

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".

otion, and instead vote **YES** for the **Alternative Constitution**.

is proposing and why it should not be approved for an RNZRSA that cherishes
ship and remembrance.

propose to be adopted, along with an **Explanation Sheet** that addresses each
g the RNZRSA going forward.

acts that you should be aware of.

nment, please email us at admin@alternativeconstitution.nz.



2. Navigate to the Login Page:

- A. Click the "Admin" button.
- B. You will be redirected to the login page.

A light gray rectangular area containing a white login form. The form has a title "Login" in bold black text at the top. Below the title, there are two input fields. The first is labeled "Email" and contains the placeholder text "Enter your email". The second is labeled "Password" and contains the placeholder text "Enter your password". Below these fields is a blue button with the text "Log In" in white.

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:

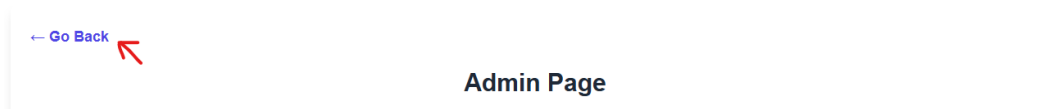
A. Click the "Delete" button located to the right of the file you want to remove.

Proposed Alternative Constitution.pdf	 Delete
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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.



2. Verify Changes:

A. You will be redirected to the main page.

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

