

LOGIN

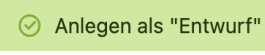
https://www.agroecologyworks.ch/backend
E-Mail: events@agroecologyworks.ch
Password: Aew*23!?

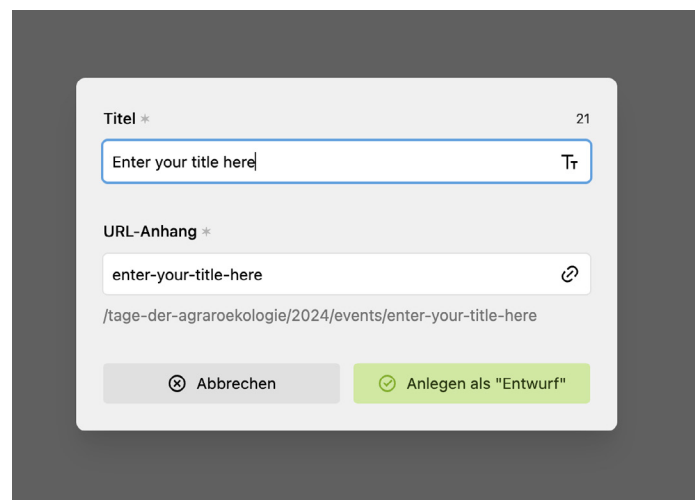
WELCOME

Welcome to the panel! Here you can add your event by clicking the  button

CREATE YOUR EVENT

In the following window, enter the title of your event in the upper text field. Ignore the lower field, it will complete automatically.

To finish this step, click the  button in the bottom right.

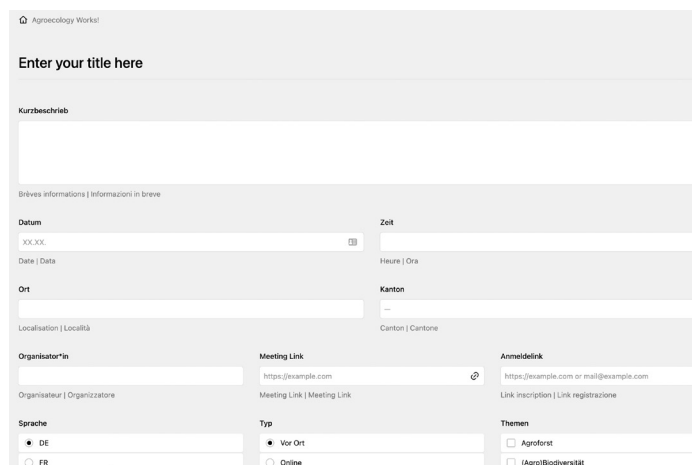


The screenshot shows a modal form for creating an event. It has a title field with a character count of 21, a URL-Anhang field, and two buttons at the bottom: 'Abbrechen' and 'Anlegen als "Entwurf"'. The URL-Anhang field is pre-filled with 'enter-your-title-here' and shows a generated URL: '/tage-der-agraroekologie/2024/events/enter-your-title-here'.

FILLING IN THE INFOS

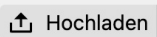
This is the main event page. Fill in the fields. You can leave each field empty and come back later to fill it in.

To edit the title of your event, simply click the title at the top of the page and the same popup from the last step will appear.



The screenshot shows the main event page with various input fields: 'Enter your title here', 'Kurzbeschreibung', 'Datum', 'Zeit', 'Ort', 'Kanton', 'Organisator*in', 'Meeting Link', 'AnmeldeLink', 'Sprache', 'Typ', and 'Themen'. Each field has a placeholder or a default value.

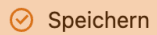
At the bottom you'll find the place to upload an image. Simply drag in an image from another window into the dotted area or click the

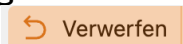
 Button

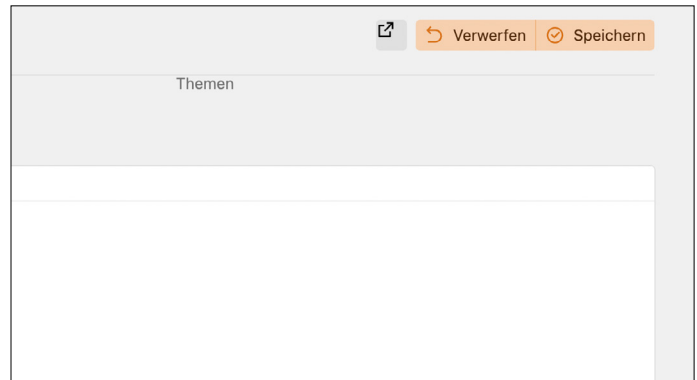


SAVING YOUR EVENT

Every time you change something, you'll notice 2 orange buttons appear on the top right of the screen. To save your event, click the right Button



To revert your changes to the last saved version, click the left button 



FINAL NOTES

That's it. Your event is now saved and will be reviewed and published by the Agroecology Works team. You can go back to your event anytime and edit it.

Please make sure to only edit your own event.

Events will be saved every 2 days in case anything goes wrong.

Due to security reasons you can't delete your event yourself. If you wish to delete it, simply edit the title and add "(DELETE)" in front. This will let us know to delete it.