

# Event Test Script

<http://nbc-non-prod-drupal-pip-0.australiaeast.cloudapp.azure.com/user/login>

## You will need:

- Your username and password - this is the same as the current production site
- Assets to create an event
  - Image for thumbnail
  - Main image - this can be different from the thumbnail
  - Copy for body text
- A youtube video to add (choose from [our YouTube Channel](#))
- An address/location
- Pricing details
- Contact information
- Sponsor logo and URL if adding these

The fields we ask you to fill in, like the revision log and the publishing schedule, are now in the left-hand column rather than at the bottom of the page.

Also note that while editing text that there are now two link buttons for creating links in the page:

- One looks like a page and is to link to things on the website i.e. documents (via the media option) and other content via the content option



- The other has the more normal link icon and is to link to content outside of the website - please also note this will include Glen Street Theatre content as we have separated Glen Street out into its own site.



## Testing

1. Log in and navigate to content
2. Add an event
3. Add a thumbnail image
4. In the Content area Click **Add component** to add
  - Add an image with caption
  - rich text
  - video
  - location
  - pricing
  - contact information
  - sponsors

5. Add any further relevant information and then scroll to the bottom of the page and Publish your event

Now go and find your event in the [Event calendar page](#) and check that all the data has come through.

1. Add an extra date or make other edits
2. Reorder components using the drag handles
3. Republish the event

Find your event in the [Event calendar page](#) and check that your changes have come through.