

There are 2 templates available for an **OC Event** page: **OC Default** and **OC With Full Width Image**. The default template emphasizes information, while the full-width template highlights an image.

Choose the template that's right for you from the **Template Name** dropdown menu. If you want to preview your page with the template applied, **Save** before you press **Preview**.



The screenshot shows a user interface for selecting a template for an OC Event page. At the top, there is a preview window showing a layout with a large image placeholder, a text area with a pencil icon, and three smaller rectangular placeholders on the right. Below the preview, the label "Template Name" is followed by a dropdown menu currently displaying "OC With Full Width Image". At the bottom, the text "Content Type : OC Event" is displayed.

### OC Default:

- 2-column template showing the main image wrapped by the **WYSIWYG** content. We recommend using an image that is at least 720px wide.
- Shows an address, a map, a photo gallery (if related images are included) and a categories list
- Right-hand column includes call-to-action links, side panel content, event snapshot (including event pricing, contact details and social media links) and related links and documents  
**Note:** when viewed on a mobile device, all right-hand column content falls below the image gallery

Field	Function
Page name	Completes the unique page URL
Event title	The name displayed as the title of the page, in event listings and search results. The title has a limit of 70 characters
Add event summary	A brief overview of the event for listing pages and search results. The summary has a limit of 400 characters
Add event dates	Start time, end time and dates of the event. You can also add multiple or recurring dates here.
Select event categories	<p>The categories associated with the event. These categories are also used as a search filter on the events listing page.</p> <p><b>Note: Site Managers or System Administrators</b> can customize the preset options available for event categories, before content authors start creating content. Visit our <a href="#">Manage the Events module</a> article for more details on how to do this.</p>
Add event image	<p>Main image for the event used on the listing page, search results and on the <b>OC Event</b> page.</p> <p><b>Note:</b> when choosing an image, make sure it is at least 720px wide. This size will work for <a href="#">both templates</a> available.</p>

How much is the admission fee for this event?	The ticket price for the event. Any information entered here will override the checkbox setting below.
Select checkbox if this event is free	Choose the checkbox labelled ' <b>Free</b> ' if the event is free of charge
Choose how this content will display on homepage listings	<p>This dropdown menu will give you 3 options:</p> <ol style="list-style-type: none"> <li><b>Show on homepage listing (default):</b> events will show as normal on the homepage listing, determined by the <b>Add event dates</b> field</li> <li><b>Pin to homepage listing:</b> the event will be pinned to the homepage listing to show regardless of the event date</li> <li><b>Do not show on homepage listing:</b> the event will not display on the homepage listing</li> </ol> <p><b>Note:</b> Past events will no longer show on the homepage listing, regardless of whether or not they are pinned.</p>
<b>Event location</b>  <b>Note:</b> visit <a href="#">this article</a> to learn how to set multiple locations for a single event	
Additional information	Any descriptions of the location (for example, on a specific corner, or a specific room and floor in a building)
Event venue	Name of the event venue
Street address	Street location of the event for Google maps
Locality	Suburb of the event for Google maps
Postal code	Post code or ZIP code of event for Google maps
Latitude Longitude (in decimal "lat, lon" format)	The latitude and longitude to determine the event location on a <a href="#">map</a> . You can add this yourself, or it will be automatically generated from the street address when the page is published.

	<p>We recommend manually entering the lat/long for events that don't have a fixed address. This will drop a map pin at the coordinates you specify.</p> <p><b>Note:</b> if you are adding this manually, please ensure the <b>'Overwrite lat/long values when the page is published'</b> setting is set to <b>'No'</b>. Access this setting from <b>More &gt; Site Management &gt; your site &gt; Settings &gt; Location</b></p>
<b>Event host</b>	
Contact name	Name of the contact person or organization
Contact email	Email of the contact person or organization
Contact phone number	Phone number of the contact person or organization
Alternate phone number	Alternate phone number of the contact person or organization
Event site or ticket site (starting with http:// or https://)	Website URL for the event
Links to social media	Links to social media pages for your event
<b>Cancel event</b>	
Cancel this event?	Check <b>'Yes'</b> here to cancel the event
Additional information to show on event page (like reason for cancellation)	Provide additional information about event cancellations
<b>Supporting information</b>	

Additional side panels	Add additional side panel content. Use the field provided to name the panel and the edit button to open the <b>WYSIWYG Editor</b> .
Add supporting images	Event related images for an image gallery on the event page
Add supporting links	Event related internal/external links
Add supporting documents	Event related documentation
Add common search terms people would use when looking for this event	Event keywords or metadata to boost page in search results
Content labels	These labels organize your content internally (i.e. your site visitors won't see the labels). <a href="#">You can make content lists using these content labels</a> .
Call to action link	Add an additional call-to-action button link in the side panel (for example, a link to the event on an external site, or an add to calendar link)

•

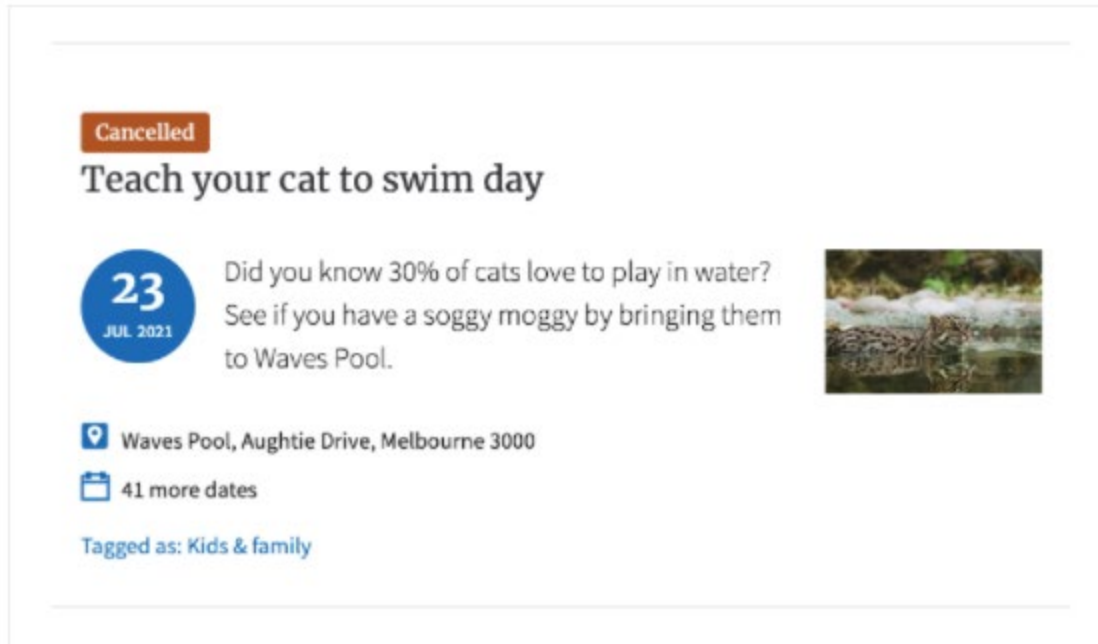
### OC With Full Width Image:

- 2-column template showing the main image, followed by the **WYSIWYG** content. We recommend using an image that is at least 720px wide.
  - Shows an address, a map, a photo gallery (if related images are included) and a category list
  - Right-hand column includes a call-to-action, side panel content, event snapshot (including event pricing, contact details and social media links) and related links and documents
- Note:** when viewed on a mobile device, all right-column content falls to the bottom of the page, below the location details and supporting images.

Use this template for events with an eye-catching image.

We also recommend choosing one template for all events and noting this in your internal style guide, allowing you and your team of content authors to create event pages that have a consistent layout. This will ensure visual and content consistency across your site.

The Events module gives you the ability to easily cancel events, without deleting them entirely. Cancelled events are still visible on maps, calendars and in the events listing, but will be marked as "Cancelled".



You can cancel an event from the **OC Event** page, using the "**Cancel event**" options. There are two cancellations you might need to make:

- [Cancelling an event completely](#) or,
- [Cancelling part of an event](#)

Events imported using the [Eventbrite module](#) cannot be cancelled through the OpenCities platform. You will need to cancel it in your Eventbrite account first. For the changes to update immediately, we recommend running a manual sync. To do this, go to **More > Site Management > your site > Settings > Events > Eventbrite > Save and sync now**. Your imported event will then show as cancelled and you can update the **OC Event** page to include any additional information such as rescheduling or refund information.





Otherwise, the event will update with the cancelled status at the next scheduled sync time stated in Eventbrite settings in **Site Management**.

## Cancel a whole event

To cancel all dates for an event:

1. In the site tree, select the **OC Event** page you would like to cancel and click **Update**
2. Expand the **Cancel event** accordion menu
3. Check **Yes** under **Cancel this event**, and add any additional information about the cancellation under the **Additional information** text field. While optional, it is a good idea to provide reasons for the cancellation and point your community towards any rescheduled events or refund instructions.
4. **Publish** the event page

The event will be marked as cancelled on the event page and all event listings, and additional information provided will be displayed below the title on the **OC Event** page.

	
<div>Cancelled</div> <h3>Point Russell Dog Show!</h3> <p>Join us and participate in Point Russell's inaugural dog show!</p> <p> 1 more date</p> <p>Tagged as: Community events &amp; fundraisers, Kids &amp; family</p>	<h3><u>Point Russell Dog Show!</u></h3> <p>Join us and participate in Point Russell's inaugural dog show!</p> <p> 1 more date</p> <p>Tagged as: Community events &amp; fundraisers, Kids &amp; family</p>

## Cancel part of an event

If your event has multiple or recurring dates, you may want to cancel some, but not all, of those dates. You will need to first make a copy of the event before editing the original



and cancelling the copy. This will ensure that your community knows that particular dates have been cancelled, while giving the option of other dates.

### How to cancel part of an event:

1. **Right-click** in the site tree on the **OC Event** you want to cancel.
2. Select **Copy Page** to make a duplicate of the event.
3. On the original event page select **Edit Date & Time** in the **Add event dates** field
4. To cancel multiple dates, go to the **Multiple Dates** tab and hover over the dates you'd like to cancel. Select the **bin icon** to remove those dates.
5. To cancel recurring dates, go to the **Recurring Date** tab and select **Exclude a date**. Choose the dates you want to cancel from the list and select **Save exclusions**.
6. Select **OK** when you've finished cancelling dates, then **Save** and **Publish** your page.
7. Find the copied event in your site tree and give your copied event page a new name and title to indicate that it's for cancelled dates.
8. Select **Edit Date & Time** in the **Add event dates** field, and add the dates that have been cancelled. Select **OK**.
9. Check **Yes** under **Cancel this event**, and add any additional information about the cancellation under the **Additional information** text field. While you cannot link out from the **Additional information** text field, it is good to link to the updated event from the **Call to action link** field so your community can find alternative dates for the event.
10. **Publish** your cancelled event.

This process creates two separate events; one for the dates that are still occurring, and one for the cancelled dates. As you can see in the image below, both events will also appear in the events listing, one with a clear cancelled tag.