

Style Guide: Calendar Events And News Items

Titles

Create Calendar Event

Title: *
1 Newcomers And New Members: UU 101

Calendar Title: *
2 UU 101

The *calendar title* is what appears on the calendar. Be as brief as possible (e.g., "BOT Meeting").
The *calendar title* is distinct from the *title*, which can be more descriptive (e.g., "Special BOT Budget Meeting").

1. For simplicity and consistency, capitalize each word in titles, including prepositions, articles, and conjunctions.
2. The calendar title needs to be as brief as possible in order to fit on the calendar.

Body

Description:

4 Normal [Toolbar icons: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Quote, Link, Image, Video, Audio, Source] 5 6

1

2

4 **Schedule** 3

UU 101 will last from 12:30pm to 2:00pm. Childcare will be supplied upon request. The program will be led by c Ministers, Board of Trustee members, and church officers, and will include:

- » UU history
- » UU St. Pete history
- » Shared ministries 5
- » Involvement opportunities
- » UU Q & A

4 **Info And Registration**

To register for the class or for more information, [download our brochure](#) or contact Rev. Jim Culver. 6 7

1. When abbreviating the church name, use "UU St. Pete" -- nice and short, but not cryptic for newcomers.
2. Spell out days of the week and months.
3. For times, use lowercase "am" or "pm" with no periods or spaces.
4. In general, keep formatting simple -- no font face or font size changes. If subheadings are necessary, use the "Heading 3" preset in the paragraph formatting dropdown.
5. To format lists, use the numbered or bulleted list options in the toolbar.
6. To link to a file or web page, use the link option in the toolbar. You may also upload files via this option. Put uploaded files in the post/files directory.
7. Don't include phone numbers or email addresses unless requested by the contact. (The exception is the church phone number.) Instead, use the contact field described below, which provides readers with a contact form while keeping the contact's email address private.

Other

1 **Image:**

+ Choose File No file chosen **UPLOAD**

Maximum Filesize: 40 MB
Allowed Extensions: png gif jpg jpeg

ADD ANOTHER ITEM

2 **Contact:**

+ Michael Pohl

ADD ANOTHER ITEM

3 **Groups:**

Ministries	<input type="checkbox"/> Personnel	<input type="checkbox"/> O
<input checked="" type="checkbox"/> Buildings And Grounds	<input type="checkbox"/> Religious Education	Oth
<input type="checkbox"/> Communications	<input type="checkbox"/> Social Justice	<input type="checkbox"/> G
<input type="checkbox"/> Covenant Groups	<input type="checkbox"/> GLBT	<input type="checkbox"/> K:
<input type="checkbox"/> Finance	<input type="checkbox"/> Homeless	<input type="checkbox"/> Sp
<input type="checkbox"/> Hospitality	<input type="checkbox"/> Migrant/Immigrant	<input type="checkbox"/> St
<input type="checkbox"/> Membership	<input type="checkbox"/> Worship	Grou
<input type="checkbox"/> Ministry On Ministry	Governance	<input type="checkbox"/> Tr
<input type="checkbox"/> Music	<input type="checkbox"/> Board Of Trustees	<input type="checkbox"/> W
<input type="checkbox"/> Pastoral Care	<input type="checkbox"/> Endowment Board	<input type="checkbox"/> Yc

4 **Location:**

<input type="checkbox"/> Sanctuary	<input checked="" type="checkbox"/> Conway West Room (Library)	<input type="checkbox"/> Bi
<input type="checkbox"/> Gilmour Hall	<input type="checkbox"/> Ministers' Room	<input type="checkbox"/> La
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Conway Office	<input type="checkbox"/> M
<input type="checkbox"/> Conway East Room	<input type="checkbox"/> Upstairs Southwest Room	
<input type="checkbox"/> Conway Middle Room	<input type="checkbox"/> Truehart Room	

1. Uploaded images are automatically resized and displayed along the right side of articles. Multiple images may be uploaded by clicking the "Add Another Item" button.
2. Whenever possible, specify contacts. Each contact is automatically linked to a contact form. Multiple contacts may be entered by clicking the "Add Another Item" button.
3. Whenever possible, specify one or more groups. Among other things, this allows events to be displayed automatically on group-specific pages and calendars.
4. Specify locations to assist with space allocation.

Suggestions?

If you have any suggestions to improve the clarity and consistency of our web content, please don't hesitate to contact Michael Pohl (uustpete@pohlmail.com).