Process for Communicating Canceled Events in dotCMS

DO NOT unpublish or archive canceled events. Instead add information to events already within dotCMS that are being canceled.

Process

Find your Event within dotCMS.

1. In the Title field:
   Add “CANCELED:” to the beginning of the event title of any event that has been canceled.

2. In the Description field:
   Using paragraph text in capital letters and bolded add:

   THIS EVENT HAS BEEN CANCELED DUE TO MSU'S RESPONSE TO THE NOVEL CORONAVIRUS.

   READ MORE ON THE MSU 2019 NOVEL CORONAVIRUS WEBSITE.

   The hyperlink should link to: https://msu.edu/coronavirus/

   If using the html filed < > add:
   <p><strong>THIS EVENT HAS BEEN CANCELED DUE TO MSU'S RESPONSE TO THE NOVEL CORONAVIRUS. </strong></p>
   <p><strong>READ MORE ON THE <a href="https://msu.edu/coronavirus/">MSU 2019 NOVEL CORONAVIRUS WEBSITE</a>. </strong></p>

3. In the Tags tab:
   Add “canceled event” to your event. This will ensure the event shows up on a full listing of all canceled events across CANR, AgBioResearch and MSU Extension.

Example of Canceled Event

Example of canceled event:

CANCELED: Our Table: Not Your Grandfather’s Farm
https://www.canr.msu.edu/events/our-table-not-your-grandfathers-farm
CANCELED: Our Table: Not Your Grandfather's Farm
March 13, 2020 12:00PM - 1:35PM

Contact: Alex Tekio

THIS EVENT HAS BEEN CANCELED DUE TO MSU'S RESPONSE TO THE NOVEL CORONAVIRUS.

READ MORE ON THE MSU 2019 NOVEL CORONAVIRUS WEBSITE.

In honor of Michigan Food & Agriculture Month and National Agriculture Month, Food@MSU is hosting an Our Table exploring modern-day farming and agriculture looks like today.

The event will take place Friday, March 13 from noon-1:15 p.m. in the fireplace room of the MSU University Club. Lunch will be provided.

Register Now

The conversation will explore modern ag, highlighting the role MSU AgBioResearch and MSU Extension play in advancing agricultural technology with sights set on the future of Michigan's agriculture.

Panelists include:

- Naim Edwards, Extension Specialist for the MSU-Detroit Partnership for Food Learning & Innovation
- Jeff Sandborn, corn, soybean and wheat farmer from Portland, Michigan and graduate of MSU's ag-tech crop production program
- Alison Sklarczyk, co-owner of Sklarczyk Seed Farm in Johannesburg, Michigan and graduate of MSU's Department of Animal Science
- Ben Sklarczyk, co-owner of Sklarczyk Seed Farm and graduate of MSU’s agribusiness program

Science communicator Sheel Kirshenbaum will moderate the discussion.

This event is free and open to the public. Registration is limited to 100 people.

Register Now

Related Topic Areas
Precision Agriculture, Food@MSU

Tags: ag month, canceled event, farming, featured events, food@msu, msu agbioresearch, our table, precision agriculture

Related People
Alex Tekio
517-355-3844
tekioale@msu.edu
Process for Communicating Postponed Events in dotCMS

DO NOT unpublish or archive postponed events. Instead add information to events already within dotCMS that are being postponed.

Process

Find your Event within dotCMS.

1. **In the Title field:**
Add “POSTPONED:” to the beginning of the event title of any event that has been postponed.

2. **In the Description field:**
Using paragraph text in capital letters and bolded add:

   THIS EVENT HAS BEEN POSTPONED DUE TO MSU'S RESPONSE TO THE NOVEL CORONAVIRUS.

   READ MORE ON THE [MSU 2019 NOVEL CORONAVIRUS WEBSITE](https://msu.edu/coronavirus/).

   The hyperlink should link to: [https://msu.edu/coronavirus/](https://msu.edu/coronavirus/)

   If using the html field < > add:

   ```html
   <p><strong>THIS EVENT HAS BEEN POSTPONED DUE TO MSU'S RESPONSE TO THE NOVEL CORONAVIRUS.</strong></p>
   <p><strong>READ MORE ON THE <a href="https://msu.edu/coronavirus/">MSU 2019 NOVEL CORONAVIRUS WEBSITE</a>.</strong></p>
   ```

   Eventually, the date should be updated on the postponed event as more information is known or the event can be recreated at a later time.

3. **In the Tags tab:**
Add “canceled event” to your event. This will ensure the event shows up on a full listing of all canceled and postponed events across CANR, AgBioResearch and MSU Extension.