

# USER MANUAL



## MEMBUAT EVENT WEBINAR



Klik Aku untuk  
menuju ke **Daftar Isi**

Kampus Universitas Telkom Jl.Telekomunikasi,  
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Telp. 62-22-756, Fax.62-22 756 5200

# DAFTAR ISI

Login Blog Webinar

Membuat  
Event Webinar

Upload Photo  
Narasumber

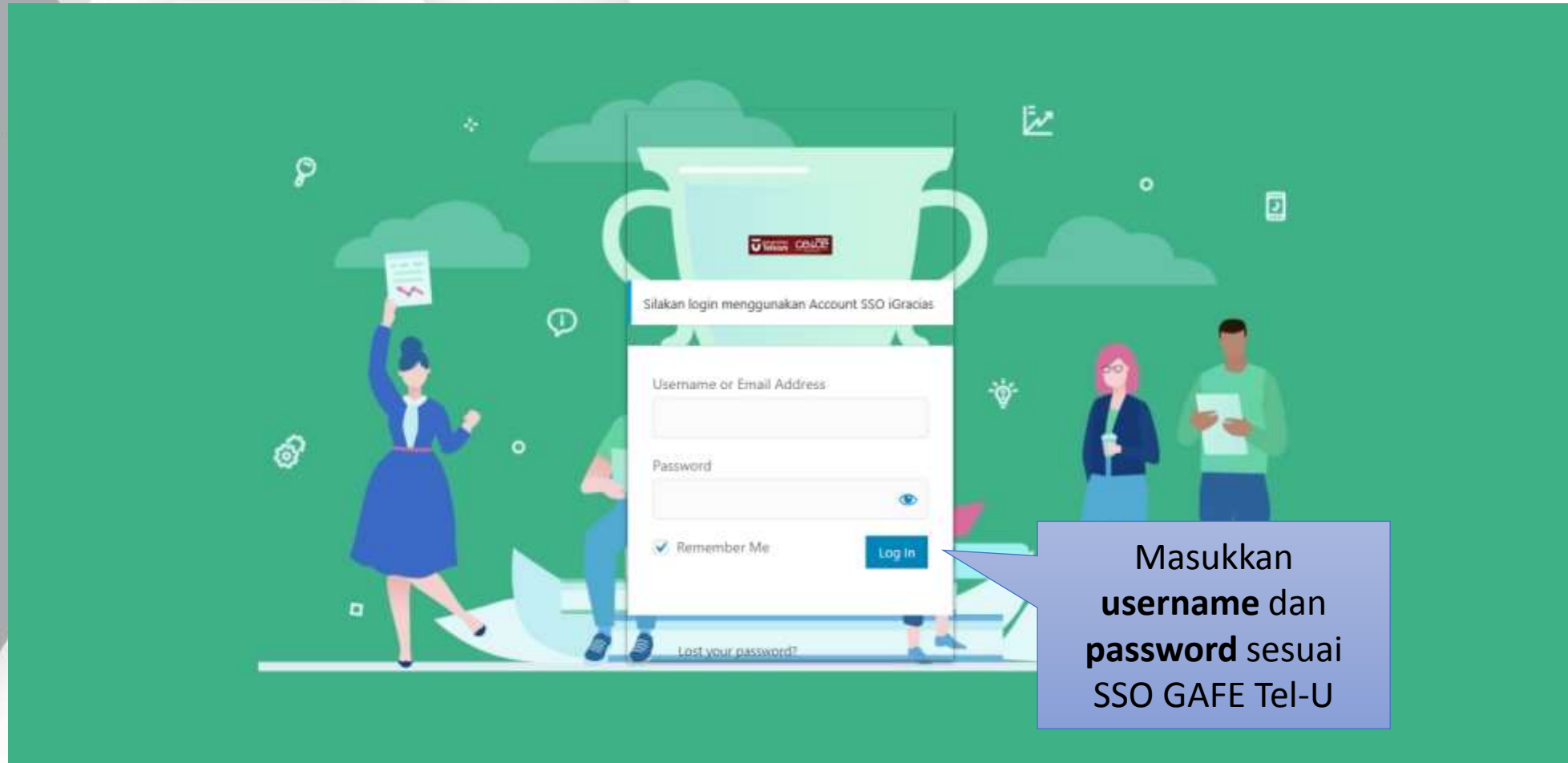
Catatan Tambahan

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, and Settings. The main content area has a title field labeled 'Add title' with a '65 characters left' indicator. Below the title field are 'Add Media' and 'Add Contact Form' buttons. 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 'Preview' button. Below that is a 'WP Google My Business' section with a 'Don't show' checkbox. At the bottom of the right sidebar is a 'Custom Button' section with a 'Learn More' dropdown, a 'Make post an event' checkbox, a 'Location selection' dropdown with 'Telkom University' selected, and a 'Share Now' button. A 'Word count: 0' indicator is at the bottom left of the main content area.

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'). There are also 'Enable/Disable' options for 'Sharing button', 'Event Speaker button', and 'Event Speaker Social button'. A calendar for 'September 2020' is open, showing the 9th as the selected date. Below the calendar are 'Time' (00:00), 'Hour', and 'Minute' input fields. On the right, a 'Publish' panel contains 'Save Draft', 'Preview', and 'Publish' buttons, along with status and visibility options. Below this is the 'Event Categories' section with radio buttons for 'Meet', 'Teams', 'Youtube', and 'Zoom', and an 'Add New Event Category' link. At the bottom right, there are icons for a chat bubble and a home page.

# 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 Used](#)

- 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

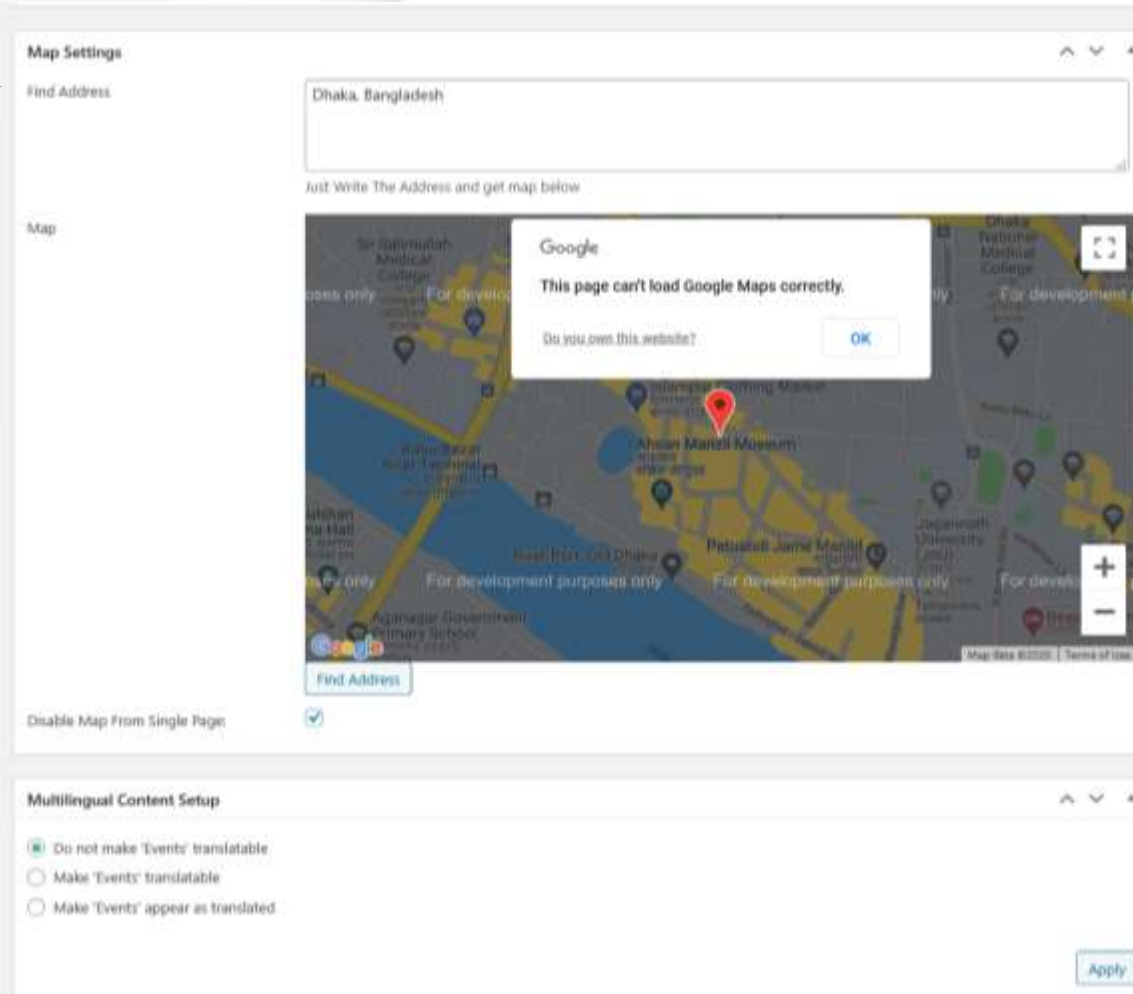
Masukkan alamat kegiatan yang akan diselenggarakan.

### 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

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

