

# Academy: How to enter courses

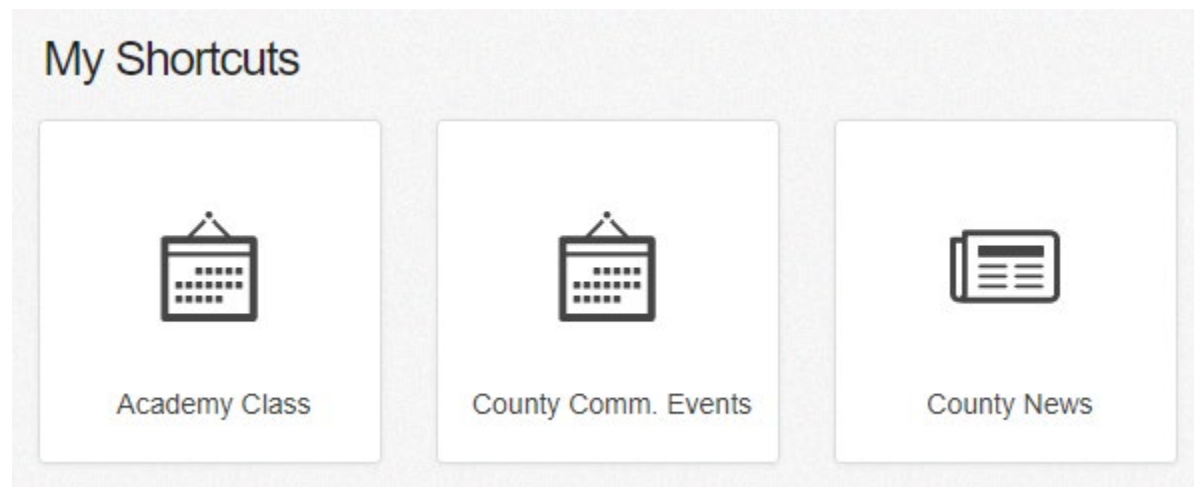
## Step 1: Log into the OpenCities Platform

Use this URL: [OpenCities Administration](#)

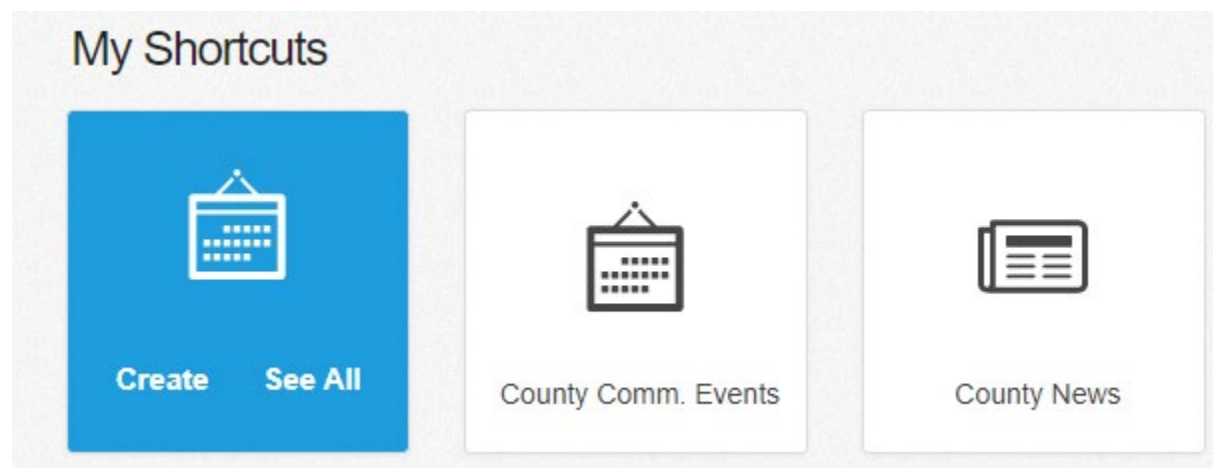
Your username is your email address. Your password was set by you.

## Step 2: Create an Academy Class

Upon logging in, you'll see a dashboard with boxes.



Hover over the box called "Academy Class"



And select **Create**.

## Step 3: Enter in Class Information

### PART 1: Name, Date, and Time

You'll be taken to a page with places to fill in information:

Overview Engagement

Page name

New page

Event title (Required) 70 characters left

Add event summary (Required) 400 characters left

Add event dates

Add Date & Time

Select event categories (Required)

Meeting  
Classes  
Community Events

Fill in these fields in the following way:

- **Page Name:** Name of the class
- **Event Title:** Name of the class
- **Event Summary:** add the date and cost of the class here
- **Event Dates:** the date of the class
- **Event Category:** “classes”
- **Event image:** leave blank
- **Admission fee:** add the cost for county and non-county residents
- **Choose how this content will display:** select “Do not show on homepage listing”

Page name

Driver Simulator Training

Event title **(Required)**

45 characters left

Driver Simulator Training

Add event summary **(Required)**

339 characters left

December 28, 2020; \$100 for residents, \$150 for non-residents

Add event dates

Time Zone (UTC-05:00) Eastern Time (US & Canada)

Date Time Monday, December 28 2020 12:00 PM - 03:00 PM

Remove Edit Date & Time

Select event categories **(Required)**

Meeting

**Classes**

Community Events

Exhibitions & festivals

Kids & Family

Add event image

 Add Image

How much is the admission fee for this event?

\$100 for residents, \$150 for non-residents

Select checkbox if this event is free

Free

Choose how this content will display on homepage listings

Do not show on homepage listing

## PART 2: Event location and host

Below the part you just filled in, you'll see some drop-downs: "Event location" and "event host".


Under "Event location", add the address of where the class is being held. **Do not add latitude and longitude** – this will be done automatically by the system.

Under "Event host", add any relevant contact information for this particular class, such as an email address or calendar.



Under **Event site or ticket site**, you can add a link to the county standard registration form, or the website for the external vendor, if that applies:


Latitude Longitude (in decimal "lat, lon" format)

**Event site or ticket site (starting with http:// or https://)**

Link Name	Link URL
Registration Form 	<a href="https://morriscountynj.seamlessdocs.com">https://morriscountynj.seamlessdocs.com</a>

Event site or ticket site (starting with http:// or https://)

 Registration Form 

 Edit links

## PART 3: Tagging the Content

Underneath this area, you'll see **Supporting Information**. Click on the dropdown to reveal a bunch of fields, such as "supporting images."

Where you see **Content Labels**, add the label "class-fire" (for fire classes), or "class-police" (for police classes). If a class is applicable to both fire and police, add BOTH labels.

Content labels

cla|

Add option: "cla"

class-fire

class-police

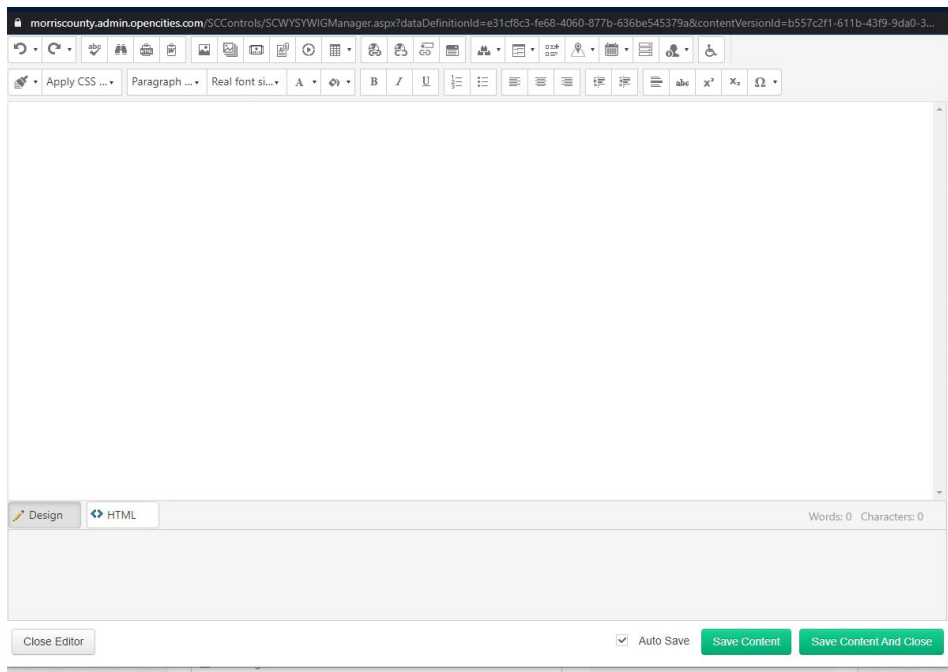
**If you don't tag the content, it won't show up in the class list.**

#### PART 4: Add the class description

At the top of the page, you'll see a picture that shows the layout of a web page.

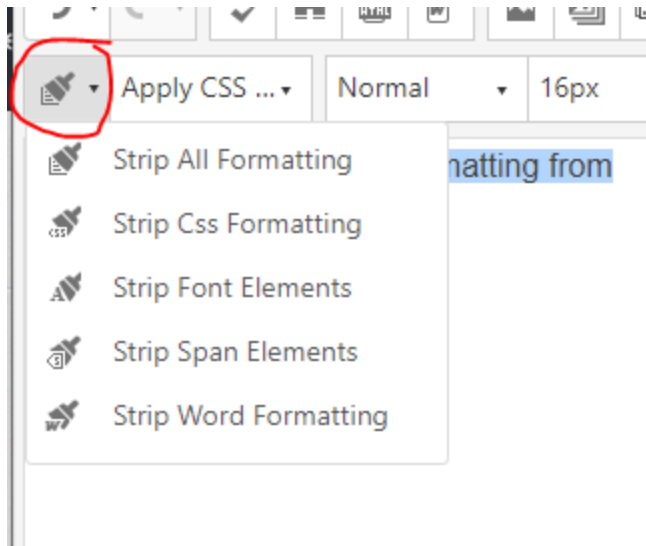


There'll be an area outlined in **blue**. Click on this area to open a text editor:

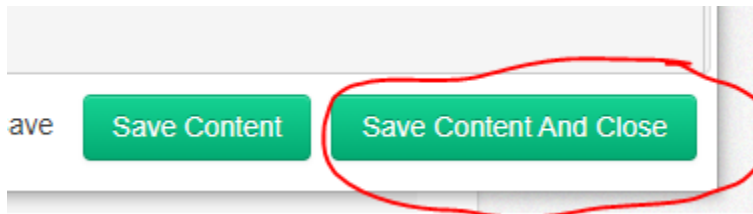


This editor is very similar to what you'd see in Microsoft Word or similar programs. Type in, or even paste in, the course description here.

**Important:** if you're pasting content in, use the **FORMAT STRIPPER**. Select the text, then click the format stripper, and select *Strip all Formatting*.

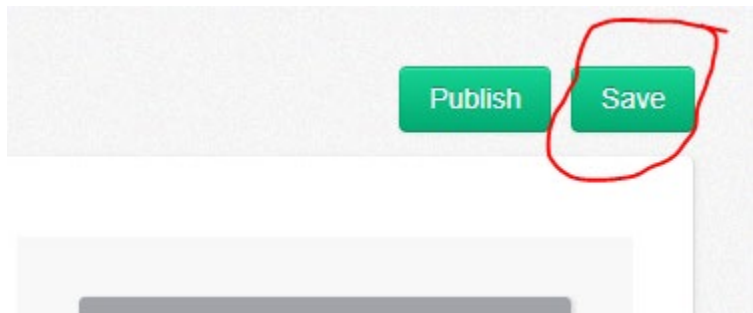


Once you're done entering your content, click *Save Content and Close*. This will return you back to the event screen.

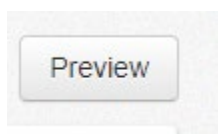


#### Step 4: Save, Preview, and Publish

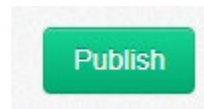
Once you're happy with your event info, hit the *Save* button at the top of the event.



You'll then get an option to *Preview* what this looks like:



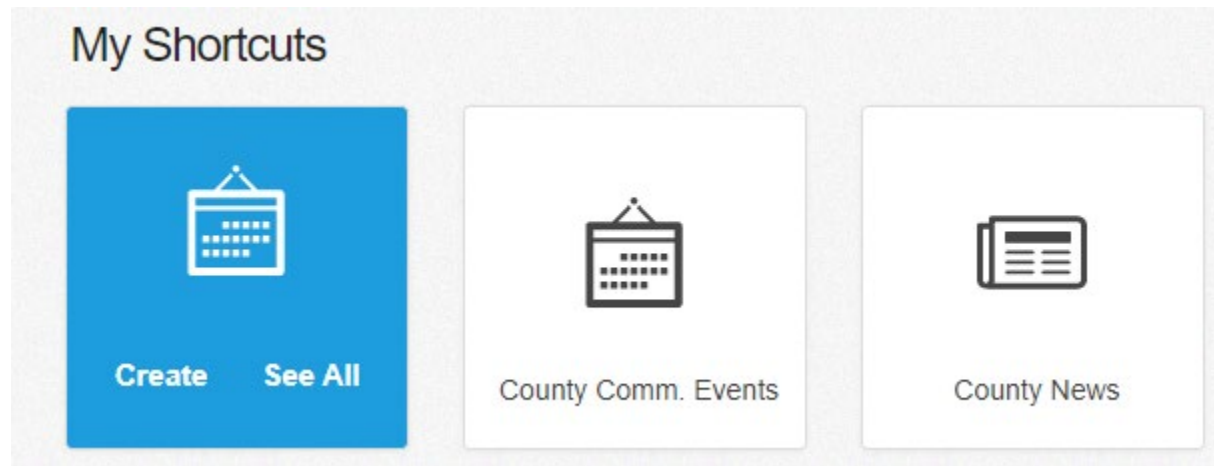
Finally, hit the *Publish* button to put the event live on the site!



## Additional Info: Copying a Class

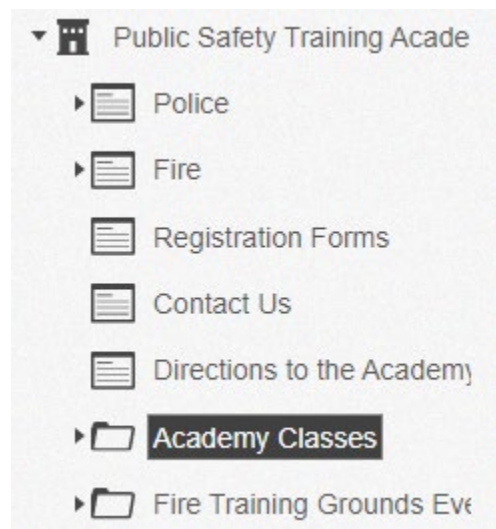
Once you've entered a class, you can *copy* it, and base another class on the copy. This can save you a lot of time!

To do this, go back to the Dashboard (hit the Dashboard button on the top), hover over *Academy Class*, and this time, select "See all"

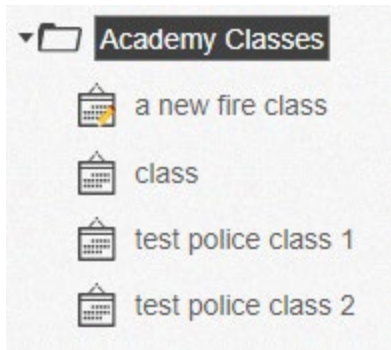


This will take you to a list of ALL of the academy classes.

If you look in the sidebar, at the site tree, you'll see *Academy Classes* highlighted:



Click the little triangle next to Academy classes to see a list of classes you've added:



RIGHT-CLICK on the class you want to copy, and select *Copy Page*.

