Drupal Quickstart Guide

Off The Leash - Editors

CAPTOVATE
DIGITAL GROWTH AGENCY

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SIGNING UP AND LOGGING IN

Access the login page directly by going to http://www.offtheleash.net.au/user

A login screen will appear for you to enter your user details or sign up for a new account.

If you're signing up for a new account, please check your spam mailbox for a confirmation email with a one time access to your account. You will then be prompted to set a new password of your own upon sign in.

If you already have an account, enter the username and password to log in

If you don't have an account, click to register for a free account

Click to reset your password

THE DASHBOARD

Navigate through your account here. You can:

1. Edit your account details

2. Manage active events

3. Submit a new event

SUBMITTING AN EVENT

It's easy peasy!

- Fill all relevant sections to your event
- Navigate through the submission form via title headers
- Some functionalities and tips are highlighted here with respective instructions

SECTION 1: WHAT IS IT?

- Ensure that 'Title' is in proper title case, so **not** all capital letters. Try not to have odd/special characters too
- Descriptions must be limited to no more than **50 words or 500 characters** (inc. full stops) max.
- All descriptions are edited by the OTL team in line with the OTL style and tone. This ensures consistency across the website and avoids confusion for OTL readers
- Avoid using first-person language such as 'join us' or 'our team of dance instructors', as readers will think it's coming from OTL given it's the OTL website

SECTION 2: WHEN

Woah whut, there's so many options, what do I choose?! Don't stress, we've broken this section into three separate scenarios: single day events, multi-day events and repeating events.

We've outlined some simple steps of which options you should be using - this will help to show your event correctly on the calendar.

Here's just a quick list of what does what: (some are pretty self explanatory)

1. Check this if it's a 24 hour event

2. Uncheck this to hide end date. It would be assumed that it is a single day event, with no end time

3. End date and time to tell all the fellas it's home time. Also, keep in mind that end date and time should be used for when that singular event ends. If your event is repeated over a series of various days, you should use repeating events (4)

4. This check box will give you a whole heap of repeating-related options

5. This field box is very handy for little notes about extraordinary opening times and dates

2. When (* Required fields)

Event date *

☐ All Day   ☑ Show End Date

Date
E.g., 2015-04-15

    2015-04-15

Time
E.g., 11:35

    11:35

to:

Date
E.g., 2015-04-15

    2015-04-15

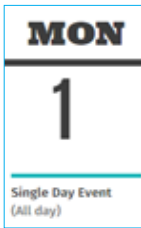**Time**
E.g., 11:35

    11:35

☐ This is a repeating event
Opening hours / Event times

Add opening hours/event times in here if your event is occurring over multiple days. For instance:
Monday 15th: 9-5pm
Tuesday 16th: 10-4pm

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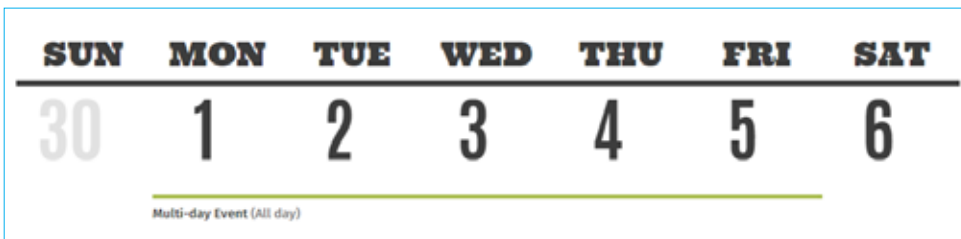
Single day event

Pretty simple eh? They're events that could be an:

All day event
- Check 'All Day' option
- Uncheck 'Show End Date' option

One day event with start and end time
- Uncheck 'All Day' option
- Check 'Show End Date' option
- Same 'From Date' and 'To Date' values, different times values

Multi-day event

Is a single event that spans over a number of days, continuously. On the calendar shows it as a single line over that period of days.

Multiple day event, with no start and end times
- Check 'All Day' option
- Check 'Show End Date' option
- Different 'From Date' and 'To Date' values

Multiple day event with start and end time
- Uncheck 'All Day' option
- Check 'Show End Date' option
- Different 'From Date' and 'To Date' values, different times values
- If in that date period

Repeating events

Now, when to use the repeating function?

Think of is this way - your event is a time block (as specified in the first half of the 'When' section), may it be a single day event or a multi-day event. Do you want this time block with attached details to be repeated somewhere else on the calendar? If yes, repeat events are the way to go.

The thought process:

1. What's the basis of the repeat?

2. On what days should the repeat happen?

3. When does it stop repeating?

Example of repeating single day event

In this scenario:

A dance class held every Tuesday and Thursday, 9am to 3pm for the whole month of December 2014.

Example of repeating multi-day event

In this scenario:

A gallery event is held from Tuesday to Friday, all day, alternate weeks in December.

Open hours can be added in the next instruction, however, they're not always required.

Exclude, Include dates and Opening hours/Event times

If there are days extraordinary to the set perimeters of your repeating events, you can manually add an exception by date.

Use the 'Opening hours/Event Times' exceptional times for a particular date or just notes about the crazy after hours party!
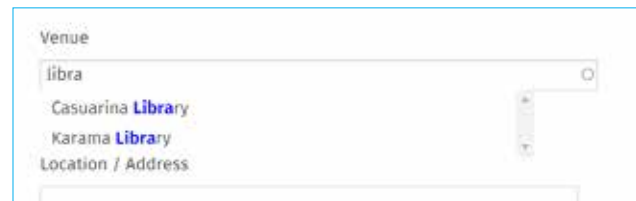
SECTION 3: WHERE

Venue name

Specify where this event will be held by typing in the venue. By clicking on the field space, a drop down list will appear of a pre-loaded list of venues.

If you can not find the location of your choice, type the venue in and the term will be added for future use.
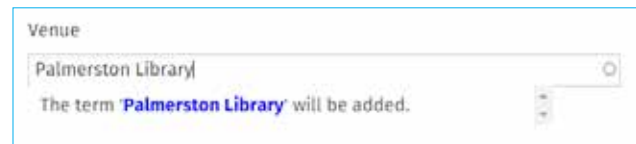
Venue street address or location

Now this is where you can put specific locations details like:

- Building Orange 12, Room 42.1.2, Casuarina campus, Brinkin NT 0810

This is particularly handy for large complexes.

SECTION 4: PHOTOS AND ADDITIONAL MEDIA

General tips

- Have your images ready before you start creating your event
- Landscape images are preferred, but portrait images are OK
- Use the 'Attachments' section to add downloadable PDF invitations and posters

Note: no text or logos are permitted on any images. Events submitted with images containing text or logos will be rejected

Thumbnail photo - required!

1. Click 'Choose file'

2. Select a image from your desktop and click 'Upload'

3. Using the corners of the crop rectangle, adjust the size of the rectangle

4. Click 'Apply crop'

5. Chose 'Remove' or 'Edit crop' to modify existing thumbnail photo

Files must be less than 2 MB.
Allowed file types: png gif jpg jpeg.
Images must be between 420x250 and 3000x2000 pixels.

Photo Gallery

It's a good idea to have your images ready before you begin. Images should be:

- Files must be less than 2 MB.
- Allowed file types: png, jpg, jpeg.
- Images must be between 600 x 400 and 3000 x 2000 pixels.

Images will be automatically cropped and landscape orientation images will work better. The more the merrier! A heap of images will make the listing look great.

Quick instructions to build your photo gallery with some image captions

1. Click 'Choose file'

2. Select a image from your desktop and click 'Upload'

3. Fill 'Alternate text' for accessibility purposes
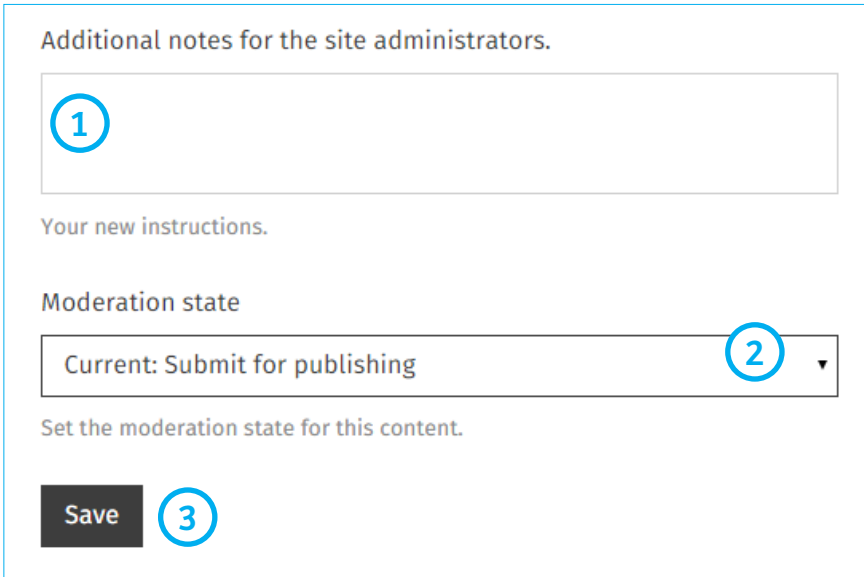
4. Fill 'Title' that will appear as a image caption

SUBMIT IT!

Ready to publish?

Best practice is to check all input details before submission -- run your eye through all the details, it can never hurt to check

1. If required, leave a note for the site administrators (if there are any issues, they will leave a note that you will receive via email)

2. To save your event as a draft, click on 'Moderation state' and choose 'Draft'. You can come back to it later via 'Manage events' on the side navigation and submit for publishing when you're ready

3. Click 'Save'

Congratulations!

Whoop whoop, congratulations on successfully submitting your event! Your submission will now go to the team over at Off The Leash for reviewing before publishing on the site. Please note this process may take 2-3 business days, as the tiny OTL team work part-time. But it's worth the wait – listings are free and offtheleash.net.au is visited hundreds of times a day!
Now, go forth and create more!

Help!

If you got questions it's best to contact Off The Leash directly at **editor@offtheleash.net.au** or **(08) 8941 7413**

MORE ADVERTISEMENT PLEASE!

Here's some handy info from the Off The Leash team.

Have you got a special event, gig, exhibition or workshop coming up? Then be sure to add a free event listing to the Off The Leash website. By submitting an event online (and by the due date, which is generally the 5th of the month prior) there is a **chance** of having your event listed in the print magazine. Please note not all listings are guaranteed in the print publication. However, your event is guaranteed to be listed on our website. It's visited by hundreds of people every day and is free of charge!

Need more exposure? Well, we can't promise you as much as KK's derrière, but Off The Leash also offers advertising options that will hit your target audience, smack-bang in the kisser. By committing to advertising with Off The Leash, you can **guarantee** your event will be highlighted in the magazine. With a readership of over 30,000 Territorians and visitors per month, and a reliable and comprehensive events guide, your target market is primed to receive your message of awesomeness.

Off The Leash readers are active, savvy and engaged people, who are great networkers and like to know what's going on and when. Best of all, they plan, book and attend your events (not to mention they bring their mates, too!)

The magazine ensures an entire calendar month worth of exposure at affordable rates, well below other commercial advertising options. Our prices start at just $200 per month, and with advertising options in print and online, we've got all your bases covered.

Email editor@offtheleash.net.au for a copy of our Media Kit, to enquire about being featured on our cover or to discuss online advertising. To ensure we keep the editorial integrity of the publication, Off The Leash limit the amount of advertising we include – that means be quick!

You can download Off The Leash's Media Kit here: **http://www.offtheleash.net.au/advertise**