

UNPAN CONTENT DISTRIBUTION TRAINING

How to create an event on UNPAN:

Note: Prior to starting the creation of an event you must have the following information available:

- **Title** of the event
- **Start date** of the event
- **End date** of the event
- **Thematic Focus** of the event
- **Venue** of the event
- **Country location** of the event
- **Created by** (Name of Organization)
- **Organizers** of the event (All associated organizations)
- **Website**
- **Background/Summary** of the event
- Additional Documents e.g. Aide Mémoire, Programme

1) Login to UNPAN (www.unpan.org)

The screenshot shows the UNPAN website homepage. At the top left is the UNPAN logo and the text "United Nations Public Administration Network". To the right is a world map with regional labels: Global, North America, Europe, Arab States, Asia & Pacific, Latin America & Caribbean, and Africa. Below the map is a navigation menu with links: Home, Regions, E-Learning, News, Library, Events, Directories, Blog, and Contact Us. The main content area features a "News Updates from Division for Public Administration and Development Management" section with a video player showing "Profiles of the Members of the UN Committee of Experts on Public Administration 2010-2013". To the right is a "UNPAN Quick Poll" titled "1. What is the most effective way in which ICT can improve governance in post-conflict settings?". The poll results are: "by increasing efficiency & quality of service (22)" at 28%, "by increasing transparency (25)" at 31%, "by improving inter-agency dialogue (16)" at 20%, and "by enhancing inclusiveness (17)" at 21%. Below the poll is a row of photos of people. At the bottom of the main content area is a blue banner with the text: "UNPAN is a global networking tool that connects relevant international, regional, subregional, and national institutions worldwide for the promotion of better public administration." Below this banner is a search bar with a "search" button and "Register" and "Login" links. The footer contains the text "ASIA AND THE PACIFIC 03 November 2009" and a section titled "The Latest Issue of Governance Asia-Pacific Watch Released" with a brief description. To the right of the footer is a "Follow UNPAN on:" section with icons for Facebook, YouTube, Twitter, LinkedIn, and RSS.

Step 1
Login

2) Go to “Events”

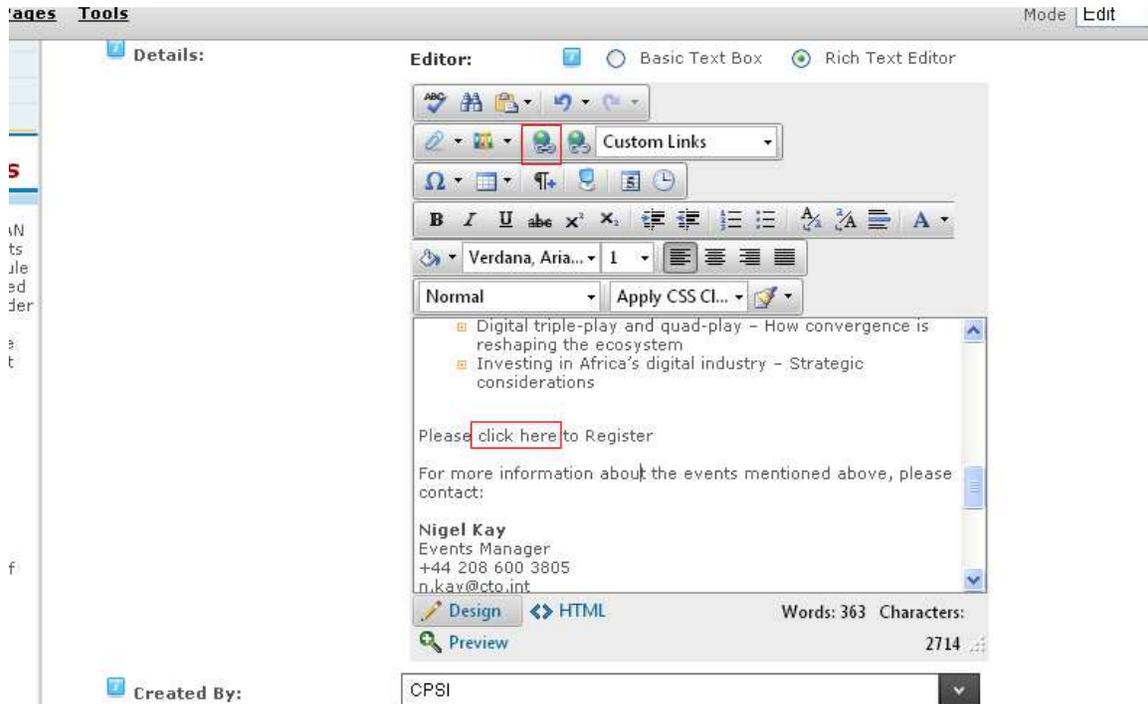
The screenshot shows the UNPAN website interface. At the top, there is a navigation bar with links for Admin, Modules, Pages, and Tools. Below this is the UNPAN logo and the text "United Nations Public Administration Network". A red box highlights the "Events" link in the main navigation menu, with a callout box that says "Step 2 Go to Events". The "Events" dropdown menu is open, showing options: "The Committee of Experts on Public Administration", "UN Public Service Day", "UN Public Service Awards", "Browse Events by Calendar", "Browse Events by UNPAN", "Partner", and "Global Forum". The "Browse Events by Calendar" option is highlighted with a red box. Below the navigation, there are sections for "Highlights" with news items, "Featured Partners" including CLAD and OFPA, and a search bar.

3) i. Click on “Browse Events by Calendar”

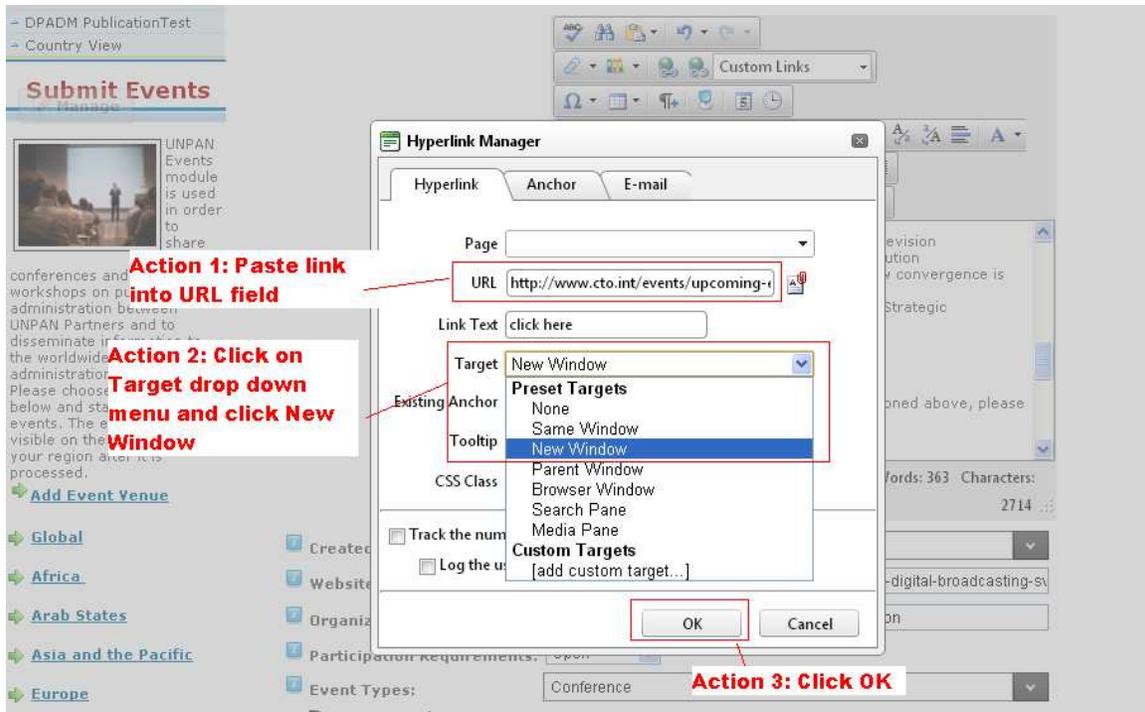
This screenshot is similar to the previous one, but the "Browse Events by Calendar" option in the "Events" dropdown menu is now selected and highlighted with a red box. A callout box that says "Step 3i Click on Browse Events by Calendar" points to this option. The rest of the page content, including the navigation bar, highlights, featured partners, and search bar, remains the same.

ii. Click ‘Add Event’

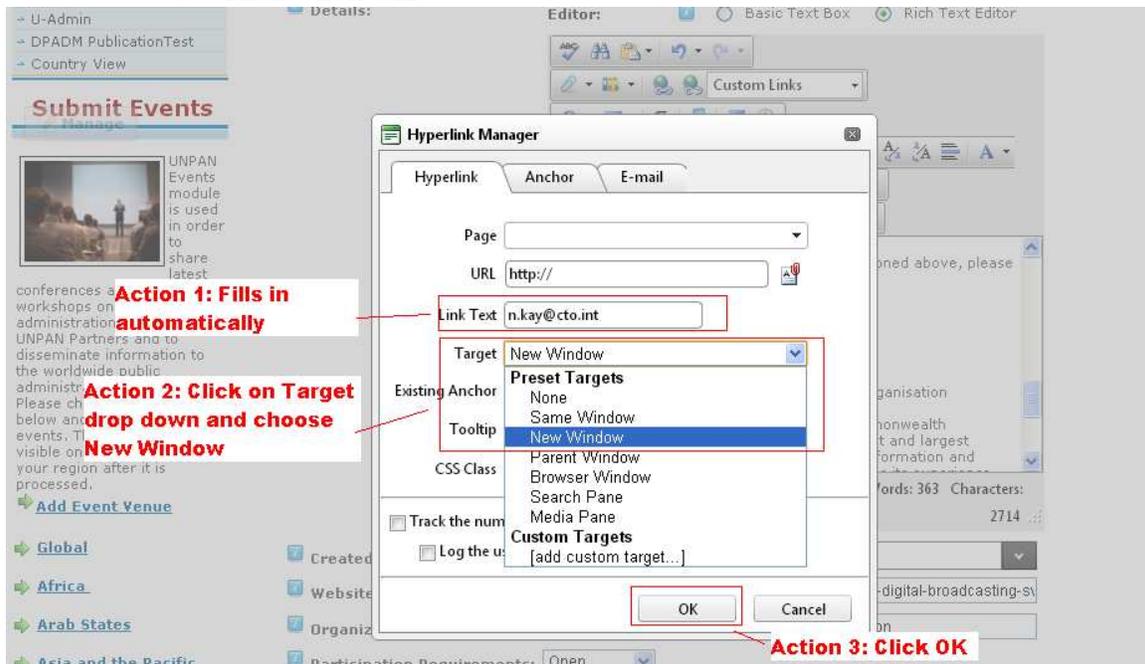
- 8) Ensure that the text in the details box is well formatted. i.e. bold sub-headings where necessary, add bullets for lists, embed links where necessary
- To embed a link do the following
 - Open word doc where you have stored the links for your documents
 - On the event creation page in the details box highlight the title of the document you would like users to click to see
 - Once highlighted **click the hyperlink manager** button in the tool bar of the details box



- Go to your word doc with your list of links and copy the relevant link and paste it in to the URL field in the hyperlink manager box (Continue this step until all links are embedded)



- Ensure all emails for contact persons are hyperlinked
 - o To do this highlight the email address
 - o Click on Hyperlink Manager in the tool bar
 - o Choose from the Target drop down New Window
 - o Then Click OK



- Once the presentation of your event details are satisfactory move on to the next step.

9) Fill in the **Created by** Field

- To do this start typing the name of your organization (i.e. CPSI) and it will populate the field with the correct selection
- Choose the name of your organization (i.e. CPSI)

For more information about the events mentioned above, please contact:

Nigel Key
Events Manager
+44 208 600 3805
n.kay@cto.int

About Commonwealth Telecommunication Organisation

With a history dating back to 1901, the Commonwealth Telecommunications Organisation is the oldest and largest Commonwealth organisation in the field of Information and Communication Technology (ICT) and its services.

Design HTML Words: 363 Characters: 2714

Preview

Created By: CPSI

Website:

Organizers: CPSI

Participation Requirements:

Event Types:

Documents

Contact People

Image Settings

10) Website

- Copy and Paste related website for your event in the website field

Preview 2714

Created By: CPSI

Website: <http://www.cto.int/events/upcoming-events/annual-digital-broadcasting-s/>

Organizers:

Participation Requirements: Open

Event Types: Conference

11) Organizers

Action 1: Type the names of the organizers in this field. This should be organizations not individuals.

Global

Africa

Created By: CPSI

Website: <http://www.cto.int/events/upcoming-events/annual-digital-broadcasting-s/>

Organizers: Commonwealth Telecommunications Organisation

Participation Requirements: Open

Event Types: Conference

Documents

12) Participation requirements

- Choose from the participation drop down menu either **open** or **by invitation**

Created By: DPADM/UNDESA

Website: <http://unpan.org/Events/BrowseEventsbyCalendar/tabid/94/mct/Event/>

Organizers: DPADM and UNDP

Participation Requirements: Open

Event Types: Open

By Invitation

13) Event Types:

- Select Conference from the list

Please choose your region and start submitting events. The event will be listed on the homepage of the region after it is approved.

[Add Event Venue](#)

[Global](#)

[Africa](#)

[Arab States](#)

[Asia and the Pacific](#)

[Europe](#)

[Latin America and the Caribbean](#)

[North America](#)

With a speaker faculty representing both the public sector and the private sector including the Department of Communications of South Africa, ICT Authority of Mauritius, Communications Commission of Kenya, BBC, Orange, Multichoice and African Broadcasting Network, this conference seeks to provide

[Design](#) [HTML](#) Words: 363 Characters: 2714

[Preview](#)

Created By: CPSI

Website: <http://www.cto.int/events/upcoming-events/annual-digital-broadcasting-s/>

Organizers: Commonwealth Telecommunications Organisation

Participation Requirements: Open

Event Types: |

Documents

Contact People

Image Settings

Created by Mimi Wang on 1/2

All

Conference & Training

Training

Conference

14) Add Organization icon:

- Click the plus sign in front of Image Settings to maximize

Created By: DPADM/UNDESA

Website:

Organizers:

Participation Requirements: Open

Event Types: Conference

Documents

Contact People

Image Settings

[Update](#) [Cancel](#)

- Check 'Yes' for 'Display Image?'

Display Image? **Yes**

Image URL:

Folder Site Root

File <None Specified>

[Upload File](#)

Created by Mimi Wang on 1/21/2013

- Folder: Select the fold name '_UNPAN_PARTNERS' from the drop down folder menu.

below and start submitting events. The event will be visible on the homepage of your region after it is processed.

[Add Event Venue](#)

the private sector including the Department of Communications of South Africa, ICT Authority of Mauritius, Communications Commission of Kenya, BBC, Orange, Multichoice and African Broadcasting Network, this conference seeks to provide

Design <> HTML Words: 363 Characters: 2714

Site Root

- UNPAN_PARTNERS/
- 60yrhistory/
- 60yrhistory/documents/
- 60yrhistory/documents/annexes/
- 60yrhistory/documents/book/
- 60yrhistory/documents/cepa/
- 60yrhistory/documents/ecosoc res/
- 60yrhistory/documents/expert group meeting/
- 60yrhistory/documents/ga resolution/
- 60yrhistory/documents/publications/
- 60yrhistory/documents/video/
- 60yrhistory/images/
- 60yrhistory/images/buttons/
- 60yrhistory/scripts/
- aggregatedmedia/
- aggregatedmedia/announcement_images/
- at.repository/
- at.repository/1/
- at.repository/127/

Image URL:

Folder _UNPAN_PARTNERS/

File <None Specified>

- File: Find the name of your organization (i.e. the file name for CPSI is afri_CPSI.gif)

Note: All file name follows the format: <first 4 letter of the region>_<organization name>.gif. For example the file name for ICAP is lati_ICAP.gif.

Design <> HTML Words: 363 Characters: 2714

Preview

Created By: CPSI

Website: http://www.afri_CPSI.gif

Organizers: Comm

Participation Requirements: Open

Event Types: Confe

Documents

Contact People

Image Settings

Display Image? Yes

Image URL: Folder File

afri_CPSI.gif

Upload File

Update Cancel Delete

- After organization is selected, the image will appear on the right.
- Click 'Update'

Display Image? Yes

Image URL: Folder File

_UNPAN_PARTNERS/

afri_CPSI.gif

Upload File

Update Cancel Delete

Created by Mimi Wang on 1/21/2013