

Digital Day 2019: CMS Guide

This short guide to the Digital Day CMS will show you how to add and edit your content.

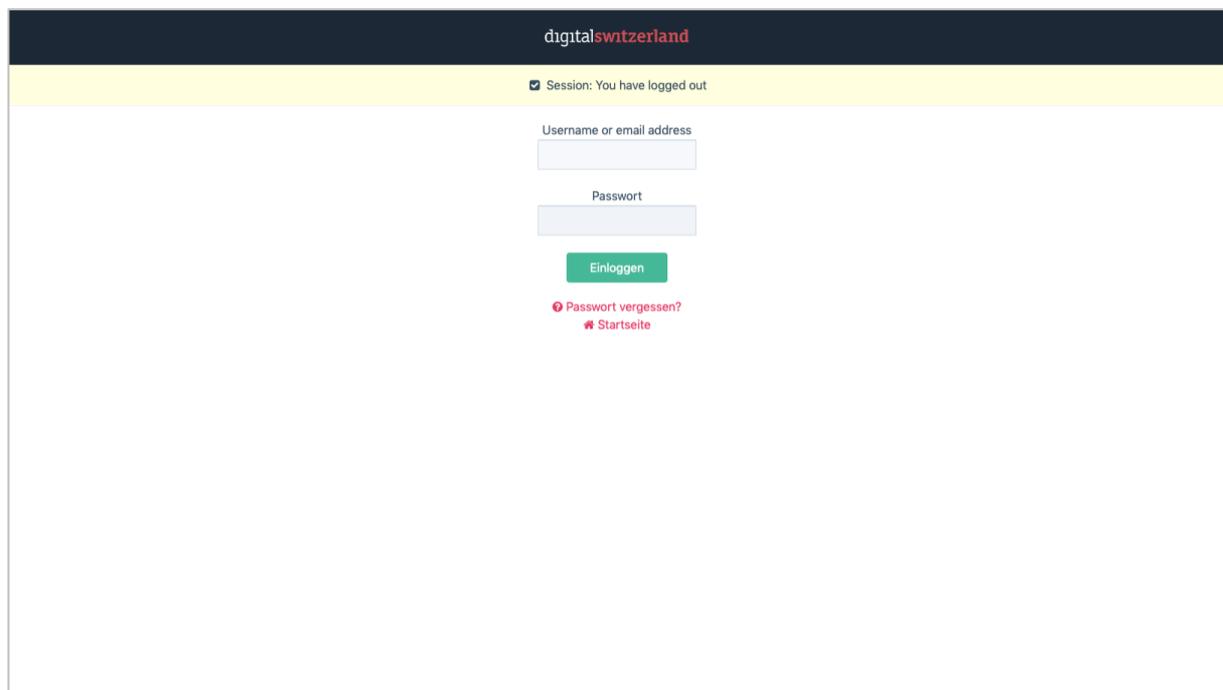
It is based on the document «**Digital Day 2019_Webpage_CMS Guidance.pdf**», which was sent out to all the partners on May 5, 2019.

In case any questions occur, feel free to contact update AG directly: Oliver Arnoczky, 044 266 50 10, oliver.arnoczky@update.ch.

For content related questions, please contact Pascal Schöni, 077 413 48 68, pascal.schoeni@digitalswitzerland.com.

Login

Open this link <https://digitaltag.update.ch/processwire/>
Enter your username and password (see compass 9).
Your username is your e-mail-address.

A screenshot of a web login page. At the top, there is a dark blue header with the text 'digitalswitzerland' in white. Below the header is a yellow banner with a small icon and the text 'Session: You have logged out'. The main content area is white and contains a login form. The form has two input fields: 'Username or email address' and 'Passwort'. Below these fields is a green button labeled 'Einloggen'. At the bottom of the form, there are two links: 'Passwort vergessen?' with a red circular icon and 'Startseite' with a red house icon.

Organisation Profile

After logging in you will be redirected directly to your Organisation Profile, which you now can edit.

Please enter your content as described in the document «**Digital Day 2019_Webpage_CMS Guidance.pdf**».

Process

The **tabs on top of your profile page** will guide you through the process.

First, edit your **Organisation Profile**.

This Tab is already open.

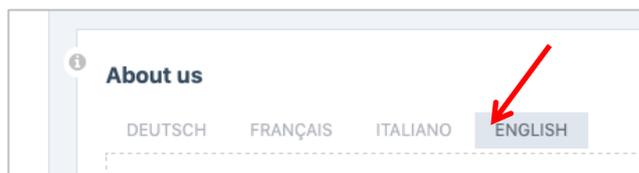
Second, add your events by clicking on the **Events**-Tab.

Third, go to the **Approval**-Tab and check the box, so we can review your content.



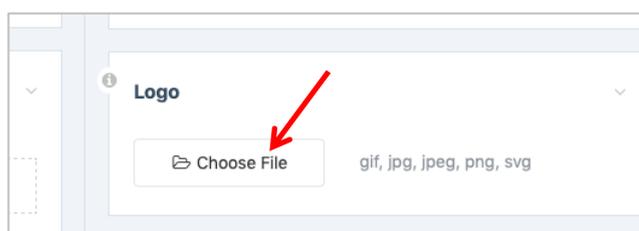
Help-Text

You also find the description to each field when you click on the small «i» next to each field. Please read the instructions carefully.



Languages

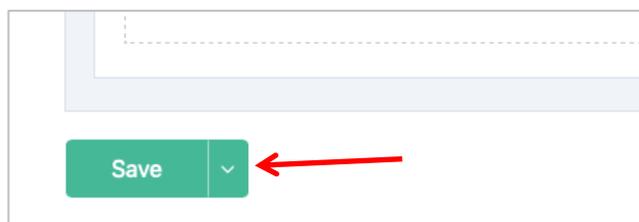
Please notice the **language tabs** to each text field. Default language is **English**. You can enter your content in any language. Double click on any language tab and all the language tabs will change to that language.



Logo

Please upload (drag-and-drop or choose file) your logo in color (jpeg, png, gif, svg / min. 500px width).

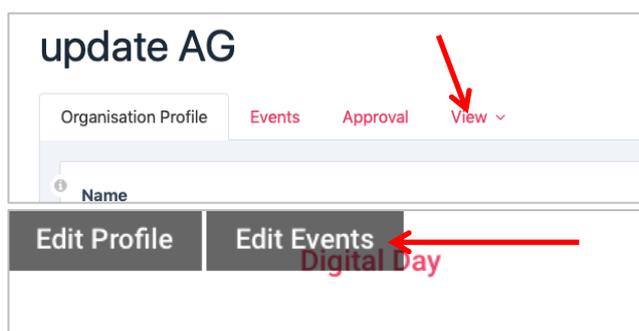
It is possible to upload your own logo in different languages. Therefore, upload following this order: German, French, Italian, English.



Save

Don't forget to **Save** your content. You find the Save-Button under the Profile-Page.

If you have not filled out all the information necessary, an error message from the system will appear.



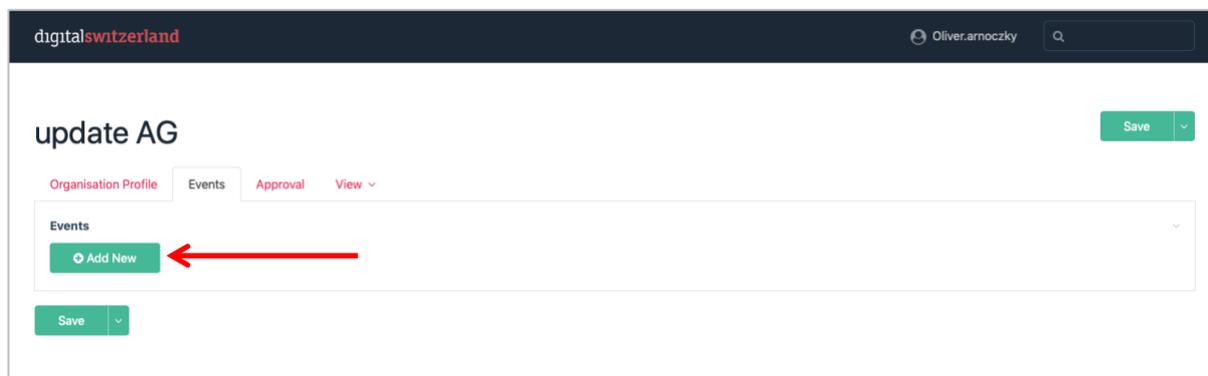
Preview

Once you have finished your Organisation Profile, you can already preview the page by clicking on the **View**-Tab.

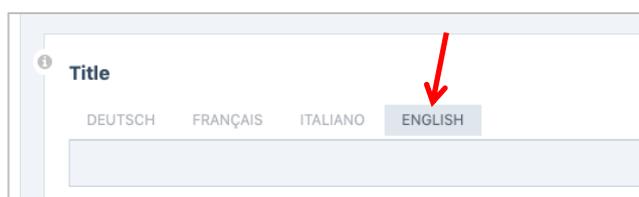
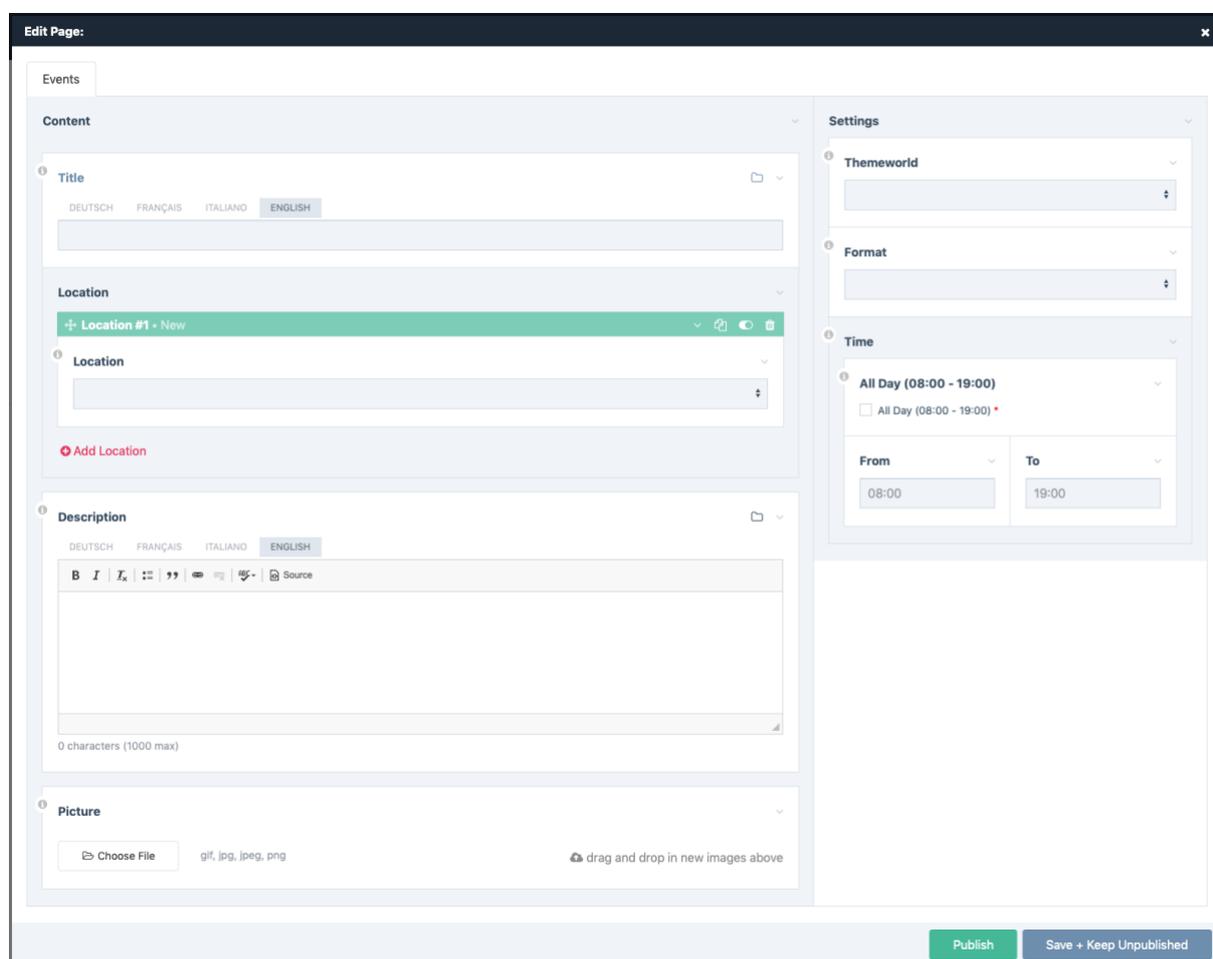
Once you are in the Preview, you have two buttons in the top left corner to return to your Profile or Events.

Events

Go to the Events-Section and Click on the «Add New»-Button to add your first event.

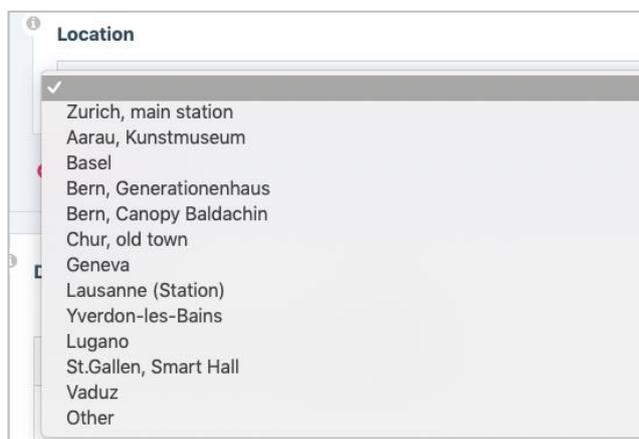


A **new window** will open over your Profile Page (see next page).



Title and Description

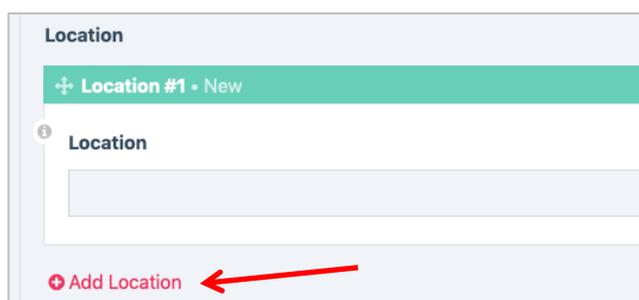
You can enter your content in any language. Double click on any language tab and all the language tabs will change to that language.



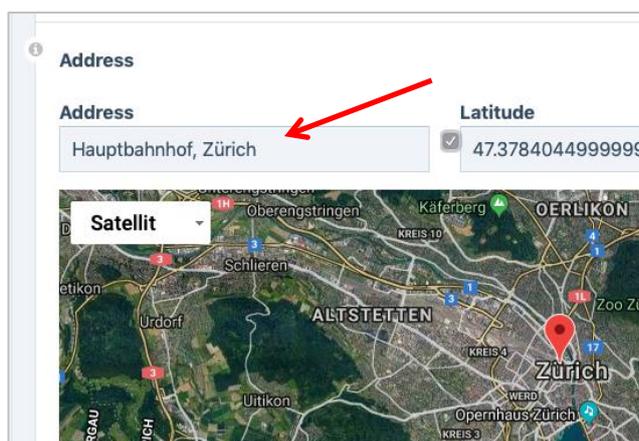
Locations

Choose one or several Digital Day location(s) where your event will take place from the dropdown selection.

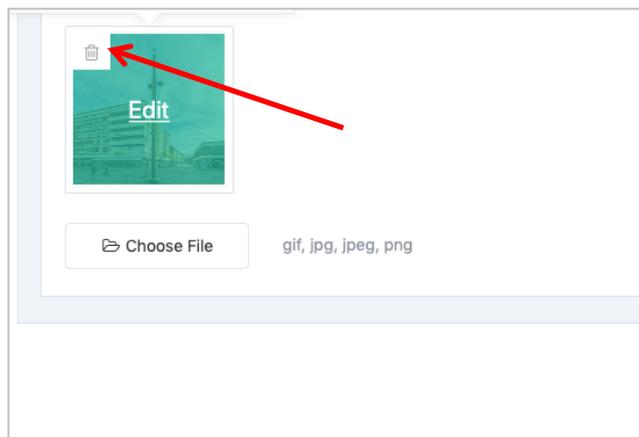
Choose «**Other**», if you have a location, which is not in the list.



To add a location, click on the Link «Add Location».



Please fill in the address of your new location in the **Address Field**. The system will automatically geolocate your location on the map.

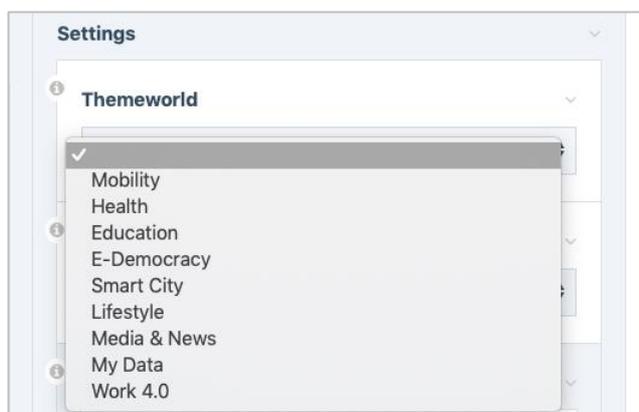


Picture

Drag-and-drop (or choose file) your event picture into the picture field.

Please make sure that your picture has a **minimum size of 1920px** width and is in jpeg, png, gif or svg format.

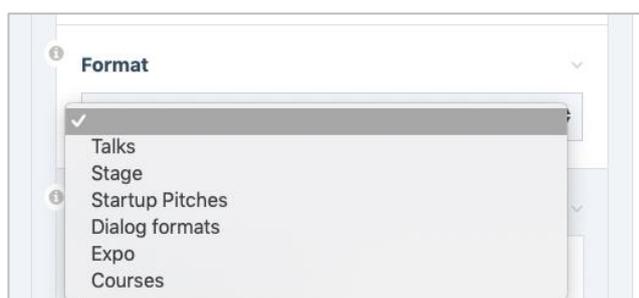
To delete a picture, click on the respective icon. The image will be removed once you **SAVE** the event.



Themeworld

Please choose the themeworld that your event is thematically aligned with.

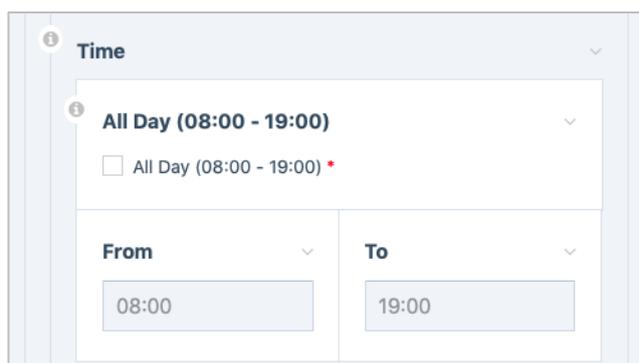
Note that you need to choose one themeworld. Multiple selection for one event is not possible.



Format

Please specify the format of your event from the dropdown selection.

Multiple selection for one event is not possible.



Time

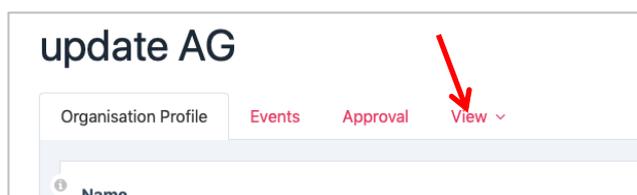
Define at what time your event takes place. Use the formate similar to the following examples: 11:00 or 16:00

In case the event happens throughout the entire day, click the checkbox «All Day» instead.



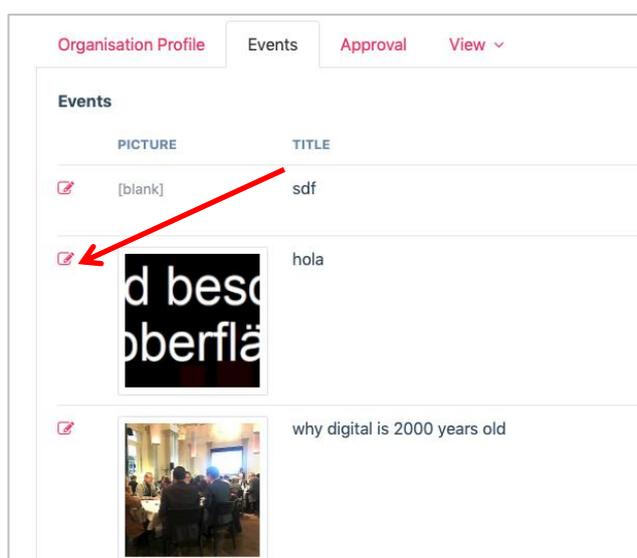
Save Event

Once you have finished to enter your content for your event, click on the «Publish» button in order to save your event.



Preview

Once you have finished entering your events, you can preview the page by clicking on the **View**-Tab.



Edit Event

You can edit your event at any time by clicking the button in your event list.

Approval

Once you're done with setting up your content, please go to the **Approval**-Tab and check the box and then click SAVE.

You will still be able to edit your content after you have checked the approval-box.

update AG

Organisation Profile Events **Approval** View ▾

SEND TO APPROVAL

Once you're done with setting up your content, please check this box. You will still be able to edit your content after you have checked the approval-box.
Once we have approved the content, you will receive a confirmation.

Save ▾