Phab Club Website Guide

Admin Permissions

- Admin users can't delete other admins
- Admin users can't update their or anyone else's password. If you forget your password, please contact support and they will create a new admin user for you.
- Admin users can't see or update any of the details used to set up any of the accounts required to launch the website (AWS, Heroku etc..) through the website admin area
- Admin users can access, upload and delete content on any and all website pages
- Admin users can see when other admin users have last signed in by going to the Admin section
- Admin users can create new admin users

Home, About, News, Event and Volunteers

- Any text or image content you upload for these sections needs to be published before it appears on the visitor's side of the website. This gives you a chance to preview and update anything before visitors can see it.
- Be careful editing content that is already published. Any saved changes will be immediately visible to all visitors.
- After saving or updating any content that isn't published, you'll be redirected to the page in preview mode, this will look identical to your actual website so don't forget to check it has been published.
- You can tell if it's published or not by clicking on the three vertical dots in the bottom right hand corner of the content. If it's published, you'll see an option to unpublish it and vice versa.
- You can add related links to the top or bottom of News and Event articles. This can be used to add links to external sites or other related pdfs you can't add directly into your article.

Gallery

- Like the content above, galleries can be previewed and must be published before they appear on the visitor's side of the website
- To add new images to an existing gallery, click on the three vertical dots next to the gallery and click edit. Here you'll see a list of all the current images and you can upload more by click the upload button. This won't replace the images that are already saved
- You can choose which picture should be displayed as the thumbnail for the gallery by editing the gallery and clicking on the three vertical dots next to the picture you've chosen. Click "Make Cover Image" to update the gallery
- You can add captions to images by clicking on the three vertical dots next to the picture and selecting "Add Caption"

Club

- Make sure to leave no spaces between the commas when adding the club meeting address. Each line should be separated by comma only otherwise your Google Maps might not load
- When adding/updating the links to your social media account, make sure to remove the https:// from the link

Website

- Here you can add banner images to the top of certain pages. For News, Events and Galleries, you can see it at the top of the View All page.
- You can also upload your club policies from here. Those can either be links or pdfs. They will be added to the bottom of your homepage just about the contact form.

FAQs

Q. I've added a post to my site and saved it but it isn't displaying?
A. You need to publish a post before it will be visible to the public. You can do this by clicking on the three vertical dots next to the post in the table in the admin area.

Q. I've added an image to a post/page banner but it isn't displaying?
A. When adding an image, you still need to click Save/Update to make sure it's attached to your content.

Q. I've added the club meeting address but Google Maps is displaying the location pin in the wrong place?
A. Check whether you have the same issue typing the same address directly into Google maps. If it's displaying correctly there, please contact us and we'll take a look.

Q. I've accidentally deleted something. Can it be recovered?
A. Unfortunately, anything deleted has been completely removed from your database and cannot be recovered.

Q. I'm receiving spam via the contact form on the website. Can you add a filter to prevent this?
A. The contact form currently has a couple of verification steps to prevent spammers from getting through but their persistence is a force to be reckoned with so we have seen a couple of cases of spam still getting through. Unfortunately these verification steps often come at a cost for regular visitors. For example, any message containing a website link is now considered as spam and will not be delivered to the club leader. For this reason, we usually only add extra steps if the spamming is happening regularly. Your current contact form package is capped at 100 free emails a day so while the spamming is frustrating, please rest assured it isn't costing you. That said, if are receiving a lot, please contact support and we'll see what we can do.