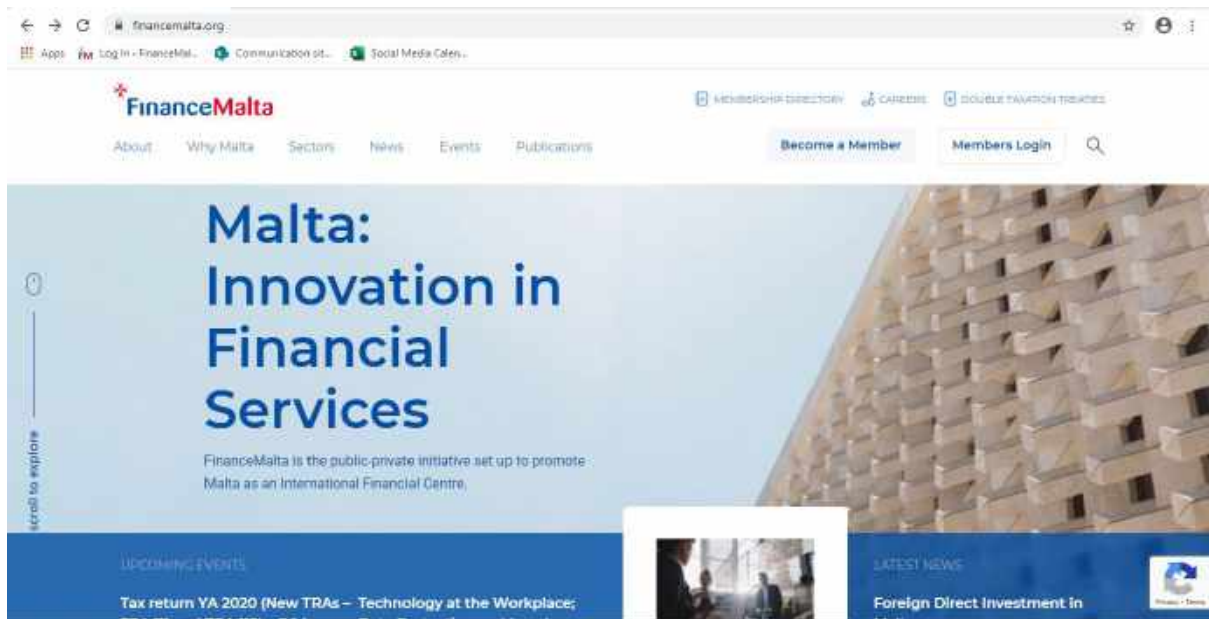


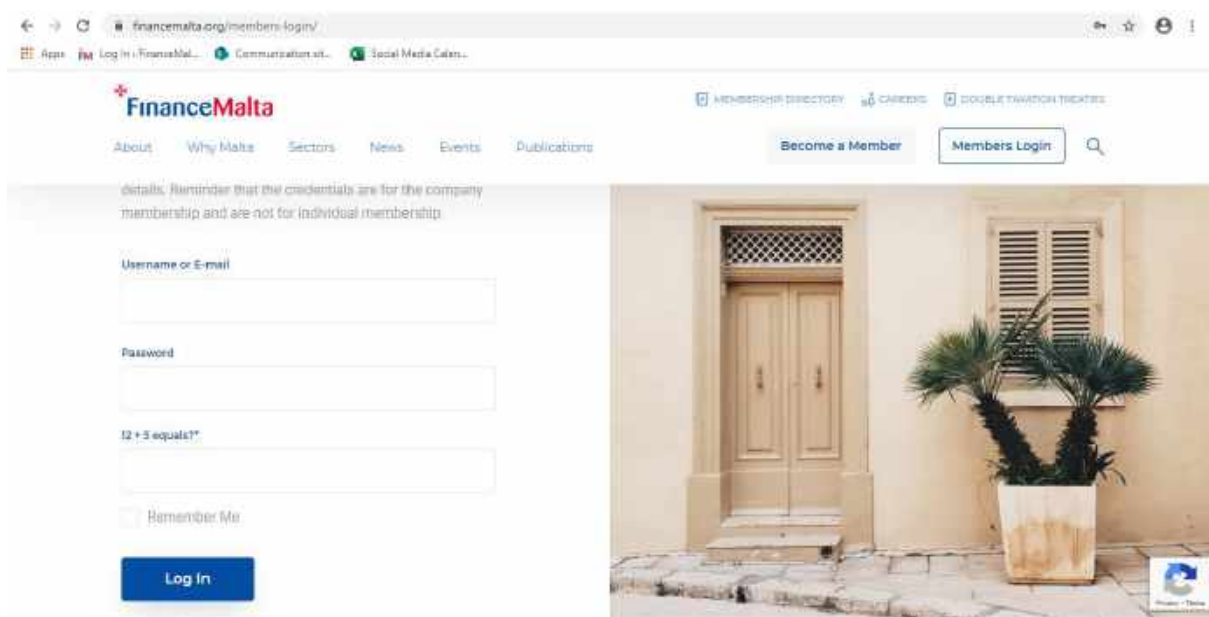
# How to upload an Event on the FinanceMalta website

## MEMBERS AREA

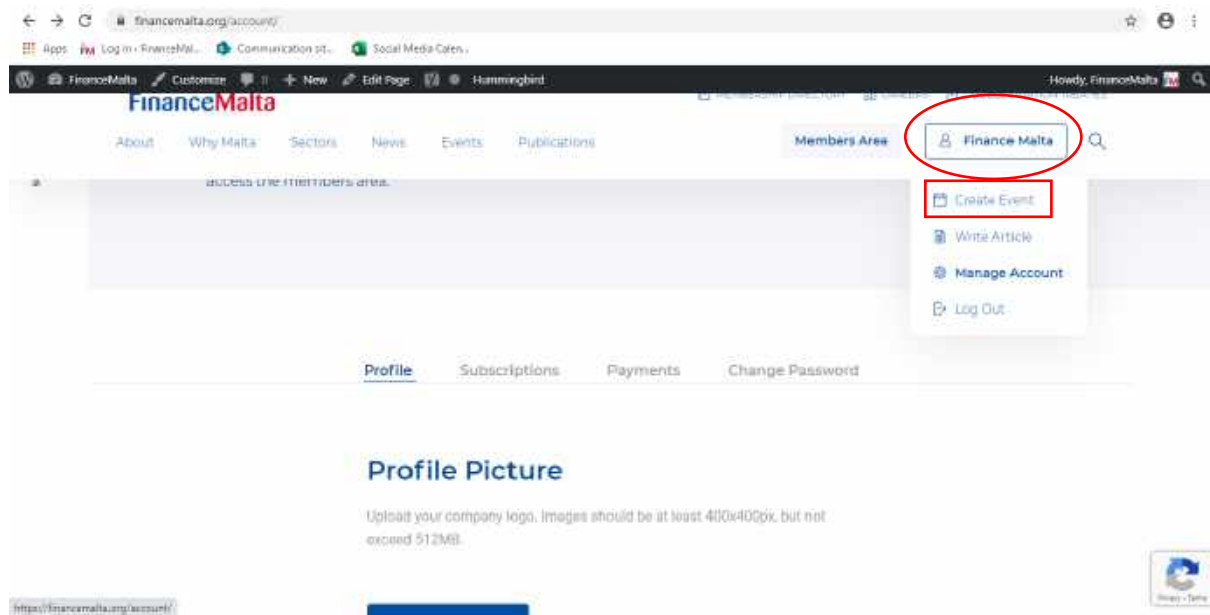
1. Click "Members Login."



2. Fill out your credentials and press "Log In."



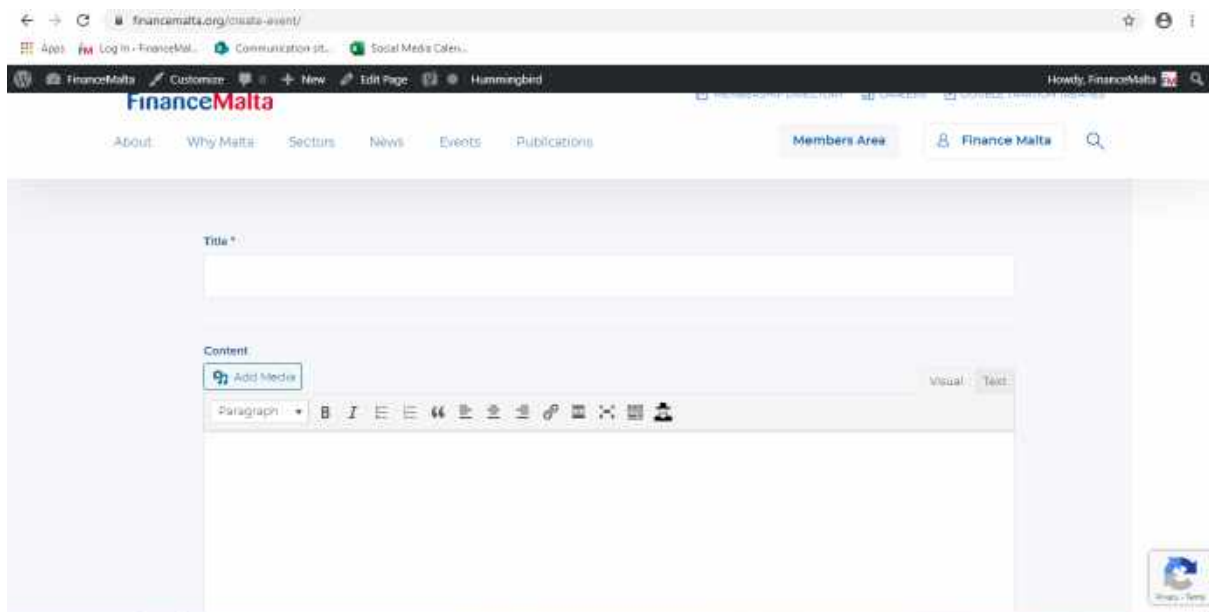
- Once logged in, you will be directed to this page. Hover over your company name, the one **next to "Members Area"** and click on **"Create Event"** in the drop-down menu.



## CREATE EVENT

**TITLE:** Insert title of Event

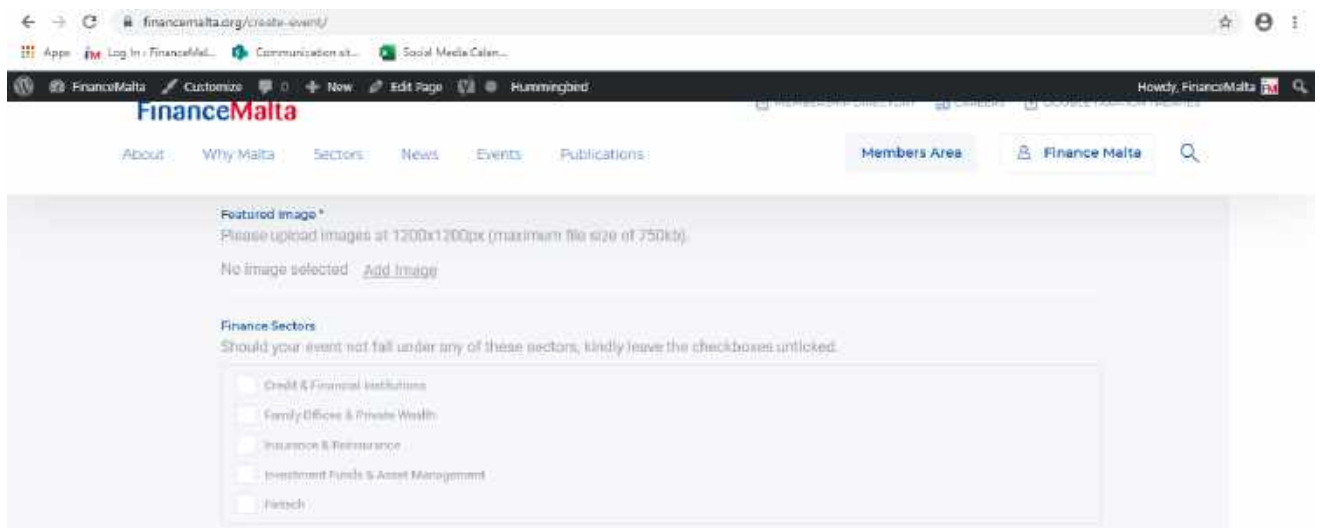
**CONTENT:** (Optional) write a short description of the event **ONLY. No other details go here.**



The screenshot shows the 'create-event' page on the FinanceMalta website. The browser address bar shows 'financemalta.org/create-event/'. The page has a dark header with the FinanceMalta logo and navigation links. Below the header, there are tabs for 'About', 'Why Malta', 'Sectors', 'News', 'Events', and 'Publications'. The main form area has a 'Title \*' field and a 'Content' section. The 'Content' section has a 'Visual' tab selected, showing a rich text editor with a toolbar and a 'Paragraph' dropdown. There is also a 'Text' tab. A 'WhatsApp' icon is visible in the bottom right corner of the form area.

**IMAGE:** Add Image according to the file size indicated.

**FINANCE SECTOR:** Tick if applicable.



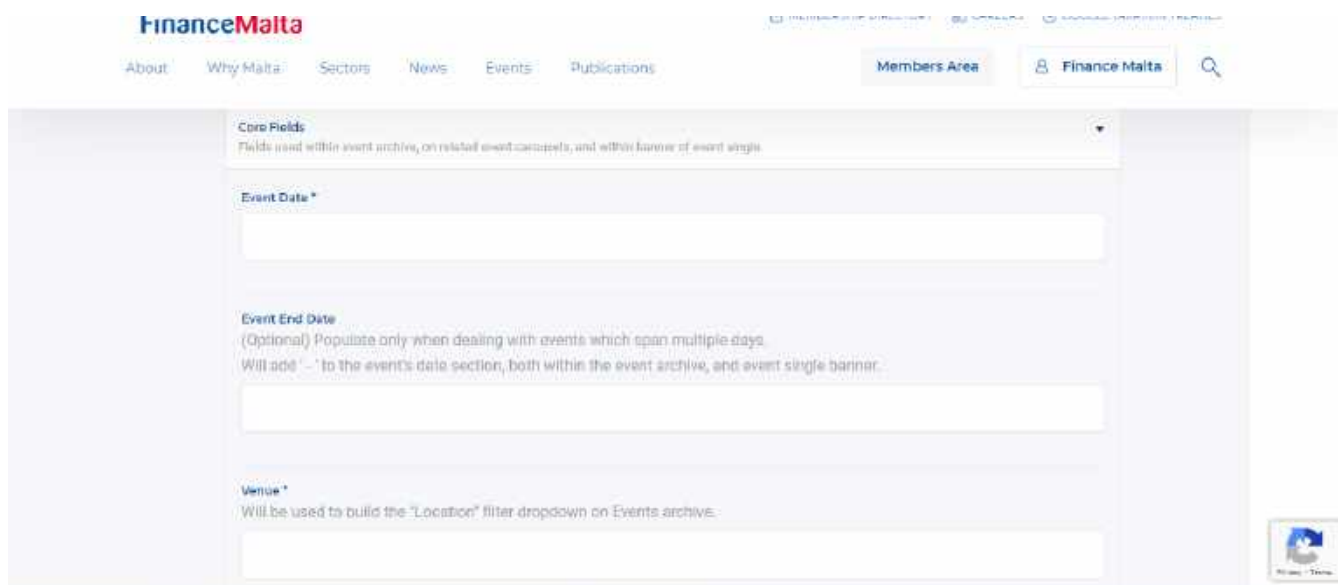
The screenshot shows the 'create-event' page on the FinanceMalta website, specifically the 'Featured Image' and 'Finance Sectors' sections. The browser address bar shows 'financemalta.org/create-event/'. The page has a dark header with the FinanceMalta logo and navigation links. Below the header, there are tabs for 'About', 'Why Malta', 'Sectors', 'News', 'Events', and 'Publications'. The main form area has a 'Featured Image \*' section with a text box indicating 'Please upload images at 1200x1200px (maximum file size of 750kb)' and a 'No image selected' message with an 'Add Image' link. Below this is the 'Finance Sectors' section with a text box indicating 'Should your event not fall under any of these sectors, kindly leave the checkboxes unticked.' and a list of checkboxes for 'Credit & Financial Institutions', 'Family Office & Private Wealth', 'Insurance & Reinsurance', 'Investment Funds & Asset Management', and 'Fintech'.

## CORE FIELDS

**EVENT DATE:** Select the date from the calendar and enter start time of the event

**EVENT END DATE:** Used ONLY for events THAT take place over multiple days. If your event starts and ends on the SAME DAY, leave this field blank

**VENUE:** Location of event, or Online



The screenshot shows the Finance Malta website interface. At the top, there is a navigation bar with links for 'About', 'Why Malta', 'Sectors', 'News', 'Events', and 'Publications'. To the right of the navigation bar are links for 'Members Area' and 'Finance Malta', along with a search icon. Below the navigation bar, the 'Core Fields' form is displayed. The form has a title 'Core Fields' and a subtitle 'Fields used within event archive, on related event capsules, and within banner of event single.' The form contains three main sections: 'Event Date \*' with a text input field, 'Event End Date' (Optional) with a text input field and a subtitle '(Optional) Populate only when dealing with events which span multiple days. Will add ' - ' to the event's date section, both within the event archive, and event single banner.', and 'Venue \*' with a text input field and a subtitle 'Will be used to build the "Location" filter dropdown on Events archive.' A small 'Welcome - Terms' icon is visible in the bottom right corner of the form area.

**ORGANISER:** Insert name of company.

**TIME:** Starting time to finishing time e.g. 09:00 – 12:30

**ORANGANISER LINK:** Either company website or event page on company website.

**ORANGISER LINK TEXT:** leave blank.

FinanceMalta

About Why Malta Sectors News Events Publications Members Area Finance Malta

**Organiser \***  
Will be used to build the 'Organiser' filter dropdown on Events archive.

**Time**

**Organiser Link**

**Organiser Link Text**  
If left empty, button text will fallback to 'Visit Website'.

Insert Image

**BOOKING LINK:** Insert booking link of event

**BOOKING LINK TEXT:** leave blank.

FinanceMalta

About Why Malta Sectors News Events Publications Members Area Finance Malta

**Booking Link**

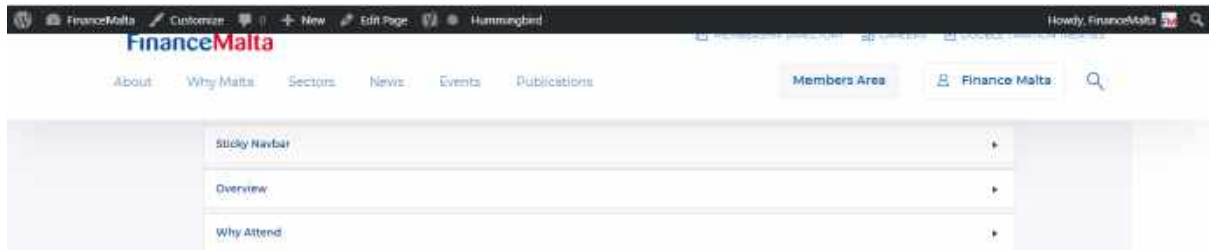
**Booking Link Text**  
If left empty, button text will fallback to:  
- 'Book Event Now' on Page Banner  
- 'Book Event' within 'Why Attend' section  
- 'Book Event' within 'Speakers' section  
- 'Book Event' within 'Pricing & Registration' section.  
(note in the case of speakers section, this button will only be visible if the 'View All Speakers' button URL field has not been populated.)

Insert Image

## STICKY NAVBAR & OVERVIEW

**STICKY NAVBAR:** leave blank.

**OVERVIEW:** leave blank.



## WHY ATTEND

**This is a bullet points field. Do NOT include paragraphs of text here.**

**Subtitle and Title** can be left blank. If you would like to write something else, for example: "Why should delegates attend?" in both subtitle and title that text will show.

**Show Register Button?** Leave unticked

 This screenshot shows the 'Why Attend' form on the FinanceMalta website. The form has a title 'Why Attend' and a subtitle 'Used for sticky navigation bar. Falls back to 'Why Attend' if left empty.' Below the subtitle is a text input field. The form also has a title 'Title' with the same fallback text and another text input field. At the bottom, there is a checkbox labeled 'Show Register Button?' with the option 'Yes' selected.

**FACTS:** Press Add Row for each bullet point.

FinanceMalta

ABOUT WHY MALTA SECTORS NEWS EVENTS PUBLICATIONS

MEMBERS AREA Finance Malta

**Title**  
Falls back to 'Why Attend' if left empty.

**Show Register Button?**  
☐ Yes

**Facts**

Title \*

Add Row

## AGENDA

Subtitle and Title: leave blank.

FinanceMalta

ABOUT WHY MALTA SECTORS NEWS EVENTS PUBLICATIONS

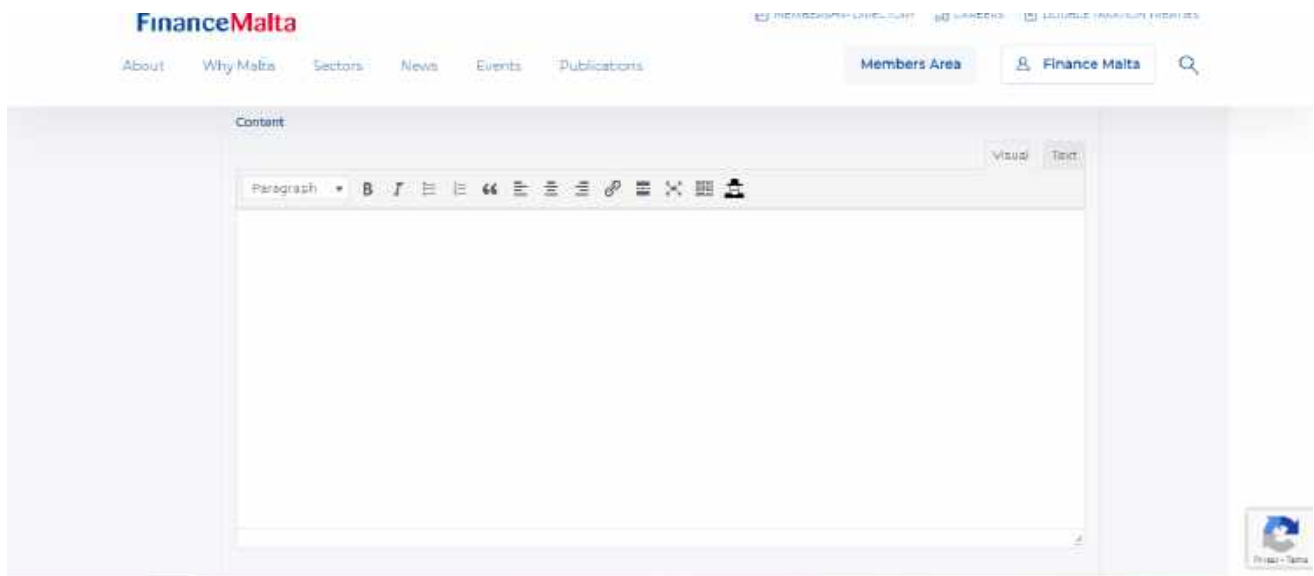
MEMBERS AREA Finance Malta

**Agenda**

**Subtitle**  
Used solely for sticky navigation bar.  
Falls back to 'Agenda' if left empty.

**Title**  
Falls back to 'Event Agenda' if left empty.

**CONTENT:** Write event overview in text box (see image below)

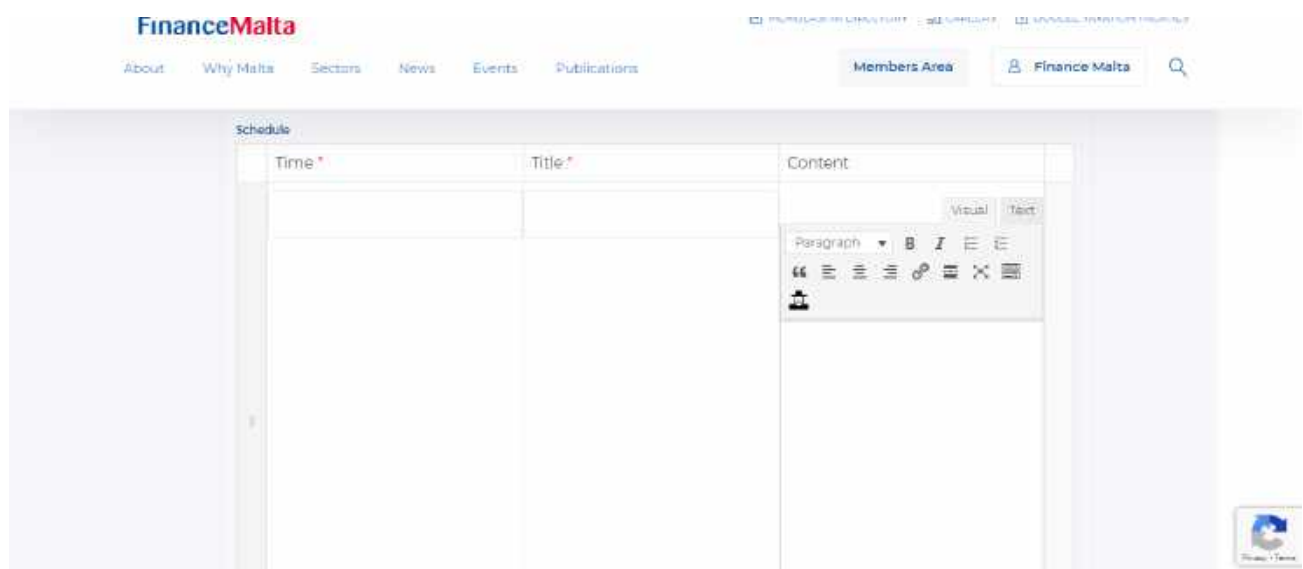


## SCHEDULE

**Text should only be added in the boxes as shown in the image below**

Click Add Row for each agenda point

e.g. 09:00 (Time) / Registration/Session 1 (Title) / description where applicable (Content)





<div data-bbox="311 230 351 246">◆</div> <div data-bbox="394 230 501 266">11:00 - 12:30</div>	<div data-bbox="557 230 651 246">Topics</div> <div data-bbox="564 250 1062 291"> <div data-bbox="564 250 737 266">◆ Introduction</div> <div data-bbox="564 271 952 286">◆ Interest limitation rule – TRA 111</div> <div data-bbox="564 291 1062 306">◆ Controlled foreign company rule – TRA 112</div> <div data-bbox="564 311 742 327">◆ Q&amp;A session</div> </div>
---	--

*The above is an example on how the information of the schedule should be inserted. The agenda of your event will look something like the above when event is published.*

**CTA URL and CTA Title:** leave blank unless you have a downloadable pdf file to insert e.g. agenda

Memberships & Grants

Grants

Public Domain & Assets

AboutWhy MaltaSectorsNewsEventsPublications

Members AreaFinance Malta

Add Row

**CTA URL**  
Event Agenda file link.  
Users submitting from frontend can populate this field with a file URL (hosted externally).  
Finance Malta can opt to either use this button to link to a file themselves, or to direct to an external website.

**CTA Title**  
If left empty, button text will fallback to 'Download Event Agenda'.

Speakers

## SPEAKERS

Subtitle, Title and Content: leave blank.

The screenshot shows the Finance Malta website with the 'Speakers' form. The form has three main sections: 'Subtitle', 'Title', and 'Content'. Each section has a text input field and a description: 'Subtitle' is 'Used solely for sticky navigation bar. Falls back to 'Speakers' if left empty.'; 'Title' is 'Falls back to 'Speakers' if left empty.'; and 'Content' is 'Visual' and 'Text' tabs. There is a 'Members Area' button and a 'Finance Malta' logo in the top right. A 'Privacy Policy' icon is in the bottom right.

Add Image, Name, Designation and Content (bio) for **each speaker**. (Optional) Insert Linkedin URL

The screenshot shows the Finance Malta website with the 'Speakers' form. A blue 'Add Row' button is visible in the bottom right corner of the form area.

Click on Add Row. You will see the below screen.

The screenshot shows the Finance Malta website with the 'Add Row' form. The form has three main sections: 'Image', 'Name', and 'Designation'. The 'Image' section has a text input field and a description: 'Please upload images at 550x735px (maximum file size of 512kb)'. The 'Name' section has a text input field. The 'Designation' section has a text input field. There is a 'Members Area' button and a 'Finance Malta' logo in the top right. A 'Privacy Policy' icon is in the bottom right.

Press Add Row for each speaker. **Do NOT** put all the speakers in one box.

The screenshot shows the FinanceMalta CMS editor interface. At the top, there is a navigation bar with the FinanceMalta logo and links for About, Why Malta, Sectors, News, Events, and Publications. On the right, there are buttons for Members Area and Finance Malta, along with a search icon. The main content area is divided into two columns. The left column contains a 'Content' field with a rich text editor toolbar (Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Link, Image, Video, Table, Embed, Undo, Redo) and a 'LinkedIn URL' field with a placeholder text: 'If the speaker's content field is left empty, and this field is...'. The right column is empty.

CTA URL and CTA Title: leave blank.

The screenshot shows the FinanceMalta CMS editor interface, focusing on the CTA (Call to Action) fields. The top navigation bar is the same as in the previous screenshot. The main content area is divided into two columns. The left column contains a 'CTA URL' field with a placeholder text: 'In the event that this field is left unpopulated, the CTA will be replaced with a 'Book Event' CTA.' and a 'CTA Title' field with a placeholder text: 'If this field is left empty, but CTA URL is populated, button text will fallback to 'View all Speakers''. The right column is empty.

# LOCATION

The screenshot shows the FinanceMalta website with a navigation bar at the top. The main content area is titled 'Location'. It contains three input fields: 'Subtitle' (with a note: 'Used solely for sticky navigation bar. Falls back to 'Location' if left empty.'), 'Title' (with a note: 'Falls back to 'Location' if left empty.'), and 'Content' (with a rich text editor toolbar). The 'Content' field has a 'Visual' tab selected. A 'Members Area' button and a 'Finance Malta' logo are visible in the top right corner.

**Subtitle and Title:** leave blank.

**Content:** write the location of the event

**Address:** write down full address (option)

**Latitude and Longitude:** insert data (optional)

The screenshot shows the FinanceMalta website with a navigation bar at the top. The main content area is titled 'Address'. It contains three input fields: 'Address' (with a rich text editor toolbar), 'Latitude', and 'Longitude'. The 'Address' field has a 'Visual' tab selected. A 'Members Area' button and a 'Finance Malta' logo are visible in the top right corner.

## PRICING AND REGISTRATION

**Subtitle and Title:** leave out

**Content:** applicable if there are different pricing tiers e.g. Members: €10 Non-members: €20 etc

**Price:** **ONLY** price goes here e.g. €20, or range e.g. €10 - €50. **Do not write text here**

**Price Subtitle:** leave blank

The screenshot shows the Finance Malta website interface. At the top, there is a navigation bar with links: About, Why Malta, Sectors, News, Events, Publications, Members Area, and Finance Malta. Below this, the main content area is titled 'Pricing & Registration'. It contains three main sections: 'Subtitle' with a text area and a note 'Used solely for sticky navigation bar. Falls back to 'Pricing & Registration' if left empty.', 'Title' with a text area and a note 'Falls back to 'Pricing & Registration' if left empty.', and 'Content' with a rich text editor. The rich text editor has a toolbar with options like Paragraph, Bold, Italic, Underline, Link, Unlink, and a Visual/Text toggle. Below the Content section, there is a 'Price' text area and a 'Price Subtitle' text area with a note 'Falls back to 'Participation Fee' if left empty.'.

## CONTACT

**Subtitle and Title:** leave blank

**Contact person image:** upload if applicable.

**Contact person name:** Full name of person to contact regarding event

**Contact person email:** email of said person

## SPONSORS

Leave blank