



Event Organizer's Guide:

How to Organize, Register, and Promote Events through on www.unitoday.lk

(For Government & Private Institutes, Organizations, Companies, Non-University Clubs, and Societies)



❖ Introduction

Welcome to unitoday.lk – Sri Lanka's first and only digital platform dedicated to university students! Whether you're part of a government or private institute, company, organization, or non-university club/society, your contributions are essential in creating an engaging and inclusive space for university undergraduates to discover and participate in exciting events and initiatives.

This document will guide you step by step on how to register, create an account, and organize, register, and promote events specifically related to university undergraduates on UNIToday. Whether you're sharing an article or post about your organization, or promoting an upcoming event, workshop, competition, or community project for undergraduates, this tutorial will help you navigate the platform with ease.

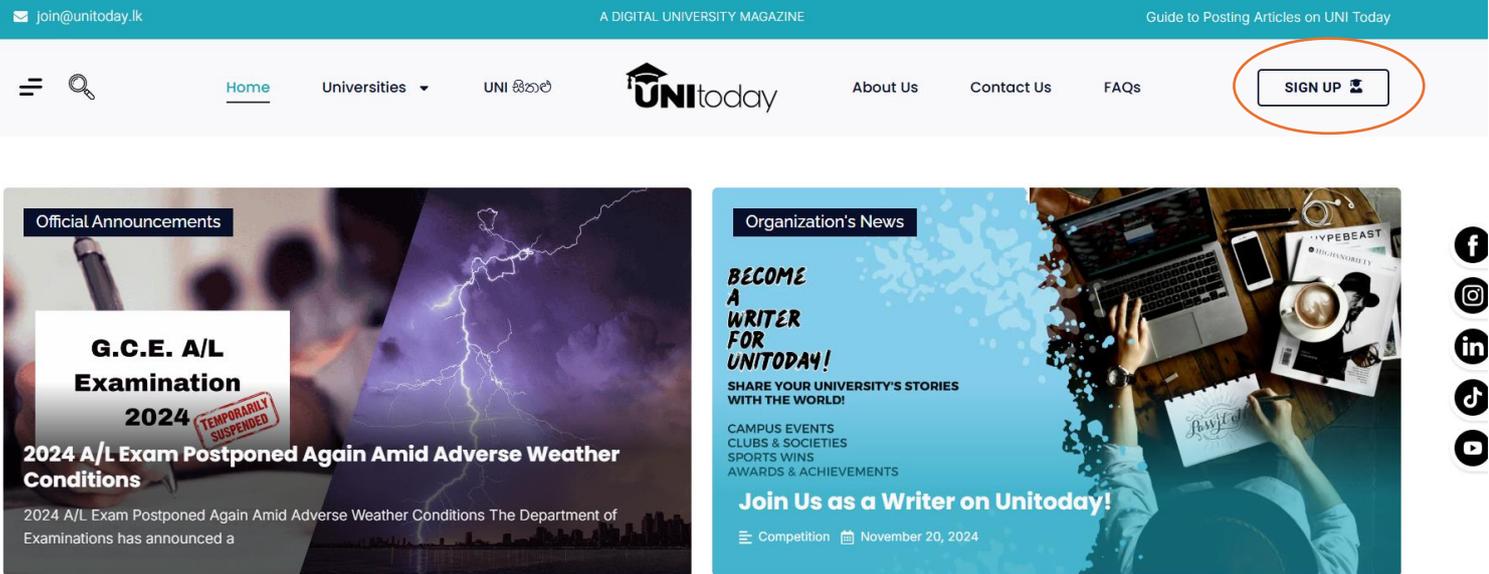
If you face any issues or have questions, feel free to reach out to us via:

- Email: unitoday.lk@gmail.com
- WhatsApp: +94 72 858 4321

- Due to concerns regarding fraud and security, you are unable to create an account directly on our platform.
- To get started, first you have to contact us via email at join@unitoday.lk ; When reaching out, include the following details:
 - **About your organization:** Clearly mention the name of your institute, company, or organization.
 - **Event Details:** Provide information about the event, workshop, competition, or initiative you are planning to organize.
 - **Necessary Documentation:** Attach the required documents such as a project proposal, event outline, or any other proof that validates your event.
- Please send your request through the official email address of your club, society, or organizing committee.
- If you are using a personal gmail, make sure to introduce yourself and clearly state your position within the main board of your company, club, society, or organizing committee.
- Once we receive your email with the necessary information, we will reach out to confirm all the required details.
- Upon verification and confirmation of the event, we will provide you with an account linked to your email, along with a password.
- You can then proceed to follow the steps outlined below to organize, register, and promote your events.
- Let's get started!

❖ Step 1: Visit the Website

1. Open your preferred browser and go to www.unitoday.lk.
2. In the upper right corner, you'll find a **SIGN UP** button.

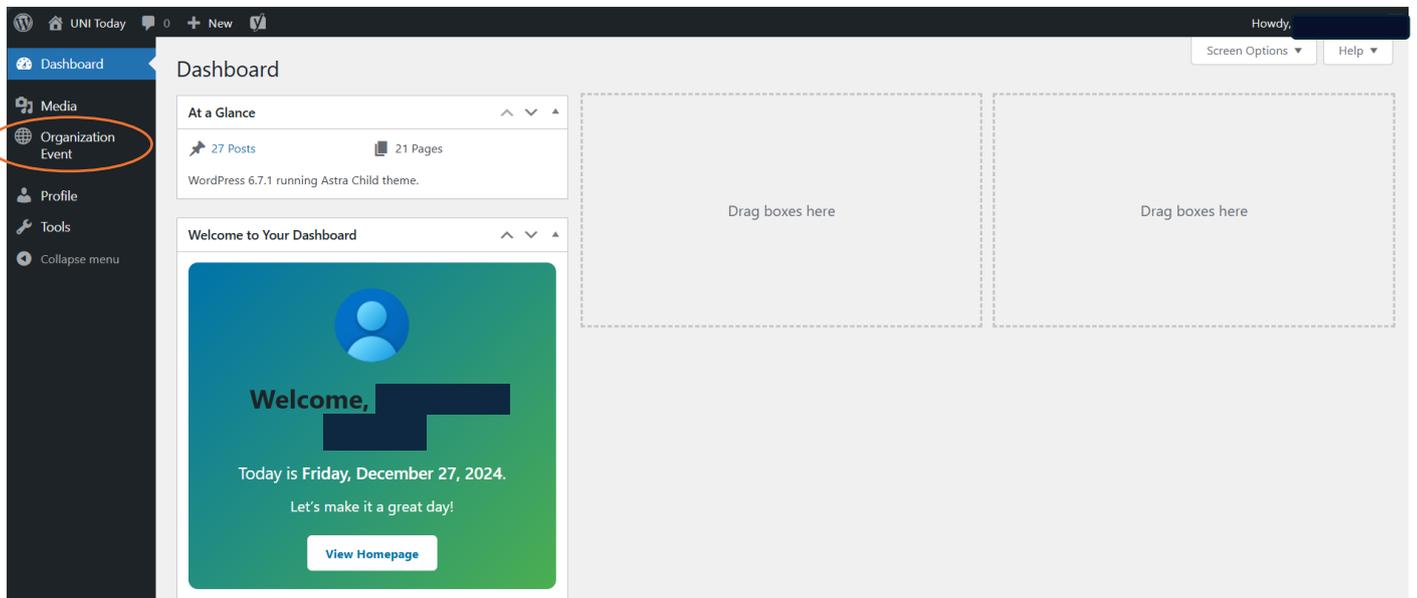


❖ Step 2: Log in to Your Official Article-Writing Dashboard

1. Click on **SIGN UP**.
2. Select **LOG IN**.
3. Enter the **username** and **password** that we sent you via email.
4. After logging in, you will be directed to your official article-writing dashboard.

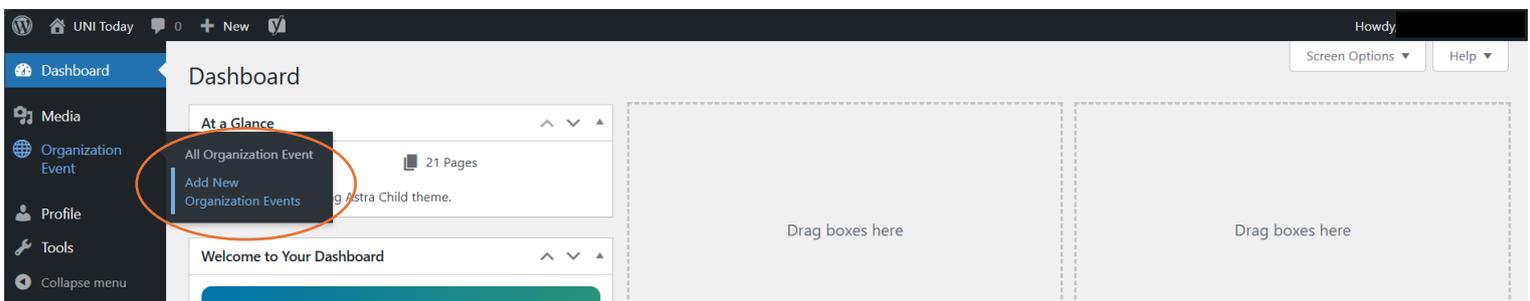


The screenshot shows the login form on the Unitoday website. At the top, there are two buttons: 'LOG IN' (circled in orange) and 'REGISTER'. Below these is the 'Log In' heading. The form contains two input fields: 'Username or Email' and 'Password'. At the bottom of the form is a dark blue 'Log In' button.



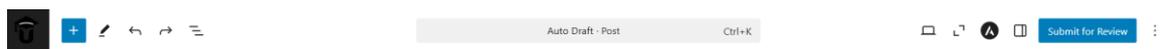
❖ Step 3: Accessing the Article-Writing Page

1. On your dashboard, look for the **Organization Event** icon on the left sidebar.
2. Click on that, and you'll see two options:
 - All Organization Event
 - Add New Organization Events
3. Select **Add New** to start writing your article.



❖ Step 4: Writing Your Article

1. You will be directed to your own WordPress blog editor page.
2. At the top, you'll see a field labeled **Auto Draft**.
 - Replace this with your article or news title.



Auto Draft **Your article or news title**

Type / to choose a block

❖ Step 5: Adding Content

1. Below the title field, click the + icon to add content.



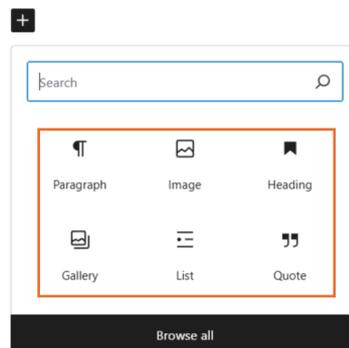
Topic

Type / to choose a block

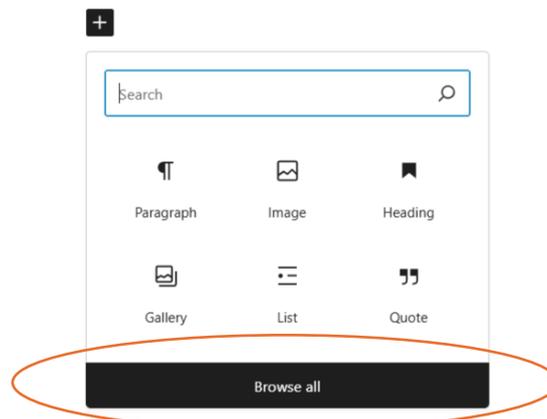


2. You will see six basic content options, such as:

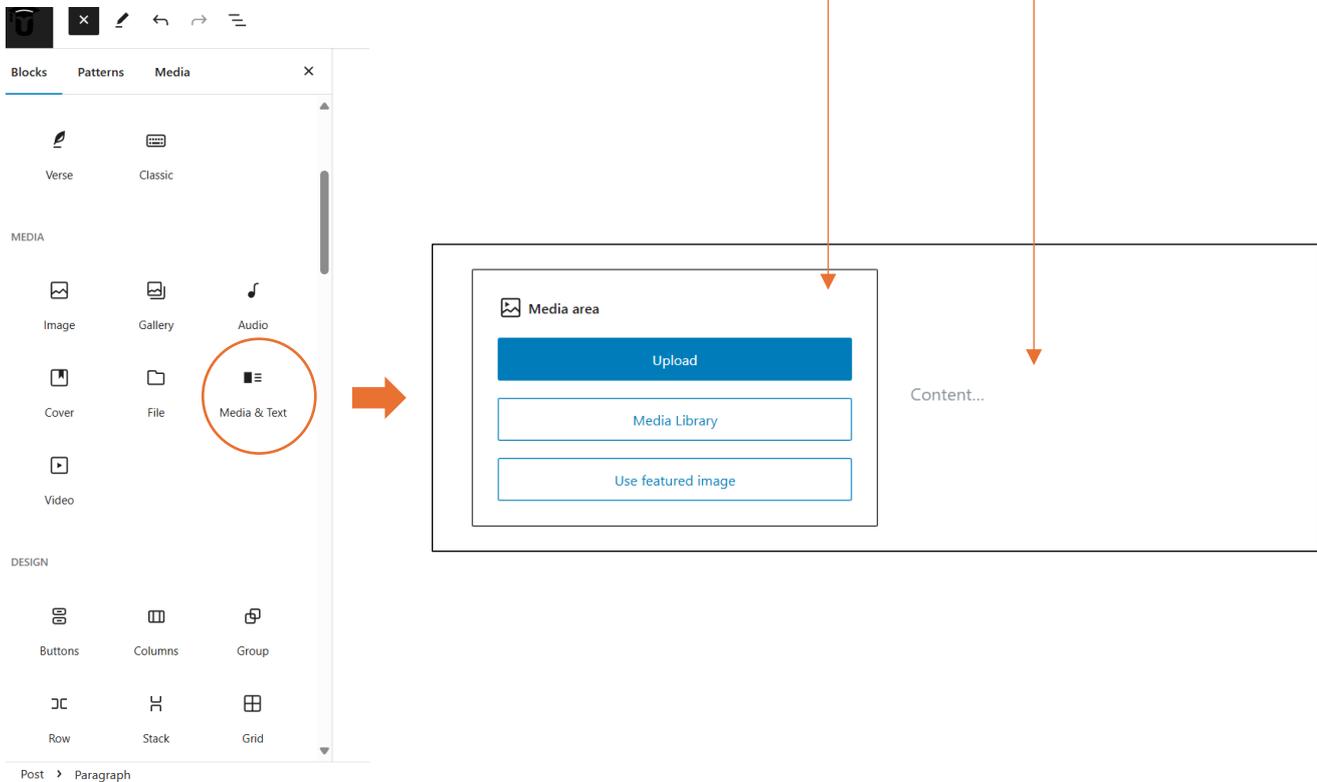
- **Paragraph:** Used for adding regular text content, typically forming the body of your article.
- **Image:** Allows you to insert and display images within your content to complement your text.
- **Heading:** Helps to create section titles or subheadings (H1, H2, H3, etc.) to organize your content and improve readability.
- **Gallery:** A block for showcasing multiple images in a grid or slideshow format.
- **List:** Allows you to create ordered (numbered) or unordered (bulleted) lists to present information in a structured format.
- **Quote:** Used for displaying a block of text from a source, often styled differently to highlight the quote.



3. For additional content formats, click on **Browse all**. This opens a variety of layout and formatting options for your post.



- Use the **Media & Text** format to seamlessly add images and text side-by-side.



- You can undo your previous task by clicking this icon.



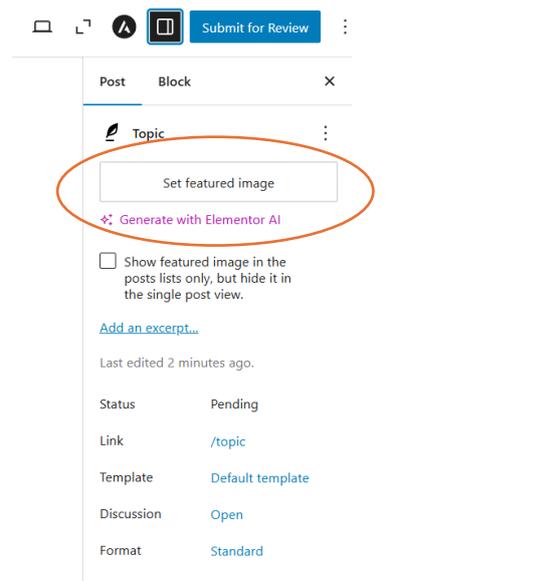
❖ Step 6: Setting a Featured Image

1. On the right-hand side of your blog editor, click the Sidebar Icon (it looks like a table).



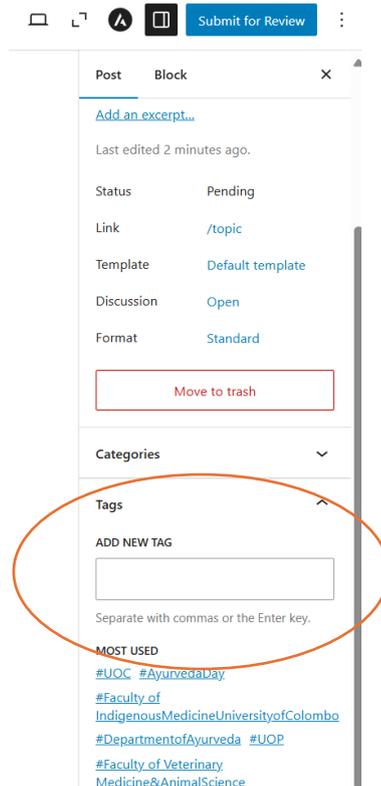
2. In the sidebar, locate the **Set featured image** button

3. Upload a relevant image here – this image will serve as the background for your article's title on the unitoday.lk homepage



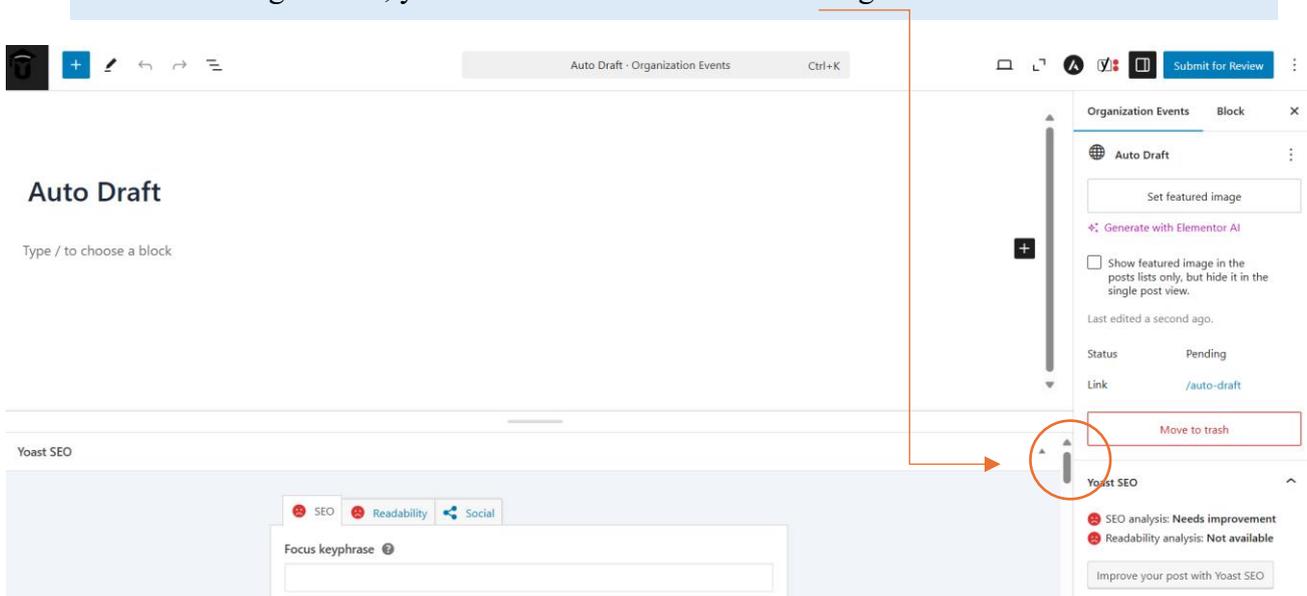
❖ Step 7: Adding Tags (Optional)

1. In the same sidebar, find the **Tags** section.
2. Add relevant hashtags to make your article more discoverable (e.g., #UOP, #IEEE #FacultyofArts).



❖ Step 8: Adding the Necessary Details

1. In the image below, you can see the icon inside the orange circled.



2. Click on it and scroll down until you see the subtopic called **Organization Event**.

Auto Draft

Type / to choose a block

Organization Event

Introduction *

Brief description of the purpose of the workshops/competitions and events

Organization Events Block

Auto Draft

Set featured image

Generate with Elementor AI

Show featured image in the posts lists only, but hide it in the single post view.

Last edited a second ago.

Status Pending

Link /auto-draft

Move to trash

Yoast SEO

SEO analysis: Needs improvement

Readability analysis: Not available

Improve your post with Yoast SEO

3. Under this subtopic, you will find fields such as **Introduction, Contact Person Name, Contact Email, Contact Mobile, Post Type, Start Date, Time, Description, Venue, Poster or Media, Event Website, and Registration Link**.

4. Some of these fields are marked with a red star (*). The fields marked with a red star are mandatory and must be filled out.

❖ Step 8: Submitting for Review

1. Once your article is complete, click the **Submit for Review** button in the upper right corner.
2. Your article will be sent to our admin panel for approval.

Your article or news title

The body of your article

Submit for Review

Organization Events Block

Auto Draft

Set featured image

Generate with Elementor AI

Show featured image in the posts lists only, but hide it in the single post view.

Last edited a second ago.

Status Pending

Link /auto-draft

Move to trash

Yoast SEO

SEO analysis: Needs improvement

Readability analysis: Not available

Improve your post with Yoast SEO

Yoast SEO

SEO Readability Social

Focus keyphrase

Get related keyphrases

Search appearance

Determine how your post should look in the search results.

❖ Additional Resources

- For detailed WordPress tutorials, you can refer to helpful videos online. We recommend starting with this video:

https://youtu.be/nKxQEs2gaqg?si=pUNuG4Wlh_rbeUt1

UNItoday is a platform dedicated to Sri Lankan university undergraduates. Please use it responsibly and with respect. It should not be used for any commercial purposes or hidden gains by organizations, companies, clubs, societies, or institutes without our permission. Our primary focus is to benefit undergraduates. As the developers of UNItoday, we strongly uphold this principle.

❖ Need Help?

If you have any questions or need support:

- **Email:**
join@unitoday.lk
unitoday.lk@gmail.com
- **Phone**
+94 72 8584 321
+94 77 4166 098
- **WhatsApp**
+94 72 8584 321

