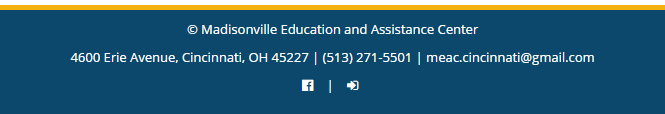
Admin Tools User Guide

This guide will show you how to effectively edit content, files, and information present on the website.

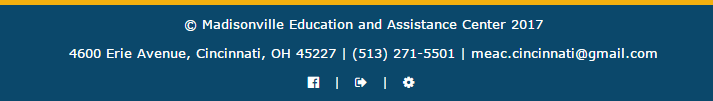
# Logging In:

To log into the Administrator, locate the icon at the bottom of the footer, present on every page. This icon will alternate between logging in/logout depending on the admin’s current status. The gear icon also allows currently logged in admins to jump back to the Administrator Portal

## Log In



## Log Out



## Credentials

**Admin Login**

Username: meac\_admin

Password: **s${?~anV!6&B!L+7**

**Volunteer Login**

Username: meac\_volunteer

Password: **4600MC\*Volunteer**

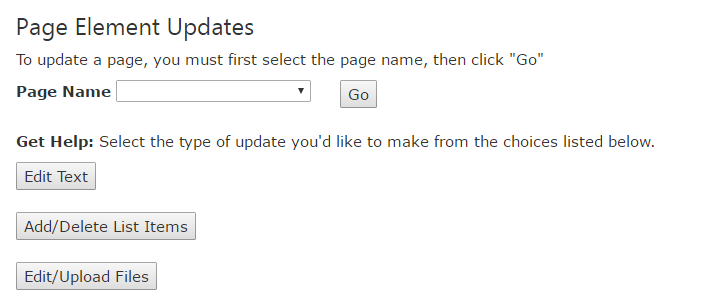
# Admin Portal:

Once logged in, you will be present with the administrator portal, which consists of a new navigation bar to the various parts of the admin functionality.

* Returning to the Admin Portal
* Editing Content, Files, Users on various pages
* Toggling the Emergency Closed Banner on the Home Page
* Logging Out (Remember to always log out when finished editing)

# Page Selection:

Before editing any content on the website, you first have to select a page from the dropdown, and then click the “Go” button. After, a number of options should pop up to edit certain areas of content based on the page selected.



# Editing Content:

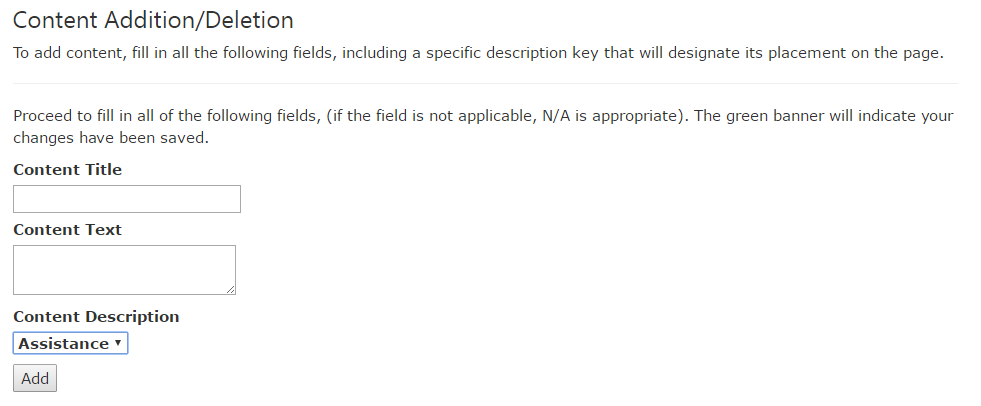
There are a variety of options when it comes to editing content. Most pages will have the general “Edit Text” and “Edit Existing Files” sections, which allow you to observe the current content/file, then update accordingly. One important note is that all text files added to the website should be saved and uploaded in **PDF Format Only**.

Some pages have unique editing options, like Add/Delete List Items, Editing/Adding/Deleting Team Members, and Add/Delete History elements. We will go over each of these since they have unique parameters for successful use.

## Add/Delete List Items

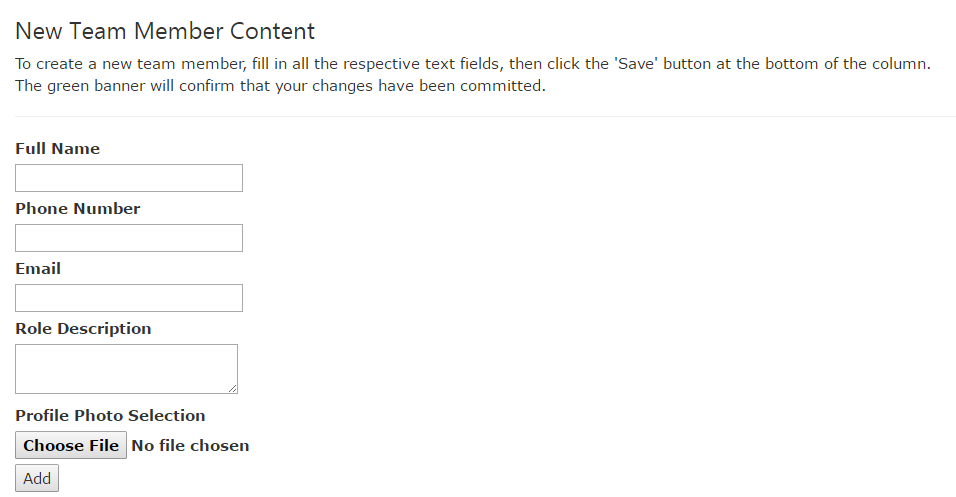
The most important note for this page is selecting the description key. This key determines to which list on the selected page the added element will be appended. For instance, the keys when adding to the Supporters page are “Churches” and “Organizations,” which designate which list the element will be appended too. Another example is on the Get Help page, the keys “Assistance”, “Events”, and “Programs” dictate which tab the element will be added under.

Another point is the Title field, which will only be present on the Get Help page. All other list elements will show the content placed in the Text field. The title field still needs to be populated for all added elements, but N/a is appropriate.



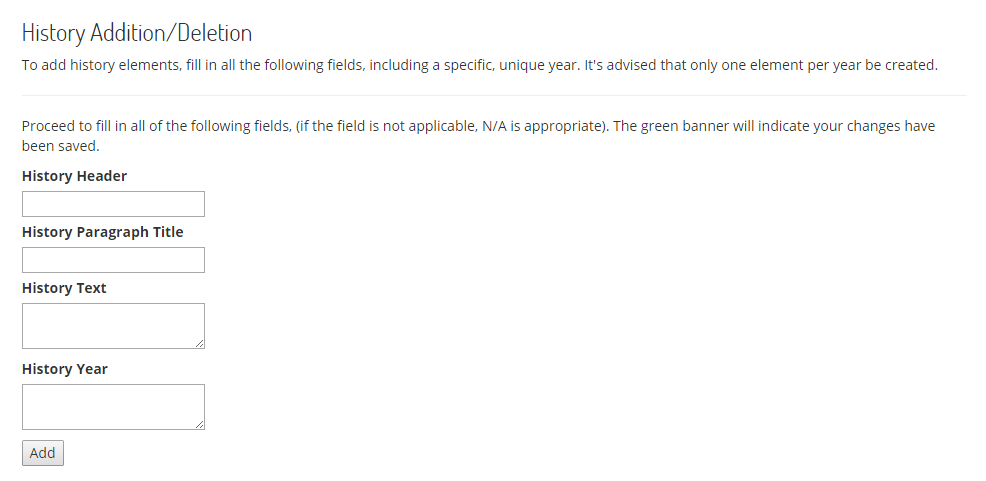
## Team Member Editing/Addition

Whether Adding new members or Editing/Deleting current ones, be sure to fill in the appropriate fields with information to populate the boxes correctly. Some information also should be formatted in a specific way; for instance, phone numbers follow the convention (513) -123-4567 (plus an added extension if needed) and emails should be in the form of [email@example.com](mailto:email@example.com). Profile photos should be cropped to squares in order to format correctly with the CSS.



## Adding/Deleting History Elements

Changing the History page is very straight-forward, much like the text and team member addition pages. One note on styling, since each point on the timeline is independent; it’s best practice to make each have a unique year. Multiple points for one year are possible, but will stack on the timeline.



# Toggling Emergency Banner:

The last main function through the Admin Portal is turning the emergency banner on and off. This triggers a bright red banner on the home page to become visible. The functionality is very simple, if the check box is filled, the banner is visible, but if the check box is empty then submitted, then the banner is hidden again.

