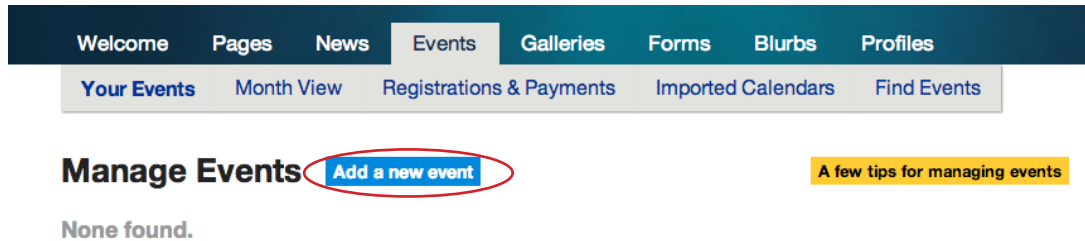


CREATING A NEW EVENT

Events are a bit different from News because you can add a date and time as well as RSVP information.

You can use the “My Events” widget to display event swith small calendar icons on a page, or you can make them look similar to news stories. On the back end of LiveWhale, you can keep track of your RSVPs.



Start at the Events tab and click “Add a new event.” You don’t have to fill out all the fields, but you are able to add a location (most campus locations are already mapped for you), tags and categories. The latter two are helpful if you have a lot of events and you or your audience will need to sort them. If there is an image associated with your event, you can add it, much like you would with a News item.

