

USER MANUAL



MEMBUAT EVENT WEBINAR



Klik Aku untuk
menuju ke **Daftar Isi**

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DAFTAR ISI

Login Blog Webinar

Membuat
Event Webinar

Upload Photo
Narasumber

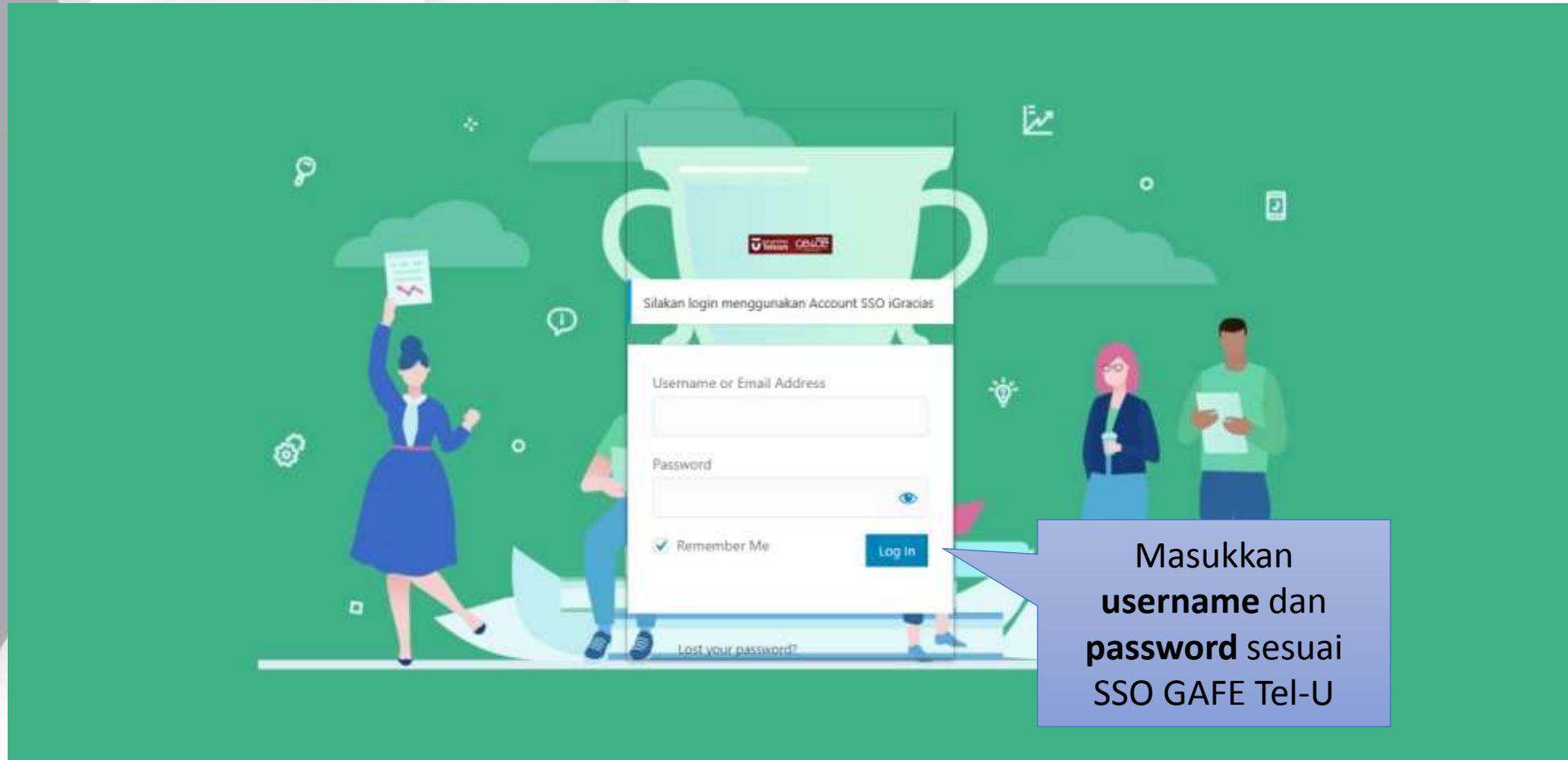
Catatan Tambahan

Contoh Posting
Webinar yang Baik



LOGIN BLOG WEBINAR

- Masuk ke browser lalu masukkan <https://webinar.telkomuniversity.ac.id/care>



MEMBUAT EVENT WEBINAR

The screenshot shows the WordPress 'Add New Event' page. The left sidebar contains navigation menus for Dashboard, Statistics, WPMU DEV, Posts, Media, Featured Images, Pages, Comments, Feedback, Events, Appearance, Plugins, Users, Tools, WPBakery Page Builder, Settings, and Analytics. The main content area has a title field labeled 'Add title' with a '65 characters left' indicator. Below the title field are buttons for 'Add Media' and 'Add Contact Form'. A rich text editor is visible below these buttons. The right sidebar contains a 'Featured image' section with options to ignore content URL and a text input for image URL or keywords. Below that is a 'WP Google My Business' section with a 'Don't show' checkbox. At the bottom of the right sidebar is a 'Location selection' dropdown menu with 'Telkom University' selected. A 'Share Now' button is at the bottom right of the page.

Tulis Judul Event

Pilih **Add Media** untuk menambahkan Gambar atau Video

Tuliskan **deskripsi event** di bagian ini



MEMBUAT EVENT WEBINAR

Pilih **Save Draft** untuk menyimpan sementara posting Event.
Pilih **Preview** untuk melihat postingan event sebelum di publish.
Pilih **Publish** untuk mulai memposting event

Pilih **Event Setting** lalu isikan setiap field yang ditampilkan. Pengisian **informasi event** ini bersifat **WAJIB**, maka isikan informasi selengkap-lengkapannya.

Masukkan **Registration Link** jika memang harus daftar dahulu

Geser Tombol **Hour** dan **Minute** untuk menentukan waktu

Pilih **Event Categories** untuk menentukan kategori media event

The screenshot shows the 'SmartCrawl' event creation interface. On the left, a green sidebar contains 'Authorizer', 'MC4WP', and 'Snapshot'. The main area is titled 'Event Settings' and includes fields for 'Venue', 'Cost', 'Open to audience' (set to 'Public'), 'Start Date & Time', 'End Date & Time', 'Registration Form' (a dropdown menu), 'Registration Link', and 'Registration Button Text' (set to 'Registration Now'). Below these are 'Sharing button', 'Event Speaker button', and 'Event Speaker Social button', each with 'Disable' and 'Enable' radio buttons. A calendar for 'September 2020' is open, showing the 9th as the selected date. Below the calendar are 'Time' (00:00), 'Hour' and 'Minute' sliders, and 'Now'/'Done' buttons. On the right, a 'Publish' panel contains 'Save Draft' and 'Preview' buttons (highlighted with yellow boxes), 'Status: Draft', 'Visibility: Public', 'Publish Immediately', and 'Clear cache' buttons. Below this is the 'Event Categories' section with 'All Event Category' and 'Most Used' tabs, and checkboxes for 'Meet', 'Teams', 'Youtube', and 'Zoom'. At the bottom right, there are two icons: a blue speech bubble and a black house icon.

MEMBUAT EVENT WEBINAR

Event Speaker Disable Enable
Event Speaker button

Event Speaker Social Disable Enable
Event Speaker Social button

Event Speakers

Speaker Name

Speaker Designation

Image

Facebook URL

Twitter URL

LinkedIn URL

Google Plus URL

Youtube URL

Instagram URL

Website URL

Event Types

All Event Type [Most Use](#)

- Daring
- Kampus
- Luar Kampus
- Rapat Tertutup

[+ Add New Event Type](#)

Event Tags

Separate tags with commas

[Choose from the most used tags](#)

Likes and Shares

- Show likes.
- Show sharing buttons.

Featured image

[Set featured image](#)

Pilih **Event Speakers** lalu isikan setiap field yang ditampilkan. Pengisian informasi **narasumber** ini bersifat **WAJIB**

Pilih **Add media** untuk menambahkan photo narasumber

Pilih **set featured image** untuk menambahkan Gambar Header

Pilih **Add more** jika narasumber dalam event lebih dari satu orang

Pilih **Event Type** untuk menentukan tipe Event.

Pilih **Event Tags** untuk menandai event yg sesuai.

Pilih centang **Show likes** dan **Show Sharing buttons**



MEMBUAT EVENT WEBINAR

Masukkan alamat kegiatan yang akan diselenggarakan.

Map Settings

Find Address

Just Write The Address and get map below.

Map

Disable Map From Single Page

Multilingual Content Setup

Do not make 'Events' translatable

Make 'Events' translatable

Make 'Events' appear as translated

Apply



ADD MEDIA

Pilih **Upload File** untuk mengupload gambar jika belum ada di media library.

Masukkan informasi pada field **Alt Text**, **Title**, **Caption**, dan **Description** sesuai dengan nama narasumber beserta jabatannya

Portal Informasi Webinar Telkom University

Select Files

Upload files Media Library

Filter media

Search

Avitia-Nurmatari-founder-platform-berita-BeritaBaik.id_jpg

September 15, 2020

44 KB

650 by 753 pixels

Edit Image

Delete permanently

Alt Text: Avitia Nurmatari, founder

[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title: Avitia Nurmatari, founder

Caption: Avitia Nurmatari, founder platform berita BeritaBaik.id

Description: Avitia Nurmatari, founder platform BeritaBaik.id

File URL: <https://webinar.telkomun>

Copy URL

Select



CATATAN TAMBAHAN

- Selalu compress gambar yang akan diupload, bisa menggunakan tools <https://imagecompressor.com/>, compress PDF di <https://www.sodapdf.com/compress-pdf/>
- Edit nama gambar/dokumen yang diupload agar sesuai dengan isi gambar/dokumen atau judul berita. Agar beritanya mudah dicari di Google (SEO Baik).
- Submit tiket helpdesk [iGracias](#) apabila ada kendala.
- Lakukan >> Hummingbird >> Clear page cache, setiap kali melakukan perubahan.



CONTOH POSTING WEBINAR YANG BAIK

