
Swimming New Zealand

Club Site Editing Guide



Intelligent Software for Membership



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Introduction

Overview

Included as part of the Swimming New Zealand national website is a Club Site Creation tool. This tool allows an administrator to create new websites for the various clubs in the organisation.

This document will outline the processes associated with maintaining content, once a new club site has been created.

Process Summary

The following is a summary of the processes that will be covered in this document:

1. User Maintenance (and access levels)
2. Creating and Maintaining Navigation Links
3. Creating and Maintaining Pages/Content
4. Using the additional Addons

Knowledge Prerequisites

No prior knowledge of the Visage system is needed to follow this guide; it will outline all that is necessary to access the required systems.

At this point, the basic template for your club site should have been created. The SNZ administrator will need to provide you with:

1. The URL for the Club Site
2. Login details for the Content Management System (CMS)

This is all of the information required to proceed with the addition of content on to the site.

Accessing the Site

Initial Setup

Please contact a Swimming New Zealand (SNZ) national-level administrator to arrange the setup of a new club site. They will create the basic template for the site and provide a URL.

Front-End Access

To access the front-end of the website, simply type-in the URL that was provided by the SNZ administrator. It will be in the following format:

http://**CLUBSITE NAME**.swimming.org.nz

This will direct you to the front page of the new club site.

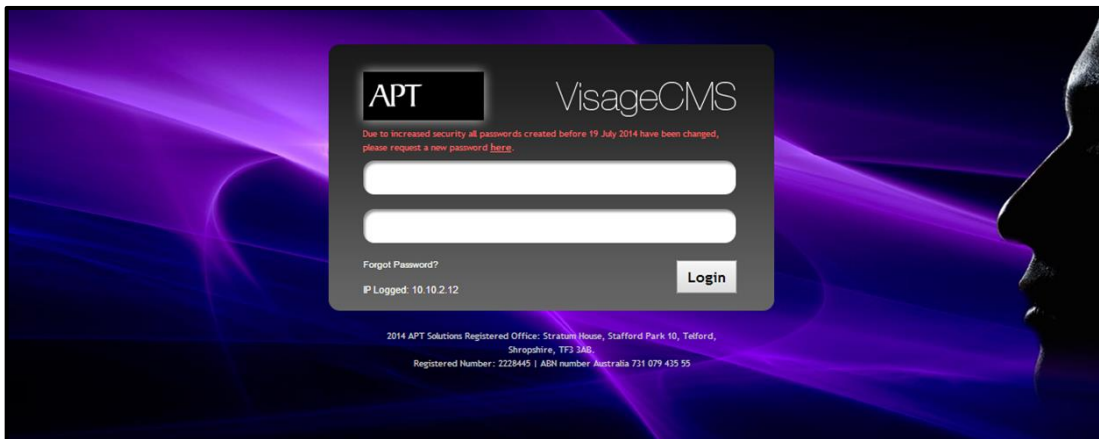
Content Management System (CMS) Access

To access the Content Management System (CMS) and maintain content, simply enter the URL for the club site and add "/visage" on to the end of it.

So, using the above example, the URL would be:

http://**CLUBSITE NAME**.swimming.org.nz/visage

At this point you'll be prompted to enter login details to access:

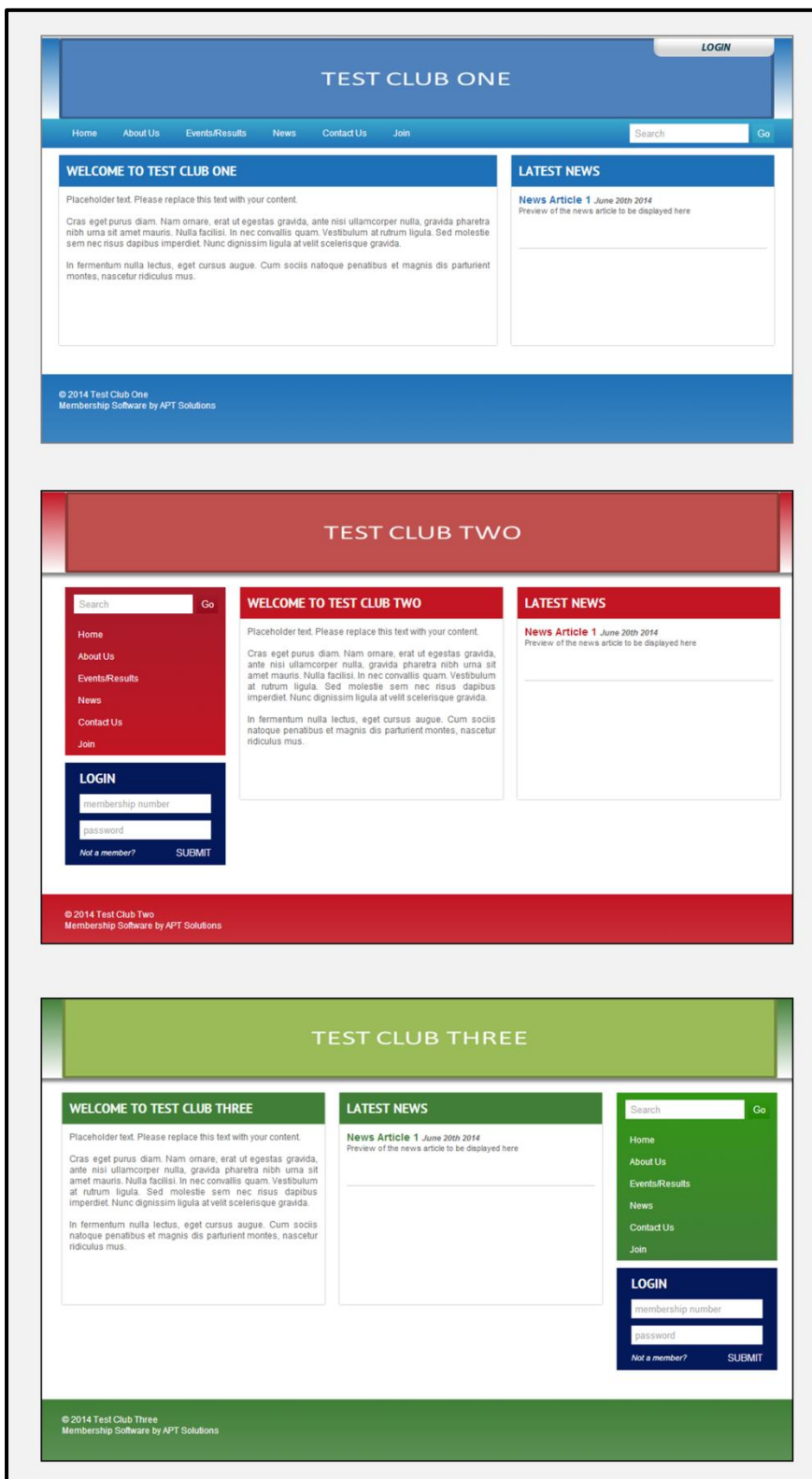


These should have been provided by the SNZ administrator.

Features & Layout

Template Options

The standard club site will have one of the following three layouts:



Visible Functions

All of the templates have the same series of functions; they're just laid-out differently. Below is a breakdown of those features:



- **Banner Image** – This is controllable, and can be edited using the CMS
- **Navigation Links** – These are the links that a user clicks-on to direct to the various pages on your site. These are editable using the CMS
- **Search** – This is a simple keyword search, which will search the club site (only) for any pages that match up
- **Welcome Page** – This is a standard page, editable using the CMS, which can contain a combination of text and media
- **News Articles** – This section will automatically display any pages that are added to the "News" navigation link. The display is in chronological order (based on the editable 'Published Date' field).
- **Footer Information** – This is all information that is lifted from the CMS. It can be edited via the "Settings" menu.

Editing Content

Overview

When maintaining and creating content on a club site, there are two main areas to consider:

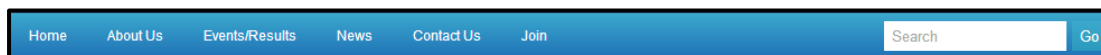
1. Navigation Links
2. Pages

The Navigation Links are the menu options that a user clicks on. These links are attached to Pages, which contain the text and images that users see.

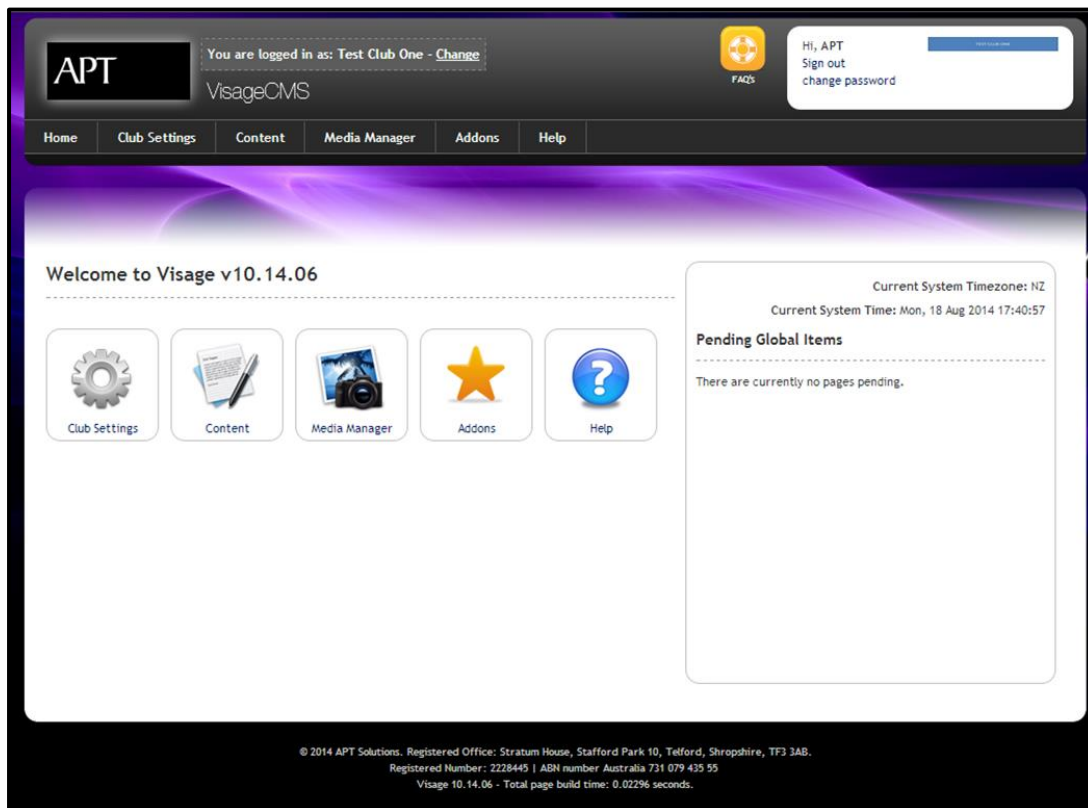
So, the user clicks on a Navigation Link and is taken to the attached Page.

Navigation Links

By default, the club site will be provided with some pre-made Navigation Links:







































These are all editable from within the CMS. So, access the CMS by typing "/visage" on to the end of the normal URL and log in using the supplied credentials. The Home Screen will appear:



Click on the **Content** button. A list of all current Navigation Links will be displayed

Editing an Existing Link

To edit an existing Navigation Link, click on the "Pen & Paper" icon next to the link that you wish to edit:

Link	add / edit / delete link	Type	Show?	Status	Menu	Link	Access
Home	  		✓	✓	Top		
About Us	  		✓	✓	Top		
Events/Results	  		✓	✓	Top		
News	  		✓	✓	Top		
Contact Us	  		✓	✓	Top		
Join	  		✓	✓	Top		

add new link add new Page

This will take you into the editing functions:

Edit Navigation Link Start Again

Assigned Branch: Test Club One

Link Text:

Parent Navigation:

Navigation Item Position:

Navigation Item Order:

Category Description:

p

User Access Level:

External Link: (e/g <http://www.google.com>)

Open Link in New Window?:

Status:

Show Navigation Item?:

- **Link Text** – This is the label for the Navigation Link. It is what the user will click-on.
- **Parent Navigation** – If you want the Navigation Link to sit under another navigation link, specify the link here using the drop-down menu.
- **Navigation Item Position** – This allows you to select whether the link appears at the top or the bottom of the website.

- **Navigation Item Order** – This is a numerical value that determines the order in which Navigation Items are displayed. For example, 20 will be displayed to the right of 10, whereas 05 will be displayed to the left of it.
- **Category Description** – This is used to record any additional information about the Navigation Link, for internal reference.
- **User Access Level** – This allows you to apply security to the Navigation Link, restricting who is able to see it. Contact the SNZ National team for more information on this.
- **External Link** – If you want the Navigation Link to direct to another website when somebody clicks on it, enter the full URL into this field
- **Open Link in New Window** – When a user clicks on the Navigation Link, this field determines whether the attached page appears as a pop-up or not.
- **Status** – This determines whether the website is active and visible from the front-end or not.
- **Show Navigation Item** – This is a shortcut to show/hide the Navigation Link when you're still editing it.

After filling-in all fields, click on the **Save and Publish** button. The link will now be visible on the front-end of the site.

Creating a New Link

From the home screen of the CMS, click on the **Content** button. A list of current links will be displayed. Click on the **Add a New Link** button:

The screenshot shows the 'Content' management interface. At the top, there are search fields for 'Link Search' and 'Page Search', both containing 'keyword...'. Below these is a 'Link Status' dropdown menu set to 'Select a status...'. Two buttons are visible: 'add new link' (highlighted with a red box) and 'add new page'. Below the buttons is a table of existing links.

Link	add / edit / delete link	Type	Show?	Status	Menu	Link	Access
Home	[edit] [delete]	[document icon]	✓	✓	Top	[external icon]	[lock icon]
About Us	[edit] [delete]	[document icon]	✓	✓	Top	[external icon]	[lock icon]
Events/Results	[edit] [delete]	[document icon]	✓	✓	Top	[external icon]	[lock icon]
News	[edit] [delete]	[document icon]	✓	✓	Top	[external icon]	[lock icon]
Contact Us	[edit] [delete]	[document icon]	✓	✓	Top	[external icon]	[lock icon]
Join	[edit] [delete]	[document icon]	✓	✓	Top	[external icon]	[lock icon]

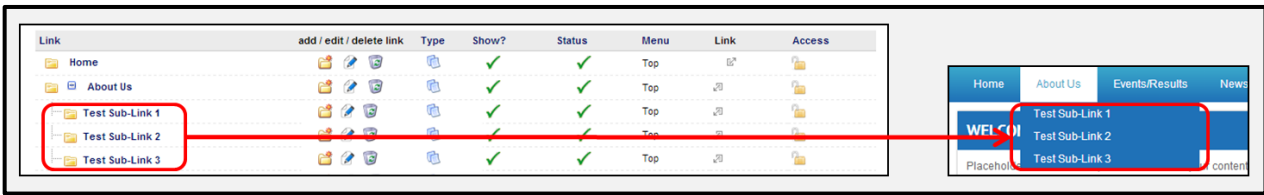
At the bottom of the interface, there are two more buttons: 'add new link' (highlighted with a red box) and 'add new Page'.

The same screen that is used when editing links will appear (see [Editing an Existing Link](#) for more information).

Enter the required information and click on the **Save & Publish** button to confirm. The new link should now be visible on the front-end of the site.

Creating Sub-Links

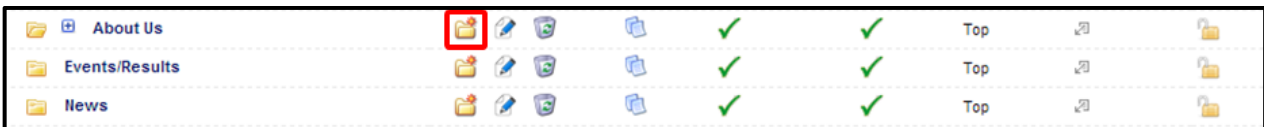
A sub-link is a normal Navigation Link that sits under an existing one. These are often used to create “drop-down” menus on the website:



These sub-navigation links are created through one of two methods:

1. Shortcut

From the content menu, find the link that you want to attach a sub-link to and click on the yellow “folder” icon next to it:



2. When editing a Link

From the link editing screen, use the “Parent Navigation” drop-down menu to specify where you’d like the link to sit.

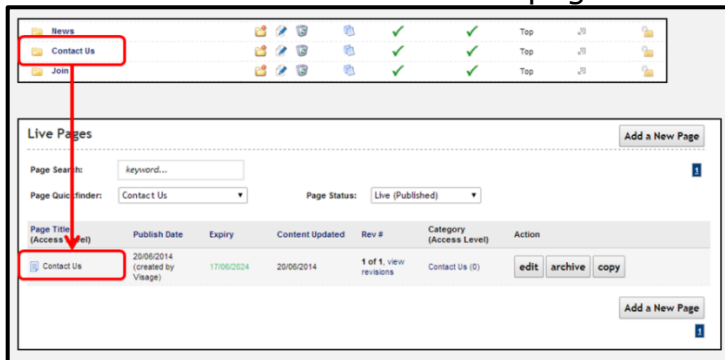
Pages

Pages hold all of the content on your site. They are attached to the Navigation Links, meaning that when a user clicks on a certain Navigation Link then they are taken to a specific page of content.

Editing Existing Pages

To edit an existing page, log into the CMS and click on the **Content** button. A list of Navigation Links will be displayed.

1. If you know the Navigation Link that the page is attached to, click on the link to see a list of attached pages:



Alternatively, please use the “Search” function at the top of the screen to find the page that you’re looking for.

2. After locating the Page, click on the corresponding **Edit** button.

Creating New Pages

To Create a new page, log into the CMS and click on the **Content** button. In the top-left corner, click on the **Add a New Page** button.

The “Page Edit” screen will now appear, which looks like this:

The first step is to use the **Navigation Link to Reside in** box to select the Navigation Link that you wish to attach the Page to. This means that when a user clicks on the Navigation Link on the front-end website, the new page will appear.

NOTE: It is possible to attach the same Page to multiple Navigation Links, should it be required.

Next, fill in the parameters associated with the Page. The parameters are explained below:

Show When User is – This toggles whether or not the page is visible when a user isn’t logged-in to the site.

Page Type – This can be set to either “Show All” or “Show Summary”. If the page is set to “Show All”, the entire Page will appear when a user clicks on the Navigation Link. If it’s set to “Show Summary”, a small summary of the page will appear instead with the option to “Read More”. This is intended to be used if you wish to attach multiple Pages to a single Navigation Link. This comes in handy when creating **News** Pages, for example.

Page Title – The website will display this title at the top of the Page, depending on the website styling. If the Page is being treated as a News Article (by setting the Page Type to ‘Show Summary’), this will be used as the headline.

Page Title Link – This allows the administrator to apply a “Friendly URL” to the specific page, changing the URL from a generic code to something like “Swimming.org.nz/news/**pagetitlehere**.php”. This can be useful when sending out links in newsletters. It also improves the regularity in which the page will appear in a search engine (such as Google).

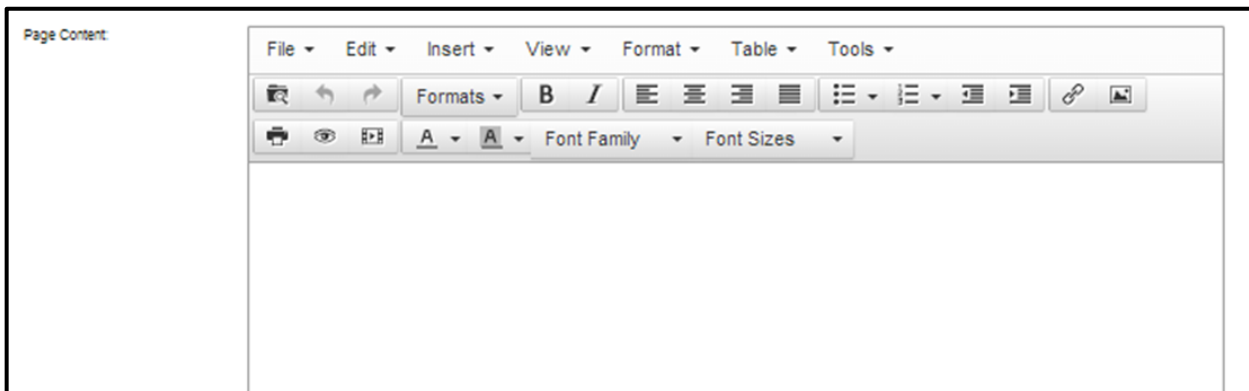
Page User Access Level – This allows the administrator to apply security levels to Pages, meaning that they will only be visible to certain records. For more information on this process, please refer to the **Single Sign On Security** document.

Page Dates - This allows the administrator to specify when the Page will automatically appear and disappear on the website. It also allows a “Published” date to be stamped against any Pages that are being treated as news articles.

SEO / Meta Tags – Typing relevant key-words into these fields will increase the regularity in which the Page appears as a search engine result. Note that these can be left blank and the system will auto-populate for you.

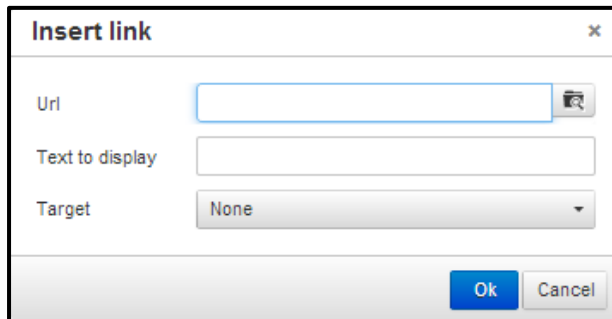
Page Content

The content that is to be displayed on the front-end website is all controlled by this section:



The toolbar at the top of this box is comparable to any common word processing software, so should be familiar. There are, however, a couple of additional features to note.

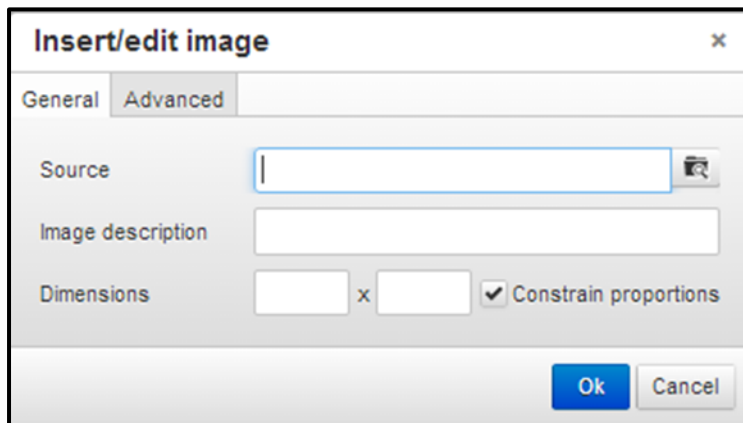
Hyperlinks & Attaching PDFs – To link to another page, or even a file (such as a PDF) that sits on your server, click on the 'Chain' icon in the top-right corner of the content box. The following popup will appear:



Either type-in the specific URL of the Page you wish to link to, or click on the 'Folder' icon to browse for a file on the Server

*NOTE: To upload a new file to the server, click on the **File Manager** button on the main menu of the CMS and choose the **Upload** function.*

Inserting Images – To insert an image, click on the 'Photograph' icon, just to the right of the hyperlink function. The following popup will appear:



If the image is stored externally from the server (on a photo hosting service such as Flickr for example), enter the URL here. If it's an image that you've uploaded to the File Manager, click on the 'Folder' icon to browse for it.

*NOTE: The **Advanced** tab allows you to set borders and spacing by either typing-in a pixel value or entering custom HTML code.*

Editing Parameters

Changing Colour Schemes

Access

As part of the club template used to determine the layout of a site, the colour scheme is automatically applied to be a preset range of blue, red, green or purple.

Though this colour scheme is set as a default value, the specific areas of the page can be altered as required.

To access this function, log in to the CMS and click on the **Club Settings** button.

Colour Options

After accessing the Club Settings, a colour table will be visible. It looks like this:

Colour Options

Header background colour:  Fade to: 

Navigation background colour:  Fade to: 

Navigation hover colour: 

Navigation text colour: 

Navigation hover text colour: 

Heading/Title background colour:  Fade to: 

Heading/Title colour: 

Heading/Title link colour: 

Page text colour: 

Page link colour: 

Footer background colour:  Fade to: 

Footer text colour: 

Footer link colour: 

Button colour Top:  Fade to: 

Button text colour: 

Or select a colour set: [Blue](#) | [Red](#) | [Green](#) | [Purple](#) | [RESET](#)

Currently selected:

Status:

Sponsor Logos:

It is possible to either enter the HTML colour code of the colour you need, or alternatively you can click on the colour itself to select from a colour pallet.

Colour Mapping

Each of these fields on this table relate to a different area of the website. Which field relates to each area of the site is outlined below:

The image shows a website interface for 'TEST CLUB ONE' with various elements highlighted by red lines connecting them to a 'Colour Options' table. The table lists color codes for different parts of the site, such as header background, navigation, and text.

Colour Options

Header background colour:	#1F71B7	Fade to:	#FFFFFF
Navigation background colour:	#3BAACC	Fade to:	#1F71B7
Navigation hover colour:	#FFFFFF		
Navigation text colour:	#FFFFFF		
Navigation hover text colour:	#3BAACC		
Heading/The background colour:	#1F71B7	Fade to:	#1F71B7
Heading/The colour:	#FFFFFF		
Heading/The link colour:	#1F71B7		
Page text colour:	#666666		
Page link colour:	#FFFFFF		
Footer background colour:	#1F71B7	Fade to:	#FFFFFF
Footer text colour:	#FFFFFF		
Footer link colour:	#FFFFFF		
Button colour Top:	#3BAACC	Fade to:	#2B9A8C
Button text colour:	#FFFFFF		
Or select a colour set:	Blue Red Green Purple RESET		
Currently selected:	Blue		




Red lines in the image connect the following text labels to specific UI elements on the website:

- When hovering the mouse over a link
- The text colour of the link
- The text colour of the link when hovering the mouse over
- The text colour of the title
- The text colour of any headlines
- The text colour of any hyperlinks
- The text colour of any buttons

Social Networking Links

Within the **Club Settings** menu, it is possible to specify the social networking links that are displayed on the front page. Simply key in the URLs for the corresponding social networks into the "Social Media" section:

Social Media

	Facebook: <input style="width: 150px;" type="text" value="http://www.facebook.com/groups/67"/>		LinkedIn: <input style="width: 150px;" type="text"/>
	Twitter: <input style="width: 150px;" type="text"/>		YouTube: <input style="width: 150px;" type="text"/>
	Flickr: <input style="width: 150px;" type="text"/>		Instagram: <input style="width: 150px;" type="text"/>

The social networking links that have been filled-in will appear on the home page of the club site.