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))
2) Go to “Events”

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

   ii. Click ‘Add Event’
4) Enter the **Title** of the event in the field.
5) Enter the **Start and End Date** of the event in the field.
6) Check/Tick all focus areas relevant to the event.
7) Enter venue and choose the country from the drop down menu
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
- To do this highlight the email address
- Click on Hyperlink Manager in the tool bar
- Choose from the Target drop down New Window
- 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)

10) Website

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

11) Organizers

**Action 1:** Type the names of the organizers in this field. This should be organizations not individuals.
12) Participation requirements
- Choose from the participation drop down menu either open or by invitation

- Documents
- Event Types:

13) Event Types:
- Select Conference from the list

14) Add Organization icon:
- Click the plus sign in front of Image Settings to maximize
- Check ‘Yes’ for ‘Display Image?’

- **Contact People**

- **Image Settings**

  - **Display Image?** Yes
  - **Image URL:**
  - **Folder:** Site Root
  - **File:** <Name Specified>

- **Upload File**

- Created by Mimi Wang on 1/21/2013

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

- 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’