It definitely takes a village to make Homecoming magic happen. And entering content on the Homecoming website is a critical piece. Thankfully, content entry is easier than ever, and it really is intuitive! Here’s a breakdown (and if you want to really make your entry sing, check out the Homecoming toolkit that includes a style guide):

1. Go to homecoming.berkeley.edu/cms. Click “Log in via CalNet,” then you’ll need to enter your CalNet ID and password. If you haven’t requested access, you can use this form.

2. Once you’re logged in, you’ll see a panel on the left side with a list of all the content: Pages, Images, Media and so forth. Above that list, is a search bar. And above all that, is an image of a bird. Clicking on the bird takes you “home” to your dashboard page, which is where you always start when you log in.

3. Add an event: Click on the ➔ next to Pages. Click on the ➔ next to Welcome. Click on Event (not the ➔). Then click on the Add Child Page button.
   - Enter the title (60 characters including spaces max).
   - Enter description (100 words max). Moderators will edit all content to fit word counts. Use this content entry field like how you’d work in Microsoft Word.
   - Enter dates. This section includes times (24-hour format). Options include all day, start date/time, end date/time and time tbd.
   - Next, enter event types by choosing a type from the dropdown menu. Select an image in this section. You can browse our cool image gallery or upload your own.
   - Next, select audience type. Choose from the handy list! Parents? Alums? Students? You can check them all if they apply.
   - Next up is location. Select from the dropdown. If the location is not listed, you can add it. This goes for speakers and hosts too. Click “Add location” then “choose a page (location).” Enter location name. For example, “Haviland Hall.” You can enter a physical address and description. But these are optional.
   - Speakers: If the speaker is not available in the list of speakers, you will need to add them. This goes for hosts and locations. Click “Add speaker” then “choose a page (speaker).” Enter the speaker name. Upload a headshot if you have it. Enter their bio if they have one (max 100 words), but only the speaker name is required.
   - Hosted by: If the event is hosted by a group (ex. College of ___), select that group as you did for a speaker. You can add one following the same directions for speaker and location.
   - Select a group affiliation if there is one.
   - Add a sponsor if the event has one. Each of the group/sponsor fields explains what these terms mean.

Click “Save draft.” You can preview your event page to get an idea of how it will look on the site. Just click “Submit to event moderation” once you’re done! Thank you for your contributions to Homecoming!