

Create Custom Event Pages for your DPW Gallery Website


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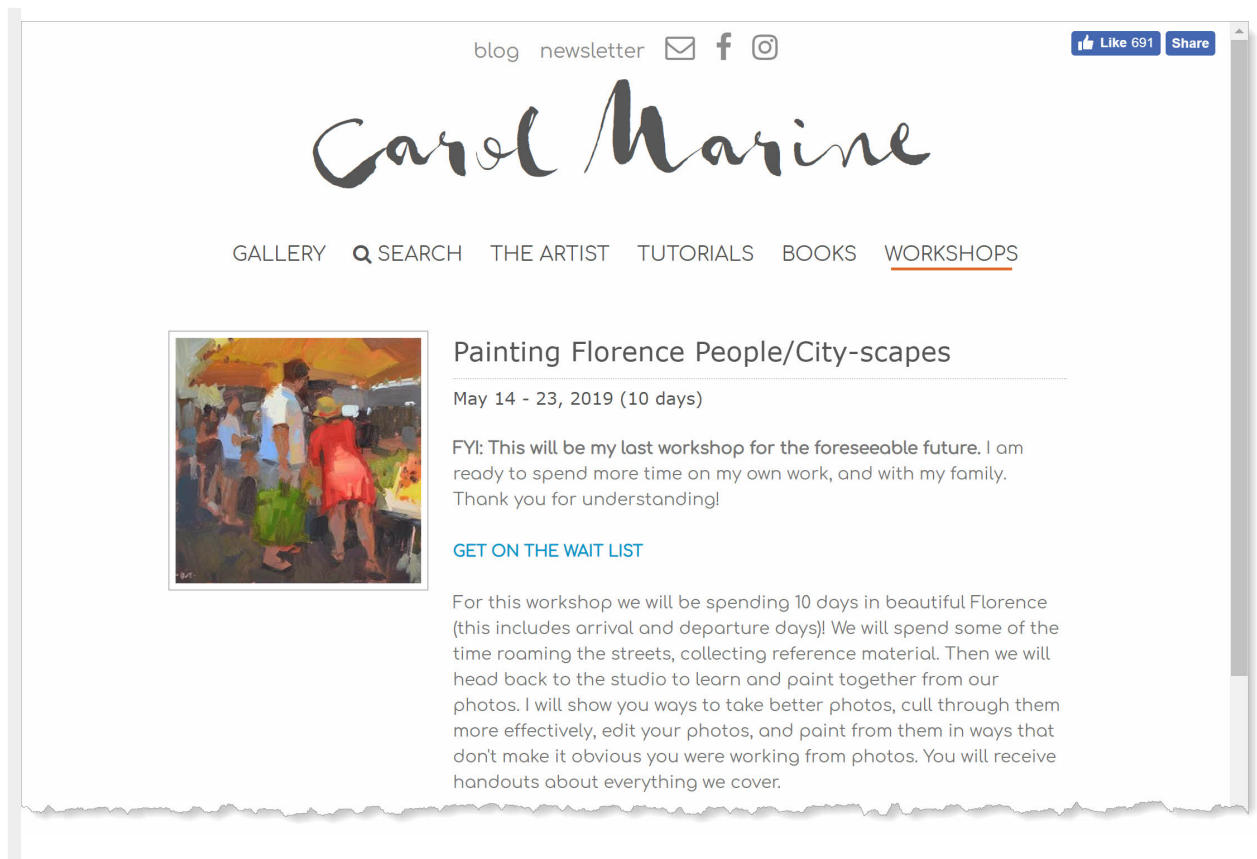
Custom Event Pages for your DPW Gallery Website

In addition to being able to create **custom categories** to organize your artwork, change the **font and color of your name** at the top of your gallery, and use a **custom domain name**, which you can read all about [here](#), you can also add custom **event** pages to your **DPW Gallery website**.

Important: Please note, that these events will only appear in your **DPW Gallery website** and not in DPW itself.

An Example Event Page





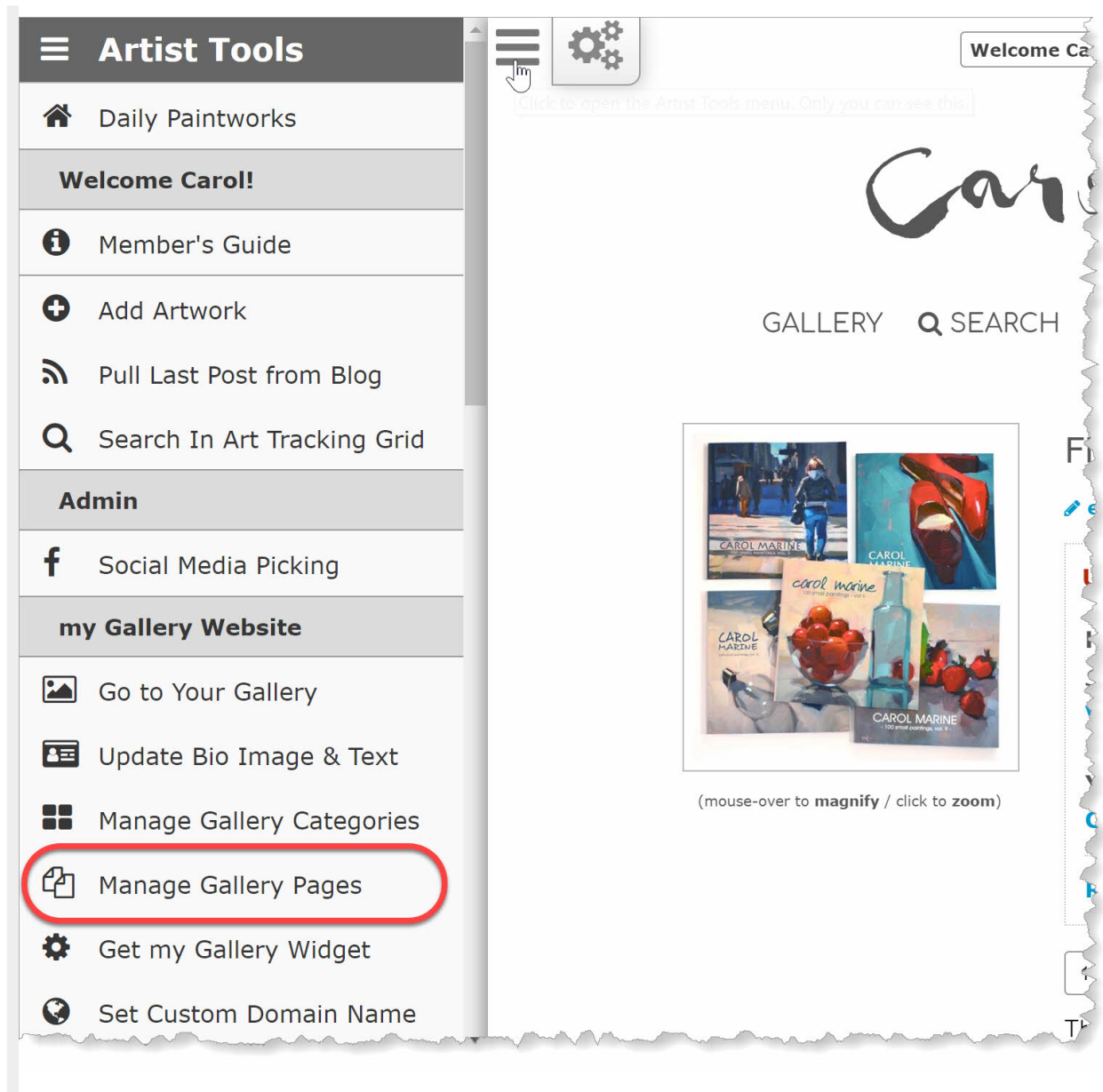
How many Event Pages can you have?

There is no limit to how many event pages you can create, however, your custom pages will show up as navigation links up near the top of your DPW Gallery, along with your **Gallery** and **The Artist** links and if you have many pages, the number of links will be unwieldy.

How to Manage your Event Pages

You can manage (create, update, and delete) your pages from your **Artist Tools** slide-out menu. Just click the three line icon in the upper-left of your Gallery, which is visible on a computer or

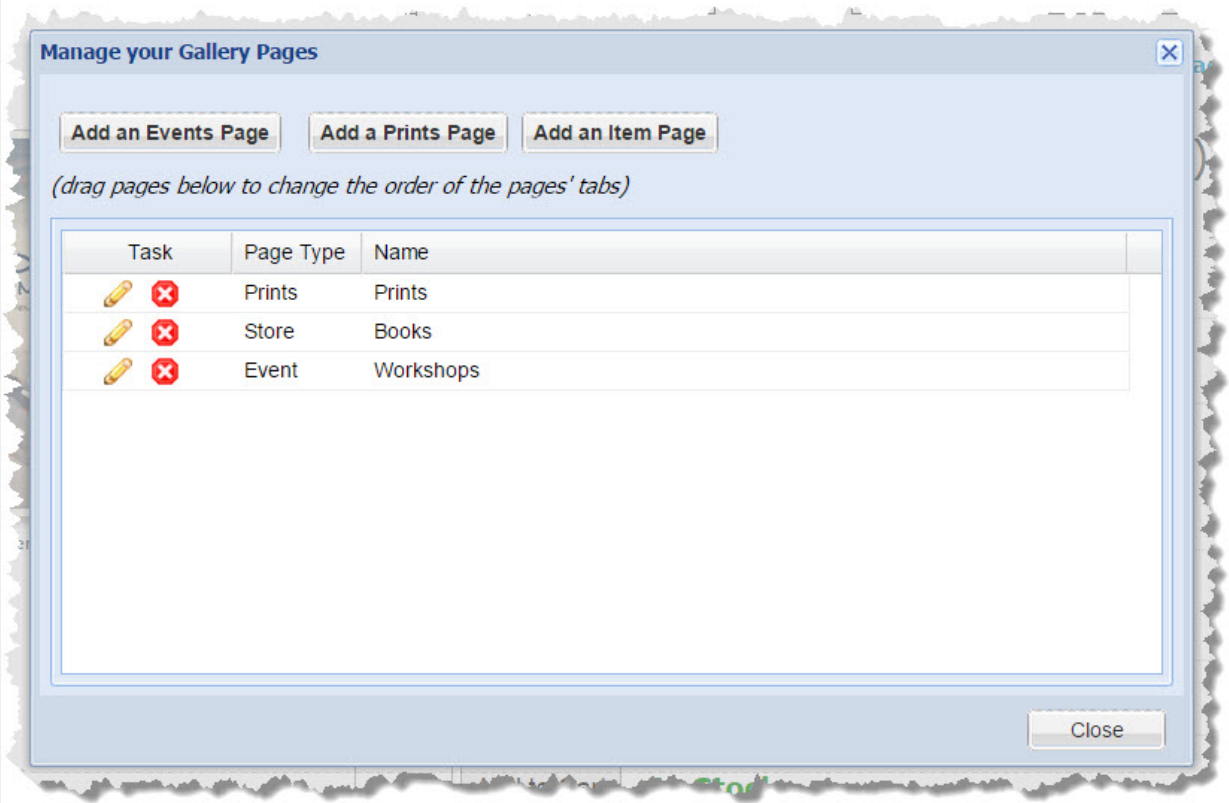
tablet when you are signed into your DPW account.



Then select the **Manage Gallery Pages** item to open the **Manage your Gallery Pages** window where you can add, edit, and delete event, print, and item pages. You can also drag and drop the pages in the list to change the order in which their tabs appear in your Gallery.




You can create one page for all your events, or a separate page for each type of event, such as **Classes**, **Workshops**, **Paintouts**, etc. It is completely up to you on how you organize your pages.

The Pages Management Window





Once you have created one or more pages, you can use the **shortcut links** on any of your custom pages to edit and delete events on the page.

Welcome Carol! ▾



blog newsletter   

Carol Marine

GALLERY  SEARCH THE ARTIST TUTORIALS BOOKS WORKSHOPS



Painting Florence People/City-scapes

 edit  delete

May 14 - 23, 2019 (10 days)

FYI: This will be my last workshop for the foreseeable future. I am ready to spend more time on my own work, and with my family. Thank you for understanding!

[GET ON THE WAIT LIST](#)

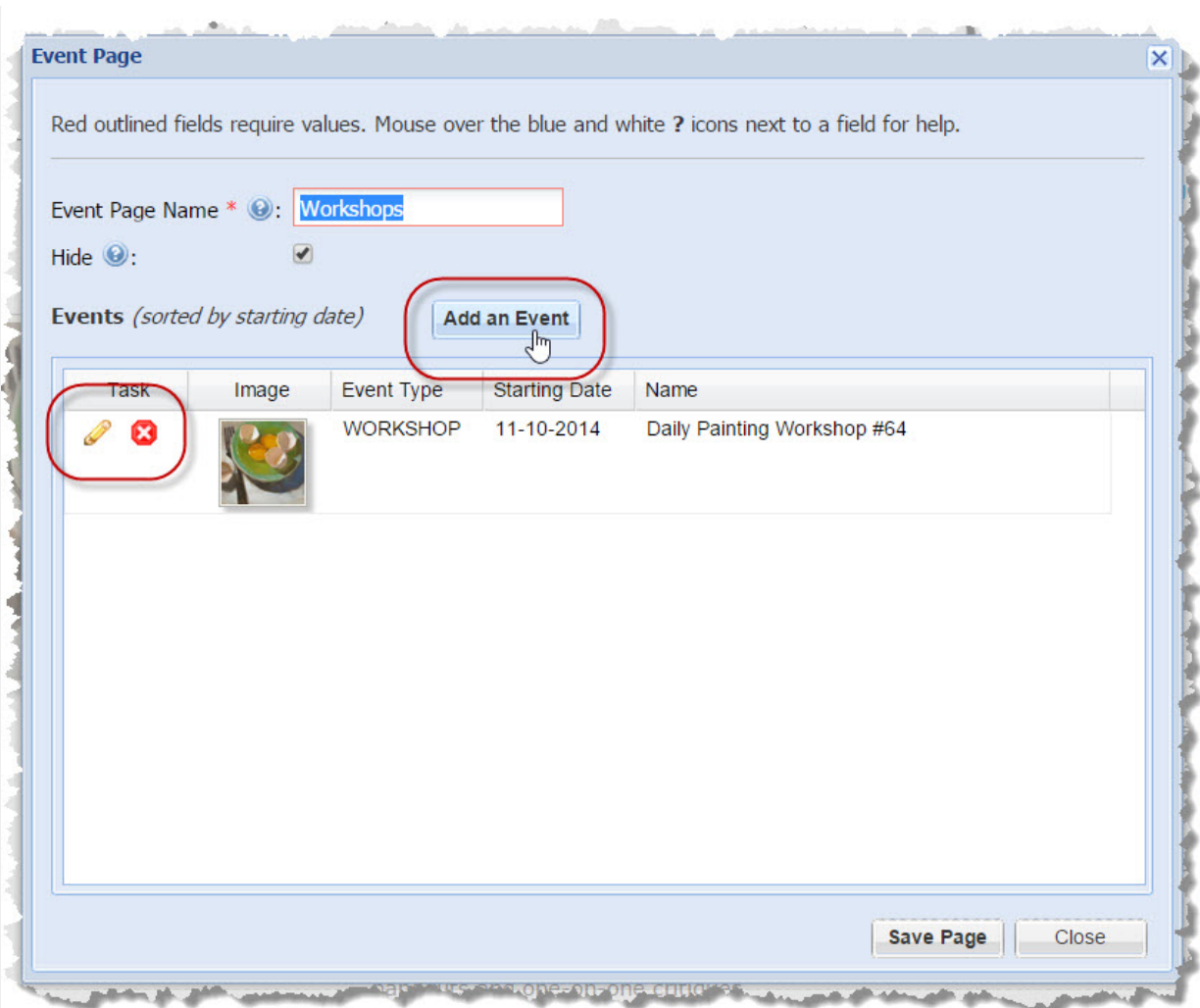
For this workshop we will be spending 10 days in beautiful Florence (this includes arrival and departure days)! We will spend some of the time roaming the streets, collecting reference material. Then we will head back to the studio to learn and paint together from our photos. I will show you ways to take better photos, cull through them more effectively, edit your photos, and paint from them in ways that don't make it obvious you were working from photos. You will receive handouts about everything we cover.

Creating, Updating, and Deleting Events

Clicking on either the **edit page** link on an existing event page or the pencil icon for a page in the **Pages Management Window** shown above, opens the **Event Page** window, from where you can create, update, or delete your events.



The Event Page Window



The Anatomy of an Event

The screenshot shows a web-based form titled "Event". At the top, a message states: "Red outlined fields require values. Mouse over the blue and white ? icons next to a field for help." The form contains several input fields: "Starting Date" with the value "10-13-2014", "Ending Date" with "10-17-2014", "Event Type" with a dropdown menu showing "Other", and "Name" with the text "Painting Trucks Workshop". There is also an "Image" field with a "Browse..." button and a "Hide" checkbox. Below these fields are four tabs: "Description" (selected), "Searchable Properties", "Location", and "Registration URL & Downloadable Document". The "Description" tab contains a rich text editor with the following text: "Ever wanted to paint trucks? They are super cool right? Come and join us for 5 fun days of just that. Reference photos will be supplied, or bring your own. Class will begin each day at 9am, and end at 4pm, with an hour break for lunch. Carol Marine will demo each morning for an hour or two. Handouts will be provided. Be prepared to work hard but have lots of fun! Click your heels twice and repeat after me - there's no cooler thing than trucks. Yellow ones, blue ones, green ones and orange ones. I can't think of anything awesome. Can you? Or we could paint oranges. That would be an option too. Even though this is a truck workshop. Why not?!" At the bottom right of the form are "Save Event" and "Close" buttons.

Event

Red outlined fields require values. Mouse over the blue and white ? icons next to a field for help.

Starting Date * ? : 10-13-2014 Ending Date ? : 10-17-2014

Event Type * ? : Other Other Type ? :

Name * : Painting Trucks Workshop

Image ? : Change the image for your event Browse...

Hide ? : ☐

Description Searchable Properties Location Registration URL & Downloadable Document

Description (do not copy and paste from another document, such as Word) ? :

B I U A A

Ever wanted to paint trucks? They are super cool right? Come and join us for 5 fun days of just that. Reference photos will be supplied, or bring your own. Class will begin each day at 9am, and end at 4pm, with an hour break for lunch.

Carol Marine will demo each morning for an hour or two. Handouts will be provided. Be prepared to work hard but have lots of fun! Click your heels twice and repeat after me - there's no cooler thing than trucks. Yellow ones, blue ones, green ones and orange ones. I can't think of anything awesome. Can you?

Or we could paint oranges. That would be an option too. Even though this is a truck workshop. Why not?!

Save Event Close

Required Information

An event requires a minimum of four pieces of information:

1. Starting Date
2. Event Type
3. Name

4. **Event Image**

If the event is only one day in duration, then only the Starting Date is required. If longer, you will also need to enter the **Ending Date**.

The **Event Type** is not displayed on your event pages, however in the future it will be used by DPW to allow visitors to search among all our members' posted events.

If you aren't sure what to use for an **Event Image**, use an image of one of your works of art!

What about Starting Times and Schedules?

You need to put the starting times, any schedule, and any other top-level, important information in your event's **Description**. You can format the description and even add links, if you wish.

Optional, but Important Information

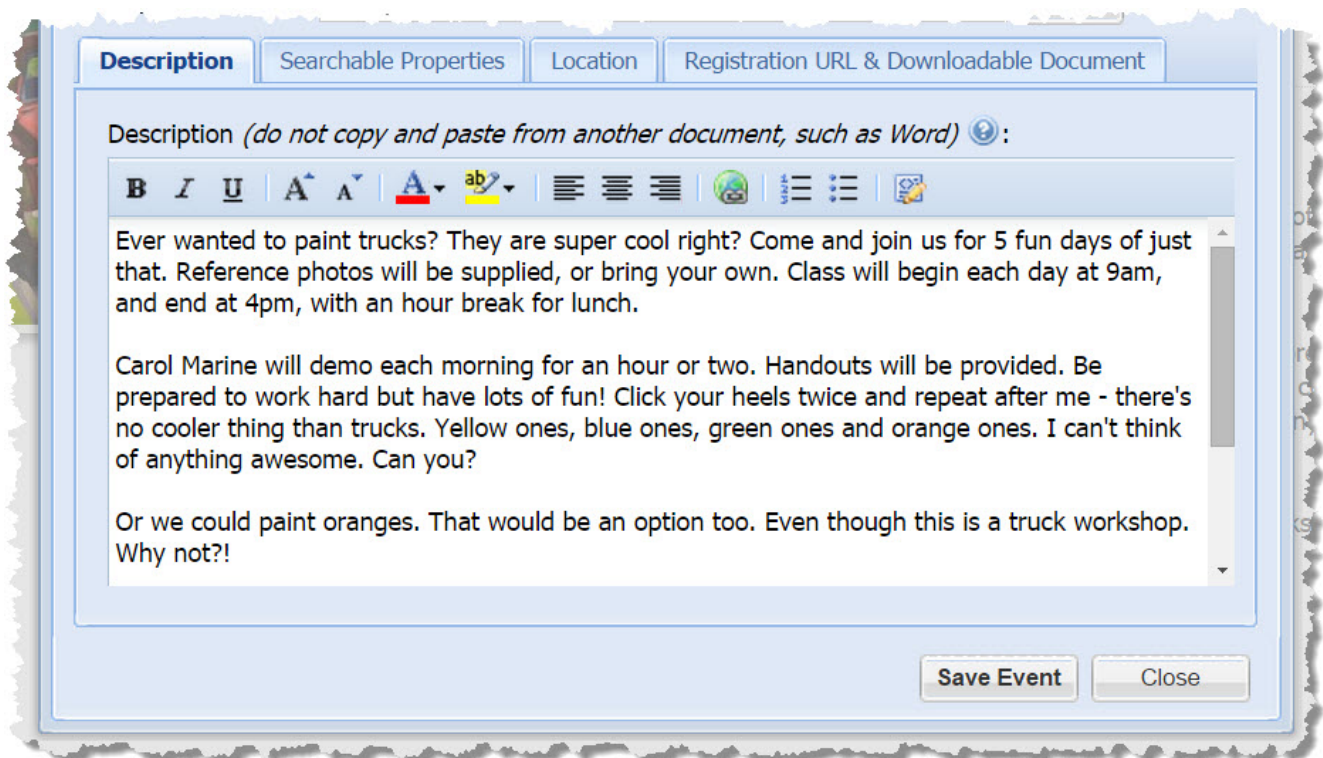
There is optional information, however, depending on the event type, it is a very good idea to include much of it.

The optional information is:

1. **Description**

2. Searchable Properties
3. Location
4. Registration URL, Registration Email Address, & Downloadable Document

Description



The screenshot shows a web form with four tabs: 'Description', 'Searchable Properties', 'Location', and 'Registration URL & Downloadable Document'. The 'Description' tab is active. It contains a text area with a rich text editor toolbar. The text in the area describes a truck painting workshop. At the bottom right of the form are 'Save Event' and 'Close' buttons.

Description Searchable Properties Location Registration URL & Downloadable Document

Description *(do not copy and paste from another document, such as Word)* ⓘ:

B *I* U **A** **A** **A** **ab**

Ever wanted to paint trucks? They are super cool right? Come and join us for 5 fun days of just that. Reference photos will be supplied, or bring your own. Class will begin each day at 9am, and end at 4pm, with an hour break for lunch.

Carol Marine will demo each morning for an hour or two. Handouts will be provided. Be prepared to work hard but have lots of fun! Click your heels twice and repeat after me - there's no cooler thing than trucks. Yellow ones, blue ones, green ones and orange ones. I can't think of anything awesome. Can you?

Or we could paint oranges. That would be an option too. Even though this is a truck workshop. Why not?!

Save Event Close

The **Description** is where you specify all the important, top-level information about your event, such as **starting time, schedule, cost, deposit, cancellation policy**, etc.

You can format and add lists and links to your description, if you wish.

Searchable Properties

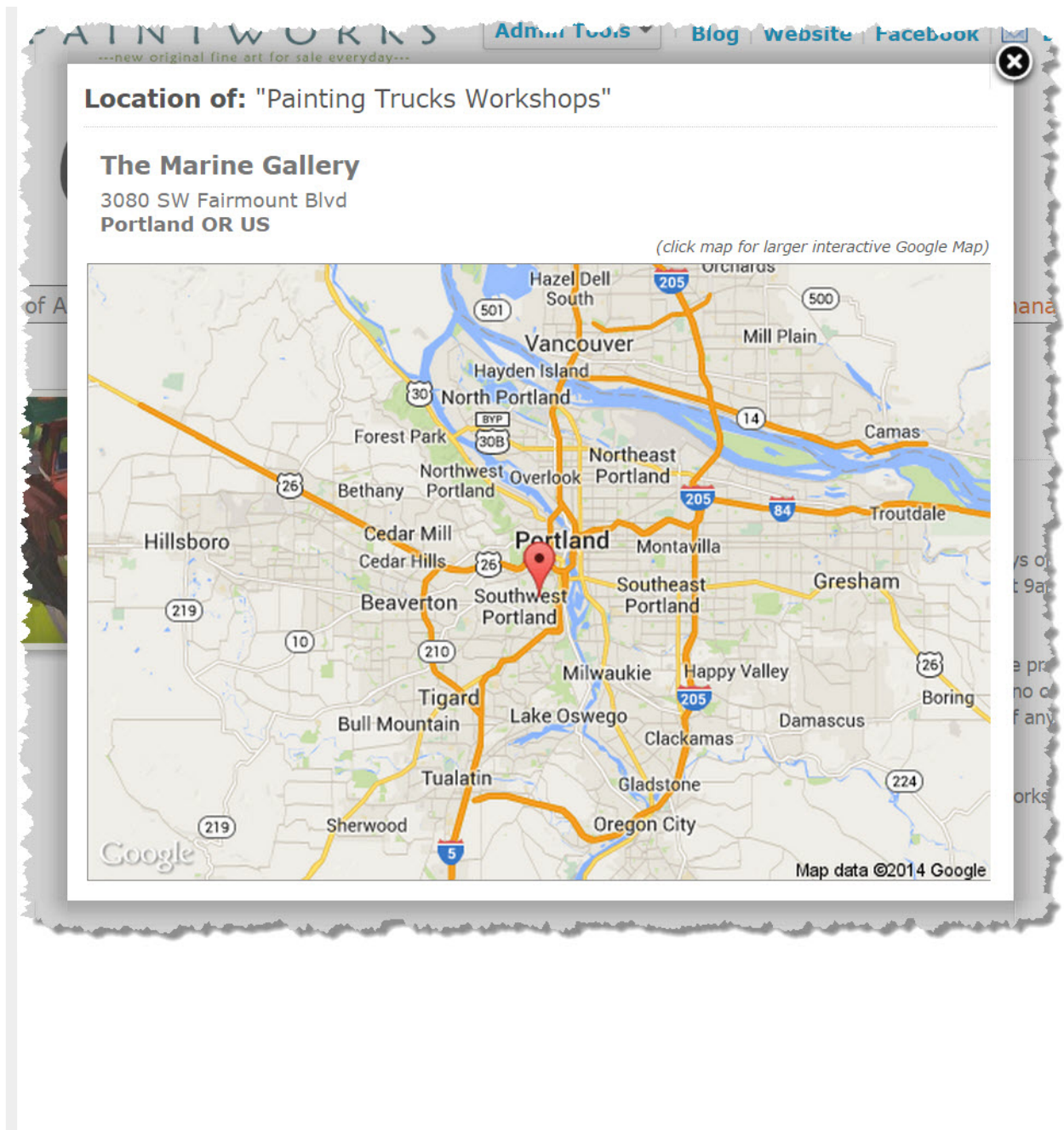
In the near future, DPW will allow visitors to search through all members' events in one place. In addition to being able to search by **artist**, **event type**, and **name**, visitors will be able to search on the **Media**, **Genre**, **Level**, and **Keywords** that you enter in the Searchable Properties tab in the event window.

Location

Every event has to have a location, so be sure to enter in a **name** for the location, if applicable, such as **Such and Such Gallery**, and the location's **address**.

If you do, then an **address & map** link will appear with your event. When clicked, a pop-up will open with showing the location and a static Google Map. Clicking the map will open a dynamic Google Map, allowing the finding of directions.





Registration URL, Registration Email Address & Downloadable Document

DPW doesn't provide registration functionality for your event, so you will have to track registrations on your own. You can, however include a link to the external website or page where you register your event. This may be a gallery website or an external booking website, such as **www.bookwhen.com** website, which Carol Marine uses to handle the registration for her workshops. And/or, you can add an email address for registration.

You can also upload a document for download. This may include a supply list, a syllabus, or any other handout you want attendees to have. To make sure the uploaded document is readable by all, only text and PDF documents are allowed. You can and should also enter the text you want displayed for the link for downloading the document.

Hiding Events

You can hide and unhide an event at any time.

Deleting Old Events

DPW does not remove past events. It is up to you to delete any events you no longer want on your event page(s).

Recycling Old Events

If you have recurring events, such as classes, where, for example, only the date changes, you can "recycle" the events when they expire, by changing their dates. No need to recreate them!

Posted - Sat, Mar 28, 2015 at 12:55 AM. This article has been viewed 37882 times.

Online URL: <https://help.dailypaintworks.com/knowledgebase/article.php?id=60>

