# Content Management System Manual: Esports Team Twente Website

21 February 2022



Arranged by:

Bonifacius Geraldo Christiano - s2297221

Heejin Chae - s2204363

Konstantin Dichev - s2316714

Ricco Pratama Halim - s2363194

Youngwoo Choi - s2198657

# Table of Contents

Introduction	3
Content Manager	4
Blog / Project	5
Event	6
Logo	7
Member	8
Partner	9
Team	10
Contact	10
Media Library	11
Settings	12
Users	13
Roles	13
Media Size Recommendation	15

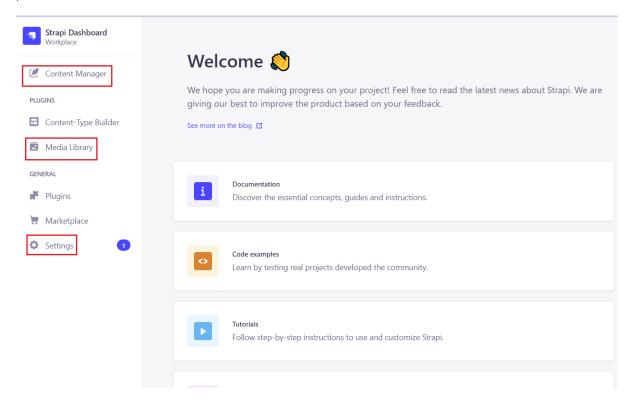
#### Introduction

We have created a simple and intuitive CMS with 'Strapi', and have been fully deployed through 'Heroku'. You can access it through the link given below and you can log in to the CMS with the provided email and password. Also, if you share your Heroku email with us, we can invite you to be the administrator of the heroku server as well.

CMS link: https://esports-team-twente.herokuapp.com/admin/

email: admin@ett.com

password: Admin123



After logging in, you will see a screen like the one above. There are 3 sections you will use in the menu bar on the left.

#### 1. Content Manager

- You can create, edit and delete all contents here.

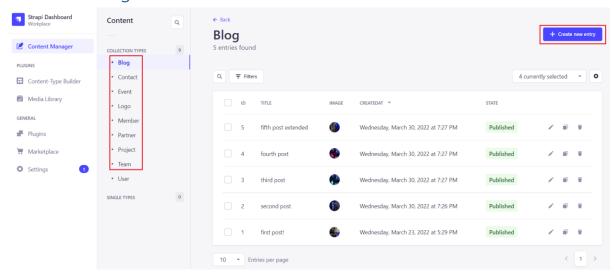
#### 2. Media Library

- All images are saved in Media Library.

#### 3. Settings

- You can create a new administrator in Settings.

## Content Manager

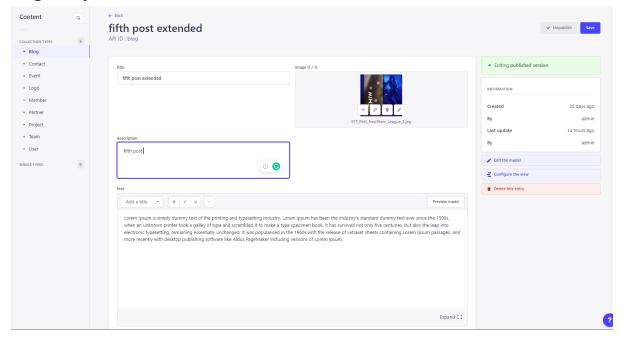


If you get in Content Manager, you can check various Collection types first. There are Blog, Contact, Event, Logo, Member, Partner, Project, and Team in order. In our web application, there is no login functionality on the homepage, so the user collection type is not used. But of course, it can be extended as future development.

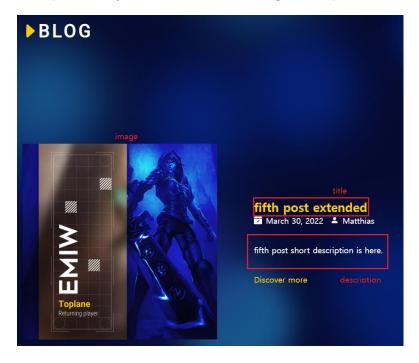
If you select a collection type, you can check the contents of the collection, and you can easily manage it through edit, duplicate and delete buttons on the right.

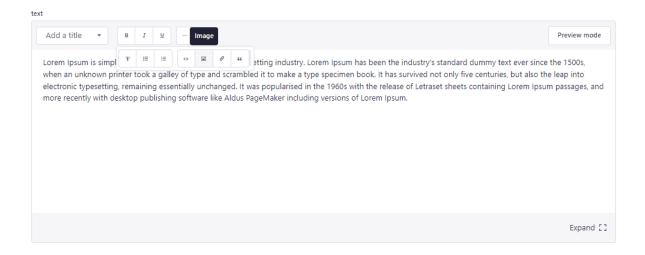
If you want to create a new content, you can create it by clicking 'create new entry' in the upper right corner. You will be able to check that the contents created and modified are immediately updated on the homepage.

## Blog / Project



Blog/Project collection has title, image, description and text. Description is a preview or short description that you can see before clicking on the post on the web page.

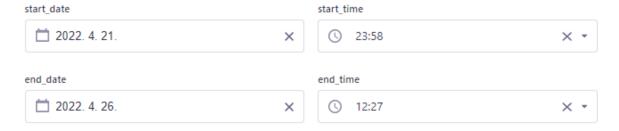




In text, you can write the body of the post. Bold, italic, and underline are available through the interface above, and code, image, link, and quotation can be added in the body. You can write subtitles or large letters by clicking 'Add a title' and selecting h1~h6. It can check how the post looks before saving through preview mode.

It can be saved through the save button at the top right corner, and after saving, you must press publish to be published on the ETT web page. Therefore, after saving the post, the final administrator can review it before publishing. The added contents can be found in projects/blogs page in ETT home page.

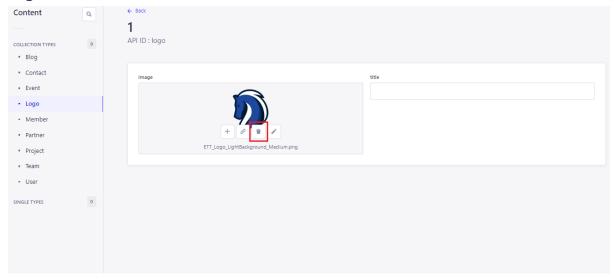
#### **Event**



The event is basically the same as the blog/project, but you can also indicate the start date, start time, end date and end time of the event.

The added contents can be found in home page's event slider and events page in ETT home page.

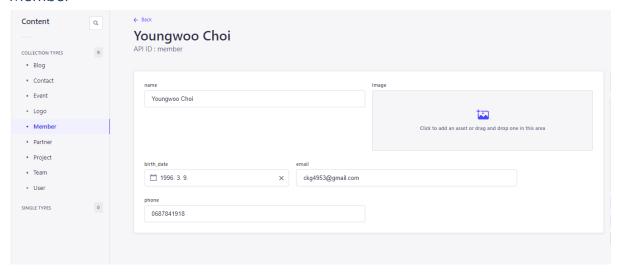
### Logo



There is only one content in logo, and you can edit the logo in the menu of the homepage by editing the image of this content. If you want to edit the image, click delete in the red box and add a new image.



#### Member

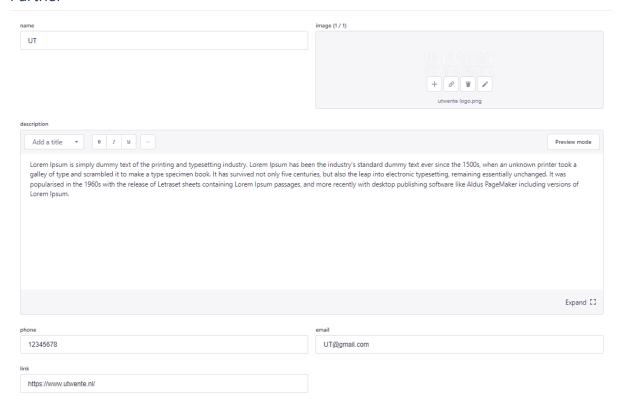


Member is a collection type for members who will belong to the ETT Team, and the member type includes name, birth date, email, phone and image. However, the birth date, email, and phone are private information, so they are not displayed on the ETT website and can only be checked by administrators through CMS.

Also, if the member wants, there is no need to save the image, and if an image is not added, it is displayed as a default image on the web page. This added member can later be assigned to team collection type.

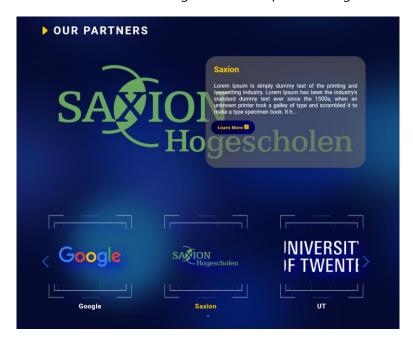


#### Partner

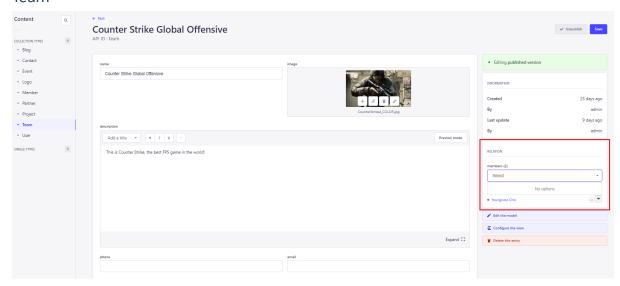


In Partner, you can save name, image, description, phone, email and link. Even though phone and email are not indicated on the website, they have been added so that you can easily save and check contact info in ETT. Link has been added so that users can easily access the partner page.

These added partners can be checked on the partner slide and partners on the home screen. For Image, it is recommended to add a PNG image with a transparent background.

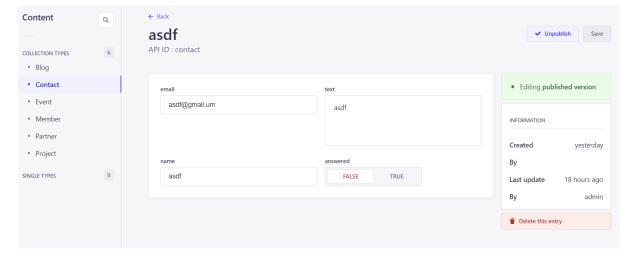


#### **Team**

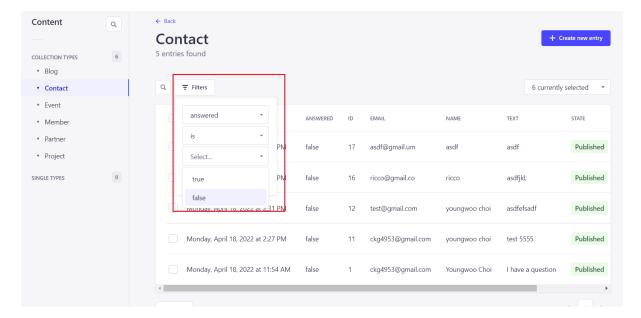


In Team, you can manage not only name, image, description, phone and email of the team, but also its members through the red square box. To add a member, the member must have already been created in the Member collection.

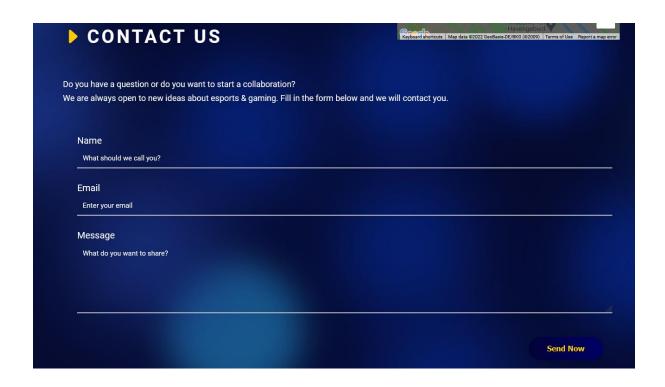
#### Contact



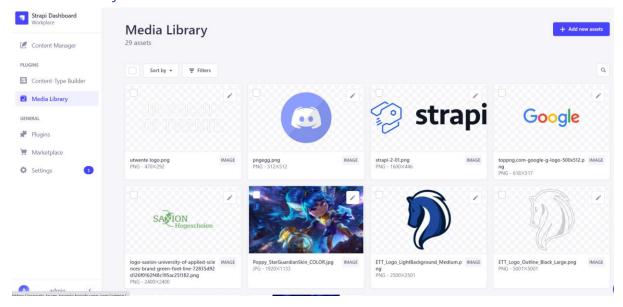
This is the collection of messages sent by user through the contact form. The user's email, name and text are saved, and you can indicate whether the inquiry has been answered through 'answered'. Therefore, the administrator in charge of the contact need to change the answered to true after checking it to avoid double-checking the contact.



Moreover, you can check unanswered contacts only with filter functionality.

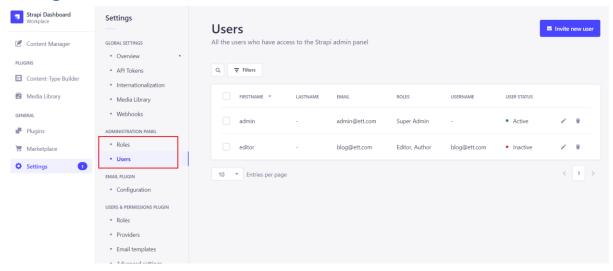


## Media Library



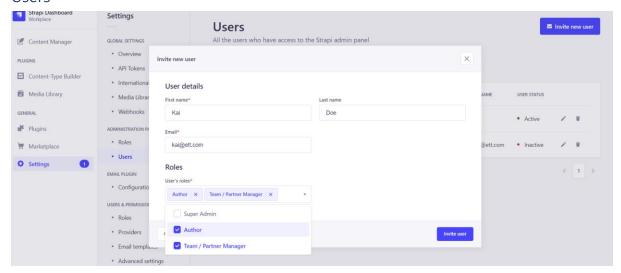
You can find all saved images in Media Library. However, if you delete an image which is registered in a content, it may cause an error in the content, so please check whether the image is being used in some contents before deleting.

## Settings



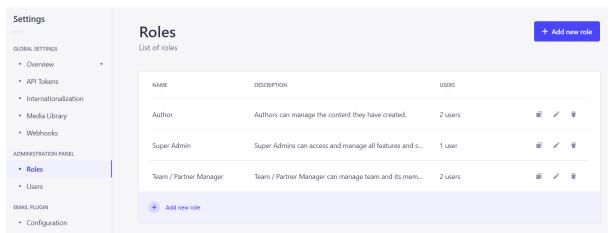
You can add and manage accounts that can access CMS and roles in Settings. This functionality is only available to the super administrator, which is admin@ett.com.

#### Users

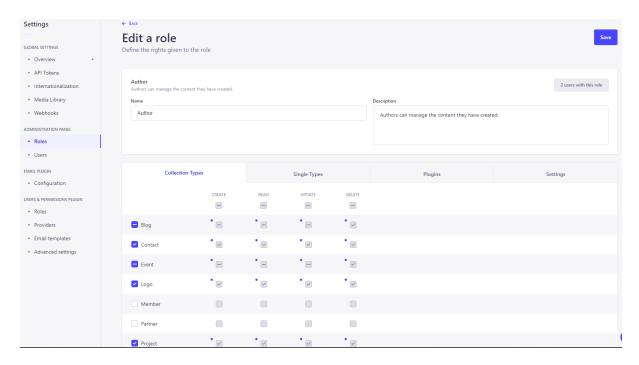


You can create a new account by clicking the invite new user button in the upper right corner. All you need to do is fill in your first name, last name, and email and select a role. If you want, you can assign multiple roles for the user. If you click invite user after filling in all the information, you will receive an invitation link, and if you share the link with the owner of the account, you can set a password.

#### Roles



In Roles, you can create and manage roles, and you can grant each role the permissions. Please note that up to 3 roles can be created in the free version and 'Super Admin' cannot be modified. Currently, it is arbitrarily set as an 'Author' who writes contents and a 'Team/Partner Manager' who manages teams and partners. Of course, it can be modified at any time as you want.



In Edit a role, you can edit the role's name, description, and permissions. Through the checkbox shown at the bottom, you can grant/remove permission for the corresponding collection type.

# Media Size Recommendation

Logo: 120x120

Team Slider: 1920x1080, 16:9

Events: 1920x1080, 16:9

Project: 1080x1080, 1:1

Blog: 1080x1080, 1:1

Partner Image: 1080x1080, 1:1