

CLUB WEBMASTER TRAINING GUIDE

Homepage

You can add news, events and photos right from your homepage, so it's easy to keep the site current and up-to-date

Webmasters have access to updating content and managing members throughout the entire website.

As you hover over areas of the homepage you will see various **edit** buttons pop up. These allow you edit information on the homepage.

Click **edit** to update the following on the homepage:

- Welcome message
- Large banner images
- Gallery displayed

The newsfeed and upcoming events sections are automatically generated from content added throughout the website.

- Items can be deleted from the newsfeed by clicking the **X** to delete them. This will only remove the item from the newsfeed, not the website.

Newsletter

A weekly newsletter is automatically generated if a news item, event and gallery have been added to the website in the past week. This is sent every Wednesday.

The screenshot displays the Manurewa RFC website homepage. At the top is a large banner image of a rugby player in a red and white striped jersey. Below the banner is a green navigation bar with links: LANDING, HOME, SPORTS, NEWS, CALENDAR, GALLERIES, and ABOUT US. The main content area is divided into several sections:

- SPONSOR THE CLUB!**: A section encouraging support with a date of Apr 11, 2013.
- MANUREWA WOMEN SEVENS NAMED IN...**: A section with a date of Feb 27, 2013.
- PRE-SEASON TRAINING**: A section with a date of Feb 11, 2013.
- COUNTIES MANUKAU PREMIER CLUB...**: A section with a date of Feb 11, 2013.
- JOIN THE CLUB**: A section with a date of Feb 27, 2013.
- CONTACT US**: A section with a date of Feb 27, 2013.
- 4 SUPPORTERS**: A section with a date of Feb 27, 2013.
- MAJOR SPONSORS**: A section featuring logos for WIRI TRUST and WARD GROUP.
- WELCOME TO MANUREWA RUGBY CLUB**: A section with a date of Feb 27, 2013.
- UPCOMING EVENTS**: A section with a date of Feb 27, 2013.
- PROMOTE YOUR BUSINESS**: A section with a date of Feb 27, 2013.
- BUSINESS DIRECTORY**: A section with a date of Feb 27, 2013.
- GALLERY**: A section with a date of Feb 27, 2013.
- NEWS FEED**: A section with a date of Feb 27, 2013.

Red arrows point to the 'edit' buttons in the 'JOIN THE CLUB', 'CONTACT US', 'MAJOR SPONSORS', 'WELCOME TO MANUREWA RUGBY CLUB', 'UPCOMING EVENTS', 'PROMOTE YOUR BUSINESS', 'BUSINESS DIRECTORY', 'GALLERY', and 'NEWS FEED' sections.

Image Banner

Image banners can be updated and edited to reflect the club and showcase events and highlights

The image banner can be changed with the **edit** button which appears in the top left/right corners as you hover over the banner.

The following options will appear under each image:

- **Delete** – click to remove image from the banner
- **Edit** – click to edit the existing image/replace
- **Move Up/Move Down** – click to change the order the images appear in on the banner

When an image has been uploaded, a pop up will appear with a rectangle over the image. Drag the rectangle to it's full extent over the area of the image you wish to display - this is the cropping tool.

Optional

- The title text can be displayed over the image on the banner by selecting the “**show text over top of photo**” tick box
- Link – if the image is clicked the user will be taken to the link

To add new images, click **Add a new item...**



News

Show the latest school news on the website to keep everyone informed.

News can be added from the home or news page.

From the news page

Hover over the actions tab (top right/left) and an option to **add new article** will appear

Follow the five step process:

1. Enter a news/article title

Can choose to include in the weekly newsletter

2. Add the content

Note: if pasting from word, copy the content into notepad to clean the HTML for ease of formatting

Key functions:



Document uploader



Image uploader



Hyperlink

3. Upload photos (optional)

These will appear as a gallery on the right of the news article (see example)

4. Organise Photos (if added)

5. Preview and **save**

To **edit** an article hover over edit and click **edit article**

To **delete** hover over edit and click **withdraw article**

The screenshot shows the website for Mount Maunganui Lifeguard Service. The header is yellow with the logo and navigation links: Hire our Venue, Make a Donation, Surf forecast, PAGE, and ADMIN. The main navigation bar is dark blue with links: HOME, NEWS, EVENTS, LIFEGUARDING, JUNIOR SURF, SURF SPORTS, GALLERIES, ABOUT, SPONSORS, and CONTACT US. The content area has a blue sidebar with an 'actions' tab and a red arrow pointing to it. The main content area lists several news articles, each with an 'edit' button. The first article is 'End of Season Survey' by Glenn Bradley, dated Tuesday 09/04/13 03:43. The second is 'MMLS team off to 2013 Australian Titles' by Glenn Bradley, dated Tuesday 09/04/13 03:39, with a red arrow pointing to its 'edit' button. The third is 'Patrol Season 2012 / 13 has Finished' by Glenn Bradley, dated Tuesday 09/04/13 03:23. The fourth is 'Save the Date; Saturday May 4, Club Prizegiving.' by Glenn Bradley, dated Wednesday 27/03/13 09:37. The fifth is 'Patrol Volunteers Required April 6 - 7' by Glenn Bradley, dated Wednesday 27/03/13 09:32. Each article includes a brief description and a 'more' link. The right side of each article features a small image gallery.

Calendar/Events

Keep everyone informed with upcoming events with times, dates, locations and details

Events can only be added from the calendar/events page.

Click **add new event** under the calendar

- Enter title
- Select event type
- Date, duration and time
- Location and description (optional)
- Events can be set to recur
- Events can also be added to other calendars on the website

To **edit** an event, click the **pencil** next to it.

To **delete**, click the pencil and select **delete** next to save

The screenshot displays the Murrays Bay Sailing Club website. The header features the club's logo (a stylized sailboat) and the text "MURRAYS BAY SAILING CLUB Est. 1958". A navigation bar includes links: HOME, JOIN THE CLUB, CLASSES, WHAT'S ON, RESULTS, NEWS, GALLERIES, ADMIN, and ABOUT US. Below this is a secondary navigation bar with links: Calendar, NoR / SI, Rosters, 29er Nationals 2013, Club Champs, OKI 24hr Race, 2012 P Nationals, and Winter Champs. The main content area is divided into two columns. The left column lists activities: Learn to Sail, Optimist, P Class, Windsurfing, Starling, 420, and 29er. The right column features a calendar for April 2013, a filter by event type (All), and a list of events. The calendar shows the date 16th April highlighted. The event list shows "Starling Nationals (5 days - 22 Apr to 26 Apr)" for Monday 22 April, Tuesday 23 April, Wednesday 24 April, and Thursday 25 April. A green button labeled "ADD NEW EVENT" is located below the calendar, with a red arrow pointing to it. A red arrow also points to the pencil icon next to the event on Monday 22 April.

Gallery

Keep the website current with the latest photos and videos

Galleries can be added from the home or gallery page.

From the gallery page

Hover over the actions tab (top right/left) and an option to **add new gallery** will appear

Follow the four step process:

1. Enter a gallery name
2. Upload photos/videos

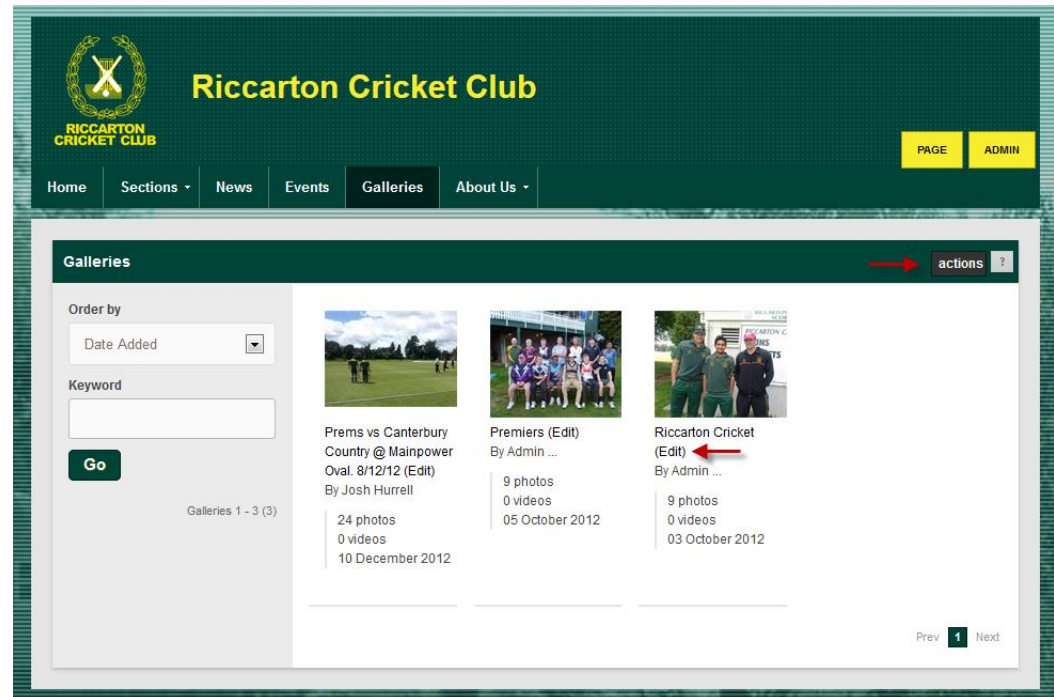
Note: Hold CTRL to select multiple images at once

3. Organise photos/videos

4. **Save**

To edit a gallery click **edit** next to the title

To delete click edit then hover over the action (top right), click **delete gallery**



Members

Build your community with your membership management system

Adding Members

- Click into the **Admin** section
- Click into the **members** menu
- Click **add members**
- Enter first & last name, email and mobile (to invite through TXT - optional)
- Click **Select** to select a role
- **Add another** to add multiple members at once
- **Save & finish** once complete

To edit a members details

- Click into **current members** menu
- Click the member to be updated and their profile will appear on the right
- Under Member Details hover over edit and click **edit contact details**

To delete a member same as above

- Under Member Details hover over edit and click **delete member**

Approving Memberships

All registrations require approval from a webmaster.

- Click into the Members menu
- Click **To Do** (this is highlighted when members require approval)
- A list of registrations requiring approval will appear

The screenshot shows the 'Onehunga Bowls Administration Area' interface. At the top, there's a navigation bar with tabs: Website, Members, Inbox, TXT Alerts, Profile, Sponsorship Marketplace, Your Sponsors, and To Do List (8). Below this is a sub-navigation bar with 'Current Members', 'Add Members' (highlighted with a red arrow), 'To Do... (2)', 'Groups', and 'Payments'. The main content area is titled 'INVITE NEW MEMBERS & SUPPORTERS TO JOIN YOUR WEBSITE'. It contains instructions and fields for adding members. The form includes input fields for 'First Name', 'Last Name', 'Email', and 'Mobile'. There's a checkbox for 'Invite to join TXT' and a dropdown for 'Organisation' (currently set to 'Onehunga Bowls'). A 'Role' dropdown is also present, with a 'select' button. At the bottom right, there are two buttons: 'ADD ANOTHER' and 'SAVE & FINISH'.