

Functional Calendar of Events

Examples used for this training are for the LPD Division (substitute your division's locations when following the Steps below).

LPDs "live" Calendar page:

<https://oklahoma.gov/careertech/educators/professional-development/calendar.html>

LPDs events also appear on the CareerTech Calendar page:

<https://oklahoma.gov/careertech/events.html>

Production Site page:

<https://author-prod.ok.gov/sites.html/content/sok-wcm/en/careertech/educators/professional-development/calendar>

- The Year and the Month pages that I have created for you are known as "Redirect Pages" and these type of pages are only used in certain instances and probably would never be created by a content author as yourself.
- Create "Event Page" items under the correct Year and Month pages that I've already created for you through Dec. 2025 and/or Dec. 2026.

Steps to add an Event Page:

1. Highlight 2025 July (Year and Month of event)
2. Click Create, then click Page, then click/select Event Page
3. Click Next
4. **Under the Basic tab:** (*highlighted in red text*)
 - a. **Title:** enter the Event Name as it will appear on the calendar entries (ex: LPD's Women's Conf)
 - b. **Name:** enter the URL Name using lowercase letters with hyphens (not spaces) between words (no special characters – including apostrophes, just closeup the word) – see example below.
Example: LPD's Women's Conf. **should be** lpds-womens-conf **not** lpd-s-women-s-conf
 - c. **Page Title:** copy/paste the title used in 4a
 - d. **Navigation Title:** copy/paste the title used in 4a
 - e. **Tags:**
 - 2) Click Checkmark to the right of the window
 - 3) Highlight "State of Oklahoma"
 - 4) Highlight "Career and Technology Education..."
 - 5) Check the tag for Events Type
 - 6) Click Select
5. **Under the Events Configuration tab**
 - a. **Description:** enter the event name and a brief description (no formatting is available in this window – *meaning it doesn't matter how many times you hit return for another line, it will all view as one run-on paragraph*)
 - b. **Category Type**
 - 2) Click Checkmark to the right of the window
 - 3) Highlight "Career and Technology Education..."
 - 4) Check the tag for Events Type
 - 5) Click Select

- c. **Image:** (do not have to include one)
 - 1) Click Checkmark to the right of the window
 - 2) Navigate to your Asset location by highlighting Assets, then OK, the EN, then careertech, etc...
 - 3) Check the Asset Image file checkbox (**must be a** .jpg or .png)
 - 4) Click Select
 - d. **Location Details** (fill in)
 - e. **Event Time Details**
 - 1) **Start Time:** use the Calendar icon to the right of the window to choose date
 - a) Fix the auto-populated Time (using 2-digit hour and 2-digit minutes) along with am or pm
 - 2) **End Time:** use the Calendar icon to the right of the window to choose date
 - b) Fix the auto-populated Time (using 2-digit hour and 2-digit minutes) along with am or pm
 - f. Registration Link (paste in the URL)
6. Click Create
 7. Click Done
 8. Submit the Event Page for publication

***Steps 4e & 5b are imperative for your events to show on your division calendar and the CareerTech Calendar!**

NOTE: The "Edit" function does not work on an Event Page, however you can change the event information you entered in Steps 4 & 5 above using the "Properties" function.

Call me anytime! Karen Hart x520 or 918-399-9689 cell.