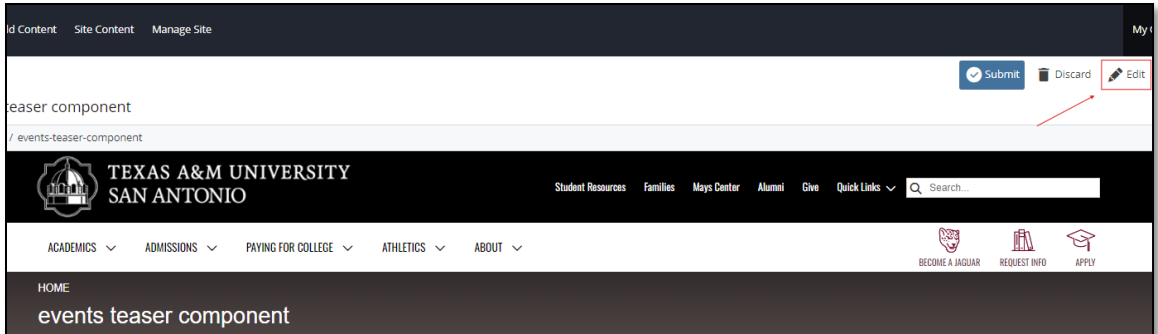


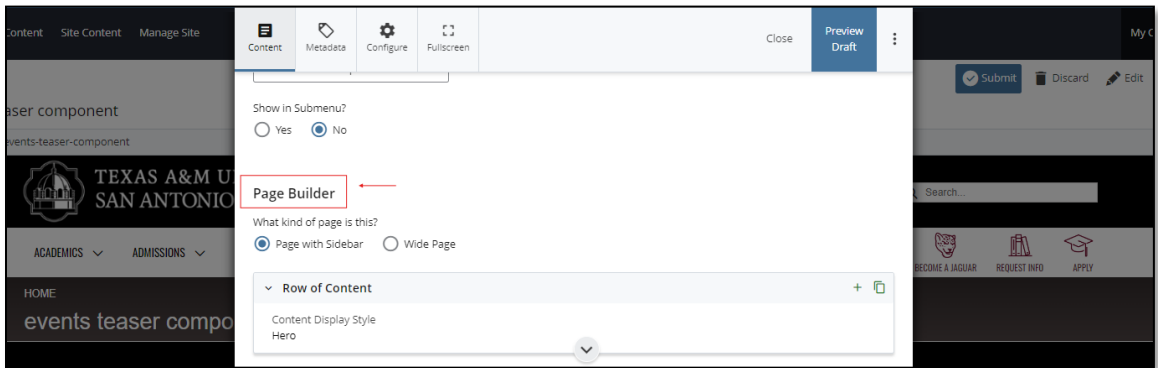
# Events Teaser Component

This document will explain how to use the “Events Teaser Component”.

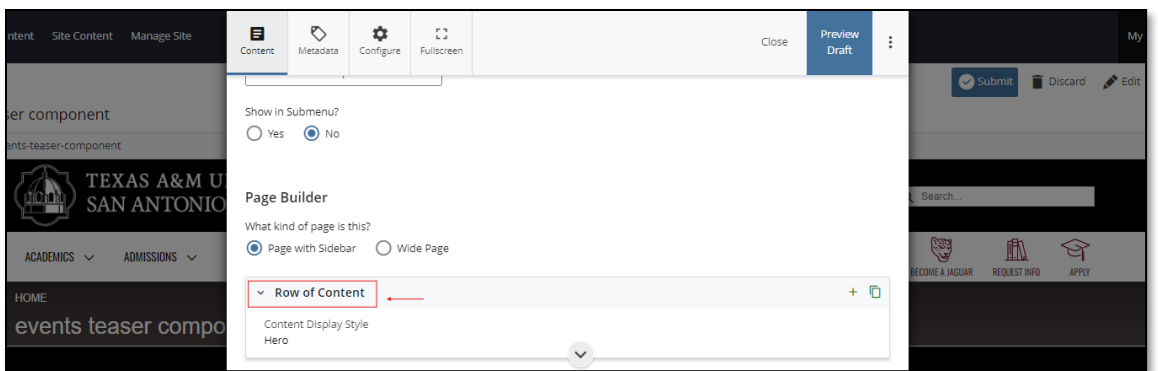
1. Click the “Edit” button at the top right of the screen. (screenshot below)



2. Navigate to “Page Builder” section, under “Show in submenu?”. (screenshot below)

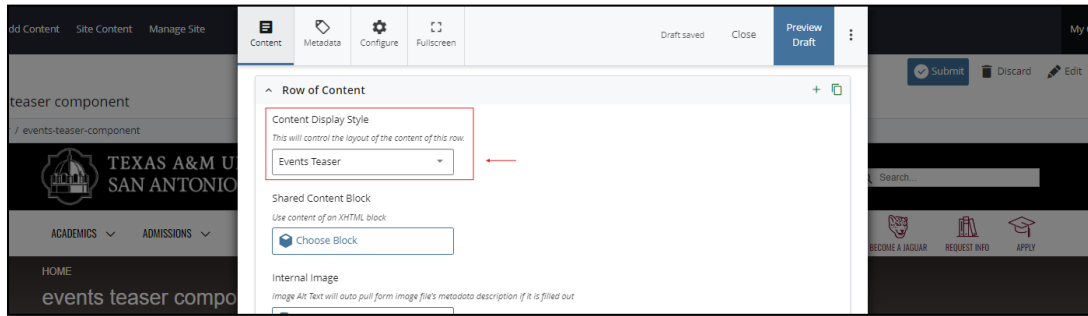


3. Open the “Row of Content” block by clicking the arrow to the left of the “Row of Content” title. (screenshot below)

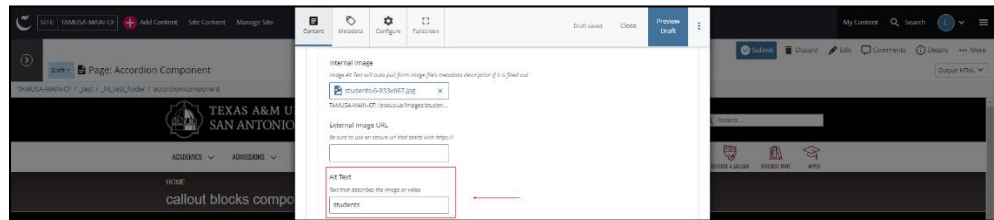
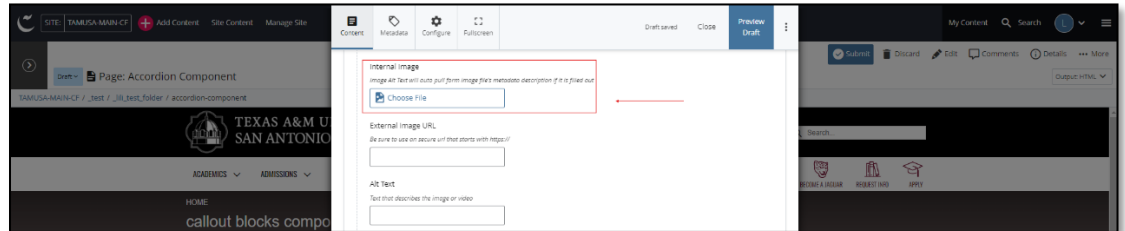


(Next Page)

4. Open the **“Content Display Style”** dropdown menu and select the **“Events Teaser”** option. (screenshot below)

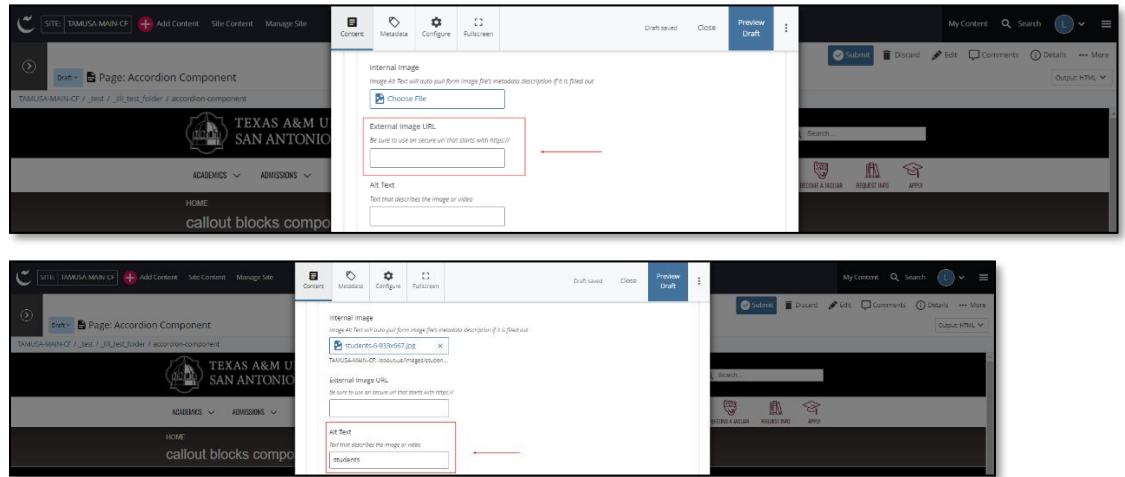


5. Scroll down to **“Internal Image”**. (If you *did not* upload your image into Cascade please move on to “7”) Click on the **“Choose File”** entry and choose the image you would like to add. Finally, ensure the internal image contains **“Alt Text”**. (screenshot below)
- a. Please ensure any images uploaded into Cascade are within an **“Image”** folder.
  - b. Adding internal images is *optional*.

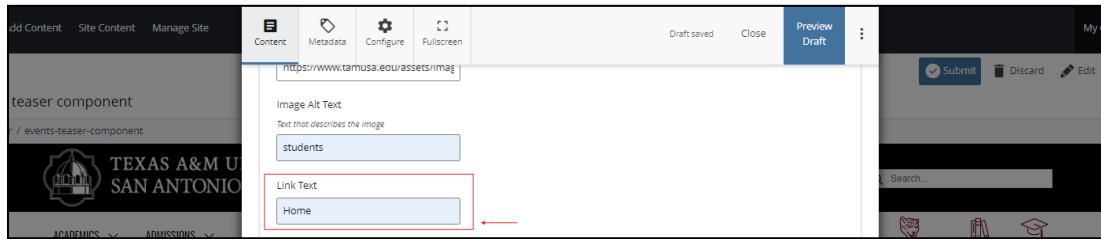


(Next Page)

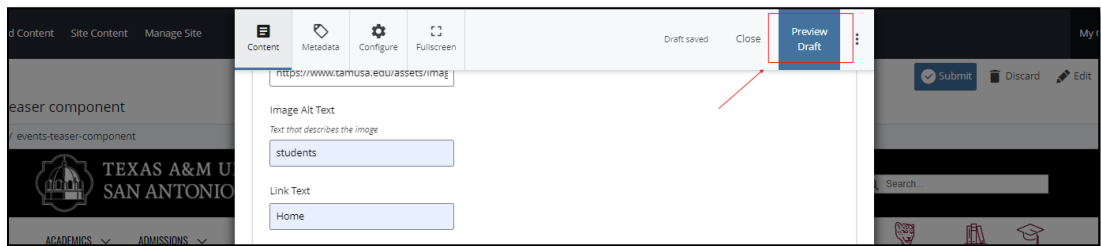
6. Click on the **“External Image”** entry and enter the URL image address. Finally, ensure the external image contains **“Alt Text”**. (screenshot below)
- a. *Adding external images is optional.*



7. Locate the **“Link Text”** entry under the **“Internal and External Image”** entries. Finally, give your link a title. (screenshot below)

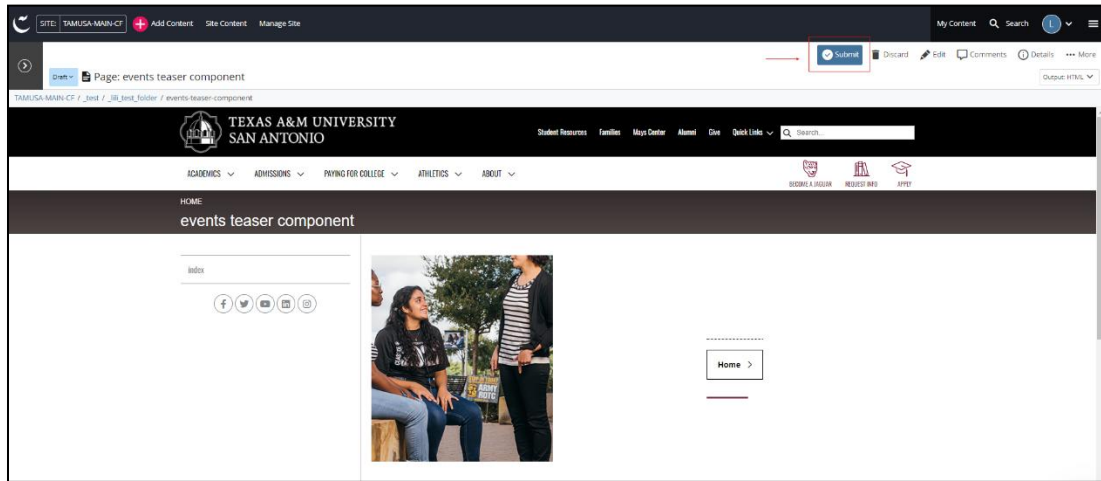


8. After making edits, click on the blue **“Preview Draft”** button at the top right corner. (screenshot below)



(Next Page)

9. Once you are satisfied, click on the blue **“Submit”** button, otherwise click on the **“Edit”** button if you would like to continue making changes. (screenshot below)



(Next Page)

## **Practical Applications for Events Teaser**

The events teaser component features a visually engaging layout with an image prominently displayed alongside a clear call-to-action button. This component is ideal for capturing campus activities, community events, and drawing attention to specific events. Below is a list of examples we can use an event teaser for.

- Club/Organization Meetings
- Guest Lectures and Panels
- Workshops and Training Sessions
- Athletic Events (i.e. games)