

Uploading an Event onto your Events feed

Your will be able to advertise your event yourself on your department/school Events Feed, please contact IT if you are not sure who looks after your Events Feed within your area of the website, they will be able to tell you.

Step by step guide on events upload – follow the instructions below

1. **Main Title** – Short and clear.
2. **Short description**
 - When the event is part of a list (e.g. on www.abdn.ac.uk/events) people will see the title and this short descriptor so, it should **concisely summarise the event** (no longer than 20 words). If too long, the descriptor will be cut off.
 - please ensure you include a short descriptor as, if not, this field will take information from the main content, which is probably longer than 20 words and is therefore likely to be cut off (see bullet above).
3. **Main content** - should contain more on event content, what the event will be about. Info about the speaker. Any age restrictions and ticket info. I.e. is the event free? Do you need to book? If so how?
4. **Dates** – ensure to enter a finish time or the default of 23:55 will be entered.
5. **Contact info** – please ensure you enter information here so that people will come directly to you rather than through the Events Office if they have a question about the event.
6. **Images: PLEASE CAREFULLY NOTE THE INFORMATION BELOW**
 - The main image must represent the topic of the event. **It should NOT be a poster**, and preferably not an image of the speaker unless they are very well known. You can use this site to search for free generic images if you don't have one <https://pixabay.com/> or contact us for help with this.
 - **The image needs to be of the ratio 16:9.** This website <http://pixlr.com/express/> is helpful for cropping images to the correct size.
 - If the main image for the event is portrait shaped, or cannot be cropped to 16:9 then you need to select an alternative image for the feature box – something on the topic of the event works well. To do this, untick check box marked *“Generate Feature image from main image”* and add feature image pic to the box that appears.
 - The thumbnail image should be of the ratio 1:1 - if the main image is not suitable, untick the *“Generate Thumbnail from main Image”* box and add an alternative.

TRY TO CHOOSE ONE IMAGE WHICH CAN BE CROPPED TO 16:9 (FOR FEATURE AND MAIN) AND 1:1 FOR THUMBNAIL. I.e. you may have to upload 2 versions of the same pic for an event, one at 16:9 and one at 1:1
7. After uploading your event, please let us know at events@abdn.ac.uk so that we can adopt it to the main listing. **PLEASE NOTE WE CANNOT UPLOAD ANY EVENTS TO THE MAIN UNIVERSITY EVENTS PAGE IF THEY ARE NOT OPEN TO THE PUBLIC.**