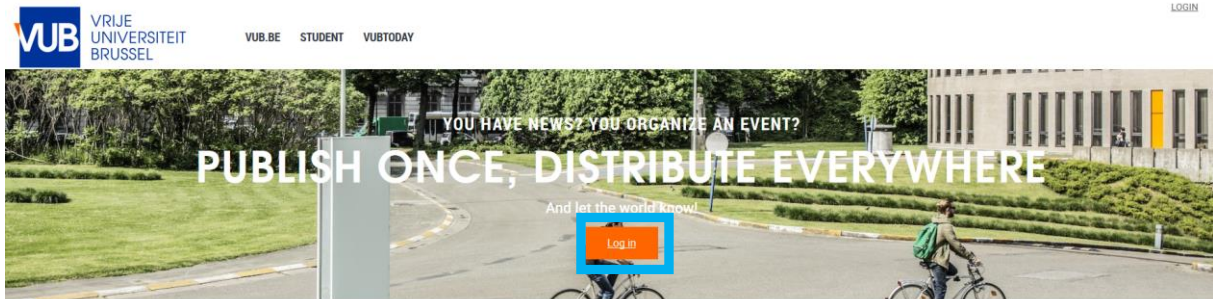


MANUAL NEWS.VUB.BE

EVENTS

Step 1: Log in

Click on 'log in' and log in with your VUB email address and password.



Step 2: Create a news or event item

You now have 4 options: create a news item (in Dutch or English) or an event item (in Dutch or English). Make your choice by clicking on of these buttons.

My news and events

Create a Dutch news item	Create an English news item
Create a Dutch event	Create an English event

Step 3: Fill out the fields

Fill out the fields below.

Step 3.1: Title

Choose a title. Once you've saved your news item, you will not be able to change the title yourself.

Create event page

Title (required)

Step 3.2: Summary/introduction and body text

Leave the 'summary/introduction' blank for now. Add an introduction to the 'body text' field by making your first paragraph bold.

Add text to the field 'body text'. Use the buttons to layout your text. Some notes and tips:

- It is not yet possible to add images in the 'body text' field.
- If you'd like to add a video, it must be uploaded on Youtube first. Send an email to ikhebnieuws@vub.be. Your video will be uploaded on the VUB Youtube channel.
- To add a quote, select a sentence and click on the button with the quote marks. This sentence will get a special lay-out in your event item.

Introduction

Summarise the event in one sentence. The introduction will be shown on some VUB websites as a 'teaser' in the overview of all events.

Body text (required)

Source ↻ ↵ ↶ ↷

Styles - **B** *I* U **S** x₂ x² [List] [List] [List] [List] [List] [List]

[Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image]

Here you elaborate on the event by means of a recruiting text. Don't forget to add the programme and the names of the speakers. Use subtitles and bullet points to increase readability.

Step 3.3: Main image

Click on 'Browse', select your image and upload it. This image appears at the top of your event item. Some notes and tips:

- The image will be cropped to 16:9
- Max. 5 mb
- Add a clear title to your image
- Be careful with copyright of images. Tip: you can use images from the VUB Flickr account.

Main image

No file selected.

Upload an image with an aspect ratio (the proportional relationship between an image's width and its height) of 16:9. This image will appear at the top of the article and will be included in the news overview on several VUB websites. Only use images of which the VUB owns the publicity rights and copyrights. Choose a clear name that starts with 'VUB'. For example: VUB_Braembuilding. You can upload files with a maximum size of 5 MB. File extensions to choose from: jpg, jpeg, gif or png.

[Step 3.4: Date of the event](#)

Select the start date and time of the event. If you would like to add an end date or time, select 'The event spans over multiple days'.

Date of the event

Start date

Date Time
E.g., 28/02/2020 E.g., 10:50

The event spans over multiple days

End date

Date Time
E.g., 28/02/2020 E.g., 10:50

[Step 3.5: Location of the event](#)

Fill out the location of the event. If the event takes place on one of the VUB campuses, select 'The event takes place within VUB property'. Leave the 'Route description' blank for now.

Location of the event

Country

Street

House number

Annex

Postal Code

Municipality

The event takes place within VUB property


Campus

Faculty

Building

Classroom

Route description



Step 3.6: Contact information

Fill out the details of the contact person.

- Is there a separate website for the event? Add it to 'URL website event'.
- Should a registration form (with or without payment) be added to the event? Send an email to webmaster@vub.be.

Contact information

Name contact person

Email address organizers

Telephone number contact person

URL website event

URL registration form

You don't have a registration form yet, with or without payment module? The VUB webmaster will help you. Send an email to webmaster@vub.be.

Step 3.7: Tags

You have to add 2 kinds of tags to your event item. Once you've saved your event item, you will not be able to change them yourself.

1. Type of event

These tags enable users of the VUB websites to filter content.

2. On which web pages do you want to publish this calendar item?

These tags allow you to pass on some suggestions to the chief editors. Unfold the websites to select different webpages. The selected webpages appear on the right. The chief editors will make a decision based on your suggestions and let you know by email to which webpages your event item has been distributed.

Type of event **(required)**

- Academic calendar
- Academic opening
- Activity organised by external partner
- Book presentation
- Celebration
- Congres
- Cultural event
- Deadline
- Debate
- Fair
- Fundraising
- Info session
- Lecture
- Memorial
- Open day
- Party
- Permanent Education
- PhD defense
- Press conference
- Seminar
- Other
- Sport
- Workshop

On which web pages do you want to publish this calendar item?

An editorial manager will publish your news item on several VUB websites. He/she does this depending on how relevant it is for different target groups. Here, you can make a suggestion. The editorial manager will change or accept your suggestion.

Tags **(required)**

- STUDENT PORTAL
- WEBSITE VUB.BE
- STAFF
- 50 YEARS VUB
- VUB Today

Selected web pages

[Nothing selected]

- ALGC
- BECM
- MARI
- OBLC
- Onderzoeksgroep XYZ
- Site-install
- Site-install

[Step 3.6: Comment and attachment](#)

You can upload a pdf or Word file, like a programme or brochure. Choose a clear title for your file.

You can leave a comment for the chief editors.

Attachments

No file selected.

Upload a PDF or Word file, like a brochure, poster or programme of the event. Choose a clear name that starts with 'VUB'. For example: VUB_2020_academic_opening_programme

Comment

Do you have a comment or suggestion for the editorial manager of the website? Tell us here. The comment is an internal message. It will not be published on the web page of the event.

Step 4: Publish your event item

Click on 'publish'. Your event item appears in the list of your news and events.

The chief editors will review your event item and distribute it to the different websites and/or webpages. The lay-out of your event item might diverge on the different websites.

Delete your event item? Send an email to ikhebnieuws@vub.be

My news and events

Create a Dutch news item	Create an English news item
Create a Dutch event	Create an English event

Title	Type	Language	Last updated on ▾	Actions
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