

# COALITION FOR A BRIGHTER GREENE



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## Heroku

Heroku is a site that actually hosts our website and that the link <http://www.coalitionforabrightergreene.org> points to when someone go to the site. It is best maintained by a professional and should not require any maintenance except for when a major site change is made.

1. To login to Heroku go to <http://www.heroku.com>
  - 1.1. Login Credentials can be obtained by an authorized admin.
    - Warning making changes here can cause crashes and should only be done by someone who has knowledge in making any authorized change.

## Gmail

Gmail is the email service that the site uses to receive any incoming messages from any contact form on the site.

1. To view any messages go to <http://www.gmail.com>
2. Enter the email login and password
  - 2.1. Contact an authorized web admin for login credentials.

## Amazon Web Services

Amazon Web Services is a place where our database , which stores such things as the manifesto signer information,a mailing list, encrypted admin(s) login information, updateable data such as, Spotlight section,Sponsors,News articles links, volunteer information. This is another thing best maintained by a professional and should not require any routine maintenance.

1. Everything here should not require maintenance however billing information may need to be updated if you go over the free tier or when the 1 year trial date is over. After the 1 year date prices are very reasonable.
2. To login go to <http://www.aws.amazon.com>

- 2.1. Login credentials can obtained by an authorized admin.
  - Warning making changes here can affect your database which can cause a loss of data on the site and make it unusable.
3. Click on the “Sign in to the Console” button.
  - 3.1. Enter your authorized credentials
    - 3.1.1. Click on Coalition for a brighter Greene , located near the top right of the page.
    - 3.1.2. Click on “My Billing Dashboard”
      - 3.1.2.1. On the left side of the screen choose “payments methods”
      - 3.1.2.2. Update card information by choosing edit, or choose add new to add new payment information.

## Google Drive

Google Drive is where the documents located in the services sections are stored and able to be edited or updated and changes made here will reflect immediately so on the site.

1. To login go to <http://www.google.com>
  - 1.1. In the top right corner click on sign in
    - 1.1.1. Enter authorized credentials.
    - 1.1.2. Login credentials can obtained by an authorized admin.
2. In the top right corner you will now see a 3 x 3 square of small squares
  - 2.1. Click on it and in the pop up choose Drive
  - 2.2. Look for the file you wish to edit and update
    - 2.2.1. Double click and a new window with the file should pop up where you will be able to make any desired changes.
      - Make sure to be careful as any changes here will reflect on the site without requiring anything else.

## Google Calendar

Google calendar is where you can add events so that it will show on the calendar / events section in the current events section.

1. To login go to <http://www.google.com>
  - 1.1. In the top right corner click on sign in

- 1.1.1. Enter authorized credentials.
  - 1.1.2. Login credentials can obtained by an authorized admin.
2. In the top right corner you will now see a 3 x 3 square of small squares
  - 2.1. Click on it and in the pop up choose "Calendar"
  - 2.2. Click on the date ( in the calendar on the left side of page) you wish to add an event to.
  - 2.3. Click the red "Create" button
  - 2.4. Enter Relevant details
3. Click "Save"

## Facebook

Facebook is used to store the pictures for sponsor logos and spotlight photos, this is done because it is free to host our images on facebook and by storing them in facebook they are also on facebook for all to see if we desire so

1. To login in to facebook go to <http://www.facebook.com>
  - 1.1. Enter your login credentials for facebook
  - 1.2. If you have admin access go to the coalition's facebook page
    - <https://www.facebook.com/thecoalitionforabrightergreene>
  - 1.3. To add a new image go to
    - <https://www.facebook.com/pg/thecoalitionforabrightergreene/photos>
    - 1.3.1. Click on the album you wish to upload to, ie: Sponsors for sponsor logos, or spotlight for a spotlight photo.
    - 1.3.2. It will open the album once it does click on "Add Photos"
  - 1.4. To add an event go to
    - <https://www.facebook.com/thecoalitionforabrightergreene>
    - 1.4.1. Click on "Events" located on the left hand side of the page
      - 1.4.1.1. Click "Create Event"
        - 1.4.1.1.1. Add a photo to identify the event (if desired)
        - 1.4.1.1.2. Add an event name
        - 1.4.1.1.3. Add a location of the event
        - 1.4.1.1.4. Choose a frequency , can be weekly, daily or once.
        - 1.4.1.1.5. Add a start and end date / time
        - 1.4.1.1.6. Add details for the event in the details section

1.4.1.1.7. Ticket section is available if you wish to charge for an event, you can add a link to where they can buy a ticket.

1.4.1.1.8. Pick options , you can choose if users can add comments and post to the event. ( I would choose Anyone can post (all posts must be approved) as you want more attention drawn to it and that will help)

1.4.2. Click “Publish”

## Paypal

Paypal is where any donations that come in the coalition through the site will be securely processed and where detailed records can be found.

1. To login to paypal go to <https://www.paypal.com/us/home>
  - 1.1. In the top right corner click on “Log in” .
    - 1.1.1. Credentials can be obtained by an authorized admin.
  - 1.2. This should never require any maintenance after the setup and configuration was initially made.

## Website Maintenance

### A. Spotlight Section

Changes able to be made in the admin portal include, updating the current picture, bio and the name / title of individual or group.

1. To update the spotlight section go to <http://www.coalitionforabrightergreene.org/admin>
2. Login using authorized credentials.
  - 2.1. Login credentials can be obtained through an authorized admin or can be requested by clicking on the “Request Admin Access” link.
3. Under the spotlight section you will see what is currently live on the site.

4. Underneath the current spotlight section you will see input boxes for
  - 4.1. Picture
    - 4.1.1. Enter the url for the image you wish to add.
      - Note this must be a facebook url , for more information on uploading an image the coalition's facebook check out the Facebook section of this document.
  - 4.2. Person(s) Name
    - 4.2.1. Enter the name for the individual(s) you are adding
  - 4.3. Organization Name
    - 4.3.1. Enter the name of the organization (if applicable).
  - 4.4. Start Date
    - 4.4.1. Add the date you wish to start having the new spotlight section information shown.
      - It must be in the format of YYYY-MM-DD .
  - 4.5. Bio Section
    - 4.5.1. Add a short bio for the individual(s) or organization you adding.
5. Click Submit

### Sponsor Section

Changes able to made here include adding a new sponsor name and logo.

1. To update the Sponsor section go to  
<http://www.coalitionforabrightergreene.org/admin>
2. Login using authorized credentials.
  - 2.1. Login credentials can be obtained through an authorized admin or can be requested by clicking on the "Request Admin Access" link.
3. Under the sponsor section you will see what sponsors are currently listed on the site.
  - 3.1. To add a new sponsor
    - 3.1.1. Enter the name of the sponsor.
    - 3.1.2. Enter the url of the sponsor logo.
      - Note this must be a facebook url , for more information on uploading an image the coalition's facebook check out the Facebook section of this document.
    - 3.1.3. Enter the date you updated spotlight section
      - This is done so we can keep a list of of past spotlights in the database, and when you add a newer date then the one currently in place it will update to it.

4. Click Submit

### News Articles Section

Here is where the list of news articles and the links to any news article where the Coalition was in or mentioned that you wish to add.

1. To update the News articles section go to  
<http://www.coalitionforabrightergreene.org/admin>
2. Login using authorized credentials.
  - 2.1. Login credentials can be obtained through an authorized admin or can be requested by clicking on the “Request Admin Access” link.
3. Under the News Articles section you will see what articles are currently listed on the site.
4. To add a new news article.
  - 4.1. Enter a link to the news article online.
  - 4.2. Enter an article name, this is what will show in the list of articles on the site.
  - 4.3. Enter a date for the news article.
5. Click Submit

### Manifesto Section

The manifesto section is where the information, including email, name and date signed of anyone who signed the manifesto.

1. While this section is not currently able to be changed by an admin directly you can still print a list of current manifesto signers.

### Admin Creation

1. To create an admin go to login page and click on “Request Admin Access”
  - 1.1. Enter the first name, last name and the email address of the person requesting access.
  - 1.2. An admin approval request will go to the Coalition’s Gmail
    - 1.2.1. If approved an email will be sent to the email address that the requester provided

- 1.2.2. The user clicks on the link where he or she will enter a new password.
- 1.2.3. The user having created a new password can now login using the new credentials.





