

VSCTrust.org.nz Editing Guide

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You can access this guide at any time by going to vsctrust.org.nz/guide.pdf and entering the editing password.

1. Logging In

1. To access the editing portal, go to vsctrust.org.nz/admin.
2. Type in the editing password (starts with hand). I recommend putting this password in your phone notes.

Update Vulnerable Support Charitable Trust

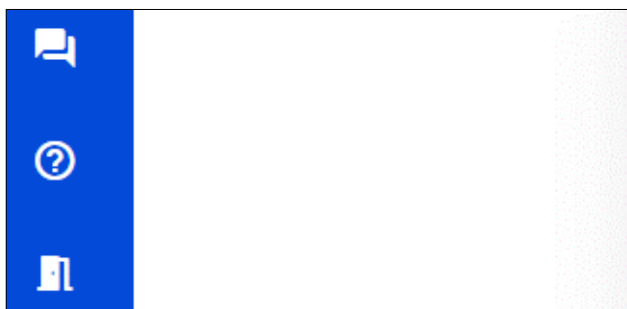
Enter your password below to make changes.

Password

.....

Sign In

2. Quick Links

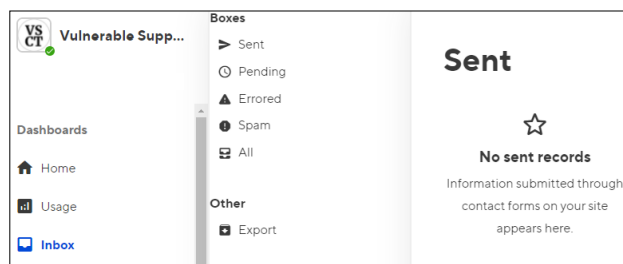


In the bottom left corner, you can find links to:

1. Contact Support - send an email to Alex if you need help
2. Documentation - open this guide you're reading
3. Sign Out

3. Site Form Emails

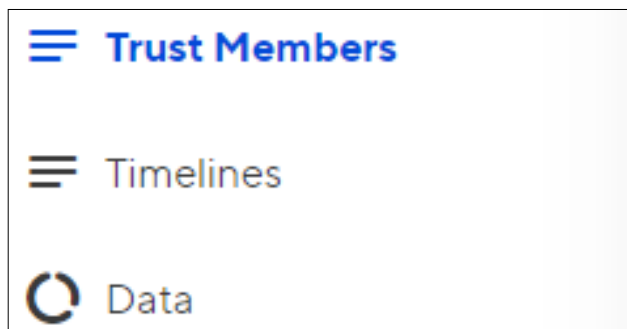
1. All emails sent through the site's contact forms will be available through the Inbox page.



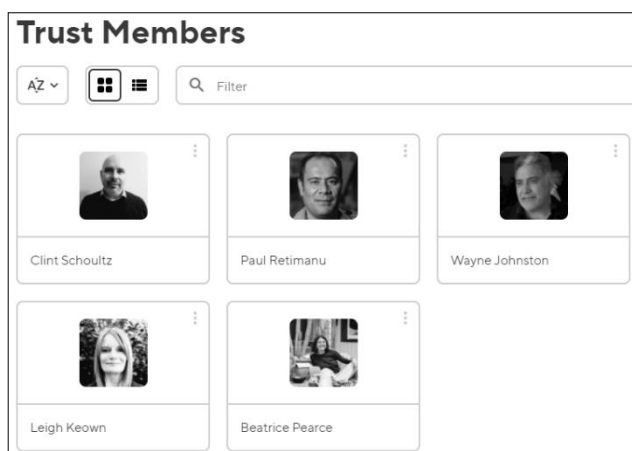
4. BASIC EDITING

4a. Editing Content

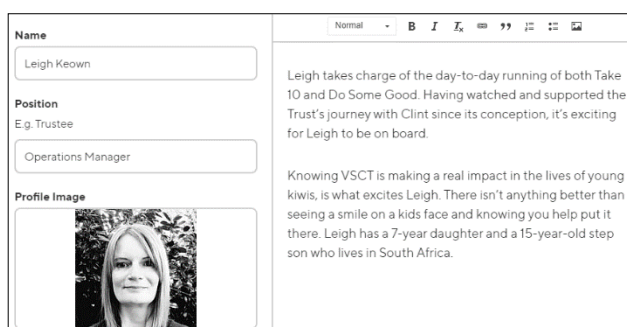
1. To add/edit/delete content, click on the relevant section in the left pane. In this example, we will use Trust Members.



Existing items will be displayed in the right pane. **Programmes will have their content grouped in folders.**



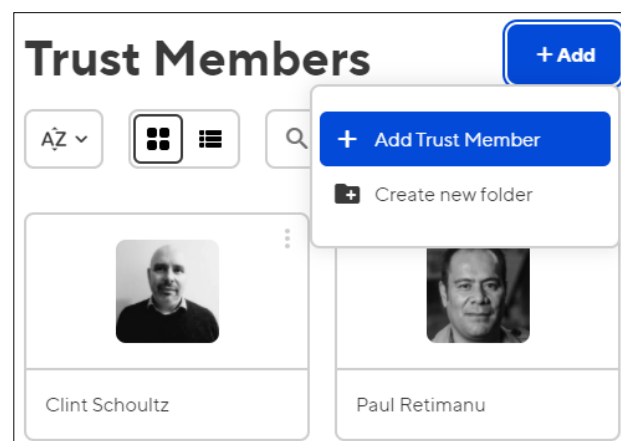
1. To edit an existing item, click on it.



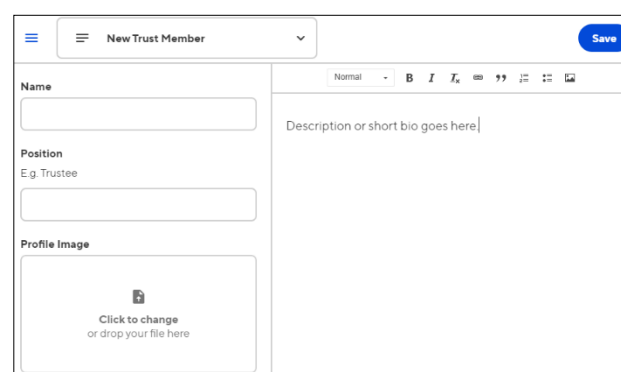
2. Make your changes and click "Save" at the top right corner.

4b. Adding Content

To add an item, click "+ Add".

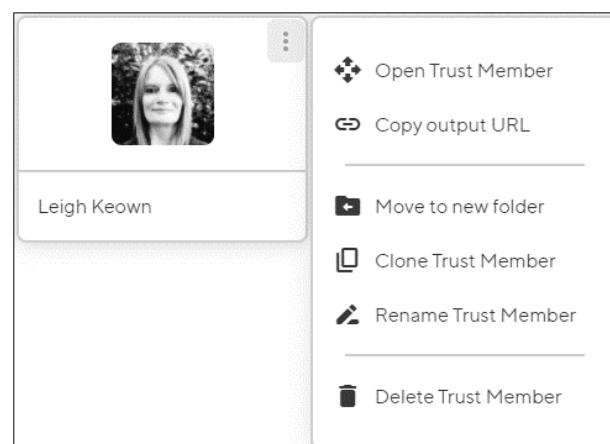


You will get a blank template to fill in. Click "Save" to save your changes.



3c. Deleting Content

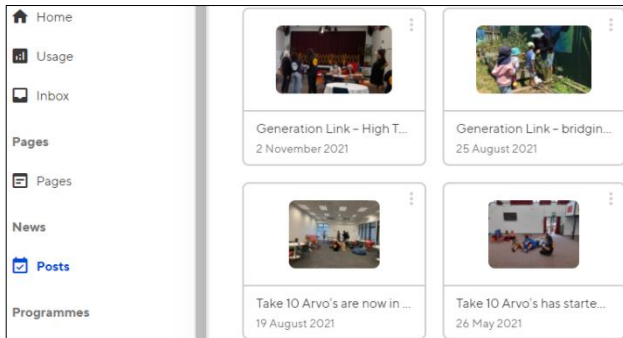
To delete an item, click the three dots next to the item and click "Delete ...".



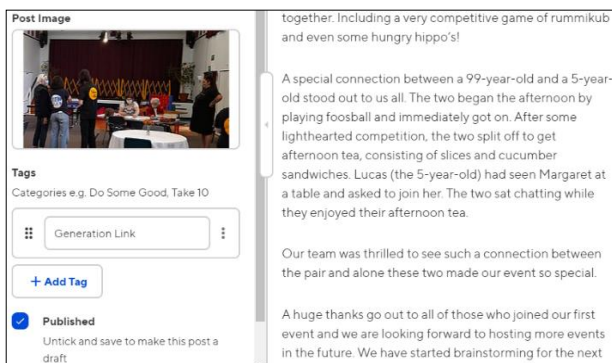
5. POSTS

5a. Editing Posts

1. Click Posts in the left pane.



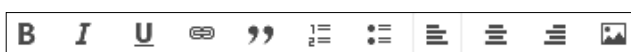
Click any post you would like to edit. You can change the title, image, tags, and the post content on the right side.




Untick "Publish" if you want this post to be a draft that won't be shown.

5b. Adding Posts

1. Click "+ Add" and then "Add Post".
2. Fill in the post info on the left side. You can set the date later for a draft post.
3. Use the buttons if you would like to add links or images, as well as other changes (like making text bold or italic).




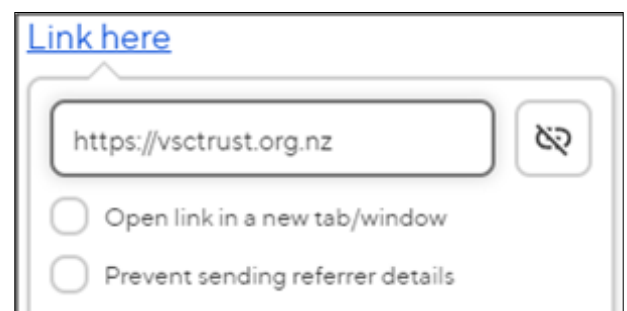
4. To add an image, click the  icon. You can either add an image link and press "Enter", or "Upload a new image".



Click "Update details" to add a description or title.

If you want to add a caption to the image, add text below it and centre it.

5. To add a link, highlight the text you want, and click the  icon.



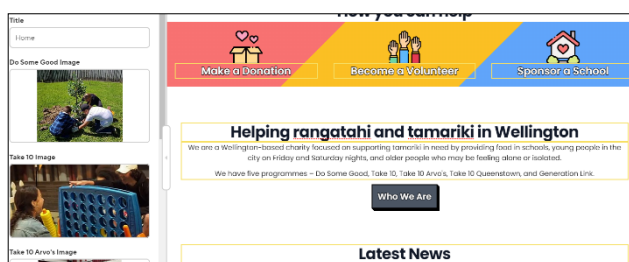
If you want to add a caption to an image, simply write some text below it, and centre it.



6. PAGES

6a. Editing Pages

1. Click on "Pages" in the left pane. You can select whatever page you'd like to edit.
2. Any areas surrounded by a yellow border are editable. Simply click into one of these areas and you can start editing.

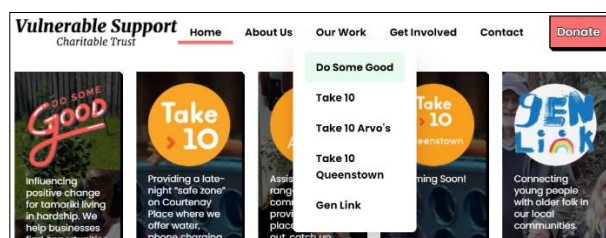


Similar to posts, you can add images and links, or format text e.g. bold.

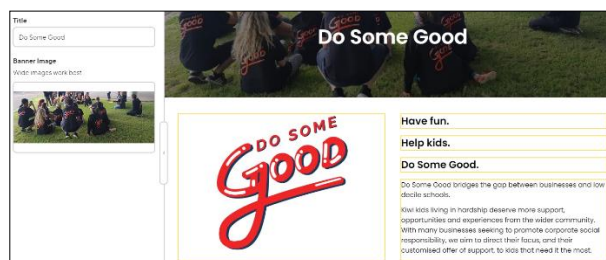
3. Click "Save" when finished. Any changes like page or content updates will take up to a minute to update on the live site, but you will be free to make other changes within seconds.
4. To edit another page, you have two options:
 - Click back in your browser and select another page
 - Click through to another page as if you were browsing the site normally

The second option is the easiest way to edit pages one after another.

For example, we'll jump from editing the home page to the Do Some Good page.



Click "Do Some Good" underneath "Our Work" in the navigation.



Start editing the Do Some Good page!

On the left side, you will be able to change the banner images for each page. When editing the home page, you will be able to edit the programme banner images as well.

Note: When creating any new content e.g. post or gallery, you will have to wait 30+ seconds for it to appear. You can always click "Back" in your browser to do something else.

This doesn't apply to existing content you're editing, only adding new content.