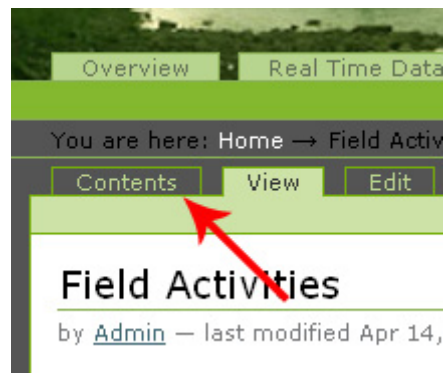

ADDING A FIELD ACTIVITY

1. Select on the “Field Activities” tab









2. Select the “Contents” tab



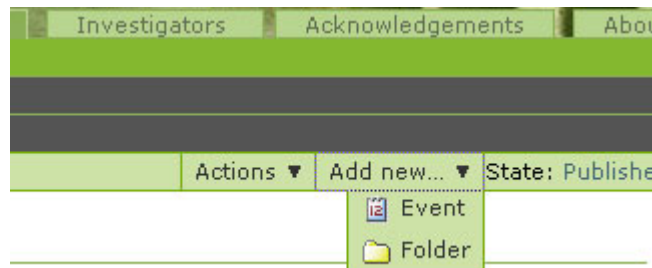
3. Select the relevant folder from the list of folders
 - a. “Events” folder if event was in past 3 months
 - b. Year folder for when even occurred
 - i. Example: “2007” for event “08.22.2007”

Field Activities

▲ Up one level

Select: All					
	Title	Size	Modified	State	Order
<input type="checkbox"/>	 Field Activities	1.1 kB	Apr 14, 2008 04:35 PM	Published	::
<input type="checkbox"/>	 2008	1 kB	Apr 10, 2008 10:17 AM	Published	::
<input type="checkbox"/>	 2007	1 kB	Apr 10, 2008 09:32 AM	Published	::
<input type="checkbox"/>	 2006	1 kB	Apr 10, 2008 09:32 AM	Published	::
<input type="checkbox"/>	 2005	1 kB	Apr 10, 2008 09:32 AM	Published	::
<input type="checkbox"/>	 Events	1 kB	Apr 10, 2008 10:34 AM	Published	::

4. Select the “Add New” dropdown and select “Event”



5. Fill in the blanks
 - a. Input boxes containing a red square are required fields.
6. You only need to fill out the “Default” selection (see below) but there are other restrictions and options that you can set for an item

Default Categorization Dates Ownership Settings

Title

Description
A short summary of the content.

- a. Default → Title, Description, Body Text, etc (fields may vary due to what you are adding)

- b. Categorization → Select a category to place content under (Taken care of under the “Default” tab – see next number for directions)
- c. Dates → Create a publishing and/or expiration date (optional but can be used to have content come off site or go up on a certain date)
- d. Ownership → Fills in automatically (optional)
- e. Settings → Allow comments, exclude from navigation, presentation mode, or table of contents (optional)

7. Under “Event Type(s)” select “Field Activity”



8. Select on the “Save” button at the bottom and you have created a new Field Activity!