



Angels Website Event landing page manual



LEAVE YOUR LEGACY

Content

1. [Create an event on the Angels website \(Angels Team only\)](#)
2. [Design the event landing page \(Angels Team / Local agency\)](#)
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4. [Publish the event landing page \(Angels Team\)](#)
5. [Close registration \(Angels Team/ Local agency\)](#)
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Create an event and assign local agency (if applicable)

In this section you will find all mandatory first steps for the responsible Angels Team member to create the event and assign a local agency (if an agency has been selected to support with the event).

Overview – all steps

- [Add a new event \(Steps 1-3\)](#)
- [Choose an event title \(Step 4\)](#)
- [Assign local agency in event options \(Step 5\)](#)
- [Add necessary event information in event options \(Step 6\)](#)
- [Edit the banner content \(Steps 7-8\)](#)
- [Save and create an event \(Steps 9-10\)](#)

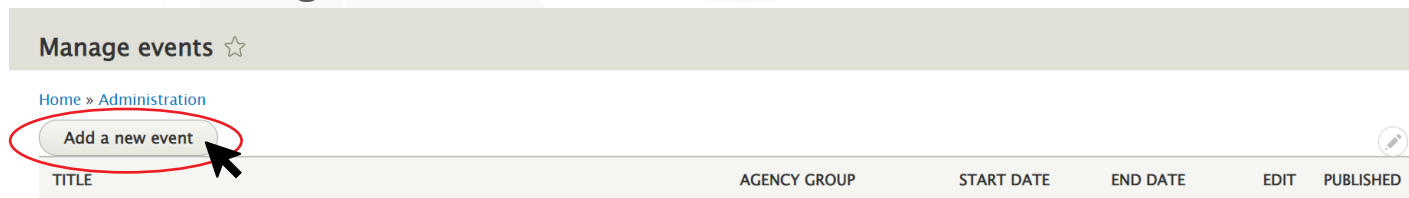


Create an event and assign local agency (if applicable)

1. Access the [Angels Initiative website](#) and login to your account
2. Under “Angels Admin” select “Manage events”



3. On the “Manage events” site, click on “Add a new event”



Create an event and assign local agency (if applicable)

4. Choose a title for the event

The title has an organizational purpose and will also be displayed in the event certificate of the user: So make sure to choose a title that easily identifies as the correct event and includes all relevant information for the user, for example “name of the event, year, city”. For webinars we also recommend to add the duration. The title will also appear on the landing page in case no event banner content will be added! The limit for the title is 256 characters.

Example for a title:

Title *

Test Angels Day Germany, 19. July, Konstanz

Title appears on
“Manage events”

Manage events ☆

[Home](#) » [Administration](#)

⚠ There are security updates available for one or more of your modules or themes. To ensure the security of your server, you should update immediately! See the [available updates](#) page for more information and to install your missing updates.

[Add a new event](#)

TITLE	AGENCY GROUP	START DATE	END DATE	EDIT	PUBLISHED
Angels Initiative @ ESOC 2023		2023-05-23 15:00	2023-05-26 17:00	edit	Yes
Global Team Leaders Meeting		2023-04-24 10:00	2023-04-24 22:00	edit	Yes
Train the Trainer Workshop March		2023-03-27 08:30	2023-03-28 16:15	edit	Yes
Sessão Anual Angels--Ano 6		2023-02-01 10:50	2023-02-02 00:40	edit	Yes
Simula - Via Verde AVC - Janeiro 2023		2023-01-19 13:30	2023-01-21 00:15	edit	No
Test Angels Day Germany, 19. July, Konstanz		2023-01-13 10:43	2023-01-13 11:43	edit	No
Angels Nurse Task Force - Curso Online: O PAPEL DO ENFERMEIRO NA VIA VERDE AVC		2022-12-14 19:00	2022-12-14 21:00	edit	No
Visión holística de la disfagia en pacientes con ictus: desde la llegada al hospital al seguimiento tras el alta		2022-12-13 17:00	2022-12-13 18:30	edit	No
Angels Day South Africa		2022-12-10 08:30	2022-12-11 14:15	edit	Yes

Create an event and assign local agency (if applicable)

5. Click on “Event options” and assign the responsible local agency

Case 1: You are not involving a local agency, choose: –None –

Case 2: Your local agency is listed in the drop-down fields, therefore just select them to assign to event. After finishing the creation of the event, they will have access to the event.

Case 3: Your local agency is not listed in the drop-down fields. Please ask them to register on the Angels website and choose “Agency” as their “Organization type” in the registration form. If they are already registered, please change their organization type to “Agency” and inform the Angels Website support Team to create the local agency group (see contacts [here](#)). Once they have been assigned as a legitimate local agency, you will be able to add them to the event.

Title *

Test Angels Day Germany, 19 July, Konstanz

► EVENT OPTIONS

Case 1 & 2
choose
applicable
field

▼ EVENT OPTIONS

Agency group

– None –

– None –

Bulgaria

Pure Perfection Agency Group

RHP

Train the Trainer Workshop December

Location of the event.

Case 3
Local agency
registration
required

Organization type

Select your organisation from the drop-down list.

Hospital

Hospital

University

Ambulance Service

Medical Societies

Private Practice

Angels Team

Agency

Other

Create an event and assign local agency (if applicable)

6. Edit “Event options”: complete necessary information

▼ EVENT OPTIONS

Agency group
- None -

Country *
Germany

Location
SuperNiceHotel, Konstanz

Location of the event.

Timezone
Berlin

☐ Event is Online
Online events will be displayed in the user's set timezone. NB: Not all users will have ch

☒ Private event
A private event will not be displayed on the upcoming/previous events page. The event

Language *
English

Country: add the country the event takes place

Location: add the location the event takes place (ideally hotel and city), in case of online events put “online”

Time zone: add the time zone the event takes place – this is especially important for online events since the times will adjust depending on the viewer’s time zone

Event is online: don’t forget to tick that box for online events and untick it for live events (so that the times in the agenda will be reflected correctly)

Private event: For events with an invitation list, tick this box. A private event is not displayed in the upcoming events page but accessible to logged in users who have the direct link.

Language: set it to the language of the event. This way it will be recommended to viewers with the same language. In case the local language is not available, please choose English.

Create an event and assign local agency (if applicable)

7. Edit the Banner content: scroll down to “Hero” section, click on banner content

HERO

Event: Banner

Collapse

BACKGROUND

No media items are selected.

Add media

One media item remaining.

► BANNER CONTENT

► BANNER OPTIONS

In the banner content section, you will add the main event information that will be shown on the banner of the landing page, see landing page example below:

TEST ANGELS DAY GERMANY

SUPERNICEHOTEL, KONSTANZ
19. JULY 2023

The Angels Initiative invites you to join the Test Angels Day Germany workshop in the SuperNiceHotel in Konstanz, Germany.

We developed an interactive training package that we would like to share with you, as an example of how this could potentially be implemented in your country and hospitals to improve stroke patient care.

Please confirm your attendance and enter your details by clicking on the registration button below.

Create an event and assign local agency (if applicable)

8. Edit the Banner content: Enter details for “Heading”, “Event dates” and “Body”

▼ **BANNER CONTENT**

Heading
Test Angels Day Germany

Text format: Basic HTML

- Allowed HTML tags: <a href hreflang> <cite> <blockquote cit id> <h6 id> <p>
 <img src alt height width data-entity-type data-entity-
- You can align images (data-align="center"), but also videos, blockquotes, and
- You can caption images (data-caption="Text"), but also videos, blockquotes, a
- Only images hosted on this site may be used in tags.

Event dates
19. July 2023

Text format: Basic HTML

- Allowed HTML tags: <a href hreflang> <cite> <blockquote cit id> <h6 id> <p>
 <img src alt height width data-entity-type data-entity-
- You can align images (data-align="center"), but also videos, blockquotes, and
- You can caption images (data-caption="Text"), but also videos, blockquotes, a
- Only images hosted on this site may be used in tags.

Event start & end dates

Body

B I | | | | Normal | Styles | Source

The Angels Initiative invites you to join the Test Angels Day Germany works

We developed an interactive training package that we would like to share w and hospitals to improve stroke patient care.

Please confirm your attendance and enter your details by clicking on the re

Heading:

Will be the title in your banner on the landing page

Event date:

To be displayed in the banner (start-end date)

Body:

Event description in the banner – in case of closed events add a “invitation only” sentence

Note: If you add a block quote, please keep the text normal and avoid making it bold.



Create an event and assign local agency (if applicable)

9. Scroll down and save the first Draft

Scroll down to the bottom and save as draft (!!).

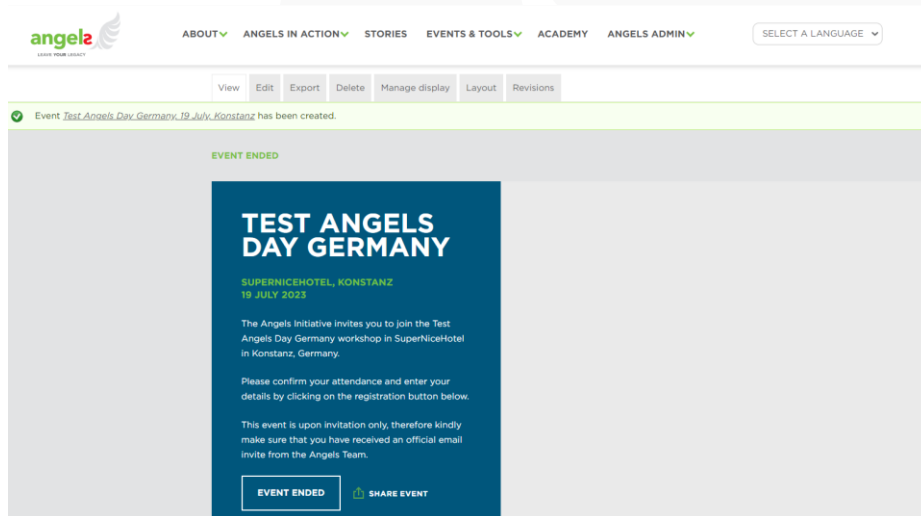
In case you have assigned a local agency, they will now also have access to the event.

Save as:

10. Event created

After you have saved it, you will be redirected to the “View” page of the event. Kindly note that this first draft is not complete e.g., it says “event ended” because you haven’t entered the agenda section yet.

All other information can now be edited by either the Angels Team or the local Agency → find all steps in the second chapter “Create and design the event landing page”



Design the event landing page

Angels Team

Agency

In this section you will find all steps for the responsible Angels Team member or local Agency to create a first draft of the landing page that is ready for review at the end of the process.

Overview – all steps

- [Open the event for editing \(Steps 1-3\)](#)
- [Edit the event options \(Theme details, registration and event link, Spome EID\) \(Steps 4-7\)](#)
- [Finalize the event banner \(Steps 8-9\)](#)
- [Edit the Agenda Section \(Steps 10-16\)](#)
- [Edit the Organizer Section \(Steps 17-20\)](#)
- [Edit the Speaker Section \(Step 21\)](#)
- [Edit the Resources Section \(Steps 22-26\)](#)
- [Edit the Post Event Resources Section \(Steps 27-32\)](#)
- [Edit the Contacts Section \(Step 33-37\)](#)
- [Save as “Draft” or “Needs Review” \(Steps 38-39\)](#)

Go back to “Content”:



Design the event landing page

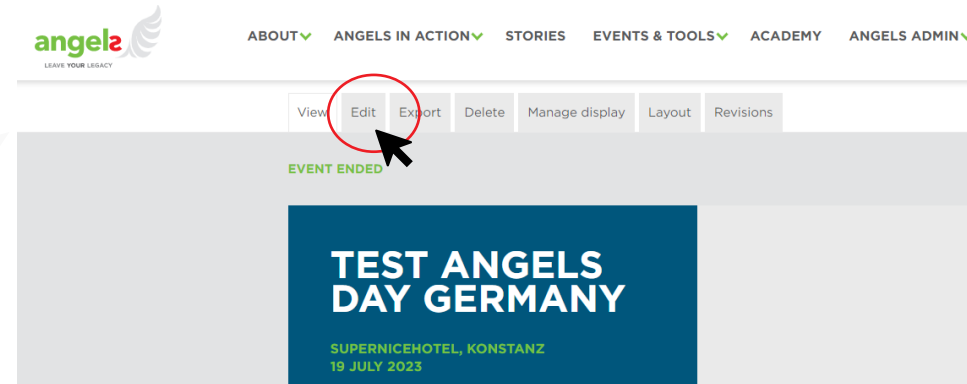
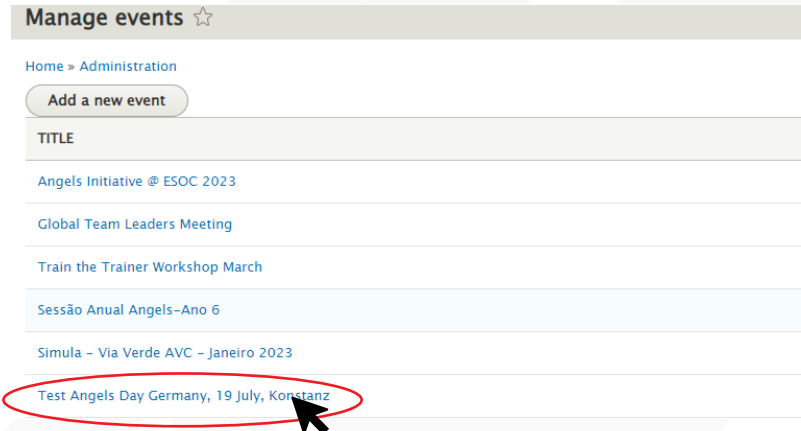
Angels Team

Agency

1. Access the [Angels Initiative website](#) and login to your account
2. Under “Angels Admin” select “Manage events”



3. On the “Manage events” site, choose the respective event, click to open and go to the “Edit” page



Go back to “Overview – all steps”: 

Design the event landing page

Angels Team

Agency

4. On the “Edit” page, click on “Event options” and enter theme details (if applicable)

Title *
Test Angels Day Germany, 19 July, Konstanz

▼ EVENT OPTIONS

Agency group
- None -

Country *
Germany

Location
SuperNiceHotel, Konstanz
Location of the event.

Timezone
Berlin

☒ Event is Online
Online events will be displayed in the user's set timezone. NB: Not all users will have chosen a timezone, those will default to UTC

Language *
English

▼ THEME DETAILS

Remove hex codes to revert to default colour scheme

Hex code background

Optional hex code for the section background colour. Please use the full hexadecimal value without the #.

Hex code buttons

Optional hex code for the button colour. Please use the full hexadecimal value without the #.

Hex code text

Optional hex code for the text colour. Please use the full hexadecimal value without the #.

Hex code icons

Optional hex code for the icon colour. Please use the full hexadecimal value without the #.

Theme details

This is an optional feature and only to be used by very experienced agencies. Please leave blank in all other cases.

Design the event landing page

Angels Team

Agency

5. Edit “Event options”: Add the link to the registration page

► [THEME DETAILS](#)

REGISTRATION URL

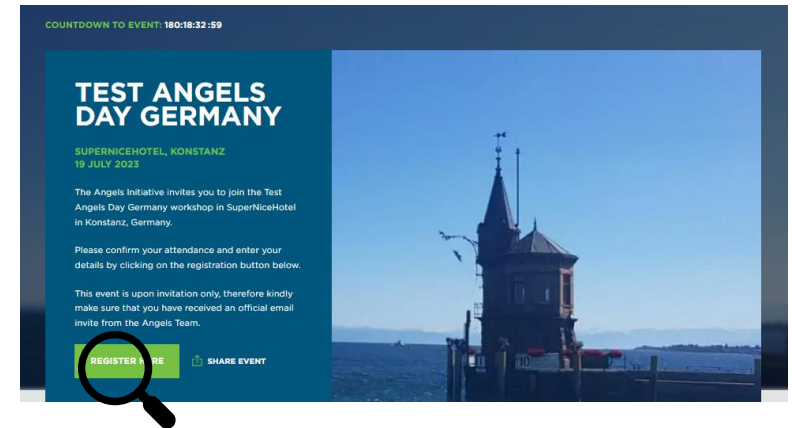
URL

Start typing the title of a piece of content to select it. You can to the front page. Enter `<nolink>` to display link text only. En

Link text

Registration URL – copy in the URL that leads to SpotMe registration site (see in the next manuals how to retrieve registration URL)

Registration Text: Enter text that will be shown on a button on the banner, below the banner and at the bottom on the page e.g., “register here”, by clicking on the button, participants will be redirected to registration page



REGISTER HERE

Design the event landing page

Angels Team

Agency

6. “Event options” : Add the LIVE URL (ONLINE EVENTS ONLY)

LIVE URL

URL *

Start typing the title of a piece of content to select it. You can also enter an internal page ID to the front page. Enter <nofollow> to display link text only. Enter <button> to display a button.

Link text

URL: Enter here the link to access the online event (learn in the next modules where to find LIVE URL)

Link text: At the exact starting time of the event, the registration button in the banner will change into the LIVE URL button showing the link text. By clicking on the button, participants will be redirected to online event.

LIVE URL

URL *

Start typing the title of a piece of content to select it. You can also enter an internal page ID to the front page. Enter <nofollow> to display link text only. Enter <button> to display a button.

Link text

Banner example on landing page:

LIVE NOW

TEST ANGELS DAY GERMANY

SUPERNICEHOTEL, KONSTANZ
19 JULY 2023

The Angels Initiative invites you to join the Test Angels Day Germany workshop in SuperNiceHotel in Konstanz, Germany.

Please confirm your attendance and enter your details by clicking on the registration button below.

This event is upon invitation only, therefore kindly make sure that you have received an official email invite from the Angels Team.

LIVE NOW

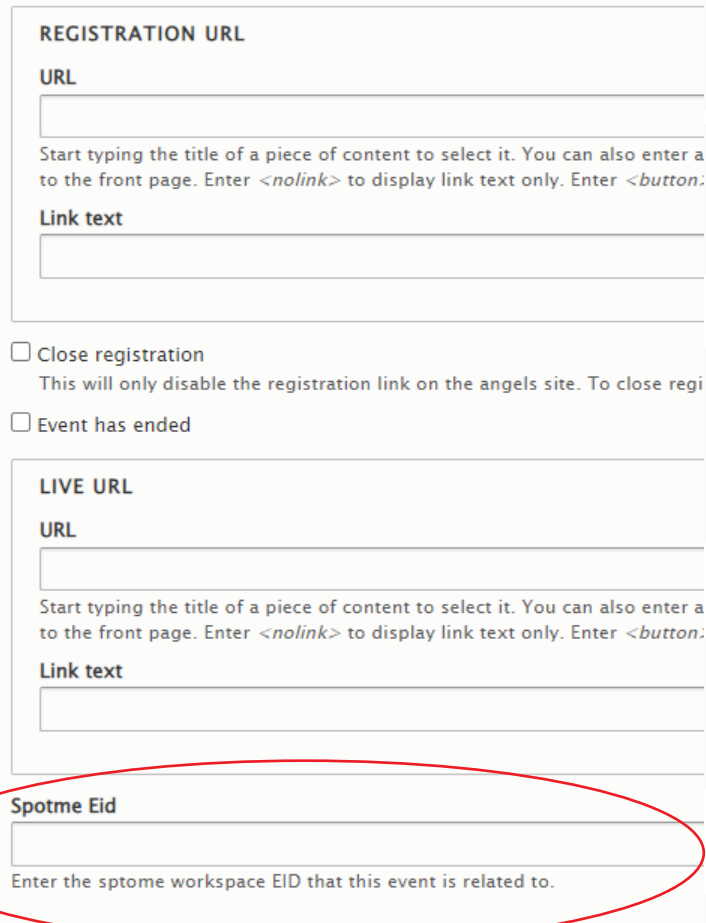
SHARE EVENT

Design the event landing page

Angels Team

Agency

7. “Event options” : Add Spotme Eid



The screenshot shows a form titled "Event options" with several sections. The "REGISTRATION URL" section includes a "URL" input field and a "Link text" input field, with a placeholder text: "Start typing the title of a piece of content to select it. You can also enter a to the front page. Enter <nolink> to display link text only. Enter <button:". Below this are two checkboxes: "Close registration" (with a note "This will only disable the registration link on the angels site. To close regi") and "Event has ended". The "LIVE URL" section also has a "URL" input field and a "Link text" input field, with the same placeholder text. At the bottom, the "Spotme Eid" section has a single input field, which is circled in red, and a label "Enter the sptome workspace EID that this event is related to."

Spotme Eid:

Enter here the SpotMe Eid (learn in the next modules how to retrieve from SpotMe)

It is important to always add the SpotMe Eid since it will integrate the user information from the event in the Angels Website (this will for example on a later stage give the possibility to download certificates for respective events straight from the website)

Design the event landing page

Angels Team

Agency

8. Finalize event banner: Scroll down to “Hero” section, click on “Edit” and add the Background (1/3)

The screenshot shows the event landing page editor. At the top, there's a header with 'HERO' and a list of events. The first event is 'Event: Banner' with a preview of the banner text. Below the header, the 'HERO' section is expanded, showing a 'BACKGROUND' area with 'No media items are selected' and an 'Add media' button circled in red. Below this are 'BANNER CONTENT' and 'BANNER OPTIONS' sections. A modal window titled 'Add or select media' is open, showing options to 'Add file' (with a 'Choose File' button) or 'Select from existing media'. The 'Select from existing media' section shows two thumbnails: one labeled '01-ESOC23-2880x966-1-2048x687.jpg' and another labeled 'Munich.jpg'. An 'Insert selected' button is at the bottom of the modal. A red bracket connects the 'Add media' button to the modal. Another red bracket connects the 'Edit' button in the header to the 'Background' section.

Background - click on “Add media” and add an event banner:

Option 1: Choose from banners that has already been added, click on “insert selected”

Option 2: Upload a new one (limit of 4 mb, dimensions 1523x397). To do, so click on “choose file” and add a new file (see recommendations on the next slide)

! Make sure to not have any logos in your banner. The organizers logo will be displayed below the banner.

Banner content:
To update Heading, Date and Body (see instructions [here](#))

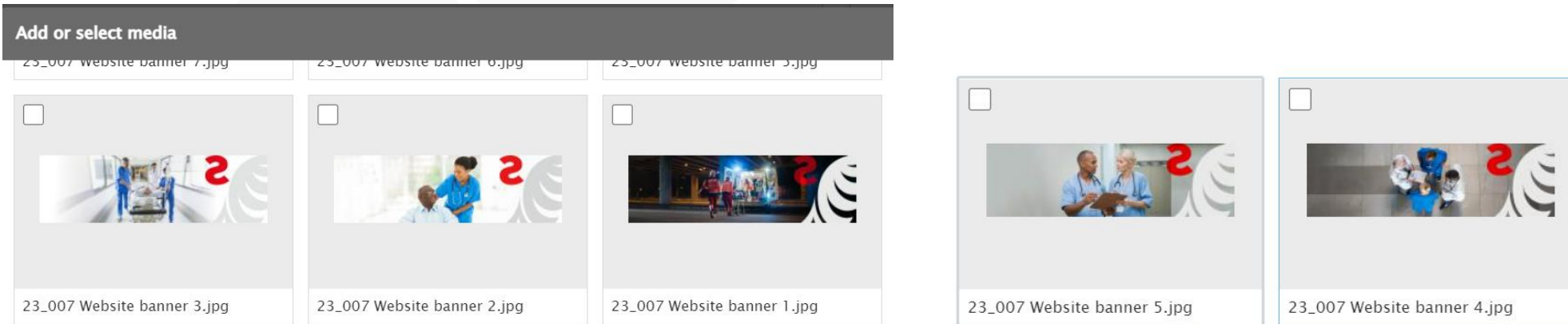
Design the event landing page

Angels Team

Agency

8. Finalize event banner: Recommendations for event banner media (2/3)

We have created a few banner pictures (Website banner 1-5) for you to use. Please see them below. They are available and you can just select them.



If you would like to add a specific banner for the event that is not available yet, please keep in mind the recommendations on the next slide.

Design the event landing page

Angels Team

Agency

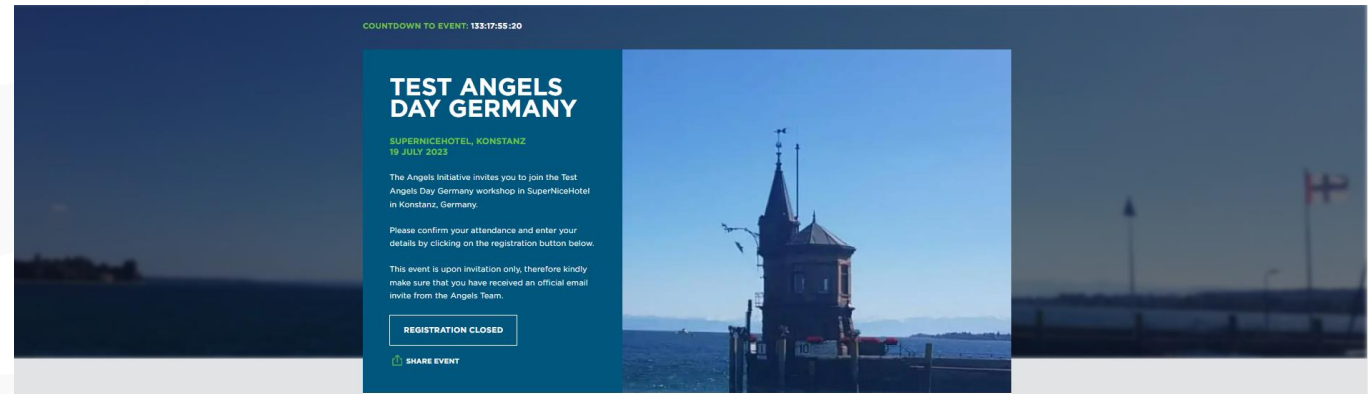
8. Finalize event banner: Recommendations for event banner media (3/3)

Make sure to choose a picture that shows a place from far away. There is an automated zoom integrated when creating the banner, that currently cannot be turned off.

Original picture



Picture in the banner of the landing page



Design the event landing page

Angels Team

Agency

9. Finalize event banner: click on “Banner options” and choose a content position

Choose your preferred option
It will depend a lot on the banner picture you add (see the examples of the different options to the left)

Save as “Draft” on the bottom of the page, if you want to see what your chosen option looks like in “View” mode.

Current state: Draft

Change to: Draft

Save

Preview

Delete

HERO

Event: Banner

BACKGROUND

Test_Konstanz.jpg

The maximum number of media items have been selected.

BANNER CONTENT

BANNER OPTIONS

Standout
Filters background to make text stand out.

Content Position *

Left
Left
Center
Right

ACENDA

ORGANISERS

Content Position *

Left

Content Position *

Center

Content Position *

Right

TEST ANGELS DAY GERMANY

INTERNATIONAL CONGRESS 16 JULY 2023

The Angels Initiative invites you to join the Test Angels Day Germany workshop in Spiez/Thurgau in Eastern Germany.

Please confirm your attendance and enter your details by clicking on the registration button below.

This event is open invitation only. Therefore kindly note that you have to register on official email only from the Angels Team.

REGISTER HERE

SHARE EVENT

Go back to “Overview – all steps”:

Design the event landing page

Angels Team

Agency

10. Scroll down to “Agenda Section” section, click on “Agenda” and change the heading to the language of the event (if event language other than English)

Agenda Heading:

The Agenda Heading is not editable here, but you can copy the code in the field with the translated fields. In order to change the title, please follow these steps:

1. Copy the following code in an empty document:

Event agenda

2. Translate and change the text “Event” and “agenda” in the code (see marked sections in yellow to the right). Example:

Programm der Veranstaltung

3. Copy in the Agenda Heading field

▼ AGENDA

Agenda Heading

Event agenda

Text format Basic HTML

▼ AGENDA

Agenda Heading

Programm der Veranstaltung

Text format Basic HTML

On the landing page it will show as the heading for the agenda section:

PROGRAMM DER VERANSTALTUNG

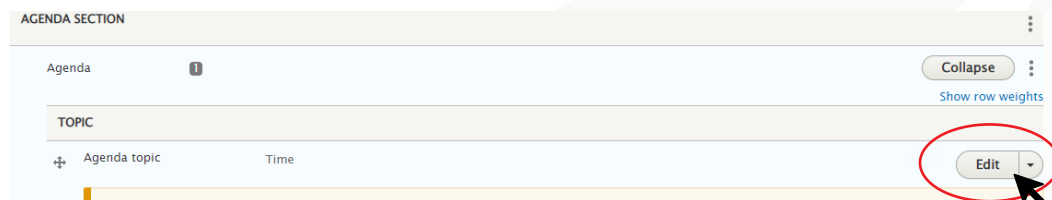
WORKSHOP DAY		
TIME	DESCRIPTION	SPEAKERS
16:00 - 17:00	Welcome and Introduction	RITA RODRIGUES
17:00 - 18:00	CT Imaging Session	JAN VAN DER MERWE

Design the event landing page

Angels Team

Agency

11. Edit the “Agenda Section”: Header and Agenda Table Headings



If the information in the picture below is not yet visible, click on “Edit” in order to be able to create the agenda

Then, edit the following information

TOPIC

Header: This is the Header of the whole table, pick a suitable heading e.g., “Workshop Day 1”. It is especially important in case you have more than one event day

Agenda Table Headings (Time/Description/Speakers):

All of these headings are editable, so you can translate them to the language of the event in case needed. Please always add the time zone of the event e.g., CET .

A screenshot of the 'TOPIC' form. It shows a 'Header' field with the text 'Workshop Day'. Below it is the 'AGENDA TABLE HEADINGS' section, which contains three rows: 'Time (CET)', 'Description', and 'Speakers'. Each row has a plus icon on the left.

Design the event landing page

Angels Team

Agency

12. Edit the “Agenda Section” – Edit the agenda table (times & description)

Click on „Edit“ in order to enter the details of the agenda (if not shown already)

AGENDA TABLE

Agenda session **Edit**

TIME SLOT *

Start date *

07/19/2023 09:00:00 AM

End date *

07/19/2023 09:30:00 AM

Description

B I | | | | Normal

Welcome and Introduction

Time slot

Add the start & end date/time for the agenda session.

Note that if online event has been selected in the [event options](#), the times will adjust for the viewers depending on the time zone they have chosen in their user settings.

! Double-check that you have used AM and PM correctly, otherwise the agenda might be mixed up and in case of online events the wrong time slot will show for participants

Description

Add a short description for the agenda session. It usually is the title of that agenda session e.g., CT Imaging Session.

Design the event landing page

Angels Team

Agency

13. Edit the “Agenda Section” – Add the speaker to the agenda session

Type the name of the respective speaker in the text field. It will show you all existing speakers on the website that you can choose from.

Case 1: The name of the speaker shows up: The speaker you want to add exists, therefore just add them by clicking their name. No further input needed.

Case 2: The name of the speaker does not show up: The speaker you want to add does not exist yet and you will therefore have to add a new speaker (Angels Team only: see [next slide for details](#))

More than one speaker:

If you want to add another speaker for that agenda session, please click on “Add another item”

The screenshot shows the 'AGENDA TABLE' interface. Under the 'Agenda session' header, there is a 'SPEAKER' section. A search bar contains the text 'rita', and a dropdown menu shows 'Rita Rodrigues'. A mouse cursor is pointing at 'Rita Rodrigues'. Below the dropdown, a message reads: 'If the speaker does not exist you can create a new speaker'. An arrow points from this interface to the next one.

The screenshot shows the 'SPEAKER' interface. A search bar contains the text 'Julia Binkert'. Below the search bar, a message reads: 'If the speaker does not exist you can create a new speaker'. The text 'create a new speaker' is circled in red, and a mouse cursor is pointing at it.

The screenshot shows the 'SPEAKER' interface with two entries. The first entry is 'Rita Rodrigues (1624)'. The second entry is an empty search bar. Below the search bars, a message reads: 'If the speaker does not exist you can create a new speaker'. At the bottom, there is a button labeled 'Add another item', which is circled in red, and a mouse cursor is pointing at it.

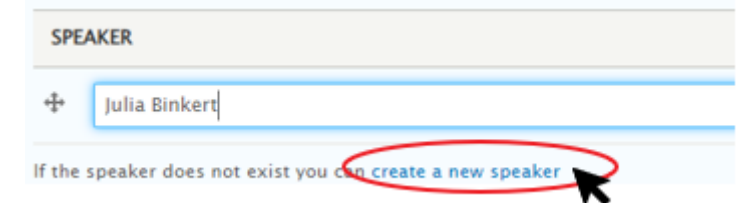
Design the event landing page

Angels Team
only !

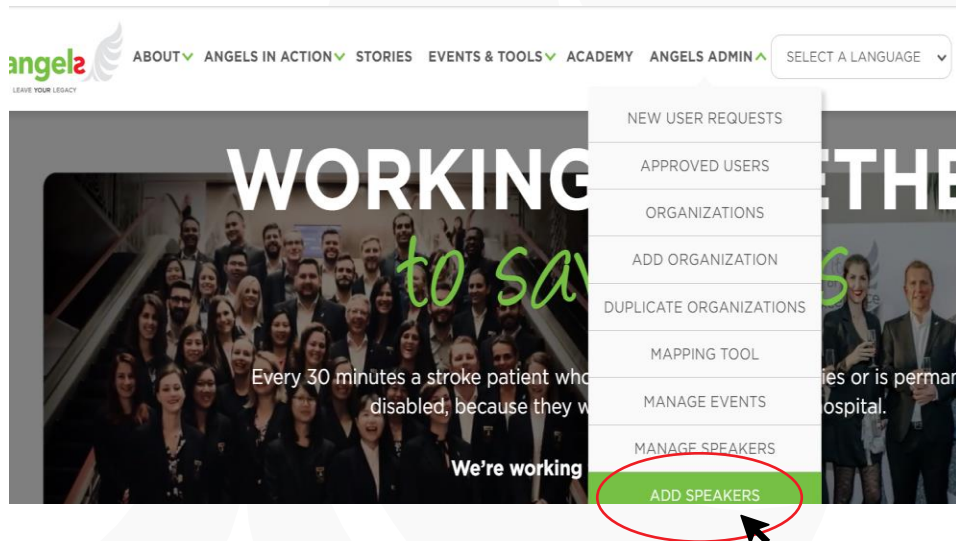
Add a new speaker (1/2)

There are two options to add a new speaker.

Option 1: In the “Edit” event section > “Agenda” section > “Speaker”: click on “create a new speaker”



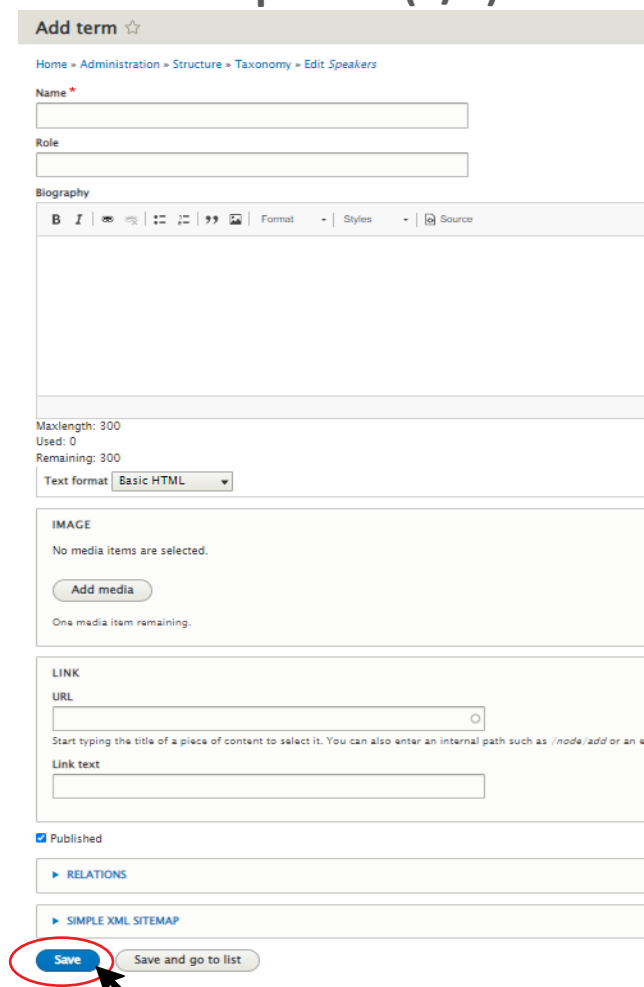
Option 2: Go to ANGELS ADMIN > ADD SPEAKERS, then click on “Add term”



Design the event landing page

Angels Team
only !

Add a new speaker (2/2): Add all necessary information



The screenshot shows the 'Add term' form in a Drupal-like interface. It includes fields for 'Name', 'Role', and a rich text editor for 'Biography'. Below the biography field is a 'Text format' dropdown set to 'Basic HTML'. There is an 'IMAGE' section with a message 'No media items are selected.' and an 'Add media' button. Below that is a 'LINK' section with 'URL' and 'Link text' fields. At the bottom, there is a 'Published' checkbox, a 'RELATIONS' section, and a 'SIMPLE XML SITEMAP' section. A red circle highlights the 'Save' button at the bottom left.

Fill in the following information:

Name: Speakers first and last name

Role: e.g., Head of Neurology Department

Biography: Add a short speaker biography
(max. 300 words)

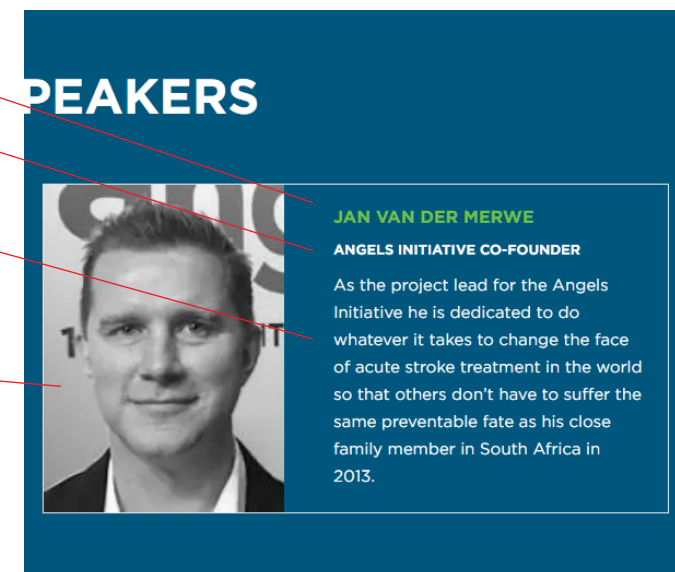
Image: add a professional picture of the speaker, in case it is an Angels Team member, please choose the official Angels picture with Angels background

Link: optional

Relations: Do not edit

Simple XML Sitemap: Do not edit

How it will be displayed on landing page:



→ Do not forget to "save" at the end

Go back to "Overview – all steps": 

Design the event landing page

Angels Team

Agency

14. Edit the “Agenda Section”: Add another agenda session

If you want to add another agenda session for that day, click on “Add agenda session”. Then repeat [steps 12 & 13](#).

AGENDA TABLE		Edit all	⋮
✚	Agenda session	Rita Rodrigues, Welcome and Introduction 	Edit ⋮
✚	Agenda session	Jan van der Merwe, CT Imaging Session	Edit ⋮
Add Agenda session to Agenda Table			

15. Edit the “Agenda Section” – Add another workshop day (agenda topic)

If you want to add another workshop day to the table, click on “Add Agenda topic”. Then repeat [steps 11-14](#).

Add Agenda session to Agenda Table
Add Agenda topic

Design the event landing page

Angels Team

Agency

16. Edit the “Agenda Section” – Add an agenda document as pdf

Add an agenda as pdf: click on choose a file

AGENDA SECTION

Agenda ⓘ

TOPIC

⊕ Agenda topic Workshop Day, ...

• Add Agenda topic

Agenda pdf

Choose File No file chosen

One file only.
2 MB limit.
Allowed types: pdf.



Once added and saved, it will appear as a document to download in the landing page

WORKSHOP DAY		
TIME	DESCRIPTION	SPEAKERS
09:00 - 09:30	Welcome and Introduction	RITA RODRIGUES
09:30 - 11:00	CT Imaging Session	JAN VAN DER MERWE

 CALENDAR FILE (ICS) DOWNLOAD
FOR BEST RESULTS DOWNLOAD AND THEN DRAG TO YOUR DESIRED CALENDAR

 DOWNLOAD AGENDA

REGISTER HERE

Design the event landing page

Angels Team

Agency

17. Scroll down to “Organizers” and check the heading is in the language of the event

Organizers Heading:

The Heading is editable so that you are able to adjust it to your preferred language. In order to do so, only change the text “Event” and “organizers” – do not change any other text element

On the landing page it will show as the heading for the organizer section:

EVENT *organisers*

► AGENDA

▼ ORGANISERS

Organizers heading

Event organisers

Text format Angels span ▼

- Allowed HTML tags:



LEAVE YOUR LEGACY

ANGELS INITIATIVE

Angels Initiative is a non-promotional, health care project of Boehringer Ingelheim International GmbH to support the ESO and WSO in implementing their main goal, to improve...

Design the event landing page

Angels Team

Agency

18. Edit the “Organizer section”: Add the organizer logo to the event

Click on „Add media” and add an organizer logo

Option 1: Choose from logos that has already been added, click on “insert selected”

Option 2: Upload a new one (limit of 1 mb) therefore, click on “choose file” and add a new file



The logo will appear on top of the landing page, just below the banner and next to the event organizer description

ORGANIZERS

✚ Event organizer

Organizer

Angels Initiative

Name of the organizer.

LOGO

No media items are selected.

Add media

One media item remaining.

Biography

Angels Initiative is a non-promotional, health care pro

Text format Basic HTML

- Allowed HTML tags: <a href hreflang> <strong id> <h6 id> <p>
 <img src alt height width dat

Add or select media

Add file

Choose File No file chosen

One file only.
1 MB limit.
Allowed types: png gif jpg jpeg.

Name Sort by

download (1)_CHUA.png download_INEM.png

Insert selected

Design the event landing page

Angels Team

Agency

19. Edit the “Organizer section”: Add the organizer information to the event

ORGANIZERS

✚ Event organizer

Organizer

Angels Initiative

Name of the organizer.

LOGO

No media items are selected.

Add media

One media item remaining.

Biography

Angels Initiative is a non-promotional, health care project of Boehringer Ingel

Text format Basic HTML

LINK

URL *

https://www.angels-initiative.com/

Start typing the title of a piece of content to select it. You can also enter an internal path link to the front page. Enter <nolink> to display link text only. Enter <button> to display a button.

Link text

Angels Initiative Website

Organizer

Add the organizers name that is supporting the event

Organizer

Add a short biography of the organizer (mandatory)

Link

Add a URL and link text that will lead to the organizer's website

Design the event landing page

Angels Team

Agency

20. Edit the “Organizer section”: Add more organizers to the event

Add Event organizer

If you want to add another organizer for the event, click on “Add event organizer”. Then repeat steps [18 & 19](#).

All added event organizers will appear in the section on the landing page and their logos will appear right below the event banner (see example below).

angels.png

The maximum number of media items have been selected.

Biography

Angels Initiative is a non-promotional, health care project of Boehringer Ingel

Text format Basic HTML

- Allowed HTML tags: <a href hreflang> <cite> <blockquote cite> <code id> <h6 id> <p>
 <img src alt height width data-entity-type data-entity-uuid data-
- You can align images (data-align="center"), but also videos, blockquotes, and so on.
- You can caption images (data-caption="Text"), but also videos, blockquotes, and so on.
- Only images hosted on this site may be used in tags.

LINK

URL *

https://www.angels-initiative.com/

Start typing the title of a piece of content to select it. You can also enter an internal path s link to the front page. Enter <nolink> to display link text only. Enter <button> to display

Link text

Angels Initiative Website

Add Event organizer

EVENT organisers

ANGELS INITIATIVE

Angels Initiative is a non-promotional, health care project of Boehringer Ingelheim International GmbH to support the ESO and WSO in implementing their main goal, to improve...

[ANGELS INITIATIVE WEBSITE](#)

NUTRICIA

We have been pioneering nutritional solutions since 1896, when our founders first began their early support of mothers and their infants. Since then, our nutritional...

[NUTRICIA WEBSITE](#)

Design the event landing page

Angels Team

Agency

21. Scroll down to “Speaker” section and check the heading is in the language of the event

Speaker Heading:

The Speaker Heading is editable so that you are able to adjust it to your preferred language. In order to do so, only change the text “Event” and “Speakers” – do not change any other text element

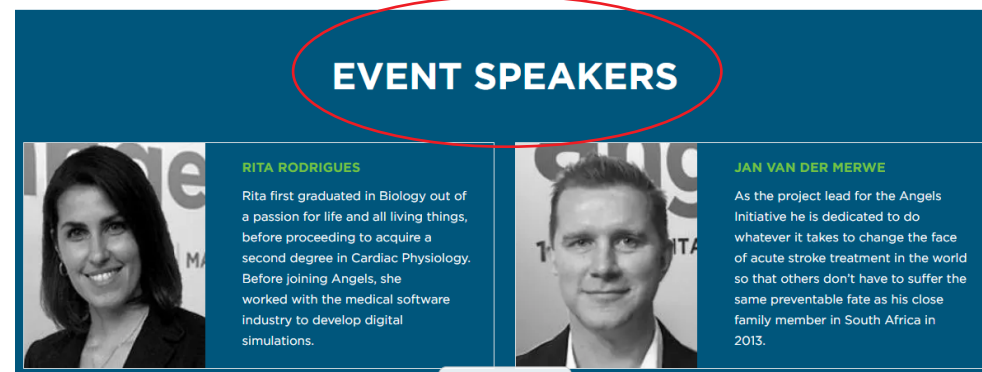
Speaker heading

Event <class="f-angelina">Speakers

Text format Angels span ▼

- Allowed HTML tags:

On the landing page it will show as the heading for the agenda section:



! The speaker and their biographies will be automatically added if you have added the speakers correctly in the agenda section. The information shown here depends on the speaker you added in the agenda section and the information that has been added to the speaker profile (go back [here](#) to add speakers).

Design the event landing page

Angels Team

Agency

22. Edit the “Resources Section”: Scroll down to “Resources” section, click on “Resources” and check the heading is in the language of the event

Resources Heading:

The Resources Heading is editable so that you are able to adjust it to your preferred language. In order to do so, only change the text “Your” and “Resources” – do not change any other text element

On the landing page it will show as the heading for the resources section:

YOUR Resources

▼ RESOURCES

Resources

Resources heading

Your Resources

Text format Angels span ▼

- Allowed HTML tags:

TYPE	DESCRIPTION	LINK
Checklist	Using a checklist while interpreting the CT image has shown to improve the quality of interpretation. Download the checklist below as a guide to CT interpretation in acute stroke.	CT IMAGING CHECKLIST

Design the event landing page

Angels Team

Agency

23. Edit the “Resources Section” – Resources Table Headings

RESOURCES TABLE HEADINGS	
+	Type
+	Description
+	Link

Resources Table Headings (Type/Description/Link):
All of these headings are editable, so you can translate them to the language of the event in case needed

YOUR Resources

TYPE	DESCRIPTION	LINK
Checklist	Using a checklist while interpreting the CT image has shown to improve the quality of interpretation. Download the checklist below as a guide to CT interpretation in acute stroke.	CT IMAGING CHECKLIST

On the landing page it will show as the heading for the resources table

Design the event landing page

Angels Team

Agency

24. Edit the “Resources Section” – Add the first resource item

RESOURCES ITEM

Resources Item

Resource Type

Checklist

RESOURCE LINK

URL *

https://www.angels-initiative.com/sites/default/files/08D._Stroke_Physician

Start typing the title of a piece of content to select it. You can also enter an internal path such as /<button> to display keyboard-accessible link text only.

Link text

CT Imaging Checklist

Resource Description

Using a checklist while interpreting the CT image has shown to improve the quality of interpret

Maxlength: 255
Used: 180
Remaining: 75

Resource Upload

Choose File

No file chosen

This will override Resource link
One file only.
2 MB limit.
Allowed types: txt pdf odf ppt pptx xls doc docx.

Resource Type: Name the type of resource your adding e.g. checklist, presentation

Resource Link:

Add here the link and the text you want to have displayed on the landing page

Resource description:

Add a short description of the resource you are providing, can also just be a more explanatory name of the resource

Resource Upload:

You can provide a file for your participants to download on the landing page by uploading the file here (limit of 4MB).
Allowed types: txt, ppt, odf, pptx, xls, doc, docx

- ! You can either add a resource link OR upload a resource!
- By uploading a resource after adding a link you will override resource link

Go back to “Overview – all steps”: 

Design the event landing page

Angels Team

Agency

25. Edit the “Resources Section” – Define visibility of the item

The screenshot shows the 'RESOURCES ITEM' form. At the bottom, the 'Add Resources Item' button is circled in red. Below this button is the 'Availability' section, which includes two radio buttons: 'Everyone' and 'Only Event Attendees'. The 'Only Event Attendees' option is selected. Below the radio buttons is a text box that reads: 'This determines if the resources are available to everyone, or only to those who has registered for the event.'

At the bottom of the resource section, choose who will be able to see your event:

- **Everyone** – means everyone who is registered on the Angels Website has access to the resource
- **Only Event attendees** – only people who have already registered for the event have access to the added resource

Availability *

- ☐ Everyone
- ☒ Only Event Attendees

This determines if the resources are available to everyone, or only to those who has registered for the event.

Design the event landing page

Angels Team

Agency

26. Edit the “Resources Section” – Add another resource item

Click on “Add Resource Item” and repeat steps [24](#) & [25](#)

RESOURCES ITEM

✚ Resources Item

Resource Type
Checklist

RESOURCE LINK

URL *

Start typing the title of a piece of content to select it. You can also enter an internal path such as <button> to display keyboard-accessible link text only.

Link text

Resource Description
Using a checklist while interpreting the CT image has shown to improve the quality of inter...

Maxlength: 255
Used: 180
Remaining: 75

Resource Upload
 No file chosen

This will override Resource link
One file only.
2 MB limit.
Allowed types: txt pdf odf ppt pptx xls doc docx.

Add Resources Item

Availability *
☐ Everyone
☒ Only Event Attendees

This determines if the resources are available to everyone, or only to those who has registered for the event.

Add Resources Item

Availability *
☐ Everyone
☒ Only Event Attendees

This determines if the resources are available to everyone, or only to those who has registered for the event.

Design the event landing page

Angels Team

Agency

Edit the “Resources Section” – Landing page example

See below how your resources section on the landing page could look like:

YOUR Resources

TYPE	DESCRIPTION	LINK
Checklist	Using a checklist while interpreting the CT image has shown to improve the quality of interpretation. Download the checklist below as a guide to CT interpretation in acute stroke.	CT IMAGING CHECKLIST
Poster	12 Weeks to Helsinki Poster	HELSINKI POSTER

Note that if one the uploaded resources has been uploaded as a link and the other one as a file that they will be displayed the same way.

Design the event landing page

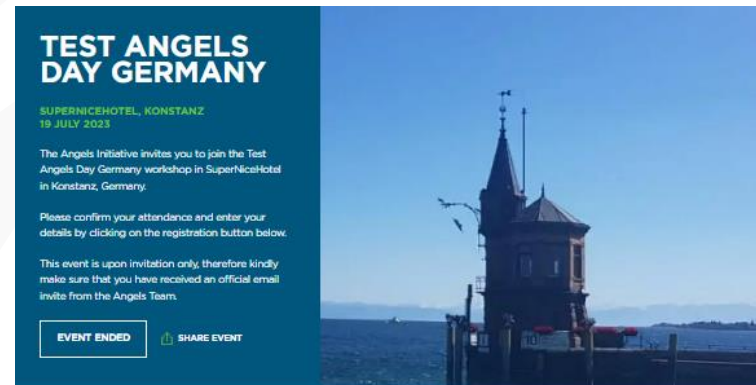
Angels Team

Agency

27. Edit the “Post Event Resources”: What to add here?

Post event resources are resources that you want to share after the event has ended (e.g., link to recording in the video library, checklist etc.). Anyway, you will also be able to add them already. They will only become visible once you have marked the event as ended (see here [how to end the event](#)).

Once the event has been marked as ended the Post Event Resources will appear right below the landing page banner:



YOUR Resources

TYPE	DESCRIPTION	LINK
Video	Watch here (again) the Angels Initiative Forum at Global Alliance Stroke alliance and get all insights.	ANGELS INITIATIVE FORUM AT GLOBAL ALLIANCE STROKE

Design the event landing page

Angels Team

Agency

28. Edit the “Post Event Resources”: Check the heading is in the language of the event

Resources Heading:

The Resources Heading is editable so that you are able to adjust it to your preferred language. In order to do so, only change the text “Your” and “Resources” – do not change any other text element

On the landing page it will show as the heading for the post resources section:

YOUR Resources

TYPE	DESCRIPTION	LINK
Video	Watch here (again) the Angels Initiative Forum at Global Alliance Stroke alliance and get all insights.	ANGELS INITIATIVE FORUM AT GLOBAL ALLIANCE STROKE

POST EVENT RESOURCES

Resources

2

Resources heading

Your Resources

Text format Angels span

- Allowed HTML tags:

Design the event landing page

Angels Team

Agency

29. Edit the “Post Event Resources”: – Resources Table Headings

RESOURCES TABLE HEADINGS	
+	Type
+	Description
+	Link

Resources Table Headings (Type/Description/Link):

All of these headings are editable, so you can translate them to the language of the event in case needed

YOUR Resources

TYPE	DESCRIPTION	LINK
Video	Watch here (again) the Angels Initiative Forum at Global Alliance Stroke: alliance and get all insights.	ANGELS INITIATIVE FORUM AT GLOBAL ALLIANCE STROKE

On the landing page it will show as the heading for the resources table

Design the event landing page

Angels Team

Agency

30. Edit the “Post Event Resources”: Add the first resource item

RESOURCES ITEM

Resources Item

Resource Type

Video

RESOURCE LINK

URL *

Start typing the title of a piece of content to select it. You can also enter an internal path : *http://example.com*. Enter *<front>* to link to the front page. Enter *<nolink>* to display link accessible link text only.

Link text

Resource Description

Maxlength: 255
Used: 103
Remaining: 152

Resource Upload

No file chosen

This will override Resource link
One file only.
2 MB limit.
Allowed types: txt pdf odf ppt pptx xls doc docx.

Resource Type: Name the type of resource your adding e.g. checklist, presentation

Resource Link:

Add here the link and the text you want to have displayed on the landing page

Resource description:

Add a short description of the resource you are providing, can also just be a more explanatory name of the resource

Resource Upload:

You can provide a file for your participants to download on the landing page by uploading the file here (limit of 2MB).

Allowed types: txt, ppt, odf, pptx, xls, doc, docx

- ! You can either add a resource link OR upload a resource!
- By uploading a resource after adding a link you will override resource link

Design the event landing page

Angels Team

Agency

31. Edit the “Post Event Resources”: Define visibility of the item

The screenshot shows a form titled "RESOURCES ITEM". It includes fields for "Resource Type" (set to "Video"), "RESOURCE LINK" (with a URL and link text), "Resource Description", and "Resource Upload". At the bottom, the "Availability" section is circled in red, showing two radio button options: "Everyone" and "Only Event Attendees", with the latter being selected. Below the radio buttons is a small explanatory text: "This determines if the resources are available to everyone, or only to those who has registered for the event."

At the bottom of the resource section, choose who will be able to see your event:

- **Everyone** – means everyone who is registered on the Angels Website has access to the resource
- **Only Event attendees** – only people who have already registered for the event have access to the added resource

Availability *

- ☐ Everyone
- ☒ Only Event Attendees

This determines if the resources are available to everyone, or only to those who has registered for the event.

Design the event landing page

Angels Team

Agency

32. Edit the “Post Event Resources”: Add another resource item

RESOURCES ITEM

Resources Item

Resource Type

Video

RESOURCE LINK

URL *

Start typing the title of a piece of content to select it. You can also enter an internal path such only. Enter <button> to display keyboard-accessible link text only.

Link text

Resource Description

Watch here (again) the Angels Initiative Forum at Global Alliance Stroke alliance and get all i

Maxlength: 255
Used: 103
Remaining: 152

Resource Upload

No file chosen

This will override Resource link
One file only.
2 MB limit.
Allowed types: txt pdf odf ppt pptx xls doc docx.

Add Resources Item

Availability *

☐ Everyone

☒ Only Event Attendees

This determines if the resources are available to everyone, or only to those who has registered for the event.

Click on “Add Resource Item” and repeat steps [30 & 31](#)

Add Resources Item

Availability *

☐ Everyone

☒ Only Event Attendees

This determines if the resources are available to everyone, or only to those who has registered for the event.

Go back to “Overview – all steps”: 

Design the event landing page

Angels Team

Agency

33. Scroll down to “Contacts” section, click on “Contacts” and check the heading is in the language of the event

Contacts Heading:

The Contact's Heading is editable so that you can adjust it to your preferred language. In order to do so, only change the text “Your” and “Contacts” – do not change any other text element

On the landing page it will show as the heading for the contact's section:

YOUR *Contacts*

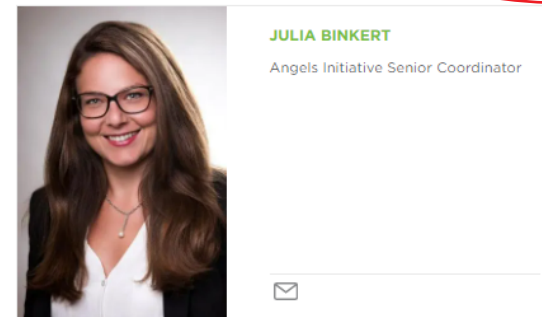
▼ CONTACTS

Contacts Heading

Your Contacts

Text format Angels span

- Allowed HTML tags:



Design the event landing page

Angels Team

Agency

34. Edit the “Contacts” section

In order to edit and add your first contact, please click on “Edit” (if not opened already)

▼ CONTACTS

Contacts Heading

Your `<span class="f-angelina">Contacts</span>`

Text format: Angels span

Allowed HTML tags: `<em>` `<strong>` `<span class="f-angelina">`

CONTACTS

✚ Event: Contact	Edit
------------------	------

Add Event: Contact to Contacts

About text formats ?

Show row weights

Design the event landing page

Angels Team

Agency

35. Edit the “Contacts” section: add your first contact person’s information

Name: Add first and last name of your contact person

Image: see next slide

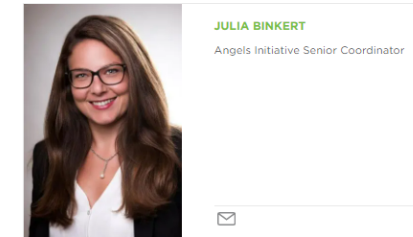
Detail: Add a short description of the contact person’s role

Email: Add email address

Link: Add URL and Link text, if your contact person has their own web page

Example landing page:

YOUR *Contacts*

A screenshot of a web form titled "CONTACTS". The form has several sections: "Name" with a text input containing "Julia Binkert"; "IMAGE" with a message "No media items are selected." and an "Add media" button; "Detail" with a rich text editor containing "Angels Initiative Senior Coordinator"; "Email" with a text input containing "julia.binkert@iqvia.com"; and "LINK" with fields for "URL" and "Link text". Red circles are drawn around the "Name", "Detail", "Email", and "LINK" sections.

Design the event landing page

Angels Team

Agency

36. Edit the “Contacts” section: add your first contact person’s picture

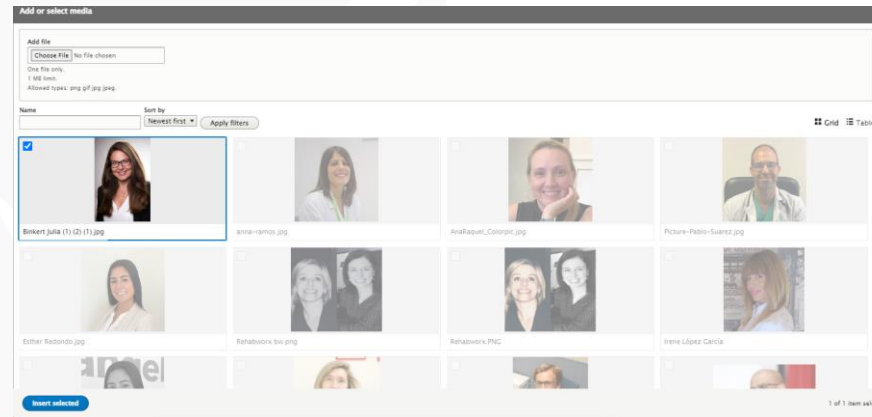


Image – click on “Add media” and add a picture

Option 1: The person has been added as contact before. You can choose the respective picture of that person and click on “Insert selected”

Option 2: The person has been never added as contact person before, the picture is outdated or not appropriate. Then click on “choose file” and upload a new picture (limit of 1 mb).



For the Angels Team please choose your picture with Angels background as contact picture here instead of private picture to keep it professional



Design the event landing page

Angels Team

Agency

37. Edit the “Contacts” section: add another contact person

In order to add another contact person, click on “Add Event Contact” and repeat steps [35 & 36](#)

! In case a local agency has been assigned to support with the event, please add two contact persons:

- One Angels Initiative Team Contact
- One Local Agency Contact

▼ [CONTACTS](#)

Contacts Heading

Your Contacts

Text format: Angels span

Allowed HTML tags:

CONTACTS

Event: Contact Julia Binkert, Binkert Julia (1) (2) (1).jpg, Angels In

Add Event: Contact to Contacts

Design the event landing page

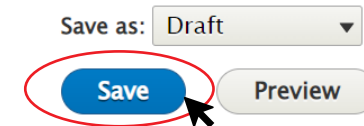
Angels Team

Agency

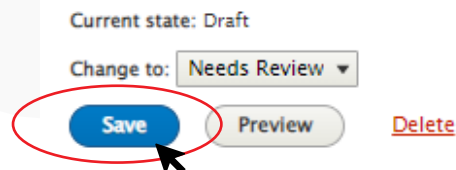
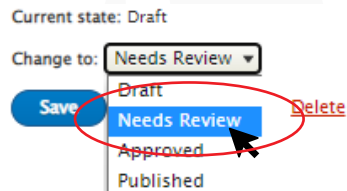
38. Scroll down and save as “Draft” or change status to “Needs review”

Option 1: You will still continue working on the draft but want to save your progress, check how it currently looks like or continue working later because you are still missing some information: Scroll down to the bottom and save as draft (!!).

You will now be redirected to the “View page” where you get a preview of the landing page. In order to go back to edit, [see step 3](#).



Option 2: You have entered all necessary details, checked if everything looks fine in “View” mode and now feel like your landing page is ready for review: Scroll down to the bottom, select “Needs review” and then “save”. Continue with [step 39](#).



Design the event landing page

Angels Team

Agency

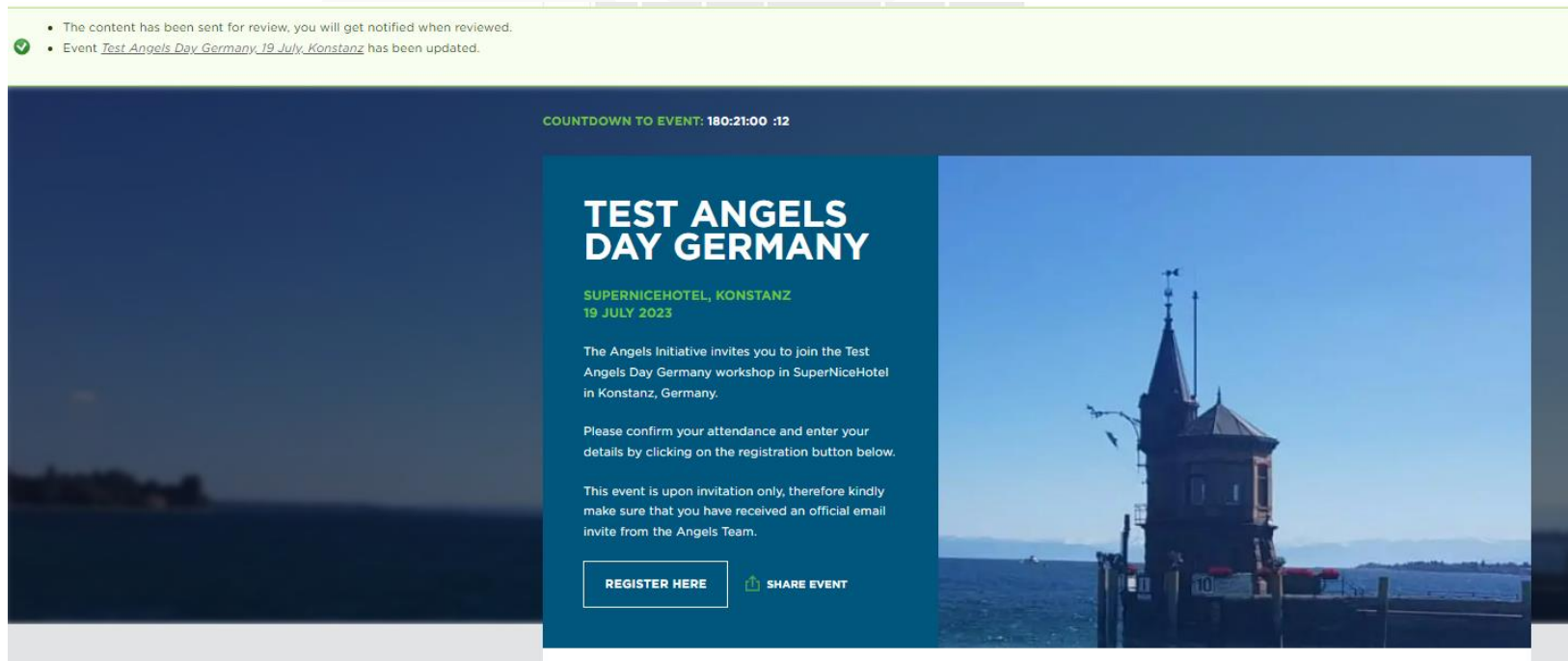
39. The content of the landing page has been sent for review

After you have saved it in “Review mode”, you will be redirected to the “View” page of the event.

The owner of the event (the Angels Team member who created the event) will now need to review the landing page.

Agency: Please notify the respective Angels Consultant that the page is ready for review.

Angels Team: If you have created the event yourself, please find another team member to review the landing page



Approve the event landing page

Angels Team
only !

In this section you will find all steps for the responsible Angels Team member to review the landing page.

Overview – all steps

- [Open the event for reviewing \(Steps 1-3\)](#)
- [Do a detailed check of the landing page in view mode \(Steps 4 -10\)](#)
- [Do a detailed check of the landing page in edit mode \(Steps 11-14\)](#)
- [Change status to “Needs changes” or “Approved” \(Steps 15-16\)](#)

Go back to “Content”:



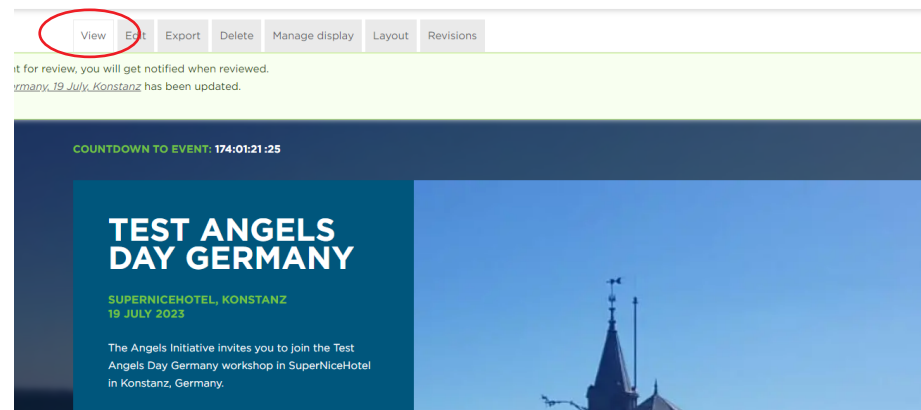
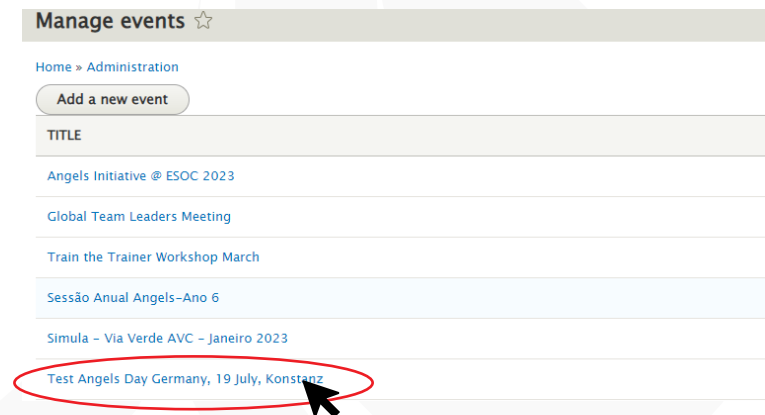
Approve the event landing page

Angels Team
only !

1. Access the [Angels Initiative website](#) and login to your account
2. Under “Angels Admin” select “Manage events”



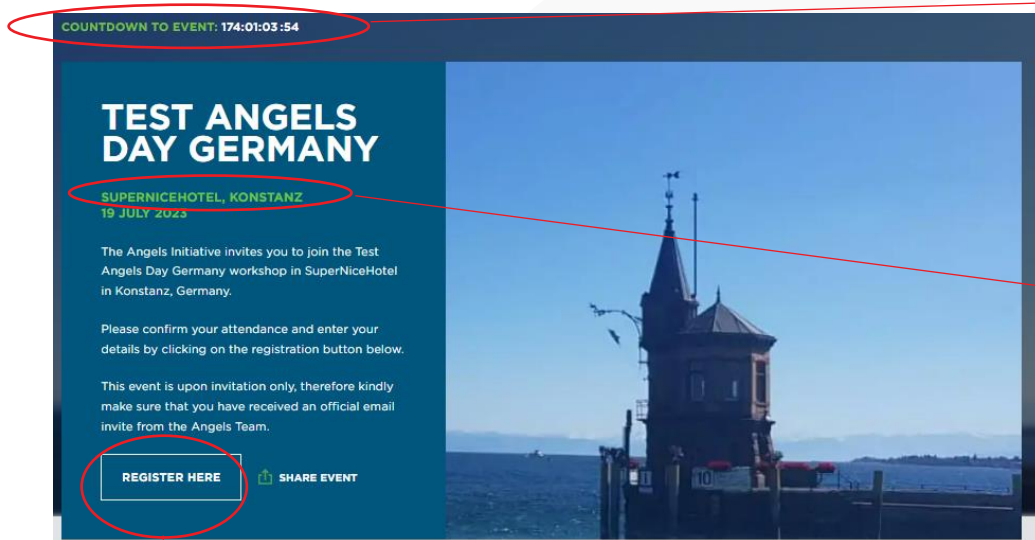
3. On the “Manage events” site, choose the respective event and leave it in view mode first



Go back to “Overview – all steps”: 

Approve the event landing page

4. Do a detailed check of the landing page in view mode : Start with the Banner (1/2)



✓ **Countdown:** have a rough calculation if the countdown is correct (otherwise the date in the agenda might not be set correctly).

✎ If not, edit agenda dates [here](#) or add to the list for your local agency.

✓ Is the correct **Event location** displayed?

✎ If not, edit the event location [here](#) or add to the list for your local agency.

“Register here” button:

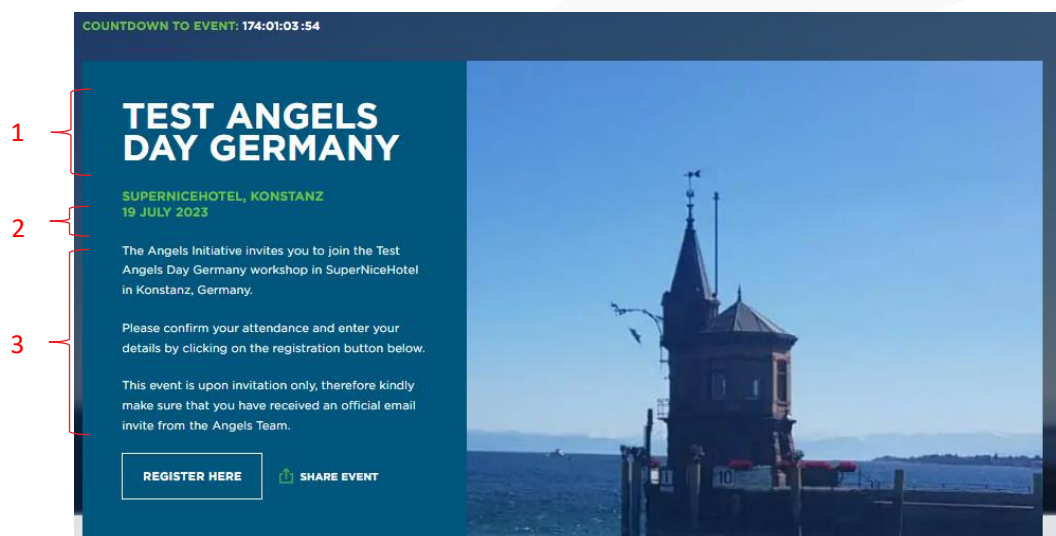
✓ Click on the registration button and do a test registration.

✎ If the registration link or text is not working, edit the link information here or add to the list for your local agency.
Find out in the next modules how to review the registration page itself during the test registration.

Approve the event landing page

Angels Team
only !

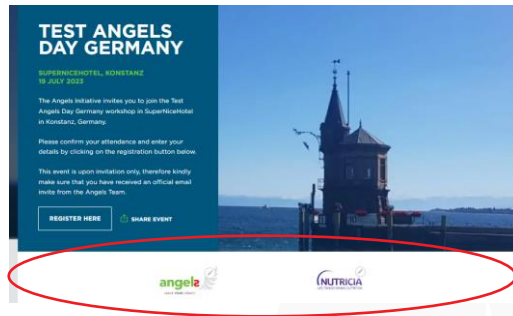
4. Do a detailed check of the landing page in view mode : Start with the Banner (2/2)



- ✓ Are the **Heading (1)**, **Event Date (2)** and **Event Description (3)** correct?
- ✎ If not, edit the banner content [here](#) or add to the list for your local agency.
- ✓ Is the **Background image** the one you have chosen? Is it appropriate for the event and does it not show any logo in there already?
- ✎ If not, edit the background [here](#) or add to the list for your local agency.

Approve the event landing page

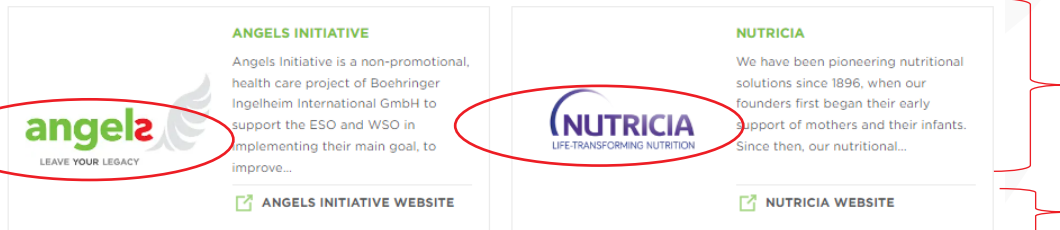
5. Do a detailed check of the landing page in view mode : Organizer logo and information



The **organizer logos** are shown below the banner and in the event organizer section.

- ✓ Make sure you the important organizer logos are shown.

EVENT organisers



- ✓ Furthermore, check if you have added the **organizers name** and a **short biography** of the organizers .

- ✓ Finally, do not forget to also double check the **links** are working.

✎ If changes are needed, please edit the organizer section [here](#) or add the changes to the list for your local agency.

Approve the event landing page

Angels Team
only !

6. Do a detailed check of the landing page in view mode : Post event resources

YOUR Resources

TYPE	DESCRIPTION	LINK
Video	Watch here (again) the Angels Initiative Forum at Global Alliance Stroke alliance and get all insights.	ANGELS INITIATIVE FORUM AT GLOBAL ALLIANCE STROKE

REGISTER HERE

The **post event resources** are shown just below the event banner and logos. This section will only be shown after the event has been marked as ended! It is okay, if there is no content if you haven't decided yet (you will be able to add those resources on a later stage).

- ✓ If you have already added resources here, check the **Type** and **Description** are displayed correctly.
- ✓ Do not forget to also click on the **Link** to see if the added resource link or download is working.
- ✎ If changes are needed, please edit the post event section [here](#) or add the changes to the list for your local agency.

Approve the event landing page

Angels Team
only !

7. Do a detailed check of the landing page in view mode : Event agenda

EVENT *agenda*

WORKSHOP DAY		
TIME	DESCRIPTION	SPEAKERS
16:00 - 17:00	Welcome and Introduction	RITA RODRIGUES
17:00 - 18:00	CT Imaging Session	JAN VAN DER MERWE

 CALENDAR FILE (ICS) DOWNLOAD
FOR BEST RESULTS DOWNLOAD AND THEN ADD TO YOUR DESIRED CALENDAR

 DOWNLOAD AGENDA

REGISTER HERE

- ✓ Check if all workshop days are displayed and **time, description** and **speakers** are correct.
- ✓ Please also test do **download the calendar file** and **agenda**.

 If changes are needed, please edit the agenda section [here](#) or add them to the list for your local agency.

Approve the event landing page

8. Do a detailed check of the landing page in view mode : Event speakers



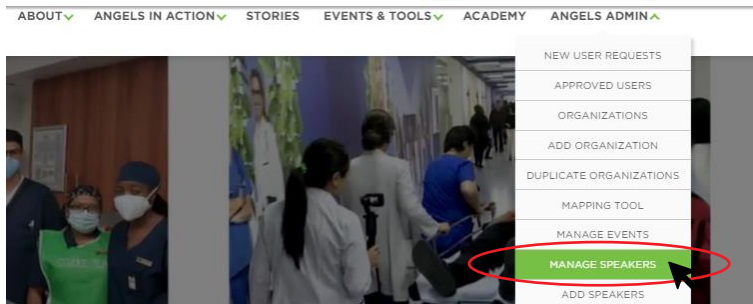
- ✓ Make sure **all speakers are displayed** in this section (if not you will also have one missing in the agenda)
- ✎ If you want to add a speaker to the agenda, please see [here](#) or add it to the list for your local agency.
- ✓ Check that **names** and **biographies** are complete and displayed correctly
- ✓ In case there are any **links** to e.g., the speaker's homepage please do not forget to test them.
- ✎ If you want to change the speaker information, see [next slide](#).

Approve the event landing page

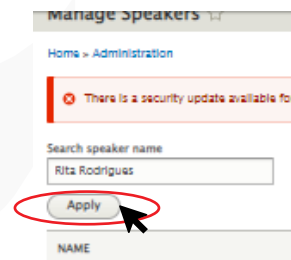
Angels Team
only !

Manage speakers: Change speaker information (1/2)

1. Go to ANGELS ADMIN > MANAGE SPEAKERS



2. "Search the speakers name" and click on "Apply"



3. The speaker's name appears in the list, then click on "edit"

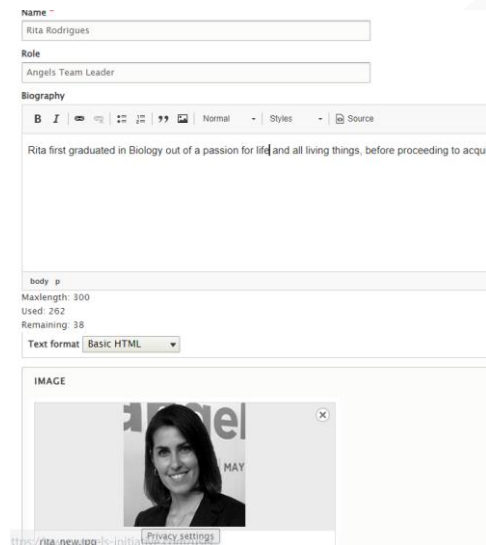


Approve the event landing page

Angels Team
only !

Manage speakers: Change speaker information (2/2)

4. Edit the speaker information or picture



The screenshot shows a web form for editing speaker information. The 'Name' field contains 'Rita Rodrigues'. The 'Role' field contains 'Angels Team Leader'. Below these is a 'Biography' section with a rich text editor. The editor's toolbar shows 'Normal' and 'Styles' options. The text area contains the sentence 'Rita first graduated in Biology out of a passion for life and all living things, before proceeding to acquire'. Below the text area, it shows 'body p', 'Maxlength: 300', 'Used: 262', and 'Remaining: 38'. There is a 'Text format' dropdown set to 'Basic HTML'. At the bottom, there is an 'IMAGE' section with a placeholder image of a woman. A URL 'https://rita.newappels-initia...' is visible at the bottom left, and a 'Privacy settings' link is at the bottom right.

5. Scroll to the bottom and click on “save”



Approve the event landing page

Angels Team
only !

9. Do a detailed check of the landing page in view mode : Event resources

YOUR Resources

TYPE	DESCRIPTION	LINK
Checklist	Using a checklist while interpreting the CT image has shown to improve the quality of interpretation. Download the checklist below as a guide to CT interpretation in acute stroke.	CT IMAGING CHECKLIST
Poster	12 Weeks to Helsinki Poster	HELSINKI POSTER

- ✓ Check that your event resources are complete
- ✓ Check that **Type** and **Description** are displayed correctly.
- ✓ Do not forget to also click on the **Link** to see if the added resource link or download is working.

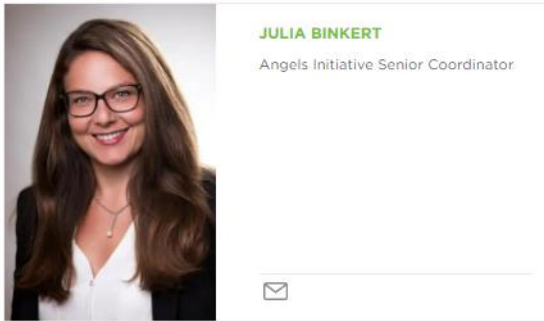
✎ If changes are needed, please edit the resource section [here](#) or add the changes to the list for your local agency.

Approve the event landing page

Angels Team
only !

10. Do a detailed check of the landing page in view mode : Contact persons

YOUR *Contacts*



- ✓ Check that one Angels Team contact person AND (if applicable) one local agency contact person has been added
- ✓ Check that the Name, Image and Detail information are complete and correct
- ✓ Click on the little email icon and check if the email link is working

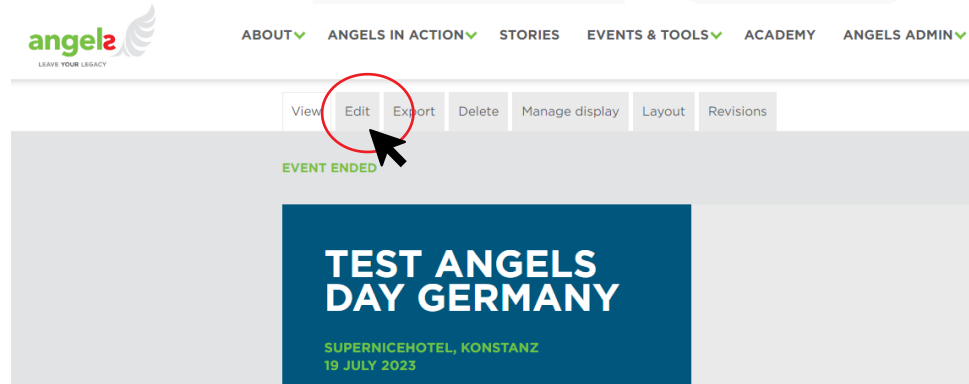
✎ If changes are needed, please edit the contact section [here](#) or add the changes to the list for your local agency.

Approve the event landing page

11. Do a detailed check of the landing page in edit mode

There are few details that must be checked in edit mode since they are not visible, such as the Country, Time zone, Online event tick box, Language, Spotme Eid, Live URL and Agenda Dates. How to check them will be shown in the next slides.

In order to check them, please go to the “Edit” page and follow steps on the next slides.



Approve the event landing page

12. Do a detailed check of the landing page in edit mode: Country, Time zone, Online Event tick box and Language

Click on event options to see the respective fields:

Title *

Test Angels Day Germany, 19 July, Konstanz

▶ EVENT OPTIONS

Agency group

- None -

Country *

Germany

Location

SuperNiceHotel, Konstanz

Location of the event.

Timezone

Berlin

☐ Event is Online

Online events will be displayed in the user's set timezone. NB: N

Language *

English

- ✓ Check the Country, Time zone and language are set correctly
- ✓ In case of online events make sure the “Event is Online” box is ticked
- ✓ In case of f2f events, make sure it unticked
- ✎ If changes are needed, please make the respective changes straight away.

Approve the event landing page

13. Do a detailed check of the landing page in edit mode: Live URL (online event only) and Spotme Eid

Scroll down in event option section to check Live URL and Spotme Eid:

The screenshot shows a form titled "EVENT HAS EUID" with two main sections. The first section, "LIVE URL", contains a "URL *" field with the value "https://www.angels-initiative.com/" and a "Link text" field with the value "JOIN WEBINAR". The second section, "Spotme Eid", contains a text input field. Red circles are drawn around the "LIVE URL" section and the "Spotme Eid" field. Below the "Spotme Eid" field, there is a small text label: "Enter the sptome workspace EID that this event is related to."

- ✓ Check the Live URL is correct, therefore copy the link and test it in a different tab (online events only)
- ✓ Double check the link text is what you want to see displayed on the day of the event (online events only)
- ✓ Check the Spotme Eid is filled

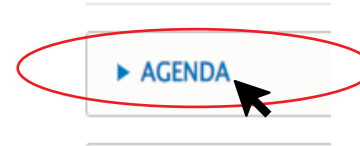
✎ If changes are needed, please make the respective changes straight away or add the changes to the list for your local agency.

Approve the event landing page

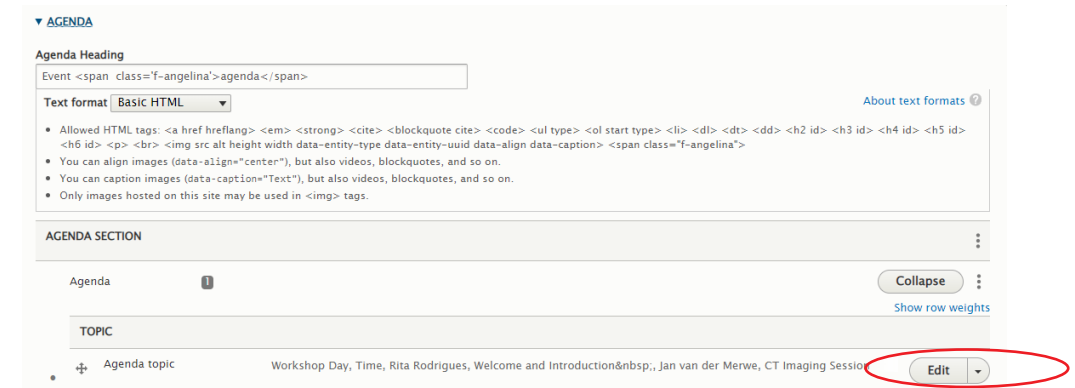
Angels Team
only !

14. Do a detailed check of the landing page in edit mode: Agenda Dates (1/2)

1. Scroll down to the Agenda section and click on it to open.



2. Open the first of your agenda topics by clicking on “Edit”



3. Open the first of your “Agenda session” by clicking on “Edit”

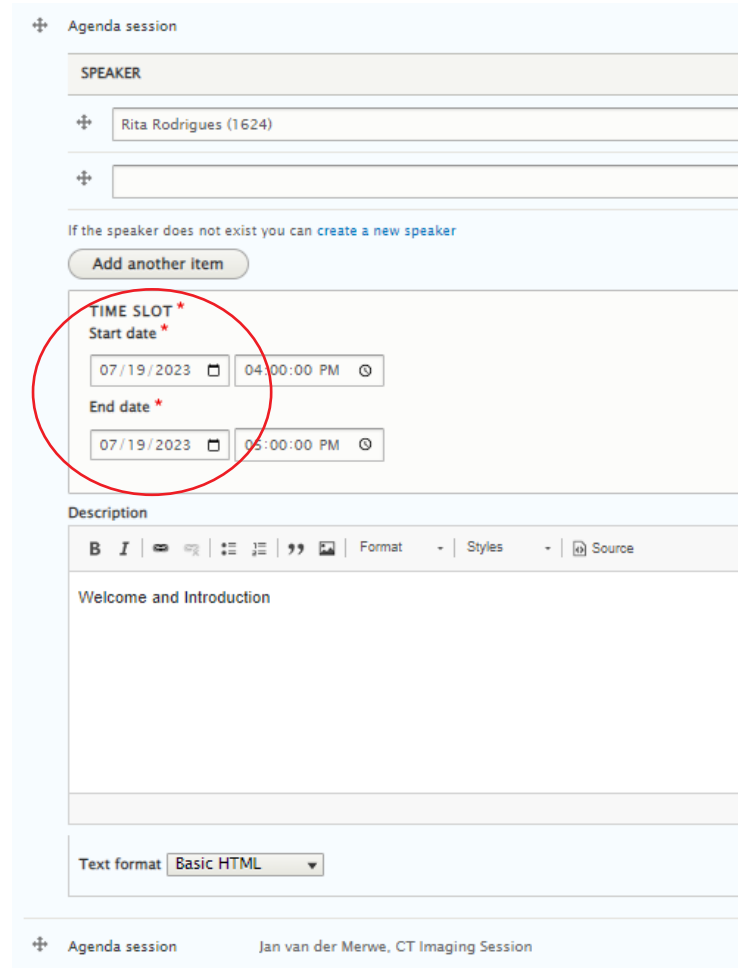
AGENDA TABLE		Edit all	
+	Agenda session	Rita Rodrigues, Welcome and Introduction .	Edit
+	Agenda session	Jan van der Merwe, CT Imaging Session	Edit

Approve the event landing page

Angels Team
only !

14. Do a detailed check of the landing page in edit mode: Agenda Dates (2/2)

4. Check the date
 - ✓ Make sure the correct Start and End date is shown
 - ✎ If changes are needed, please make the respective changes straight away
5. Repeat Steps 3&4 for all agenda sessions of the day
6. If you have more than one workshop day (agenda topic), repeat steps 2-5 for the next agenda topic



Agenda session

SPEAKER

Rita Rodrigues (1624)

If the speaker does not exist you can [create a new speaker](#)

TIME SLOT *

Start date *

07/19/2023 04:00:00 PM

End date *

07/19/2023 05:00:00 PM

Description

Welcome and Introduction

Text format: Basic HTML

Agenda session Jan van der Merwe, CT Imaging Session

Approve the event landing page

Angels Team
only !

15. Scroll down and change status to “Needs changes” or “Approved”

Option 1: You want to make more changes or you want your local agency to make changes: Scroll down to the bottom, select “Needs changes” and then “Save”.

- In case you have a local agency assigned, they should now have received an automated email that changes are needed. Please send them the list of changes you want them to apply. Once they are done with the changes, ask them to put it back in “Needs review” mode. Then review again.

Option 2: The landing page has been successfully reviewed and you are happy with it: Scroll down to the bottom, select “Approved” and then “Save”. Continue with [Step 16](#).

Current state: Needs Review

Change to:

Current state: Needs Review

Change to:

Current state: Needs Review

Change to:

Current state: Needs Review

Change to:

Approve the event landing page

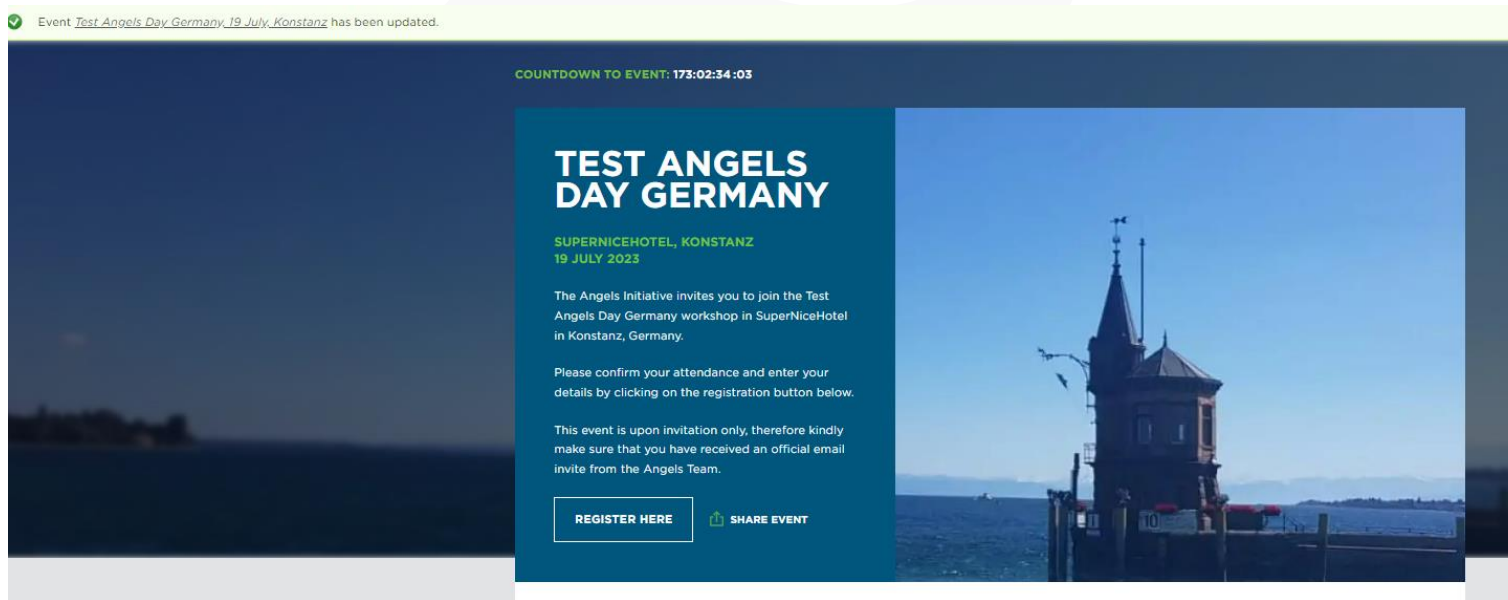
Angels Team

Agency

16. The content of the landing page has been approved

After you have saved it as “Approved”, you will be redirected to the “View” page of the event.

Double check again that everything is okay and continue with the next chapter “[Publish the event landing page](#)”



Publish the event landing page

Angels Team
only !

In this section you will find all steps for the responsible Angels Team member to publish the landing page.

Overview – all steps

- [Open the event for publishing \(Steps 1-3\)](#)
- [Publish the event \(Step 4\)](#)
- [Find your published event in Upcoming Events \(Step 5\)](#)

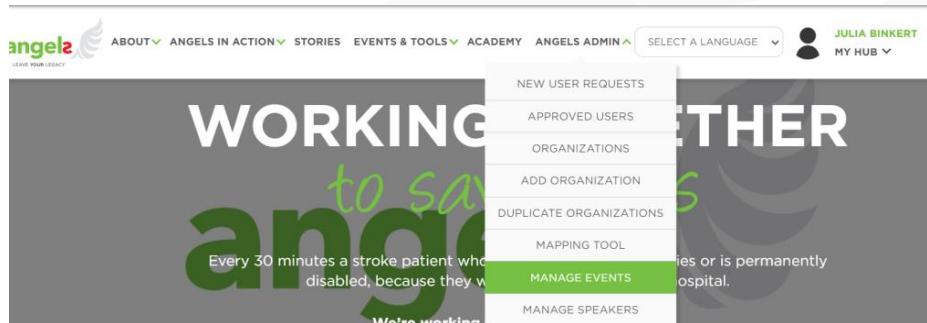
Go back to “Content”:



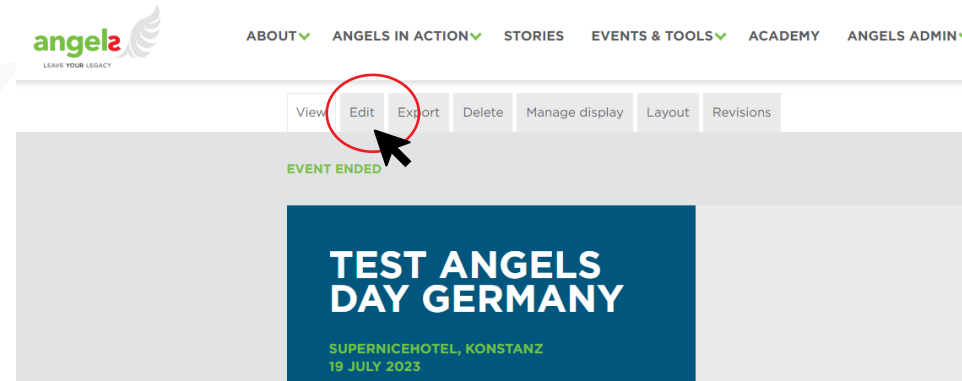
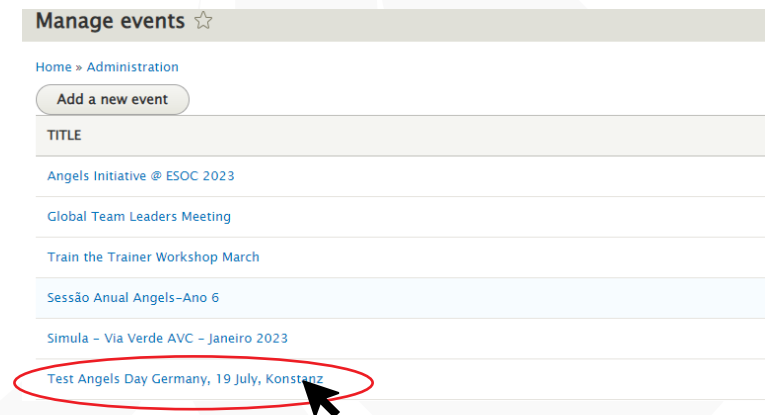
Publish the event landing page

Angels Team
only !

1. Access the [Angels Initiative website](#) and login to your account
2. Under “Angels Admin” select “Manage events”



3. On the “Manage events” site, choose the respective event and go to the “Edit” page



Go back to “Overview – all steps”: 

Publish the event landing page

Angels Team
only !

4. Scroll down and change status to “Published”

Before publishing the event:

1. Have you made sure that the you have finished the “Review” process?
2. Are you ready to send out the invitation emails?

If you can answer both questions with “yes”, please proceed:

Scroll down to the bottom, select “Published” and then “Save”.

urrent state: Approved

hange to:

[Delete](#)

Current state: Approved

Change to:

[Delete](#)

Publish the event landing page

Angels Team
only !

5. Your event has been published in the Upcoming Event section on the website

You and all registered users of the Angels Initiative Website will now be able to find the event landing page in the [“Upcoming events”](#) section on the website:

The screenshot displays the Angels Initiative Website interface. At the top, there is a navigation bar with links: View profile, Edit profile, Log out, and a main menu with ABOUT, ANGELS IN ACTION, STORIES, EVENTS & TOOLS (highlighted with a green arrow), ACADEMY, and ANGELS ADMIN. Below this, a secondary menu shows View, Edit, Export, Delete, and Manage, with 'UPCOMING EVENTS' highlighted in green. A notification message states: 'The content has been sent for review. you will get notified when review is complete.' The main content area features a dark blue header with the text 'UPCOMING events' and a search bar with filters for COUNTRY and LANGUAGE, a 'FILTER EVENTS' button, and a 'View past events' link. Below the header, three event cards are displayed: 'SESSÃO ANUAL ANGELS-ANO 6' at Hotel Bessa Boavista - PORTO, 'FORMAÇÃO PRÉ-HOSPITALAR - CONCEITOS BÁSICOS DE AVC', and 'TRAIN THE TRAINER WORKSHOP MARCH'.

Go back to “Overview – all steps”: 

Close registration

Angels Team

Agency

In this section you will find all steps for the responsible Angels Team member to publish the landing page.

Overview – all steps

- [Open the event in Edit mode \(Steps 1-3\)](#)
- [Close the registration \(Step 4-5\)](#)
- [Display on landing page: Registration closed](#)

Go back to “Content”:

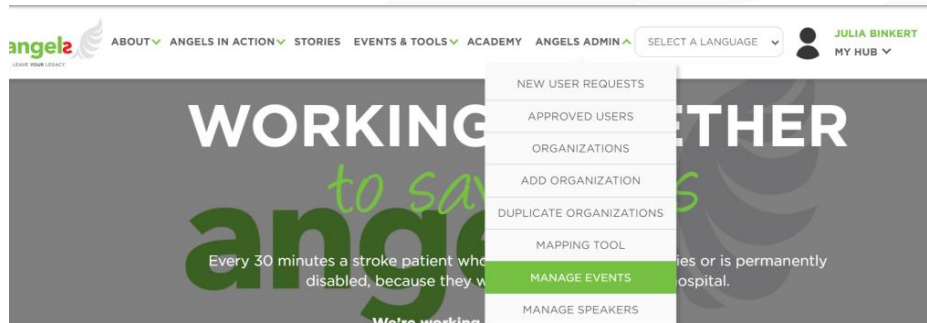


Close registration

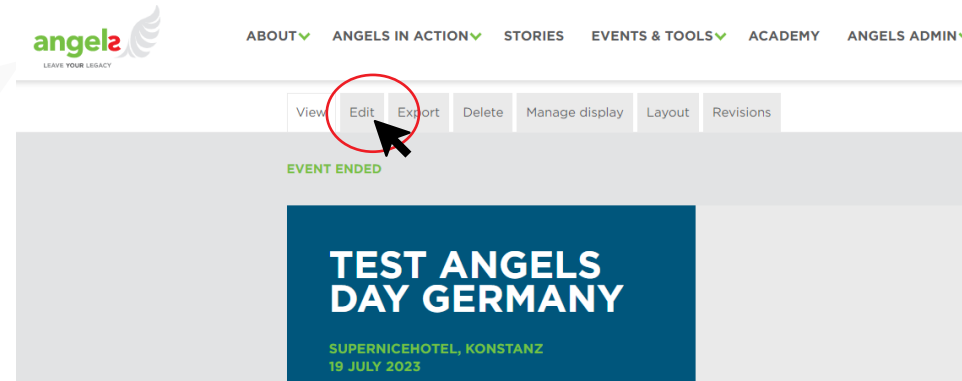
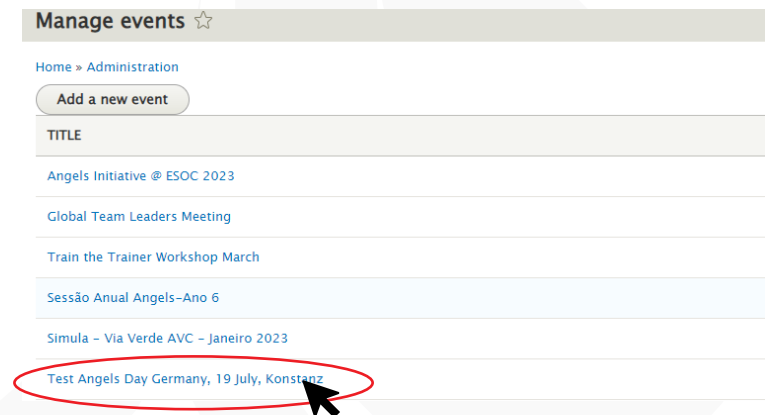
Angels Team

Agency

1. Access the [Angels Initiative website](#) and login to your account
2. Under “Angels Admin” select “Manage events”



3. On the “Manage events” site, choose the respective event and go to the “Edit” page



Go back to “Overview – all steps”: 

Close registration

Angels Team

Agency

4. Click on “Event options” and close the registration

The screenshot shows a Drupal interface for managing an event titled "Test Angels Day Germany, 19 July, Konstanz". At the top, there are tabs for "View", "Edit", "Export", "Delete", "Manage display", and "Layout". Below the tabs is a breadcrumb trail: "Home » » Test Angels Day Germany, 19 July, Konstanz". A red error message states: "There is a security update available for your version of Drupal. To ensure the security of your site, please update Drupal." Below the error message is a form with a "Title" field containing "Test Angels Day Germany, 19 July, Konstanz". A button labeled "EVENT OPTIONS" is circled in red, with a mouse cursor pointing to it. Below the "EVENT OPTIONS" button is a section titled "REGISTRATION URL" with a "URL" field containing "https://www.angels-initiative.com/" and a "Link text" field containing "Register Here". At the bottom of the "REGISTRATION URL" section, there are two checkboxes: "Close registration" (checked) and "Event has ended" (unchecked). The "Close registration" checkbox is circled in red, with a mouse cursor pointing to it. Below the "Close registration" checkbox, there is a note: "This will only disable the registration link on the angels site. To close registrations on the event page, you must also close the registration on Spotme."

1. Click on “Event options”

2. Tick the box “Close registration”

Note that you will also have to close registration the registration page itself (please see in the next manuals how to close registration on Spotme)

Close registration

Angels Team

Agency

5. Save as “Published” and close the registration

Scroll down and save status as “Published”

Current state: Published

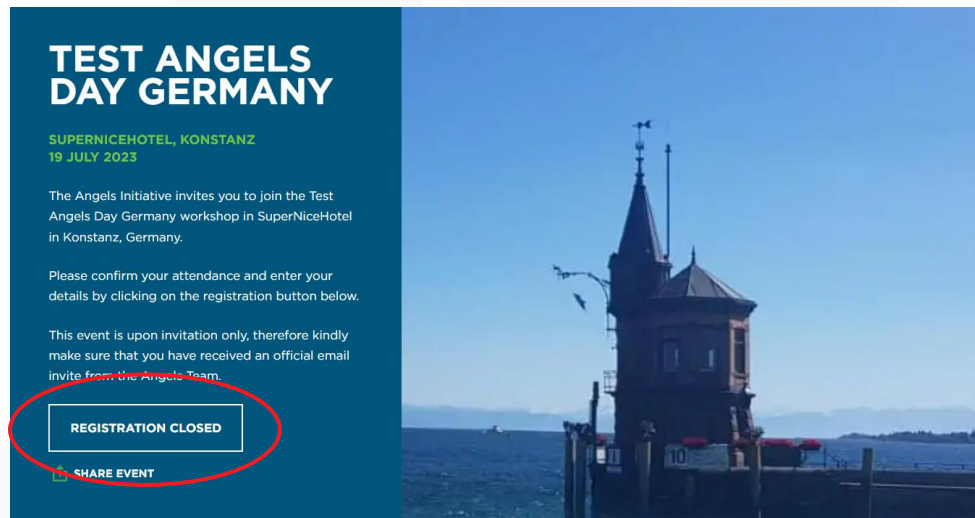
Change to: Published ▼

Save

Preview

[Delete](#)

6. The “Register here” button will change to “Registration closed” on the landing page



End the event and publish post-event resources

Angels Team

Agency

In this section you will find all steps for the responsible Angels Team member to publish the landing page.

Overview – all steps

- [Open the event in Edit mode \(Steps 1-3\)](#)
- [Mark the event as ended \(Step 4\)](#)
- [Publish post-event resources \(Steps 5\)](#)
- [Save and end the event \(Step 6\)](#)
- [Display on landing page: event marked as ended and post-event resources are published](#)

Go back to “Content”:



End the event and publish post-event resources

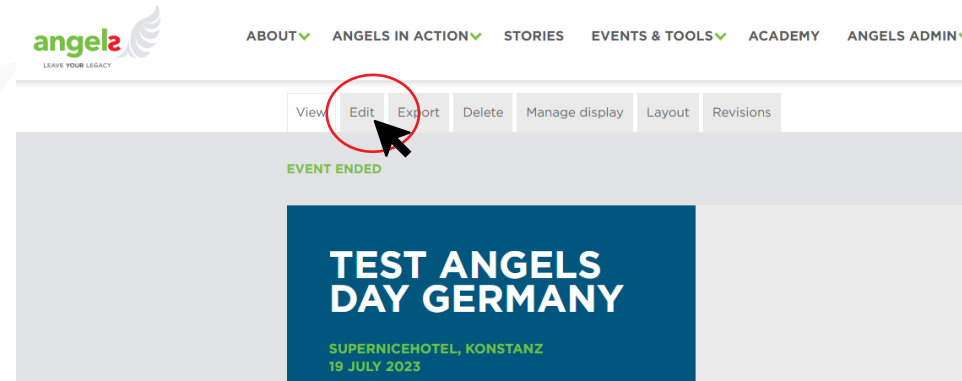
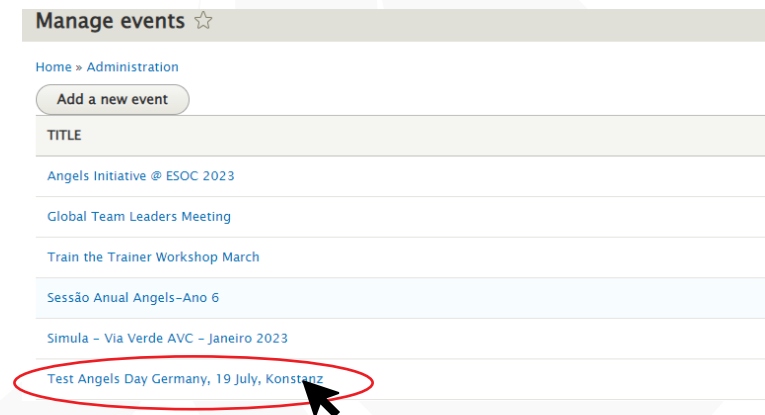
Angels Team

Agency

1. Access the [Angels Initiative website](#) and login to your account
2. Under “Angels Admin” select “Manage events”



3. On the “Manage events” site, choose the respective event and go to „Edit“ page



Go back to “Overview – all steps”: 

End the event and publish post-event resources

Angels Team

Agency

4. Click on “Event options” and end the event

The screenshot shows the Drupal event management interface. At the top, there are tabs: View, Edit, Export, Delete, Manage display, and Layout. Below the tabs is a breadcrumb trail: Home » » Test Angels Day Germany, 19 July, Konstanz. A red error message is displayed: "There is a security update available for your version of Drupal. To ensure the security of your site, please update Drupal." Below the error message is the "Title" field, which contains "Test Angels Day Germany, 19 July, Konstanz". The "EVENT OPTIONS" link is circled in red and has a black arrow pointing to it. Below the "EVENT OPTIONS" link is the "REGISTRATION URL" section, which includes a "URL" field containing "https://www.angels-initiative.com/" and a "Link text" field containing "Register Here". At the bottom of the "REGISTRATION URL" section, there are two checkboxes: "Close registration" (checked) and "Event has ended" (checked). The "Event has ended" checkbox is circled in red and has a black arrow pointing to it.

View Edit Export Delete Manage display Layout

Home » » Test Angels Day Germany, 19 July, Konstanz

✖ There is a security update available for your version of Drupal. To ensure the security of your site, please update Drupal.

Title *

Test Angels Day Germany, 19 July, Konstanz

► EVENT OPTIONS

REGISTRATION URL

URL

https://www.angels-initiative.com/

Start typing the title of a piece of content to select it. You can also enter an internal path. Enter <front> to link to the front page. Enter <no-link> to display link text only. Enter <link> to display link text and link to the content.

Link text

Register Here

☒ Close registration
This will only disable the registration link on the angels site. To close registrations on the angels site, you must also close registrations on the angels site.

☒ Event has ended

1. Click on “Event options”

2. Tick the box “Event has ended”

End the event and publish post-event resources

Angels Team

Agency

5. Publish post-event resources (optional)

Case 1: You have already added the post-event resources during the design phase and are still happy with it: no further to do. By marking the “event has ended [\(Step 4\)](#) and saving it ([Step 6](#)), the post-event resources will appear on the landing page.

Case 2: You have not yet added the post-event resources:
Follow [steps 27-32 in the Design the landing page section](#) (click [here](#))

6. Save as “Published” and end the event

Scroll down and save status as “Published”

Current state: Published

Change to: Published ▼

Save

Preview

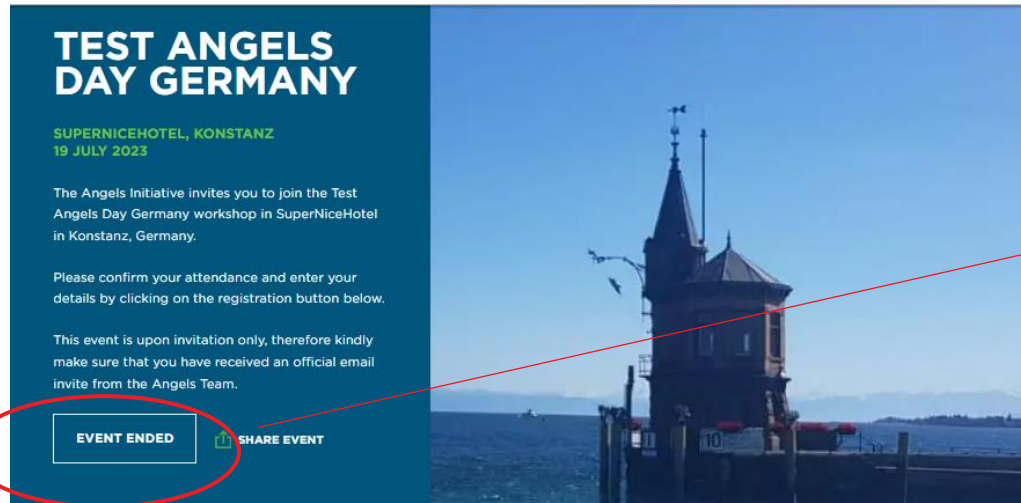
[Delete](#)

End the event and publish post-event resources

Angels Team

Agency

7. The event will be marked as ended on the landing page and the post event resources appear (if applicable)



The event is marked as ended on the landing page



YOUR Resources

TYPE	DESCRIPTION	LINK
Video	Watch here (again) the Angels Initiative Forum at Global Alliance Stroke alliance and get all insights.	ANGELS INITIATIVE FORUM AT GLOBAL ALLIANCE STROKE

The post event resources appear right below the banner

FAQ

Angels Team

Agency

1. What to do when event got published accidentally and how to “unpublish” it?

If you have accidentally published an event, it is possible to put it back in Draft mode. Therefore, just go to “Manage events”, click on the event and open it in “Edit” mode. Scroll down to the bottom and change status to “Archived”. Repeat and change status to “Draft” in the next step.

Step 1: Change status to “Archived”

Current state: Published

Change to: Archived

Save

Preview

[Delete](#)

Step 2: Change status to “Draft”

Current state: Archived

Change to: Draft

Save

Preview

[Delete](#)

FAQ

Angels Team

Agency

2. How to delete an event?

If you have created a draft that you won't need anymore because the plans for the event have changed, you can delete it. Therefore, just go to "Manage events", click on the event and open it in "Edit" mode. Scroll down to the bottom and click on "delete".

Current state: Draft

Change to: Draft ▼

Save

Preview

Delete

3. How to duplicate an event?

If you are organizing a recurring event and you would like to reuse the design of an event you have done in the past, you have the option to duplicate an event.

1. Go to Admin > Manage events
2. Find the event in the event you would like to duplicate and click on “Clone”

Add a new event

TITLE	AGENCY GROUP	START DATE	END DATE	EDIT	CLONE	PUBLISH
Test Angels Day Germany, 19 July, Konstanz		2023-02-01 09:20	2023-02-04 11:00	edit	clone	No
Copy - Test Angels Day Germany, 19 July, Konstanz		2023-02-01 09:20	2023-02-04 11:00	edit	clone	No

3. You will find the the duplicate event in the event list as a Copy.

4. You will find the duplicate event in the event list as a Copy. Change all details necessary in the event (use previous chapters as a guide).

Q&A

