

# 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](http://www.unpan.org))

The screenshot shows the UNPAN website interface. At the top, there is a navigation menu with links: Home, Regions, E-Learning, News, Library, Events, Directories, Blog, and Contact Us. Below the menu is a banner for a news update: "News Updates from Division for Public Administration and Development Management (DPA/ADM/UNDESA) Profiles of the Members of the UN Committee of Experts on Public Administration 2010-2013". To the right of the banner is a "UNPAN Quick Poll" section with the question: "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 page, there is a search bar, a "Register" button, and a "Login" button. A red arrow points to the "Login" button, with the text "Step 1 Login" next to it.

2) Go to “Events”

The screenshot shows the UNPAN website interface. At the top, there is a navigation bar with links: Admin, Modules, Pages, 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 (highlighted with a red box), Browse Events by UNPAN, Partner, and Global Forum. Below the navigation, there are "Highlights" with news items like "Online Petitions Website Launched in Russia" and "SA: Public Service in Need of Reform". A "Featured Partners" section lists CLAD and OFPA. At the bottom, there is a search bar and a date filter for "04 April 2013".

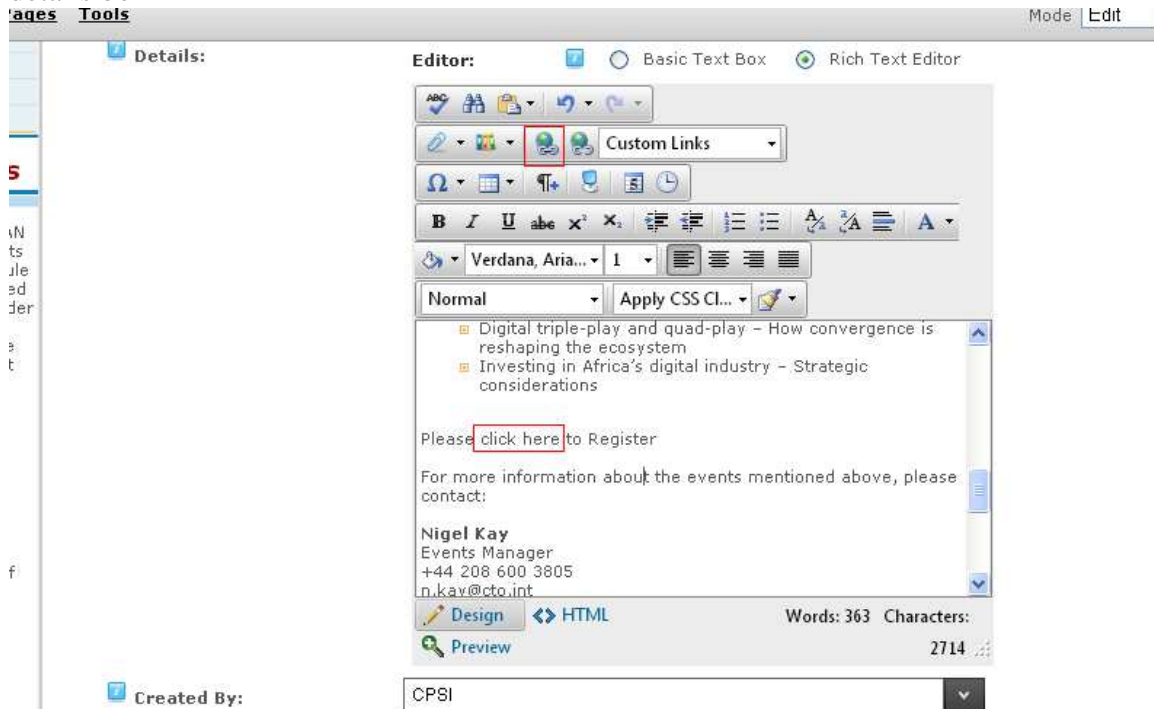
3) i. Click on “Browse Events by Calendar”

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

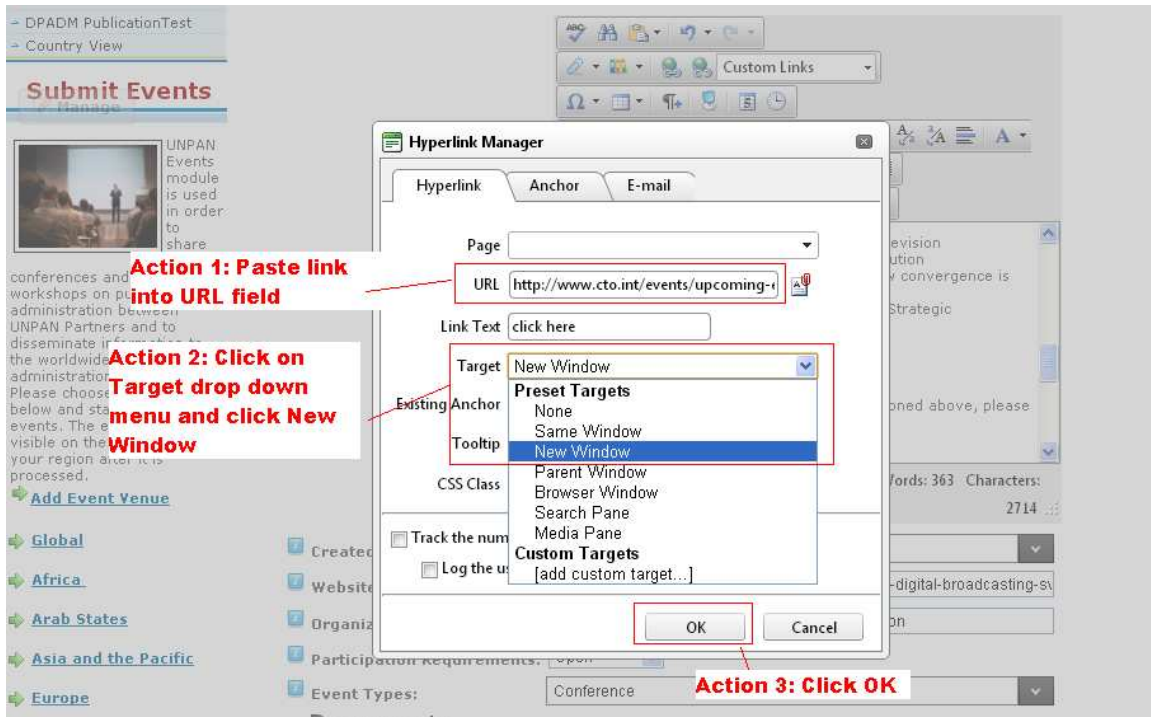
ii. Click ‘Add Event’



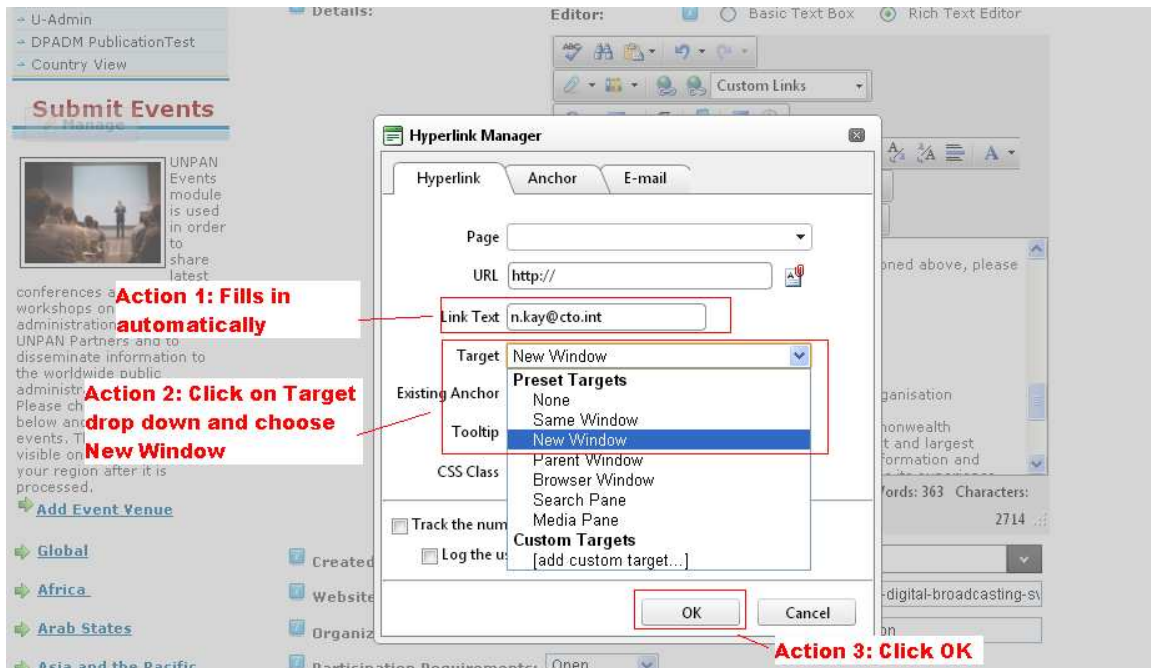
- 8) Ensure that the text in the details box is well formatted. i.e. bold sub-headings where necessary, add bullets for lists, embed links where necessary
- To embed a link do the following
  - Open word doc where you have stored the links for your documents
  - On the event creation page in the details 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)

The screenshot shows a sidebar on the left with navigation links: [it Venue](#), [tes](#), [the Pacific](#), [erica and the n](#), and [erica](#). The main content area displays a preview of an event page with contact information for Nigel Key, Events Manager at CPSI. Below the preview is a form with the following fields: **Created By:** (dropdown menu showing 'CPSI'), **Website:**, **Organizers:**, **Participation Requirements:**, **Event Types:**, **Documents**, **Contact People**, and **Image Settings**. A red box highlights the 'Created By' dropdown menu, which is open and shows 'CPSI' as the selected option.

### 10) Website

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

The screenshot shows the same event management interface as above. The 'Website' field is now filled with the URL: <http://www.cto.int/events/upcoming-events/annual-digital-broadcasting-s/>. A red box highlights the 'Website' field.

### 11) Organizers

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

The screenshot shows the event management interface with the 'Organizers' field filled with the text: Commonwealth Telecommunications Organisation. A red box highlights the 'Organizers' field.

## 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: All

Contact People: Training

Image Settings: Conference

Created by Mimi Wang on 1/2

## 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

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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:**

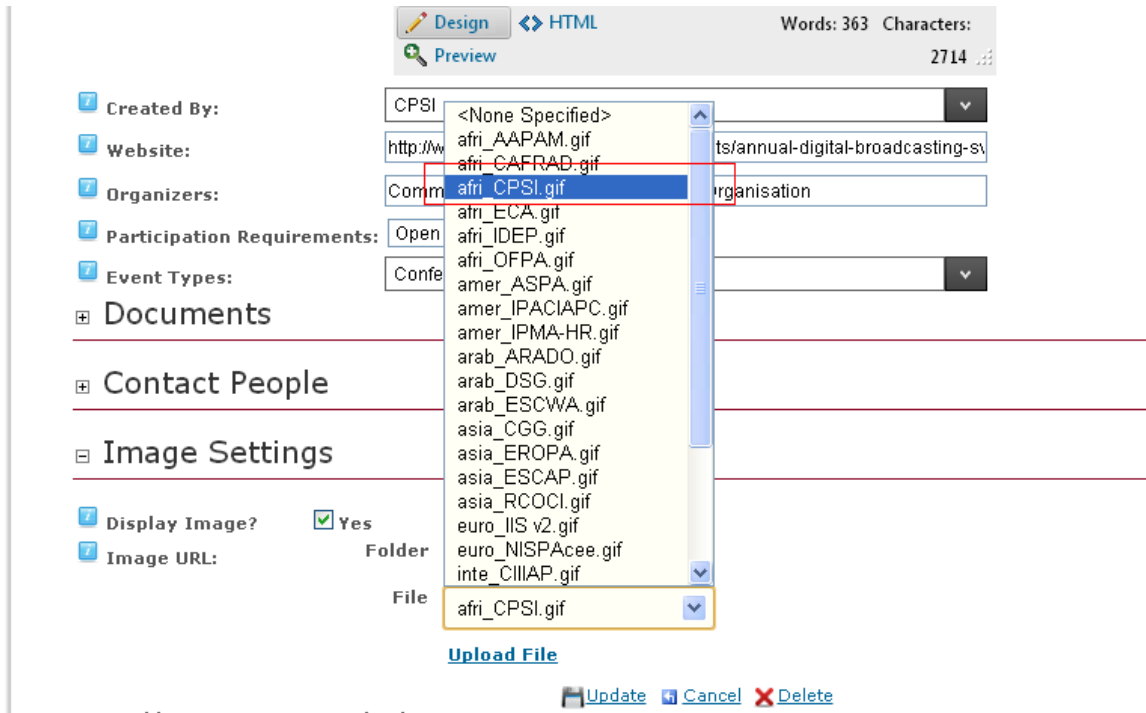
**Folder** \_UNPAN\_PARTNERS/

**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.





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

