Version 2 – 12/12/2014

REGION WEBSITE EDITING GUIDE

Intelligent Software for Membership

Contents

Editing Content

Overview

When maintaining and creating content on a region site, there are two main areas to consider:
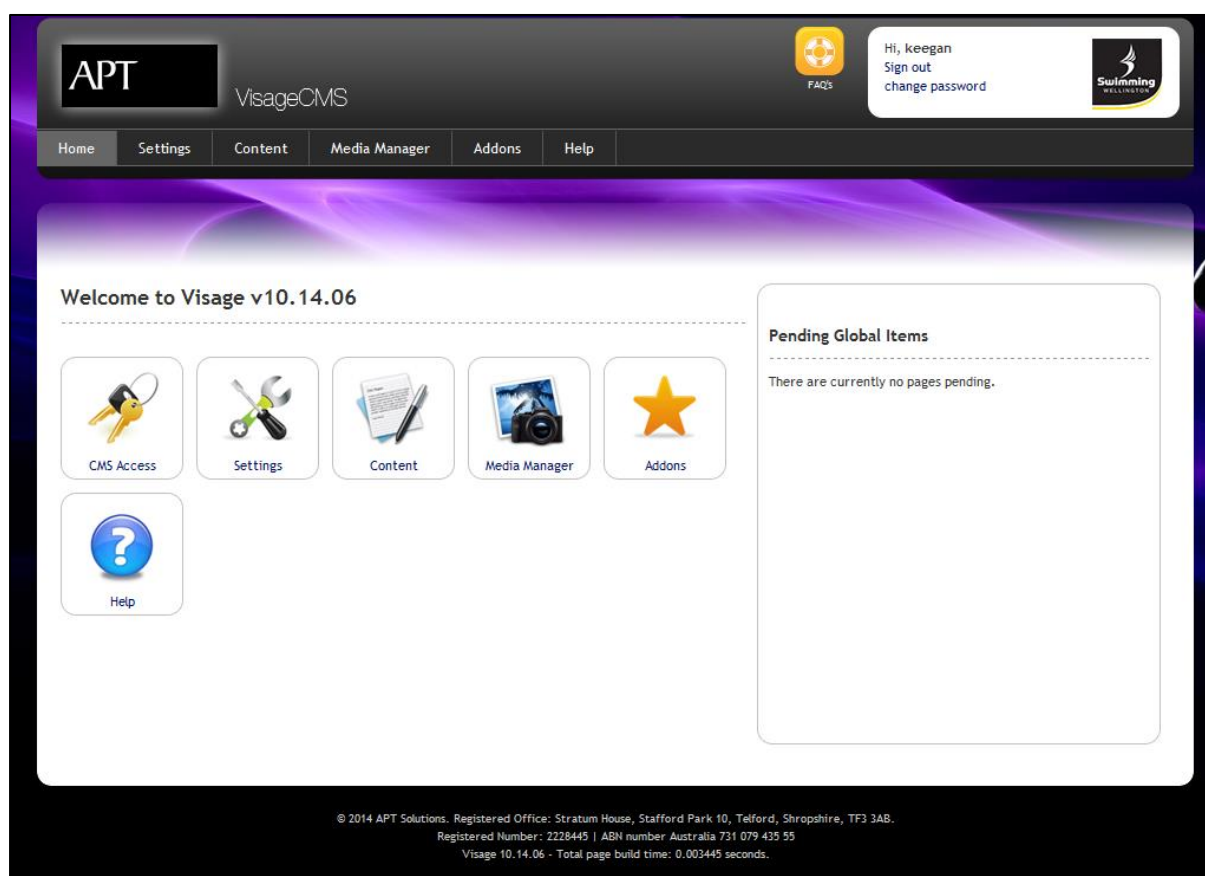
1. Navigation Links
2. Pages

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 Navigation Link and is taken to the attached Page.

Navigation Links

By default, the region 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" onto 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:

This will take you into the editing functions:

- **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 the Navigation Items are displayed. For example, 20 will be displayed 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 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 whether the website is active or 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 same screen that is used when editing links will appear (see <u>Editing an Existing Link</u> 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:
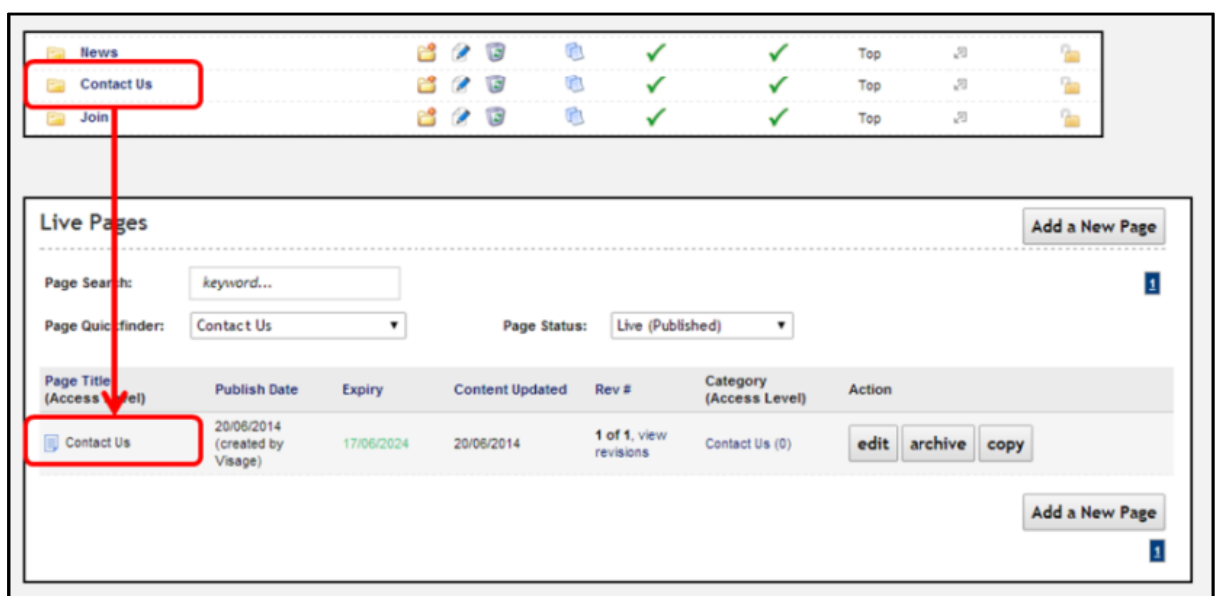
Alternatively, please use the "Search" function at the top of the screen to find the page that you're looking for.

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 its 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 administrators to apply security levels to Pages, meaning that they will only be visible to certain records.

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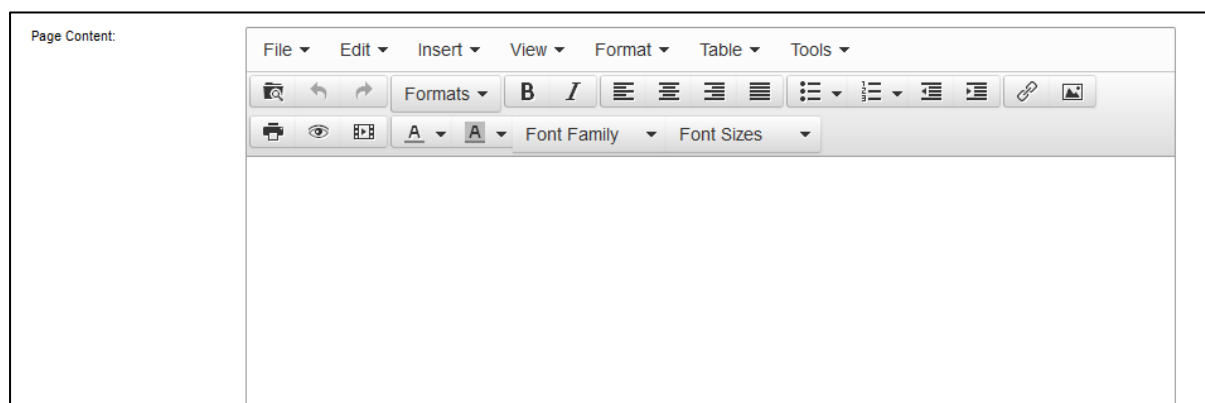
The toolbar at the top of this box is comparable to any common word processing software, so should be familiar. There are, however, a couple of additional features to note.

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 pop-up 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.

Adding Files to the Server – To add a file to the server so you can add it to a page click on the 'Chain' icon in the top right corner of the content box. The above pop up will appear. Click on the folder and magnifying glass icon to take you to the file server. This will open the following pop-up.
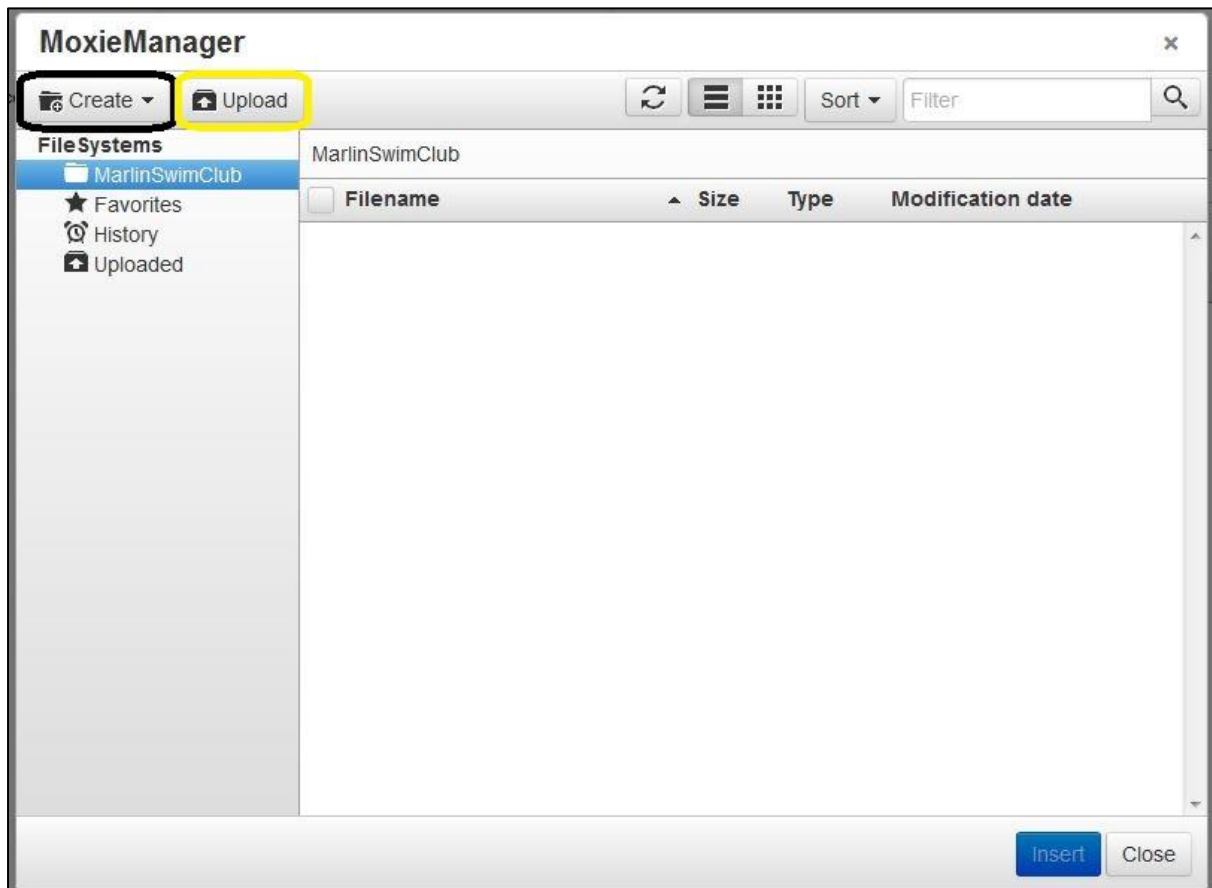
To make it easy to find files in the future you can create folders to store the files in, generally these files reflect the navigation links, for example if you have a navigation link that is Events and a sub-link that is records you would have a main folder named events and a folder inside this named records. To create a folder click on the Create button in the top right hand corner, a pop-up will appear asking for a Folder name. Once this has been created you can then select the folder and click on the "upload" button to upload a file into that folder. You will then encounter the following pop up to upload a file to the server.
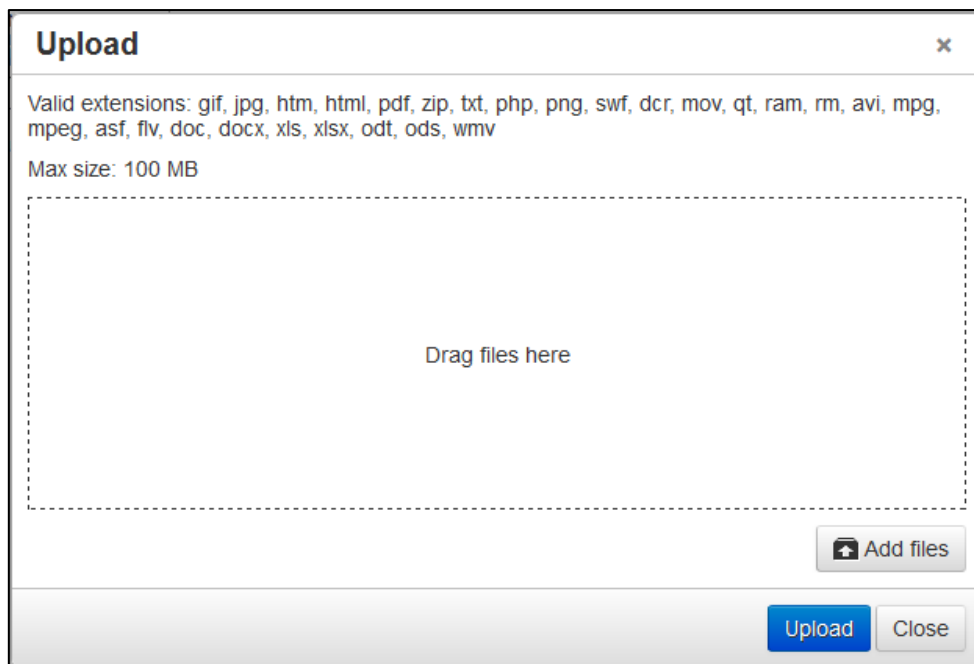
*NOTE: To upload a new file to the server, click on the **File Manager** button on the main menu of the CMS and choose the **Upload** function.*

Inserting Images – To insert an image, click on the 'Photograph' icon, just to the right of the hyperlink function. The following pop-up will appear:
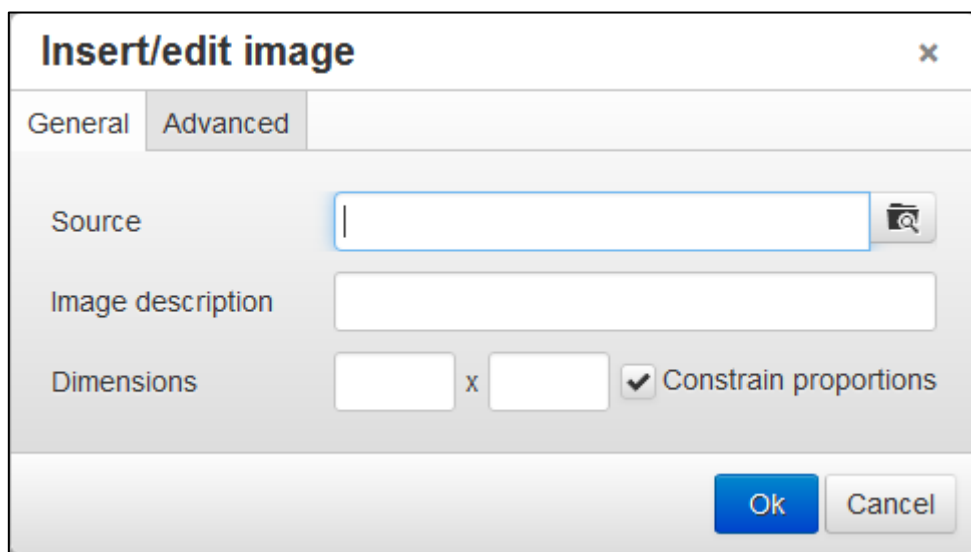
If the Image is stored externally from the server (on a photo hosting service such as Flickr for example), enter the URL here. If it's an image that you've uploaded to the File Manage, click on the 'Folder' icon to browse for it.

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

ADD-ONS

Add-ons can be accessed from the home page by clicking on the Add-Ons "Star" Button. This provides you with various tools to adding specific content to the site.

Banner Advertising

This controls what each of the three boxes down the middle of the page link to.
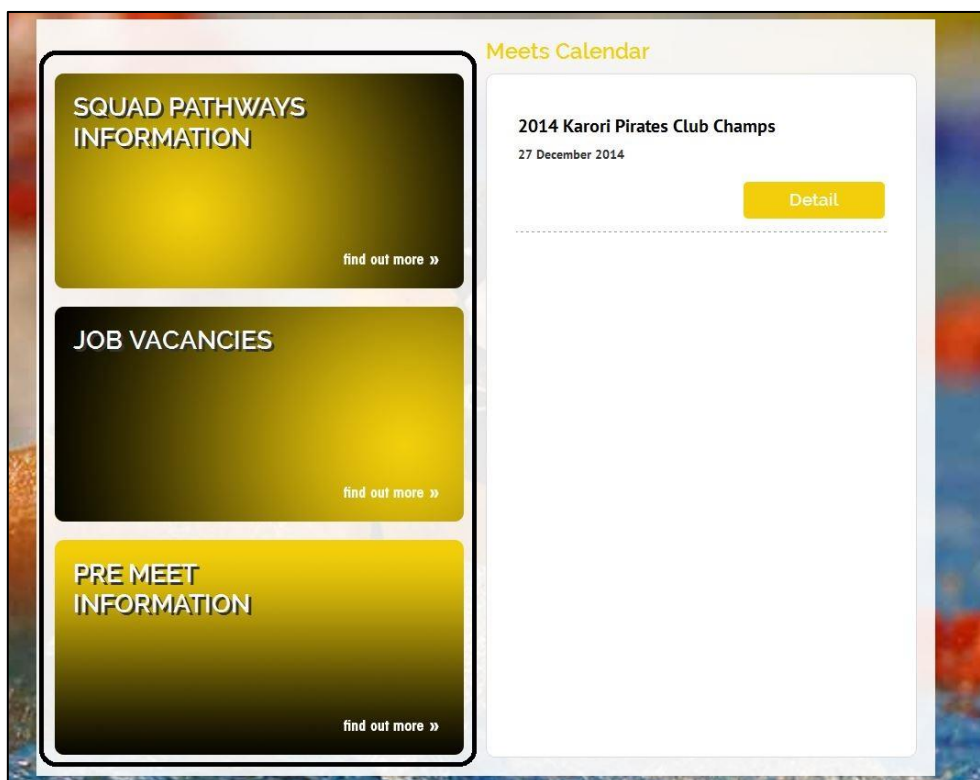
To edit these boxes click on the Banner Advertising button in Add-Ons. The following page will appear with buttons to edit the banners:
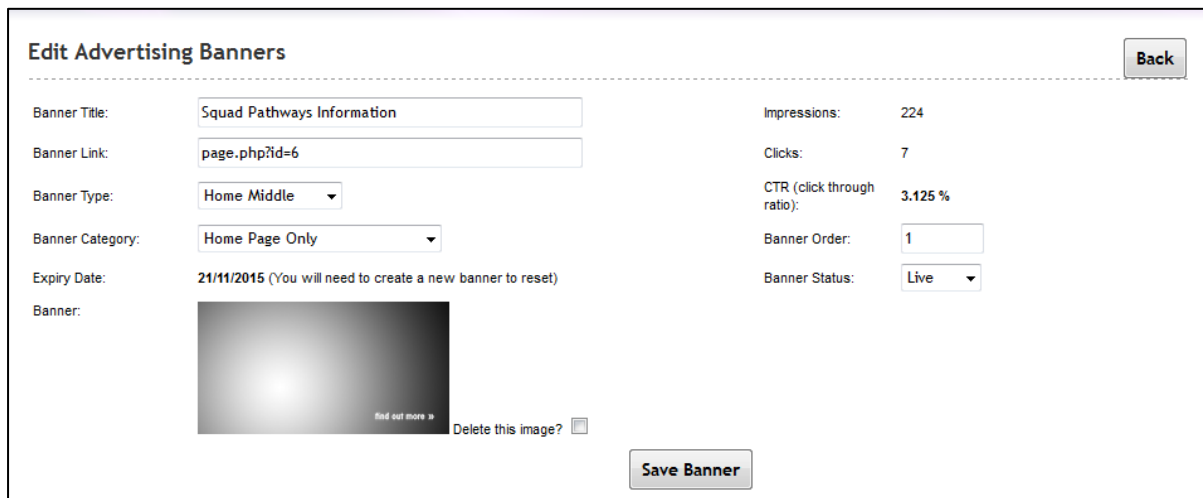
Once clicking on edit the following page will appear

Banner Title – The website will display this in the top left hand corner of each of the advertising banners on the home page of the website.

Banner Link – This allows the administrator to directly link this box to a page on the website or another website. Clicking on the box will take you straight to the page with the URL specified here.

Banner Type – Leave this as Home Middle so the Banner shows up in the middle of the home page.

Photo Gallery

The regional websites have the facility to display a photo gallery. This comes in the form of a series of folders that sit inside a gallery page. This feature makes storing photos on the website for viewing easy and tidy.

To add a photo gallery you will need to begin by adding a new Navigation Link and naming it "Gallery". The Navigation Link has to stay named as Gallery otherwise the photos will not link through properly.

Once the Gallery Navigation Link has been added you will then need to create a page inside this named "Photo Gallery". Again this needs to stay named as "Photo Gallery" otherwise the photos will not link through to it properly.

After creating the Photo Gallery Page click into Add-Ons along the top navigation bar. Or from the main home page menu.
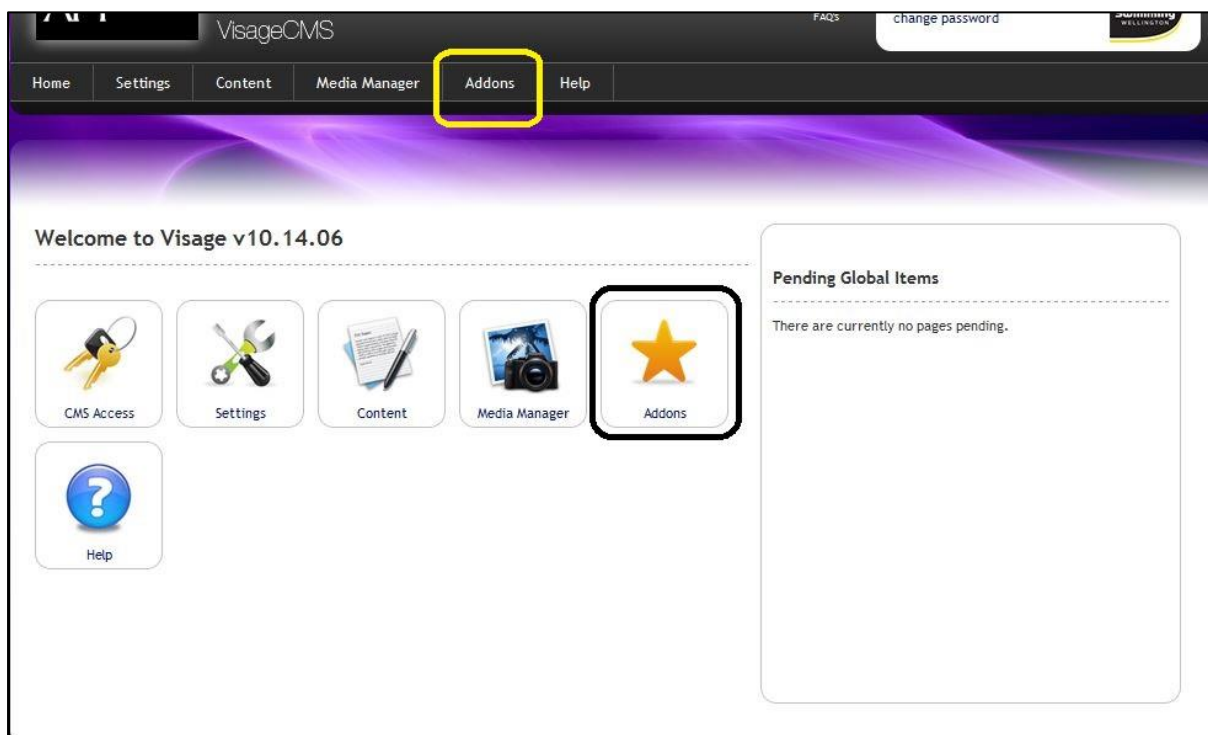
Once in Add-Ons Click on the Photo/Captions button. This is where you can upload the photos from.

For photos to appear in the gallery tab you need to create a folder for the photos to sit in. Before you upload any photos create the folder.

Photo Gallery with Captions

Select an image from your Computer by clicking the button below. The image will then appear in your photo gallery area which can then be linked to your gallery pages.
Note: .jpg .gif .png .bmp files are accepted.

Upload an image to current folder...

Image: Browse... No file selected.
Image Caption: Max. 80 characters
Show Image?: ☐
Image Order:

Upload Image

Create a new folder...

Create Folder

Your Images - Current path: Images /

Once the folder has been created click into the folder and follow the prompts to upload a photo. Once you have done this the photo should then be uploaded to the Gallery Navigation Link on your website.

Upload an image to current folder...

Image: Browse... No file selected.
Image Caption: Max. 80 characters
Show Image?: ☐
Image Order:

Upload Image

Create a new folder...

Create Folder

Your Images - Current path: Images /

Example   Local Games -   Test Gallery

Upload an image to current folder...

Image: Browse... No file selected.
Image Caption: Max. 80 characters
Show Image?: ☐
Image Order:

Upload Image

Sponsors

Along the bottom of the home page is a scrolling display that displays the sponsors of the organisation. The sponsor's logos can also be hyperlinked to the sponsor's website. To add a sponsor click on the sponsor box in add-ons. The following page will appear, click on "Add a Logo" in the top right hand corner.

Once you have clicked on Add a Logo, the following page will appear:

Fill in the parameters associated with the page, the parameters are explained below:

Sponsor Title – This is the name of the sponsor.

Sponsor Link – Copy and paste the URL of the sponsor's website into here, this will allow the logo to be hyperlinked to this website so website viewers can click through to see what the sponsor has to offer.

Sponsor Status – This determines whether the logo can be seen on the homepage, if this is changed from Live to Offline the logo will be hidden from view on the home page.

Sponsor Image – This is where you can select the sponsors logo that you want to upload, please note that this can only be a maximum of 144 pixels wide and 50 pixels high.

Sponsor Order – This is a numerical value that determines the order in which the Sponsors Logo is displayed. For example, 20 will be displayed to the right of 10, whereas 05 will be displayed to the left of that.

Sponsor Duration – This determines how long the logo will appear on the front page, with options of No Expiry, Week, Month, Quarter, or Year.

Sponsor Group – This has to be changed to Sponsors and Supporters for the logos to show at the bottom of the home page.

Boxed Content

The boxed content controls the 4 boxes towards the bottom of the home page.

To edit these boxes, click on the edit button next to the existing boxes in the boxed content section of the Add-Ons.

This will take you to the following page:

Fill in the parameters associated with the page, the parameters are explained below:

Box Title – This is the "Title" that will appear under the box on the home page.

Box Order - This is a numerical value that determines the order in which the Sponsors Logo is displayed. For example, 20 will be displayed to the right of 10, whereas 05 will be displayed to the left of that.

Box Image - This is where you can select a photo that you want to upload and be displayed in this box on the home page, please note that this can only be a maximum of 210 pixels wide and 174 pixels high.

Box Image Link – This is the identifying part of the URL of the page that you want this page to link to for example, if you wanted a link to your contact us page that has the URL http://swimming.org.nz/contact-us.html you will only need to put the **contact-us.html** part of the URL in the Box Image Link section.

User Access Level - This allows administrators to apply security levels to Pages, meaning that they will only be visible to certain records.

Box Status - This determines whether the logo can be seen on the homepage, if this is changed from Live to Offline the logo will be hidden from view on the home page.

Background Image Manager

This Add-on controls the main image seen in the background of all pages on the website. You can add multiple pictures to this add-on so that the website rotates through the images when someone opens a new page. Once you have clicked on this add-on the following page will appear:

To upload more images click on the browse button on the right hand side. The approximate size for the photos needs to be 2000pixels by 1000pixels and the Maximum size must be no more than 200Kb. Once you have selected your images click the "Upload Images" button. Once the photos have been uploaded they will appear at the bottom of this page, for them to appear in the background rotation, you will need to change their status from offline to live, this can be done in the drop down box above the thumbnail image. Once this has been done click save and the images will be applied.

Major Events

The Major Events add-on controls how events in your calendar can be seen. A major event will appear differently in the calendar than one that is just generated through the database. The layout of the page means that more information can stored and it does not appear as just a pop-up. To add a Major Events Page, click on the Major Events Add-On button and then click on "Add new Event" button that will appear in the top right corner of the next page. This will bring up the following page:

Event Type – this determines whether the "event" is a swimming meet or a course such as a swim teachers course or coaching course.

Event Name – Enter the name of your meet here.

Event Code – Enter the corresponding code for this meet that is in the database here

Event Venue - Enter the name of the Aquatic Centre that the event is being held at.

Event Location – you can add a set of google map coordinates in this section so that a map appears on the major events page. To do this open google maps and enter the coordinates for the aquatic centre in the search bar. Once google maps has pinpointed the location click on the little cog button

in the bottom right hand corner of the map, this will bring up a set of options, click on "Share or embed map".
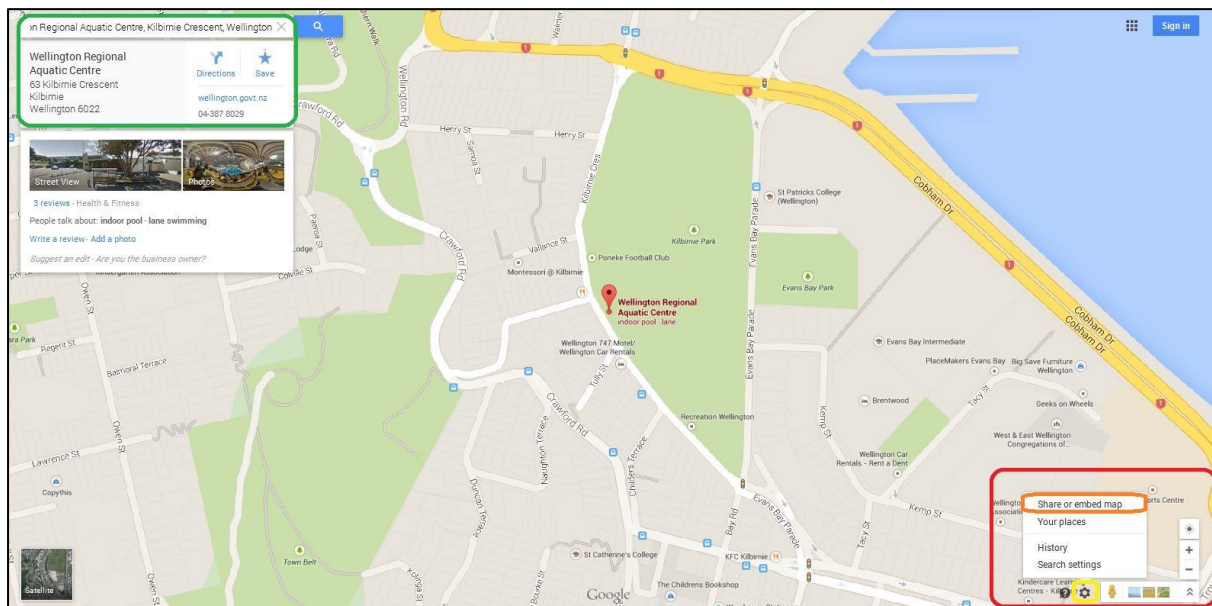
The following pop-up will appear, click on "Embed Map" and then copy and paste the map coordinates into the Event Location box on the Major Events set up page.
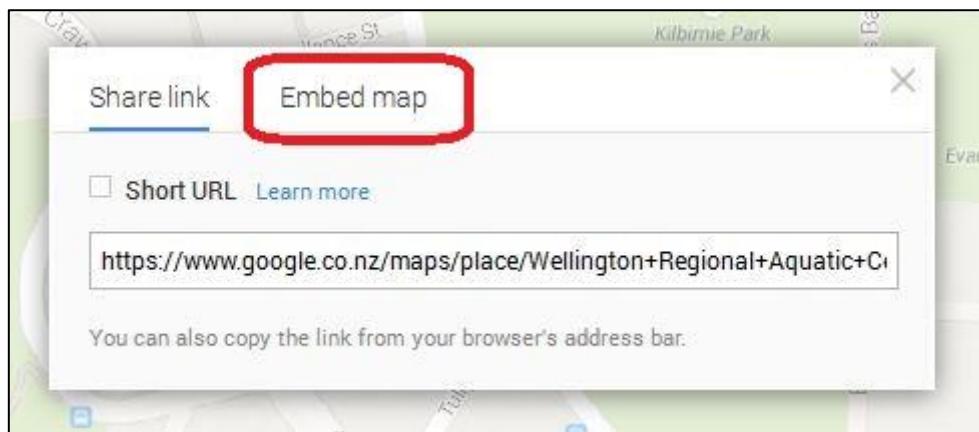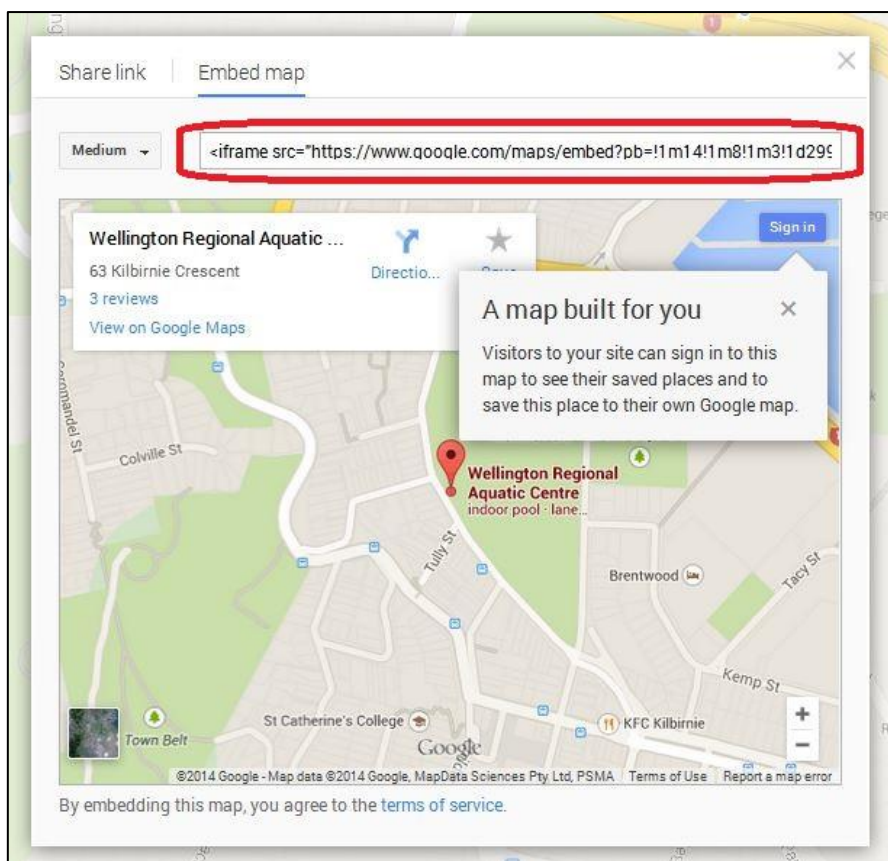
Event Date - Enter the start and finish dates for the meet.

Event Time - Enter the time of the meet here.

Colour Theme - This controls what colour the different buttons are on the major events page.

Friendly URL - 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).

Header Banner – This gives the opportunity to put an image at the top of the Major Event page, this picture has to be 940pixels wide by 145pixels high.

Sub Banner - This gives the opportunity to put an image at the bottom of the Major Event page, this picture has to be 540pixels wide by 240pixels high.

Once these have been filled out and saved you can go back to the overview page and see that the event is now visible under "Current Events":

If you click on the "Manage Event" button circled above itll take you back into the event and you can now change what buttons appear, add documents, useful links and event sponsors.

To edit a button page click on the edit page wording underneath the specific button, this will take you to a page that is the same as if you were editing a content page on the website:

If you want to add documents to the Major Event Page such as meet flyers, psych sheets etc scroll down the Managing Event page to the useful documents section, this is where you can upload documents to the page.

Document Title – This will be the title of the document on the major event page.

File – Click pick file to browse for the file you want added to the page.

Order - This is a numerical value that determines the order in which the Sponsors Logo is displayed. For example, 20 will be displayed to the right of 10, whereas 05 will be displayed to the left of that.

If you want to add some useful links to the Major Event Page such as the Swimming New Zealand Website, or the FINA website you can do this under the Useful Documents section named "Useful Links"

Link Text – The name of the link that you want to show up on the Major Events Page

Link URL – This is the URL of the website you want linked on your Major Event Page.

Link Window – This determines where the link opens which is one of two options, in the same window, or in a new window. Choosing in a new window will open up a new tab in your browser when the link is clicked on.

You can also add event sponsors logos to the page to do this scroll down to the Event Sponsors section at the bottom of the Managing an Event page.

Sponsor Name – Enter the name of the sponsor here

Sponsor URL – Enter the URL of the sponsor's website here if you wish for their logo to link through to their website.

Link Window - This determines where the link opens which is one of two options, in the same window, or in a new window. Choosing in a new window will open up a new tab in your browser when the link is clicked on.

Sponsor logo – Click on the browse button to search for and upload the sponsors logo.