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):

**STEP 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 don’t have a CalNet ID, enter your credentials on the first page. If you haven’t requested access, you can use this form.
STEP 2

Once you’re logged in, you’ll see a panel on the left side with an image of a bird at the top (clicking this takes you “home”); a search bar; and a list of all the content: Pages, Images, Media, and so forth.

STEP 3

To update content, use the search tool (or navigate) to find the current or previous year’s content. If you hover your mouse over the item name, you will see an “Edit” button. Be sure to review and update all of the relevant fields!
STEP 4

Add an event: Click on the ➤ next to Pages. Click on Events (not the >). Next, click on the three dots (・・・) at the top of the page. If you hover your mouse over the three dots, you will see a tooltip labeled “Actions.” A menu with three options will pop up (“Edit,” “Copy,” and “Add child page”). Click on “Add child page.”

• Enter the title (60 characters max including spaces).

• If you want to format the title with italics, subscript, or superscript, enter the friendly title. Highlight the text to see formatting options.

• Enter description (610 characters max). Use this content entry field like you’d work in Microsoft Word. Highlight the text to see formatting options or to add hyperlinks.

• Enter dates. This section includes times. Options include “All day,” “Start date/time,” “End date/time” and “Time TBD.” Refer to the help text instructions for “all day” and “Time TBD.”

• Next, enter event types by clicking the “Choose event type” button. Choose a picture in this section. You can browse our cool image gallery or upload your own. Best practice is to include all relevant event types. For example, “Lectures & Learning Opportunities,” “School & College Events,” and “Virtual.”
STEP 4 continued

- Next, select audience type. Choose from the handy list! Parents? Alums? Students? You can check them all (and “Everyone”) if they apply.

- Next up is location. Select virtual, in person, or hybrid from the dropdown. Then, click the “Choose a page (Location)” button to select an existing location. If the location is not listed, you can add it. This goes for speakers and hosts too. Click “Didn’t find a location? Add one” 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 (610 characters max), 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 a host by following the same directions as those for speaker and location.
STEP 4 continued

- Select an alumni group affiliation if there is one. These correspond to the “Reunion/Affinity Groups” filter on the homepage when the “Alums” button is selected.
- Add a sponsor if the event has one. Sponsors are external partners or vendors, not campus departments or auxiliaries.
- You can preview your event page to get an idea of how it will look on the site by clicking on the mobile phone icon in the top right corner of the window.

STEP 5

“Save draft.” Click “Submit for moderation” once you’re done.

Thank you for your contributions to Homecoming!