

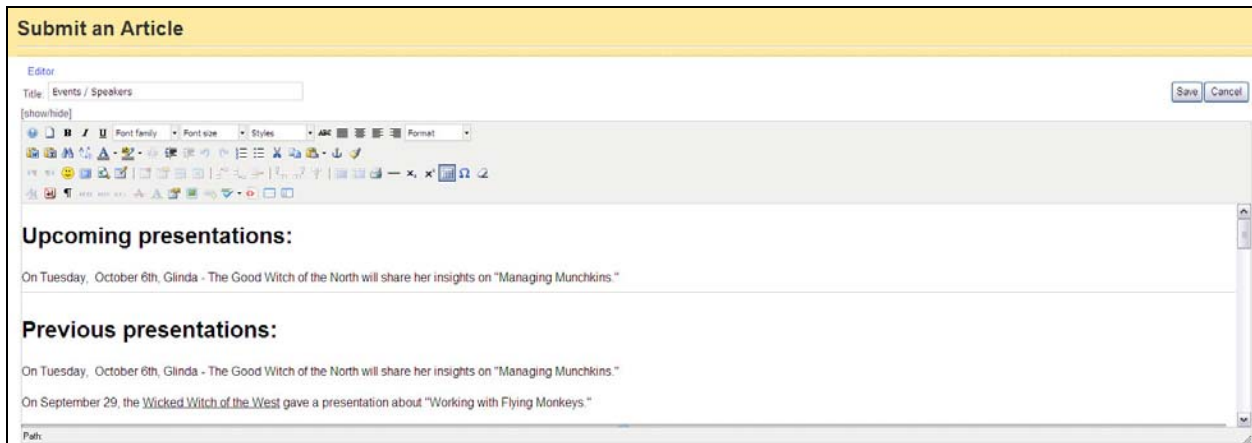
## Changing the Upcoming Presentations Information

1. Log in to EUCCC.org using your ADMIN ID and password
2. Get to the actual article by clicking More... at the bottom of the Previous Presentations info.



3. This brings you to the "Events / Speakers" page.
4. Click on the "Edit" icon (sheet of paper w/pencil) at the top of the article

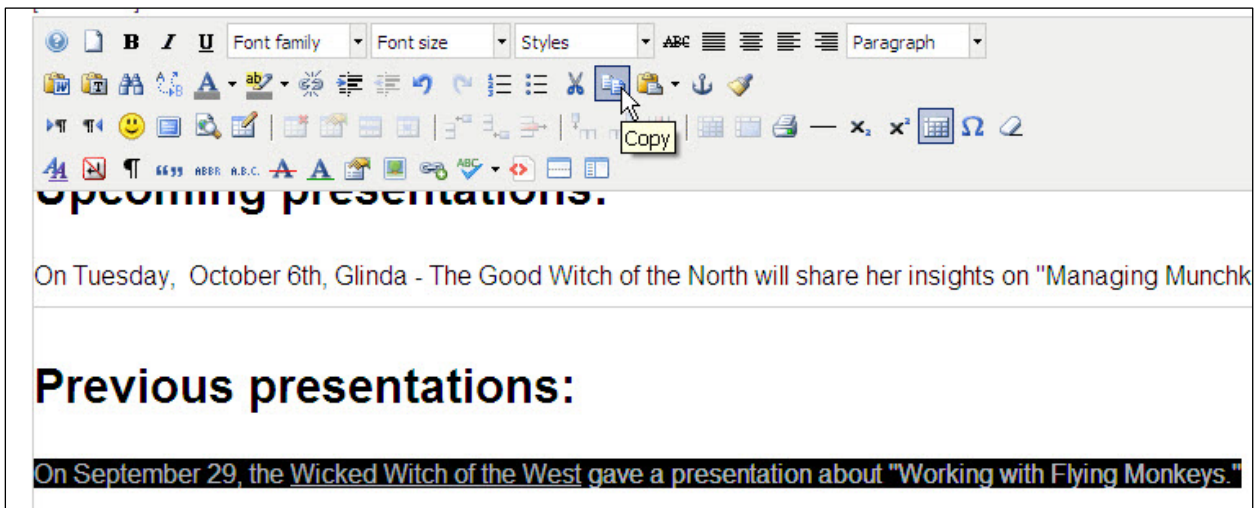




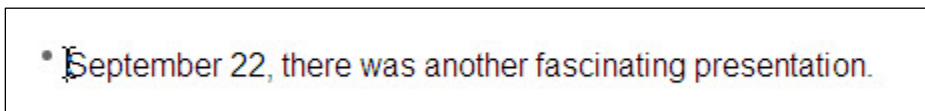
*This is the Editing Screen – See separate document for general info on using the Joomla Editor*

LEAVE the headers alone (**Upcoming Presentations:** and **Previous Presentations:**)

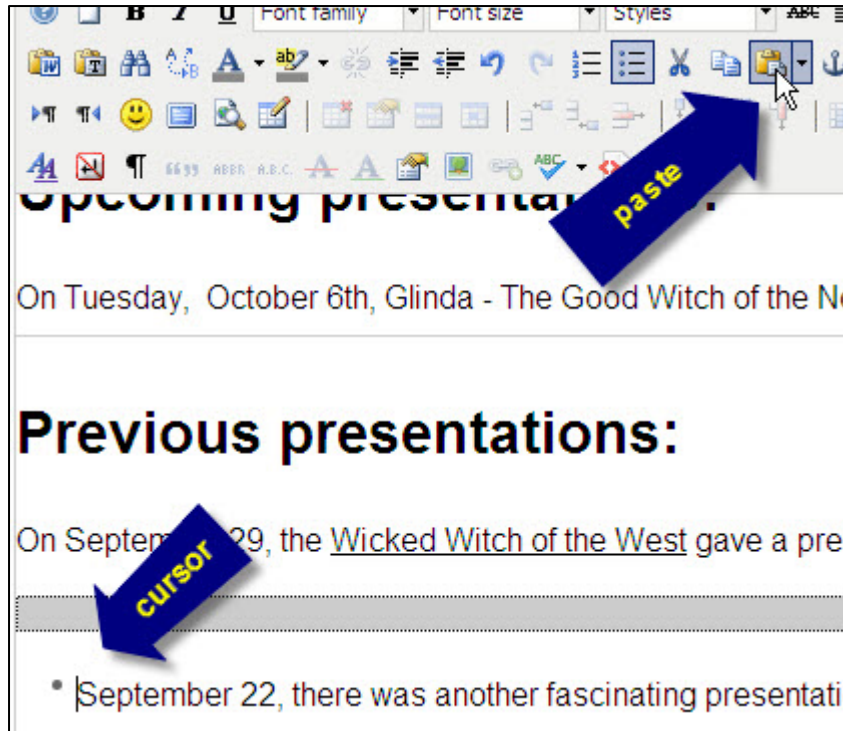
5. First move the single item from the Previous Presentations to be past the “read more” bar:
  - a. select the entire line of text from that previous item
  - b. COPY it



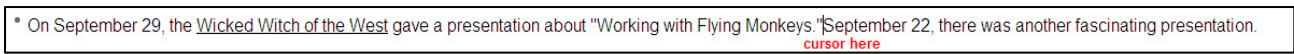
- c. move your cursor to the beginning of the first line of text after the read more bar



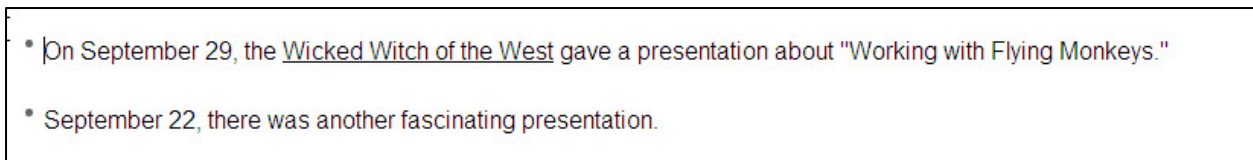
d. paste the copied text



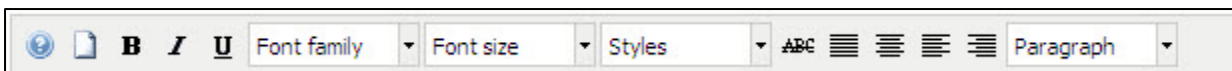
e. position your cursor to the end of the newly pasted text:



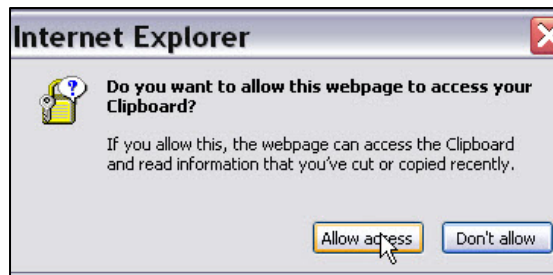
f. hit <Enter> once to make it a stand alone bullet line



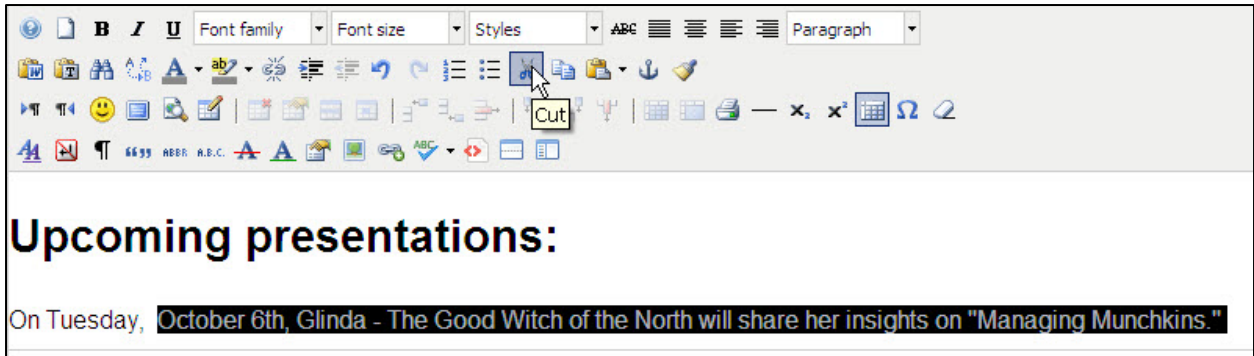
g. change the dropdown box (far right) from "div" to "Paragraph" (if needed)



**Note:** you MAY see a warning pop up asking to allow access to the clipboard – click "allow access"

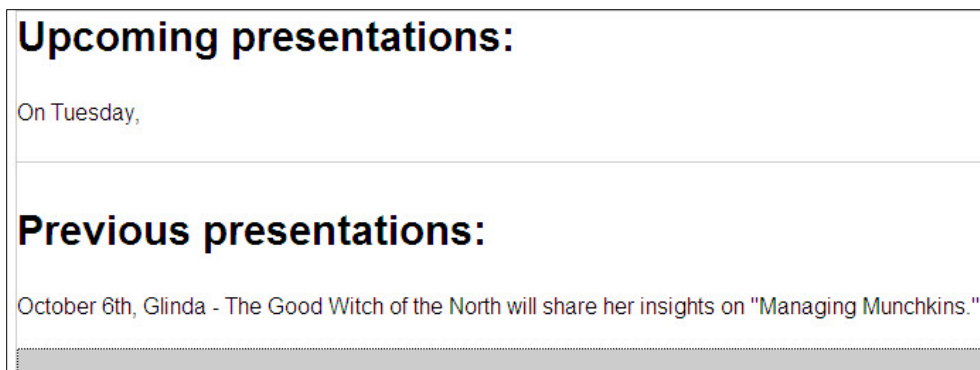
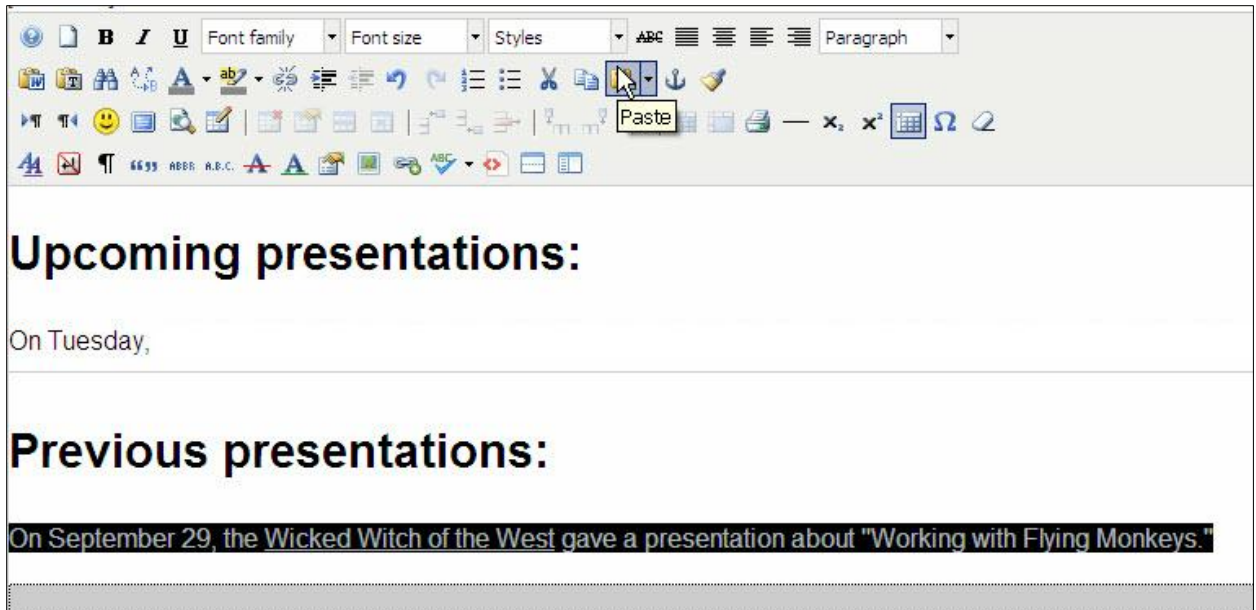


- From **Upcoming**, highlight and cut the text from the date to the end of the line.



Leave "On Tuesday," at the beginning and try not to copy any spaces at the end of the line (highlight just to the last character of the line.)

- Select the line of text under Previous and paste that text you've just copied over it



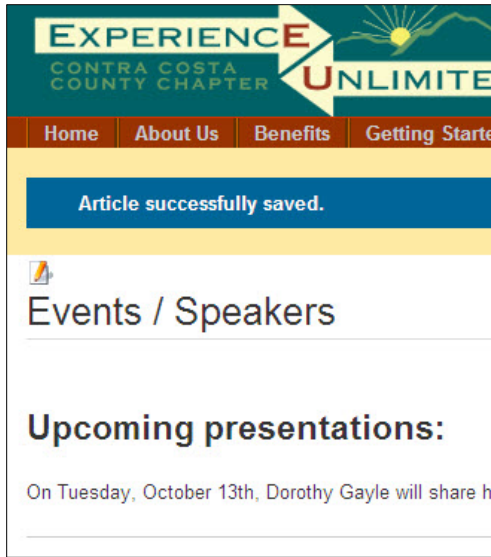
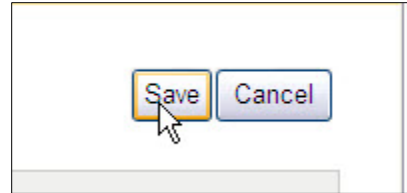
*After cutting and pasting Upcoming text*

- 8. Enter the new text for the Upcoming Presentation

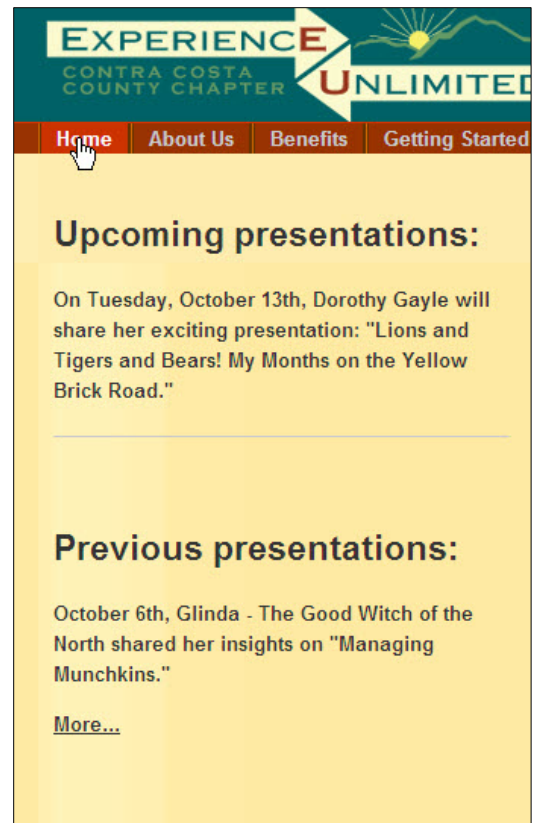
**Upcoming presentations:**

On Tuesday, October 13th, Dorothy Gayle will share her exciting presentation: "Lions and Tigers and Bears! My Months on the Yellow Brick Road."

- 9. SAVE! (Returns you to the "Events / Speakers" page, and you'll see a confirmation message)

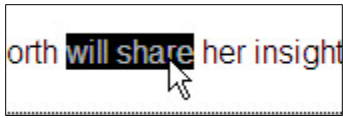


- 10. Go back to the home page and see that it looks good. If you need to fix something, go back to More... then edit (pencil) and fix.



**Good to do, but not critical:**

When you move the current event to a Previous Event – change the tense of the description from future to past. Example:



North will share her insight

was the Upcoming event.

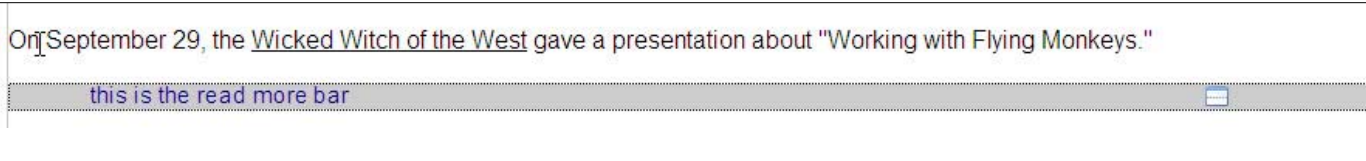
When you move it to the previous event, edit the text to:



North shared her insight

**Pay attention to the “Read More” separator in the edit screen**

It looks like a gray box. When you hover your mouse over it, a cross arrow icon appears which would let you move the box. **Please don't move the read more box!**



On September 29, the [Wicked Witch of the West](#) gave a presentation about "Working with Flying Monkeys."

this is the read more bar