Instruction Manual for Website Administration

Accessing the Admin Panel

1. Locate the Admin Button:

    A. Scroll down to the bottom-right corner of the website.

    B. You will see a button labelled "Admin".

2. Navigate to the Login Page:

    A. Click the "Admin" button.

    B. You will be redirected to the login page.

3. Log In:

    A. Enter the following credentials:

        i. Email: fred@kfwilson.nz

        ii. Password: R@dm8210

    B. Click the "Login" button.

Managing PDF Files

1. Select a Category:

    A. After logging in, locate the "Select Category" dropdown menu.

Select Category:

Alternative Constitution	⌄

    B. Choose one of the three categories:

        i. Alternative Constitution

        ii. Explanation

        iii. Listen Up

2. Upload a PDF:

    A. Click the "Choose File" button and select a PDF file from your device.

    B. Once selected, click the "Upload PDF" button to upload the file.

Choose File	1. What's Happening.pdf	→	**Upload PDF**

Note: Only one PDF file can be uploaded at a time.

Deleting PDF Files

1. View the Files:

    A. After selecting a category, you will see a list of uploaded PDF files.

|	
Proposed Alternative Constitution.pdf	Delete
Schedule 1.pdf	Delete
Schedule 2.pdf	Delete
Schedule 3.pdf	Delete

2. Remove a File:

    A. Click the "Delete" button located to the right of the file you want to remove.

Proposed Alternative Constitution.pdf	→ Delete

Finalising Changes

1. Return to the Main Page:

    A. Once you're done managing the files, click the "Go Back" button located at the top-left corner of the page.

← Go Back

Admin Page
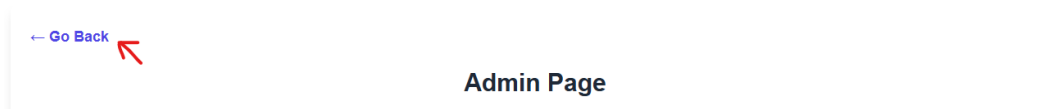
2. Verify Changes:

    A. You will be redirected to the main page.

    B. Check the Menu to confirm that your changes have been applied.