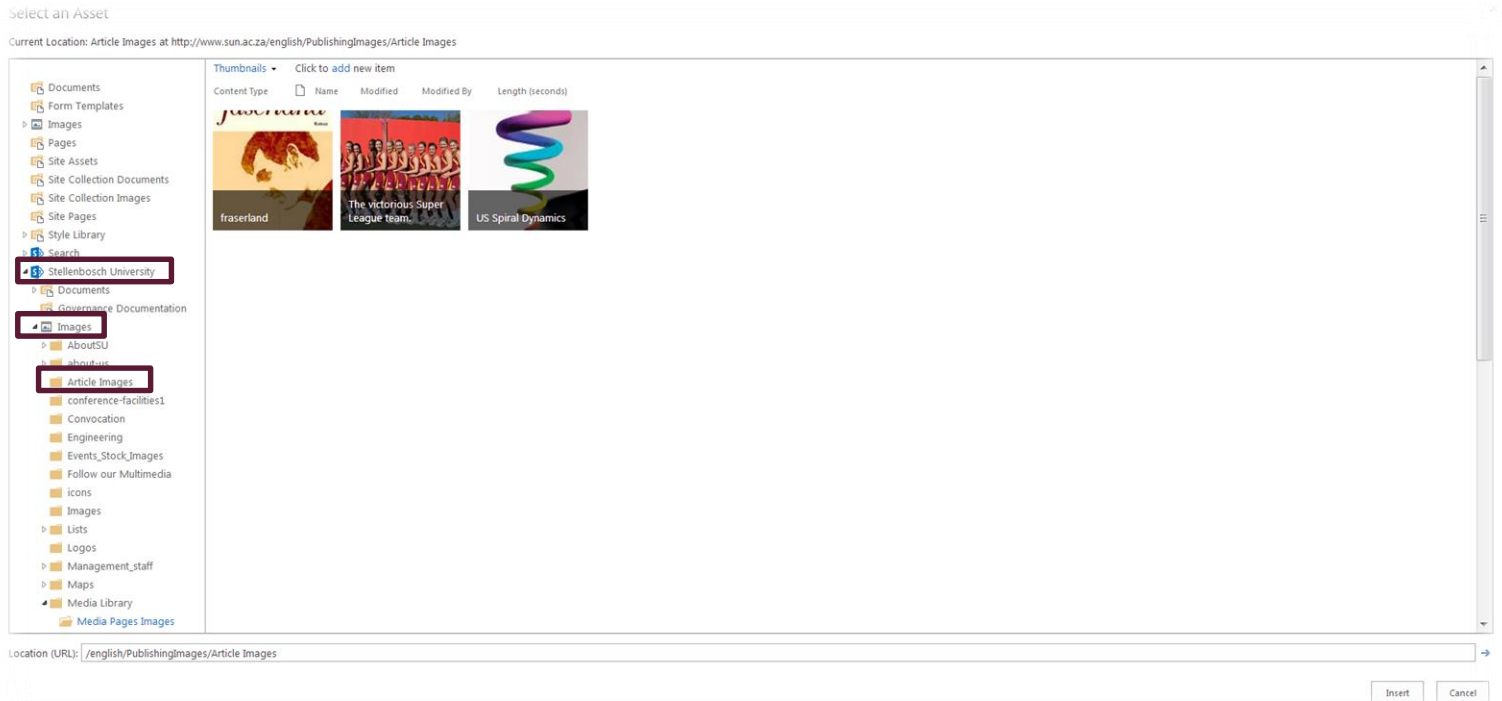
Uploading your own image

Click on the 'Click here to upload a picture from SharePoint' link as shown below:



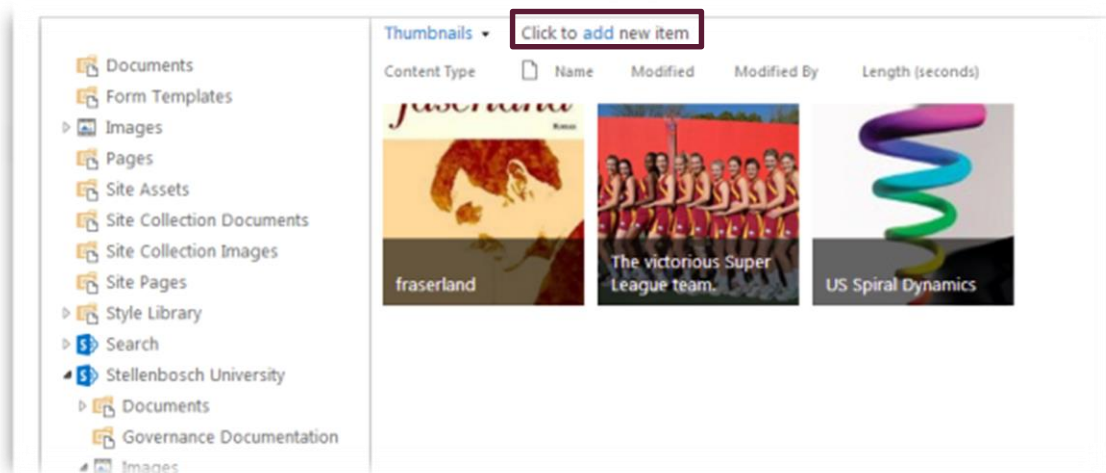
The screenshot shows the 'Edit Image Properties' dialog box in SharePoint. A red box highlights the link 'Click here to insert a picture from SharePoint.' in the top left corner of the dialog. The dialog is divided into 'General' and 'Layout' sections. The 'General' section includes fields for 'Selected Image' (with a 'Browse...' button), 'Image Rendition' (set to 'Full Size Image'), 'Alternate Text', 'Hyperlink' (with a 'Browse...' button), and a checkbox for 'Open Link In New Window'. The 'Layout' section includes 'Alignment' (set to 'Default'), 'Horizontal Spacing (pixels)', 'Border thickness (pixels)' (set to 0), and 'Vertical Spacing (pixels)'. There is also a 'Size' section at the bottom with a radio button for 'Use default image size'. 'OK' and 'Cancel' buttons are at the bottom right. On the left side of the page, a navigation pane lists various site features like 'Notices', 'Page Image', 'Published Date', etc. Annotations include the text 'Once you have the link get to a window looks' on the left and 'you clicked you will separate that like this:' on the right.

Click on the 'Browse' button next to the 'Selected Image' textbox and a new window will open:

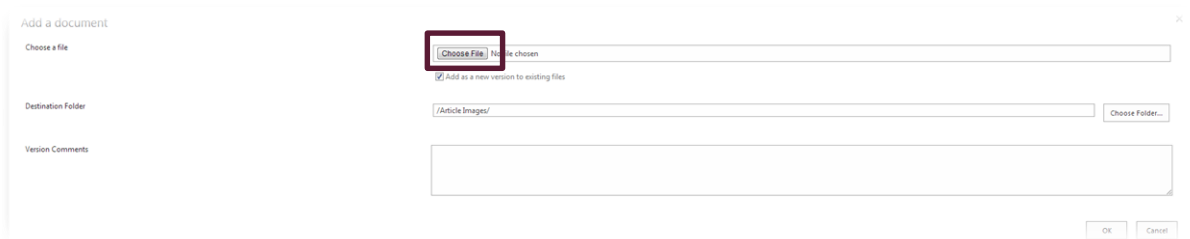


Browse to the 'Article Images' folder through the side navigation as shown above. It will be beneath the 'Stellenbosch University' and then the 'Images' folder. Click on the 'Article Images' folder to open it and you should get a screen like the one above.

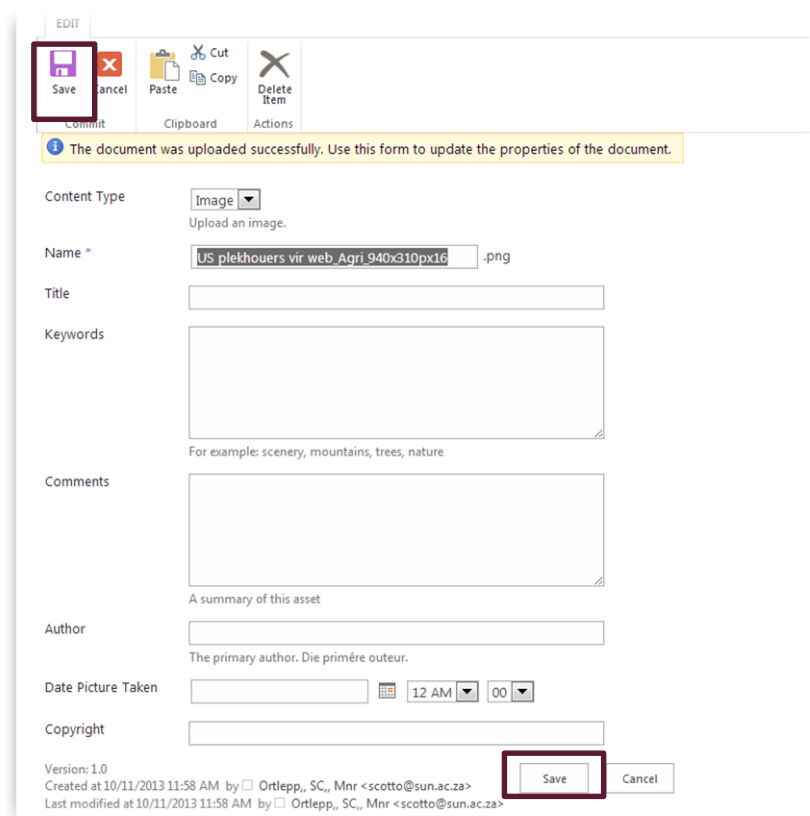
Now click on the 'Click to [add](#) new item' link as shown below:



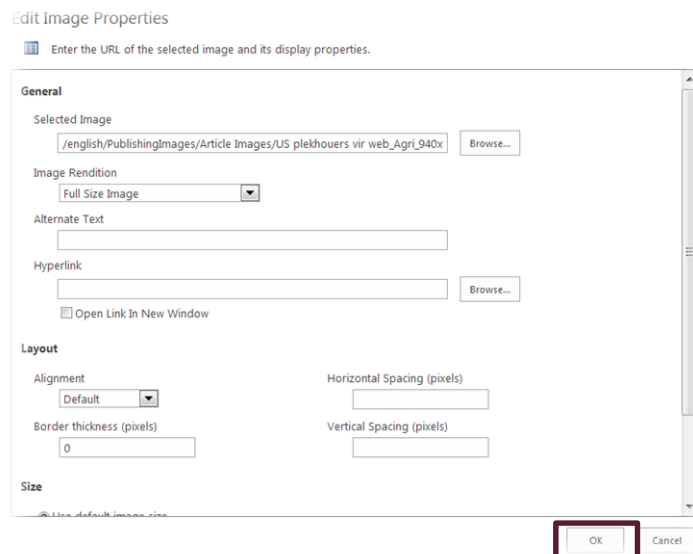
The window that will open will look like the image below, click on the 'Choose File' button and find your image that you want to use and double click on it and then press the 'OK' button on the form shown below



Now there is a new window that asks you to fill out extra meta data about the image you are uploading, you can skip filling out the information if you want, it is not compulsory, just press save at the top or bottom of the form as shown below. If you want to fill out the information though, it will make the image more searchable for search engines such as Google and the built in search engine we have on SharePoint



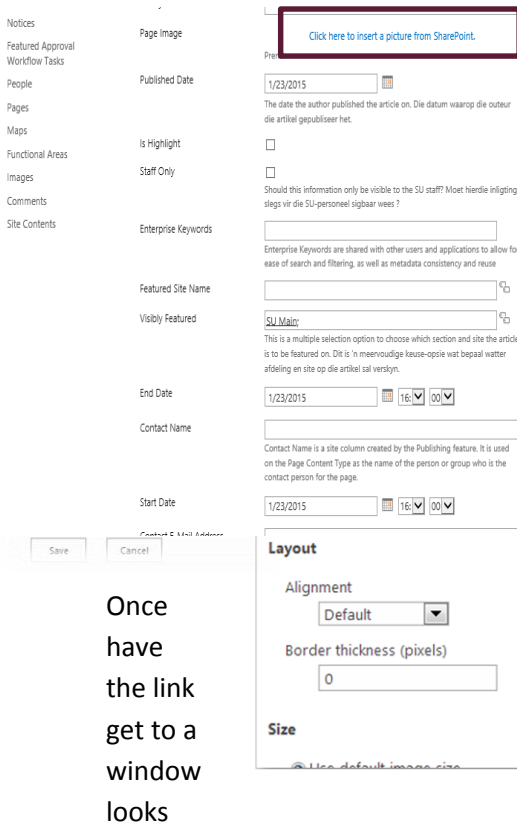
Now your image will be in the 'Article Images' folder, just double click on it and you will be taken back to the original form that you got when you first pressed the 'Click here to upload a picture from SharePoint' link. Press the 'OK' button in the bottom right hand corner as shown below:



Now you will be back to the original
 News Article form and you will have an example of what your image will look like.

Using a standard image

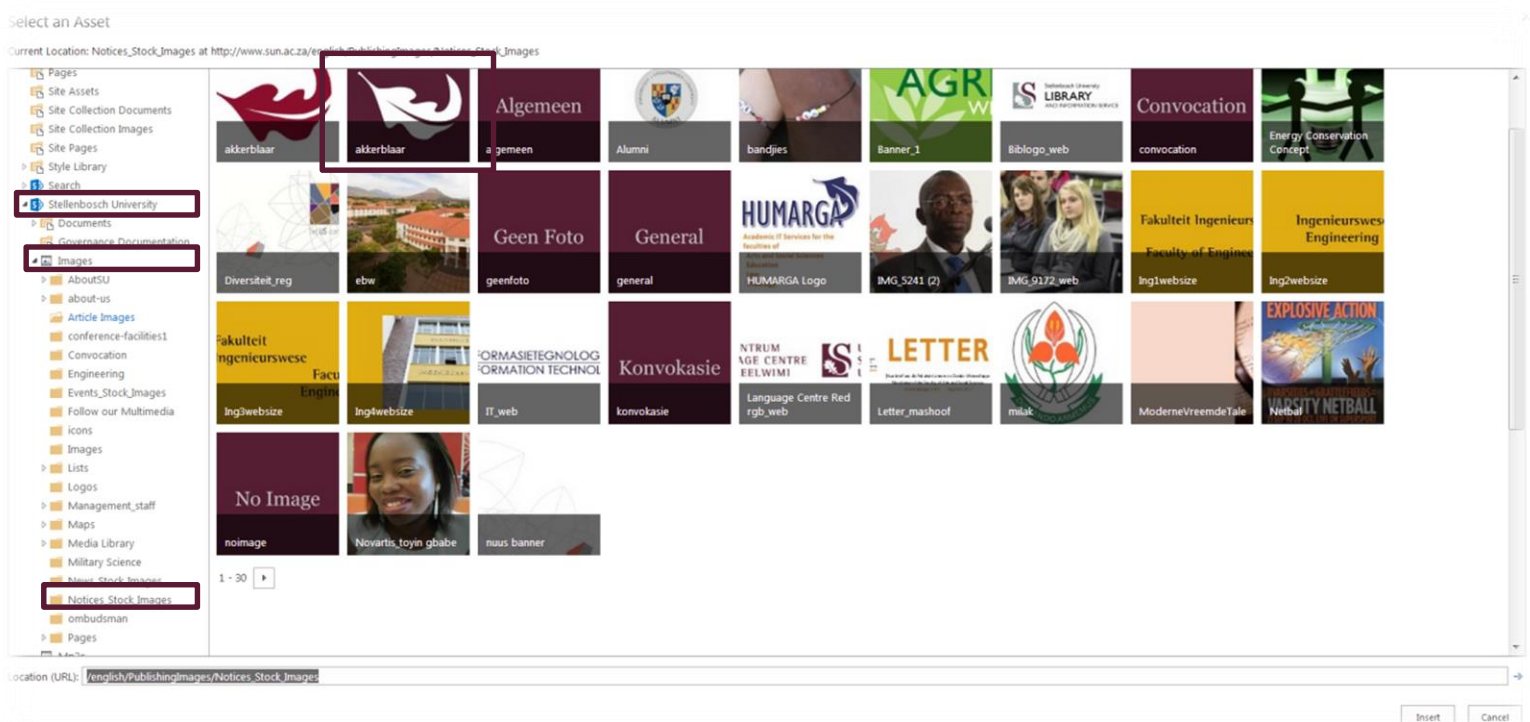
Click on the 'Click here to upload a picture from SharePoint' link as shown below:



Once
 have
 the link
 get to a
 window
 looks

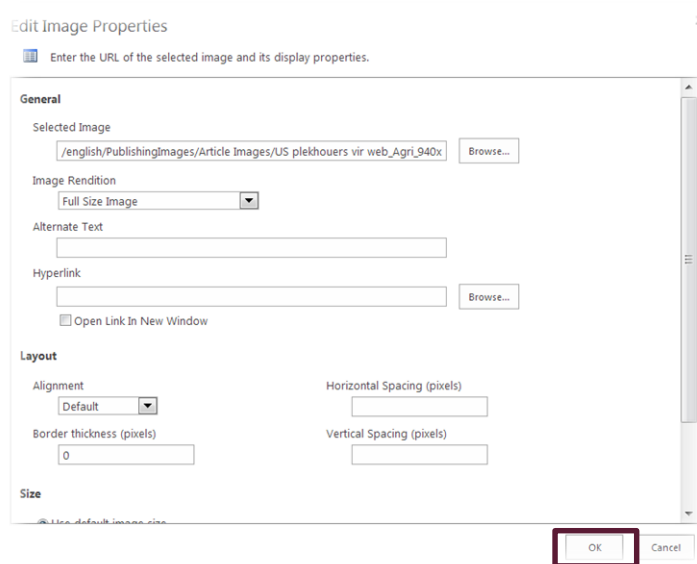
you
 clicked
 you will
 separate
 that
 like this:

Click on the 'Browse' button next to the 'Selected Image' textbox and a new window will open:

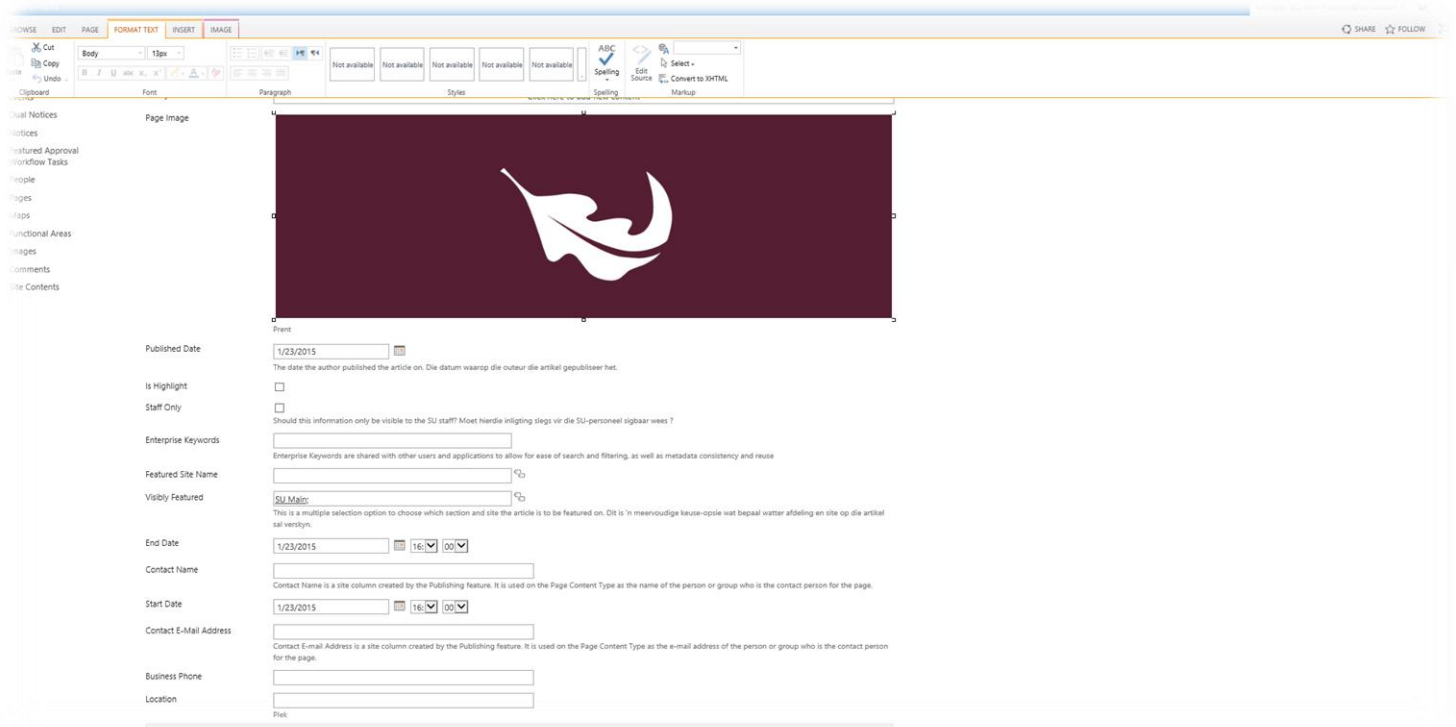


Browse to the 'Notices_Stock_Images' folder through the side navigation as shown above. It will be beneath the 'Stellenbosch University' and then the 'Images' folder. Click on the 'Notices_Stock_Images' folder to open it and you should get a screen like the one above.

In this folder there are standard images that you can use for your article, generally we use the Oak Leaf' image for articles without their own images. Select the image you want by double clicking on it and you will be back to the original form that you got when you first pressed the 'Click here to upload a picture from SharePoint' link. Press the 'OK' button in the bottom right hand corner as shown below:



Now you will be taken back to the original News Article creation form and you will have an example of what your image will look like as shown below:



Filling out the page information:

This is the most important section when creating an article if the information isn't correct here, it may not get to appear where you intend it to appear. We are going to run through this from top to bottom.

Published Date: 1/23/2015
The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het.

Is Highlight:

Staff Only:
Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees?

Enterprise Keywords:
Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse

Featured Site Name:

Visibly Featured: SU Main
This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn.

End Date: 1/23/2015 16:00

Contact Name:
Contact Name is a site column created by the Publishing feature. It is used on the Page Content Type as the name of the person or group who is the contact person for the page.

Start Date: 1/23/2015 16:00

Contact E-Mail Address:
Contact E-mail Address is a site column created by the Publishing feature. It is used on the Page Content Type as the e-mail address of the person or group who is the contact person for the page.

Business Phone:

Location:

Pliek:

The article is now complete, begin the approval process

Save Cancel

Next are two check boxes for 'Is Highlight' and 'Staff Only.' We can leave these as they are.

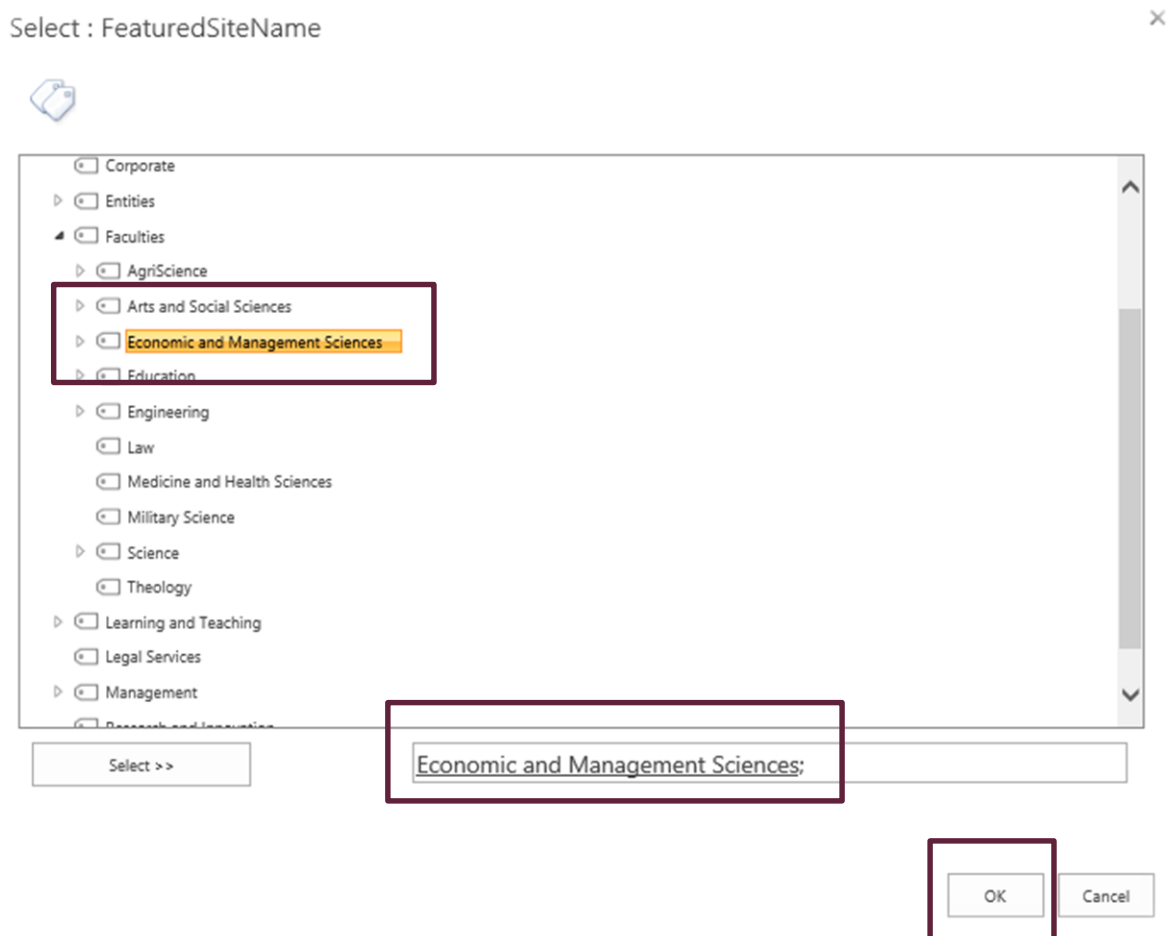
The next field is the enterprise keywords. In this section you can fill out information that is relevant to the article for when people are searching for it. For example, if you were writing an article for the Economic and Management Sciences Faculty you could use the following keywords; 'economy; budget; accounting'

*note, these words need to be separated by a semi-colon (';')

The next field is the Featured Site Name. This determines who gets notified of the article once you have created and saved it. In this case we are writing an article we want to appear on the EMS website so we can either type 'Economic and Management Sciences' or we can click on the tags on the right of the field to browse through the full list of tags of the university as shown below:



Now browse through the tags and double click on all of the desired tags and then press ok when you are happy with your selection



The next field is the Visibly Featured field. This works in the same way as the Featured Site tag in terms of filling it out. The reason for this field is to request where the article appears. In this case we want it to appear on Economic and Managements Sciences news area so we will fill that out.

Make sure you select the correct term for your piece. If you select Faculties it will not select all the faculties below it, you will have to add each faculty by itself. This is to prevent spamming

The 'Start Date' and 'End Date' determine when the actual event will be taking place. You can use the calendar next the text boxes to select the dates, if you want to type in the dates remember that they are presented in the American standard (MM/DD/YYYY) and not the International Standard

(DD/MM/YYYY). If you do it in the International Standard form, then you will have some very odd event dates. There is also space to put the times for the event, these work in the 12 hour format.

The 'Location' textbox is a plain textbox so you can write in the location or room number or building name, this will obviously depend on who you are advertising the event to. Another approach you can take is look up the location on a GPS device or map service and use the address from there by copy pasting it into the textbox.

The 'Contact Name' Textbox will be the main contact for the event if anyone want to find out more about your event. The 'Contact E-Mail Address' and 'Business Phone' fields will be your contact person's details and where people can contact them to find out more about the event.

Saving your article

Saving to edit later

Now it is time to check over all the information over to make sure everything is there. If one of the compulsory fields is left out, these are marked by red stars next to their titles, are left out and you press the save button, the article will not be saved, even if you intend to edit the article at a later stage.

If you use this method to save, then your article will not appear on your requested carousels as it will not be put into the workflow to be approved, in this way it allows you to save the article and not have anyone else see it before you are ready to take the article .

Saving the article and URL

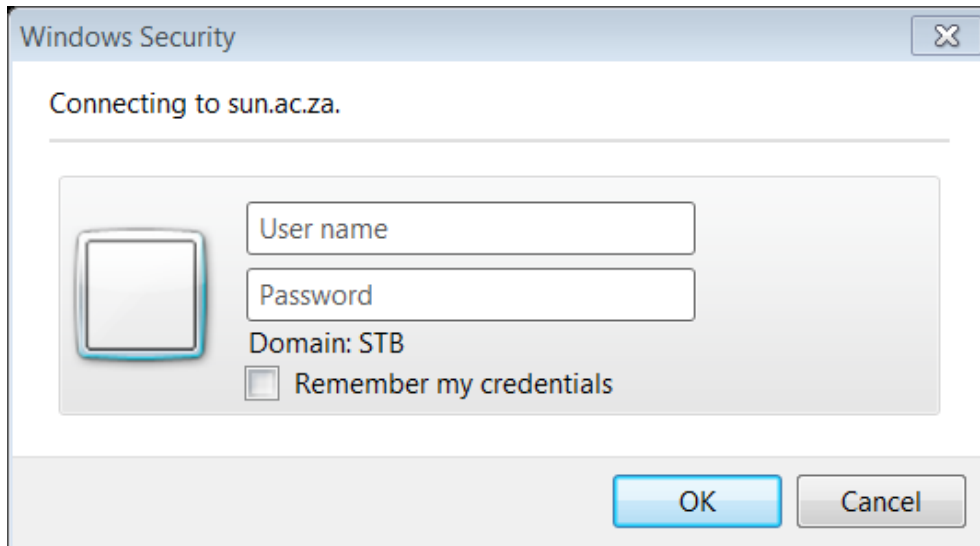
Now that you know that all the information on your Event Article form is filled out (if you don't have any content for certain fields you can put a place holder, like a letter or a standard image, you don't have to worry about the article being visible on the site) you can press save, in the bottom left hand corner as shown below:

The screenshot shows a SharePoint page with a left-hand navigation pane and a main content area. The navigation pane includes links for Dual Notices, Notices, Featured Approval, Workflow Tasks, People, Pages, Maps, Functional Areas, Images, Comments, and Site Contents. The main content area is titled 'Page Image' and displays a large white leaf logo on a dark red background. Below the image, there is a 'Prent' section with several form fields: 'Published Date' (1/23/2015), 'Is Highlight' (checkbox), 'Staff Only' (checkbox), 'Enterprise Keywords' (text box), 'Featured Site Name' (text box), 'Visibly Featured' (dropdown menu with 'SU Main' selected), 'End Date' (1/23/2015, 16:00), 'Contact Name' (text box), 'Start Date' (1/23/2015, 16:00), 'Contact E-Mail Address' (text box), 'Business Phone' (text box), and 'Location' (text box). At the bottom of the form, there is a message: 'The article is now complete, begin the approval process' followed by a checkbox. Below this message, there are two buttons: 'Save' and 'Cancel', both of which are highlighted with red boxes.

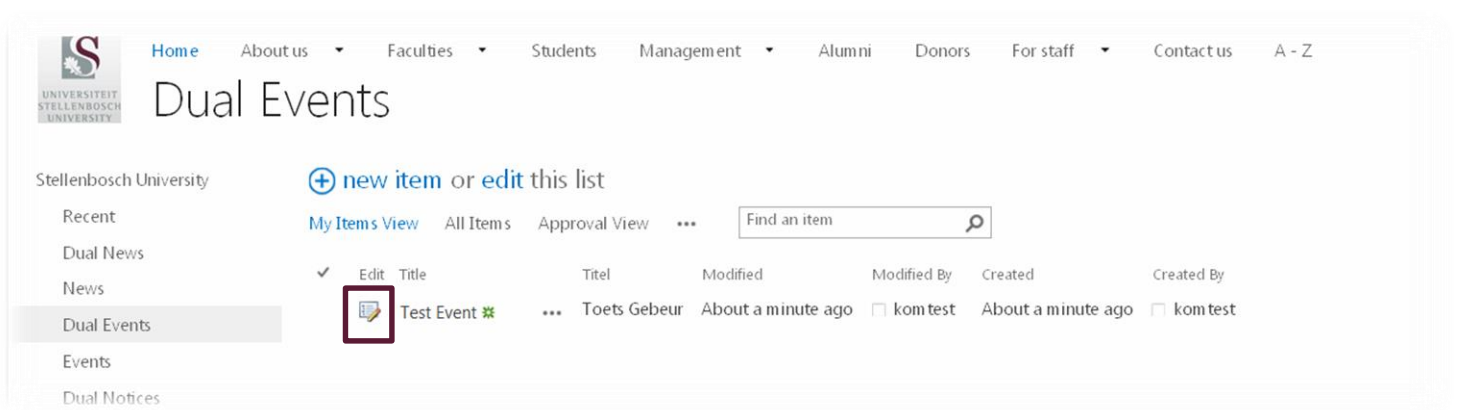
Coming back to the article to edit

You have your article saved and you have the URL of your Event Article list page and you want to now come back to it to edit it.

Open your web browser and copy the URL that you saved into the address bar. A window like the one below should appear, asking you to sign in:



Now that you are signed in, you will go back to the list of Event Articles where you will be able to edit your saved article from earlier.



To edit your article, press on the pencil and paper icon next to the article you want to edit, this will take you back to the Event Article form so you can complete the information on the page.

Once you have finished editing your article, move onto the 'Saving for approval' section of this document on page 21.

Saving for approval

Now it is time to check over all the information over to make sure everything is there. If one of the compulsory fields is left out, these are marked by red stars next to their titles, are left out and you press the save button, the article will not be saved.

Before we press save, we need to make sure that the 'Start the approval process' checkbox is ticked. If you do not check this checkbox the article will not request permission to appear on your 'Visibly Featured' areas. The checkbox is in the bottom right hand corner of your form, check it then press save in the bottom left hand corner and the approval process will be started and the people in charge of the areas you have requested will be sent an email to either approve or reject the article

SharePoint

BROWSE EDIT PAGE

Page Image

Prent

Published Date

The date the author published the article on. Die datum waarop die outeur die artikel gepubliseer het.

Is Highlight

Staff Only

Should this information only be visible to the SU staff? Moet hierdie inligting slegs vir die SU-personeel sigbaar wees ?

Enterprise Keywords

Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse

Featured Site Name

Visibly Featured

This is a multiple selection option to choose which section and site the article is to be featured on. Dit is 'n meervoudige keuse-opsie wat bepaal watter afdeling en site op die artikel sal verskyn.

End Date 16:

Contact Name

Contact Name is a site column created by the Publishing feature. It is used on the Page Content Type as the name of the person or group who is the contact person for the page.

Start Date 16:

Contact E-Mail Address

Contact E-mail Address is a site column created by the Publishing feature. It is used on the Page Content Type as the e-mail address of the person or group who is the contact person for the page.

Business Phone

Location

Plek

The article is now complete, begin the approval process

Save Cancel

Approval process

Regular users

Your role is now done! You will have to wait until the article is approved before it starts to appear on the website in the requested areas. If it takes a few days and your article has still not been approved, then you should email the person/people in charge of the area(s) that you have requested.

Site owners

This is where you take the reins, if you are the site owner of one of the areas that you have requested for your article to appear and you don't know how the approval process works then you can email the E-Comms team directly for assistance.

Feedback

Please let us know if you think that there has been anything left out of this document or something hasn't been clearly explained and we will assist you in getting your article online and looking good.

If your request is already covered in this document and you have not seen it because you haven't read through the document properly then we will ignore your request or refer you back to this document.