



## Quickstart

### Add a New Event

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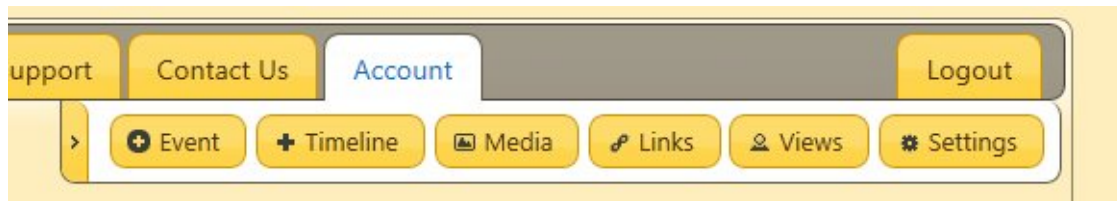
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Woojum™

## 1 About Quickstart Guides

Our Quickstart Guides are intended to help you to get started with Woojum™. They are exactly what they are called, *Quickstart*, which means they do not explain the whys and wherefores, they simply set out the step-by-step way to achieve a particular objective.

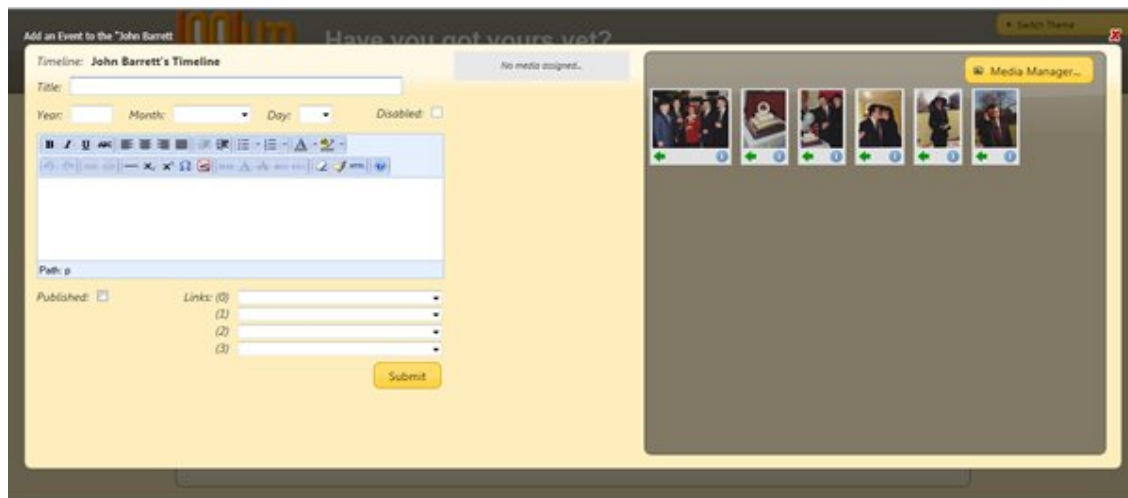
*All of our Quickstart Guides are written on the assumption that you are Logged In to your Woojum™ Account and your Toolbar is open.*



### The Toolbar

## 2 Add Event Text

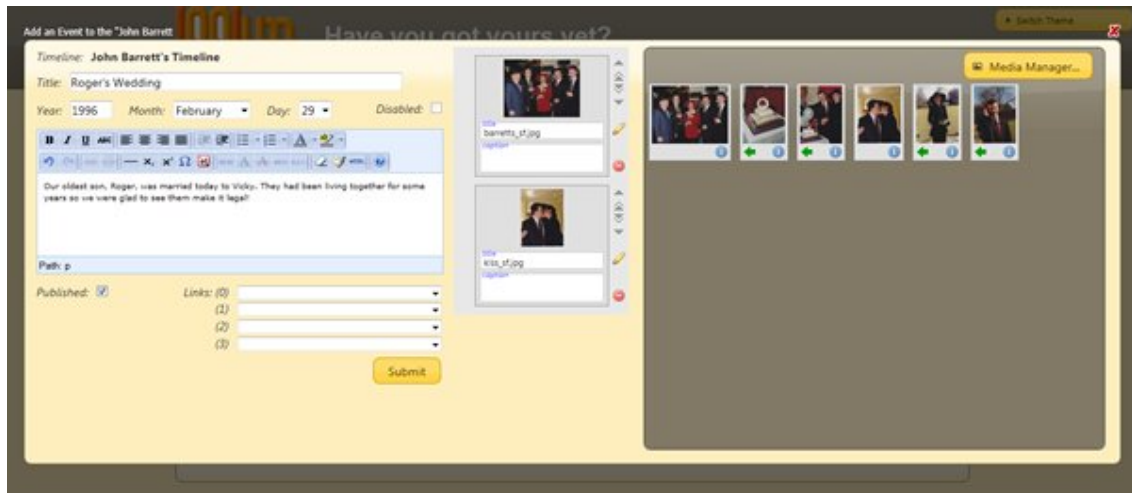
- Click the Event Button on your Toolbar



- In the Add an Event Screen which opens now
  - Type in the Title you want to give this Event
  - Type in the Year this Event took place
  - Select a Month and Day if you know them
  - Type in the text description you want to publish for this Event
  - Click the Published Checkbox to Publish this Event now

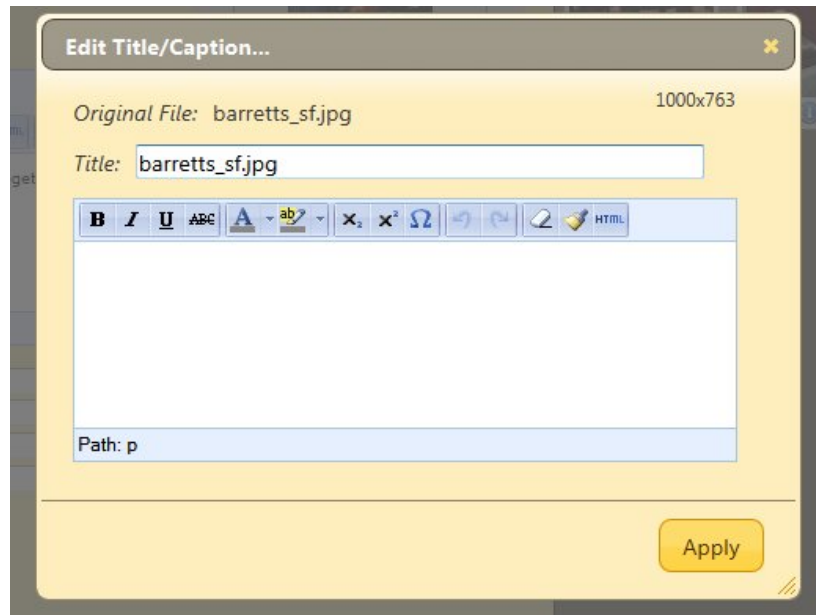
## 3 Add Event Media

- Click the Green Arrow Icon underneath each Media file you want to add to this Event



#### 4 Edit Media File Titles & Captions

- Click the Yellow Pencil Icon next to an Image Title to open the Edit Title/Caption box



- Overtyping the File Name in the Title Field with the Title you want to give this Media File in this Event
- Typing in the text description you want to publish for this Media File in this Event
- Clicking the Apply Button to close this box and save your changes

If you added a Title and/or Caption to this Media File when you originally uploaded it then that information will be displayed when you attach the Media File to an Event. You can leave it as it is, or you can change it.

#### 5 Save Your Event

When you are finished with this Event, click the Submit button to save your work