

How to Make Changes to the SFUCSSS Website

Before Making Any Changes...

1. Go to `sfucsss.org/admin` in your browser
2. Use the page to Login to the Admin Control Panel (Note: You will need a valid set of Admin credentials in order to Login)

How to Create a Front-Page Announcement

1. Under the "Site Administration" heading, find the "Cms" sub-heading
2. Under the "Cms" sub-heading, find the Announcements row
3. Click on the "Add" button on the right-hand side of the Announcements row

Site administration

Authentication and Authorization	
Groups	Add Change
Users	Add Change
Cms	
Announcements	Add Change
Categories	Add Change
Posts	Add Change

4. Fill in all relevant information for the announcement
5. Save the announcement

How to Modify or Delete an Existing Front-Page Announcement

1. Under the "Site Administration" heading, find the "Cms" sub-heading
2. Under the "Cms" sub-heading, find the Announcements row
3. Click on the "Change" button on the right-hand side of the Announcements row

Site administration

Authentication and Authorization	
Groups	Add Change
Users	Add Change
Cms	
Announcements	Add Change
Categories	Add Change
Posts	Add Change

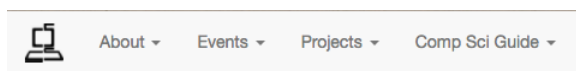
4. Click on the name of the announcement you wish to modify or delete
5. Modify any information for the announcement, then save your edits

OR

Delete the announcement

How to Create a Toolbar Category











- Example Categories:



1. Under the "Site Administration" heading, find the "Cms" sub-heading
2. Under the "Cms" sub-heading, find the Categories row

3. Click on the "Add" button on the right-hand side of the Categories row

Site administration











Authentication and Authorization	
Groups	 Add  Change
Users	 Add  Change
Cms	
Announcements	 Add  Change
Categories	 Add  Change
Posts	 Add  Change

4. Fill in all relevant information for the category
5. Save the category

How to Modify or Delete an Existing Toolbar Category

1. Under the "Site Administration" heading, find the "Cms" sub-heading
2. Under the "Cms" sub-heading, find the Categories row
3. Click on the "Change" button on the right-hand side of the Categories row

Site administration

Authentication and Authorization	
Groups	 Add  Change
Users	 Add  Change
Cms	
Announcements	 Add  Change
Categories	 Add  Change
Posts	 Add  Change

4. Click on the name of the category you wish to modify or delete
5. Modify any information for the category, then save your edits











OR

Delete the category

How to Create a Page

1. Under the "Site Administration" heading, find the "Cms" sub-heading
2. Under the "Cms" sub-heading, find the Posts row
3. Click on the "Add" button on the right-hand side of the Posts row

Site administration

Authentication and Authorization	
Groups	 Add  Change
Users	 Add  Change
Cms	
Announcements	 Add  Change
Categories	 Add  Change
Posts	 Add  Change

- Fill in all relevant information for the page (Note: The information in coloured boxes in the image is required to create the page)

The screenshot shows the website sfucsss.org with the URL `about/executives/` in the address bar. The page title is 'Executives'. The content describes the CSSS and lists the current executives. Below the page content is the 'Change post' form, which includes fields for Category, Title, Slug, and Content. The 'About' category is selected, and the title is 'Executives'. The slug is 'executives'. The content is a paragraph about the CSSS and a heading 'Current CSSS Executives'. The form has buttons for 'Delete', 'Save and add another', 'Save and continue editing', and 'Save'.

- Save the page

How to Modify or Delete an Existing Page

- Under the "Site Administration" heading, find the "Cms" sub-heading
- Under the "Cms" sub-heading, find the Posts row
- Click on the "Change" button on the right-hand side of the Posts row

Site administration	
Authentication and Authorization	
Groups	Add Change
Users	Add Change
Cms	
Announcements	Add Change
Categories	Add Change
Posts	Add Change

- Click on the name of the page you wish to modify or delete
- Modify any information for the page, then save your edits

OR

Delete the page