Website Administration Guide

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This guide is an overview of the features and how to administrate content on the timothymcallister.com website.

The tool for doing this is known as **Statamic**, a text-file based Content Management System designed for easy updating, version control and performance.

Enclosed you will find the Administration login information as well as short descriptions on how to use the system.

Administration Information

TEST SERVER
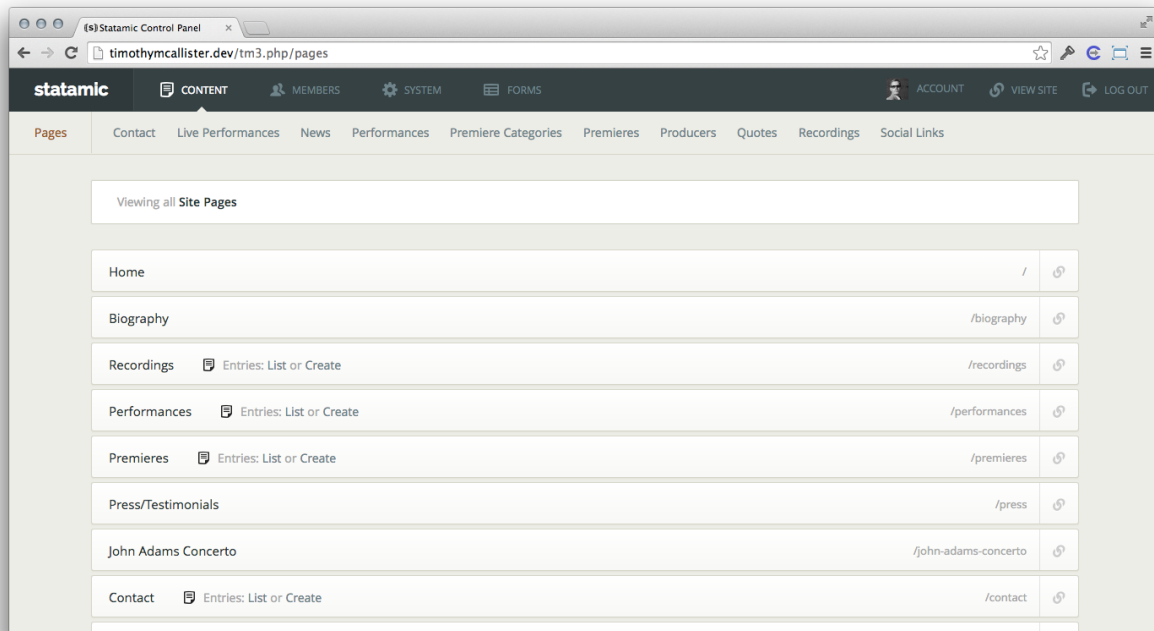http://tm.joedakroub.webfactional.com/tm3

PRODUCTION SERVER
http://timothymcallister.com/tm3

LOGIN CREDENTIALS
Username: tmcallister
Temporary Password: p@ssw0rd

Administration Dashboard

Upon login, you should see a screen similar to the following, this is the Administration Dashboard.
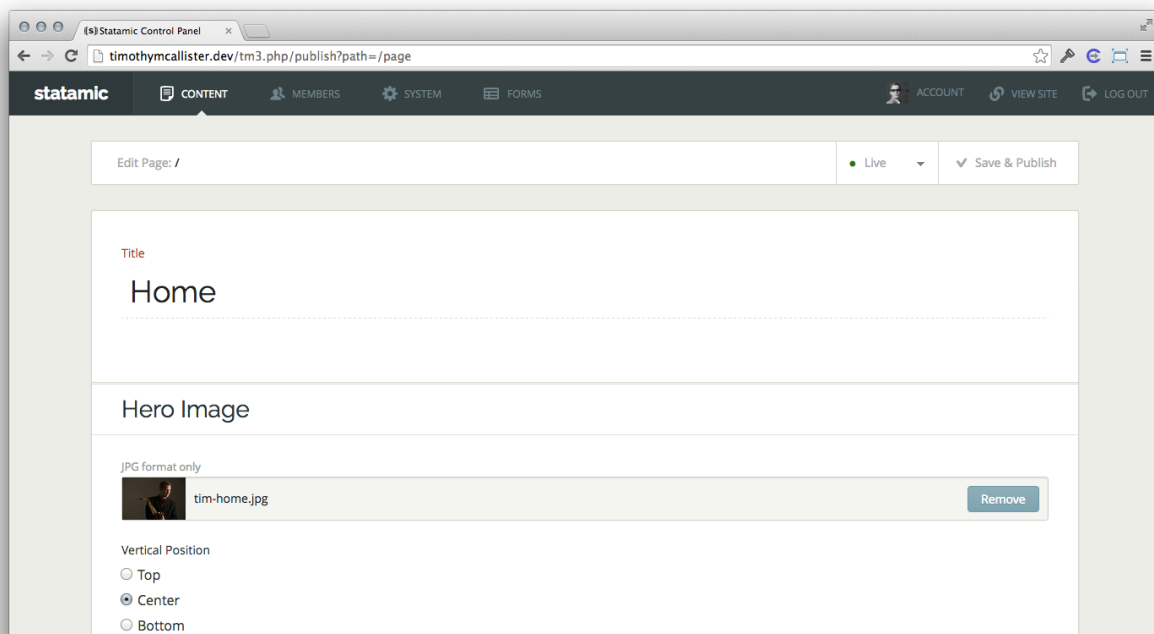

- To get back to this screen, click the **Pages** link at the top left or the **Statamic** logo.
- The primary areas you will be concerned with are the **Content** and **Forms** tabs at the top of the screen.
- **Content** houses all the site content including your Biography, Recordings and Performances.
- **Forms** contains the Mailing List and Message submissions.

Content

Each row on the Content screen signifies an area or piece of content on the site.

To edit the content for a particular page, simply click the name of the page you wish to edit.

1. Click the **Home** link
2. You should see a page similar to this:

This is a typical content editing form. All forms contain at least a **Title** field, which every page should have.

Most entry forms have some of the same fields, but many are specific to the content requirements of the page.
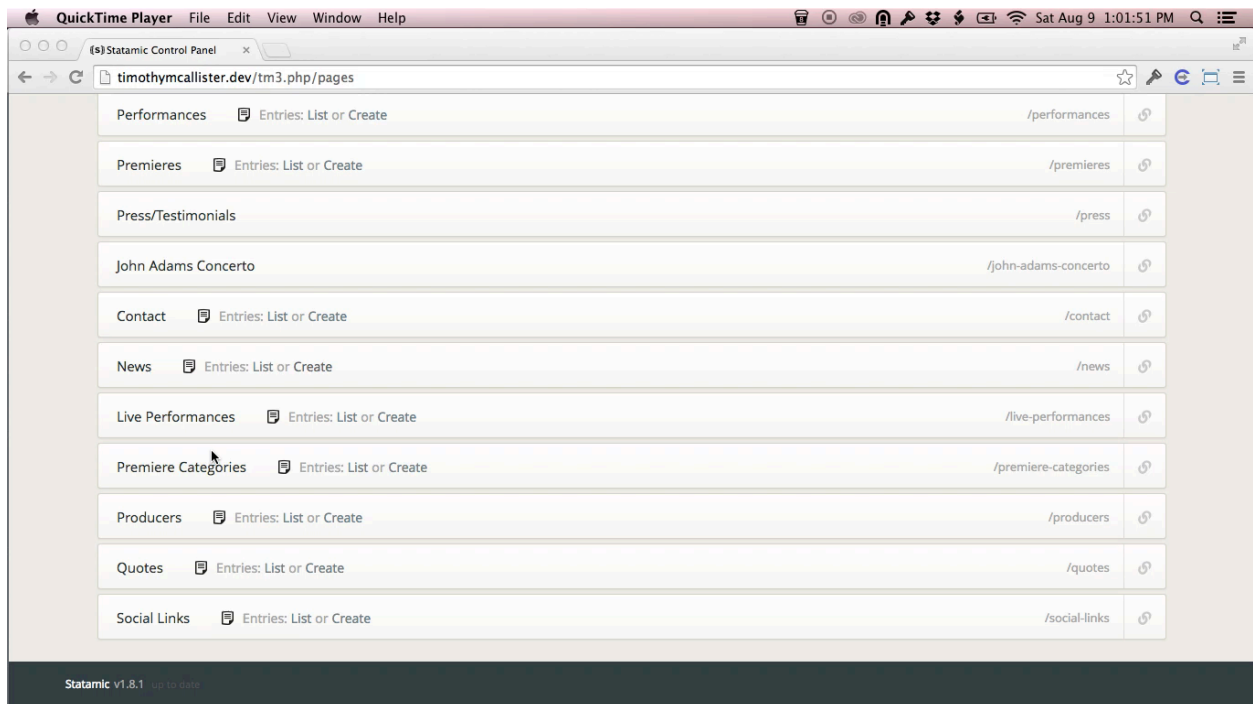
Content Types

The Administration site breaks content up into 2 types: Pages and Entries.

Pages are singular pages like Biography, Contact and Adams Saxophone Concerto.

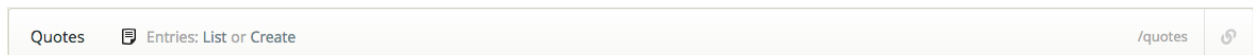**Entries** are a series of pages like Performances, Recordings and News.

Pages can also contain Entries, therefore a page like News can be edited under the Page link and under the Entries links.

To edit a Page, click on the page link.
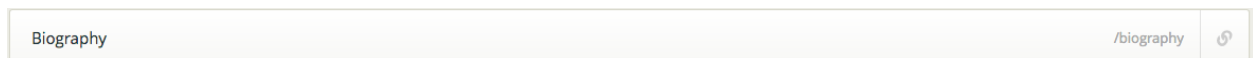
To add/edit an Entry, click on the **List** or **Create** link under the type of entry you wish to edit.

When you are finished editing a page, simply click the **Save & Publish** button at the bottom or top right of the screen.

Statuses

Each page has a status: **Live**, **Hidden** or **Draft**.

Most Pages will have a **Live** status, which means that they have a URL and are available for the public to see.

For Pages, you typically do not need to change this setting.

For Entries like a performance or recording, you may wish to set the status to **Draft** or **Hidden** while working on writing the entry.

You can change the status by setting it at the top of the entry form and then clicking **Save & Publish**.

Changing a status from **Draft** to **Live** will make the entry appear on the website.

| Edit Page: **/biography** | ✓ Live | ✓ Save & Publish |
| | Hidden | |
| | Draft | |

Markdown

Most large pieces of content are written using the Markdown format. This is a simple, lightweight way of marking up content when writing.

Markdown is easy-to-ready and simple to translate to HTML, which is what web pages are made of.

Statamic makes it easy to write Markdown without having to learn much about it.

Large text areas all have a toolbar at the top that lets you produce bold, italics, links and more.

To learn the more about the syntax of Markdown please see http://daringfireball.net/projects/markdown/.
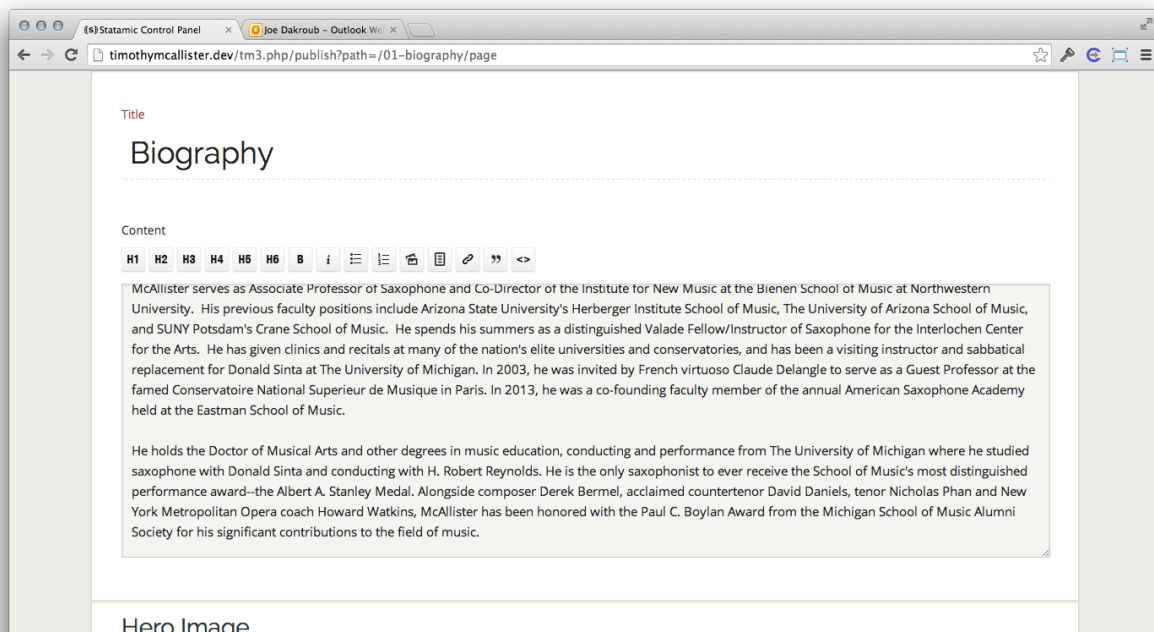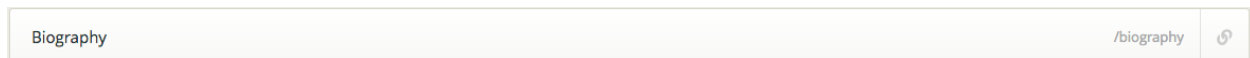
Hero Images

Many pages contain what is called a **hero image;** a large banner image at the top of the page.

The hero image and positioning can be edited in the Administration site using an editing form that exists for the page that contains it.

This form enables you to upload/remove an image and control the vertical/horizontal positioning of the header image.

The Biography, Performances, Premieres, Press, and Adams Saxophone Concerto pages are pages that contain hero images.
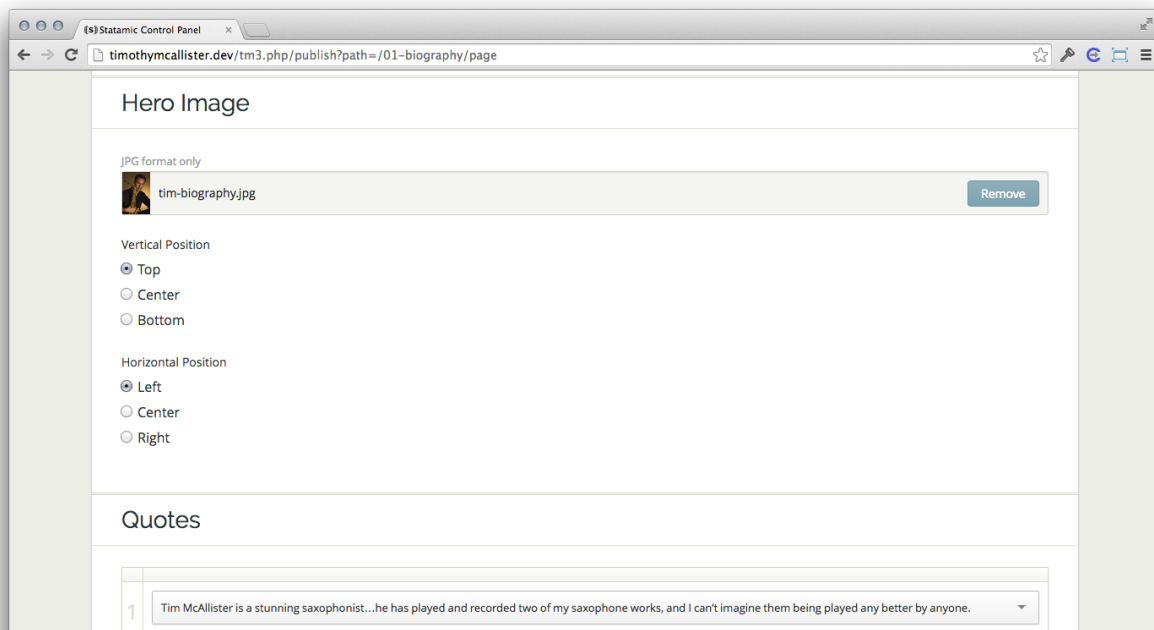
To edit the image, click on name of the page on the Dashboard:

In the Hero Image section you can upload/remove an image and set its vertical and horizontal position.

The vertical and horizontal position affects how the image will display on the screen.

Some images will require manual adjustments to make them appear the best they can for all screen sizes.
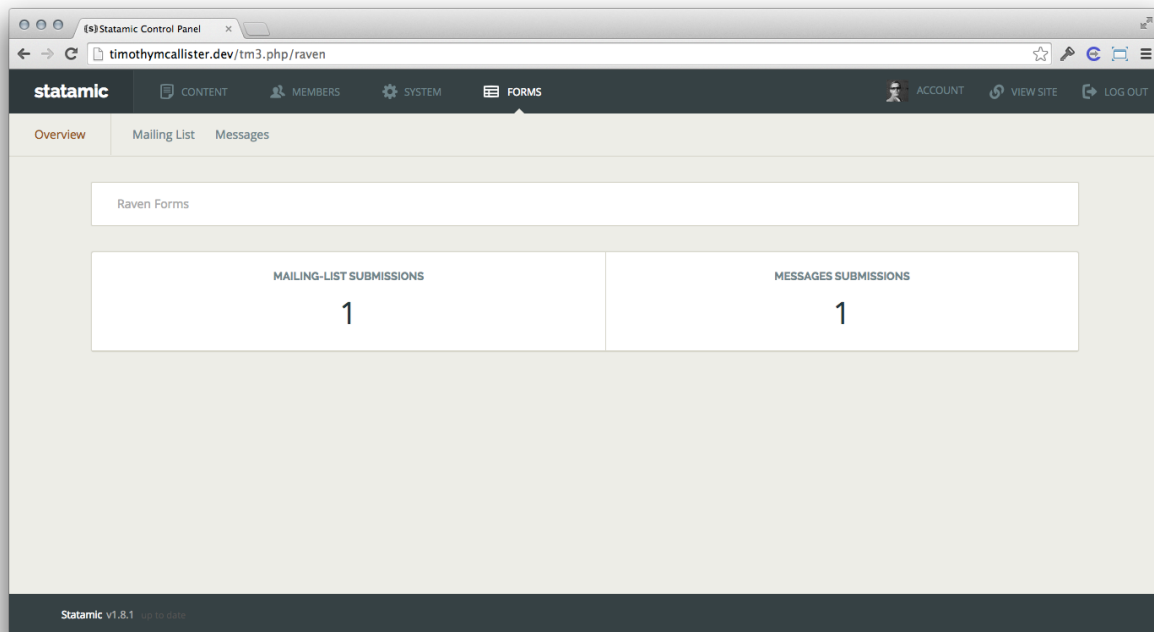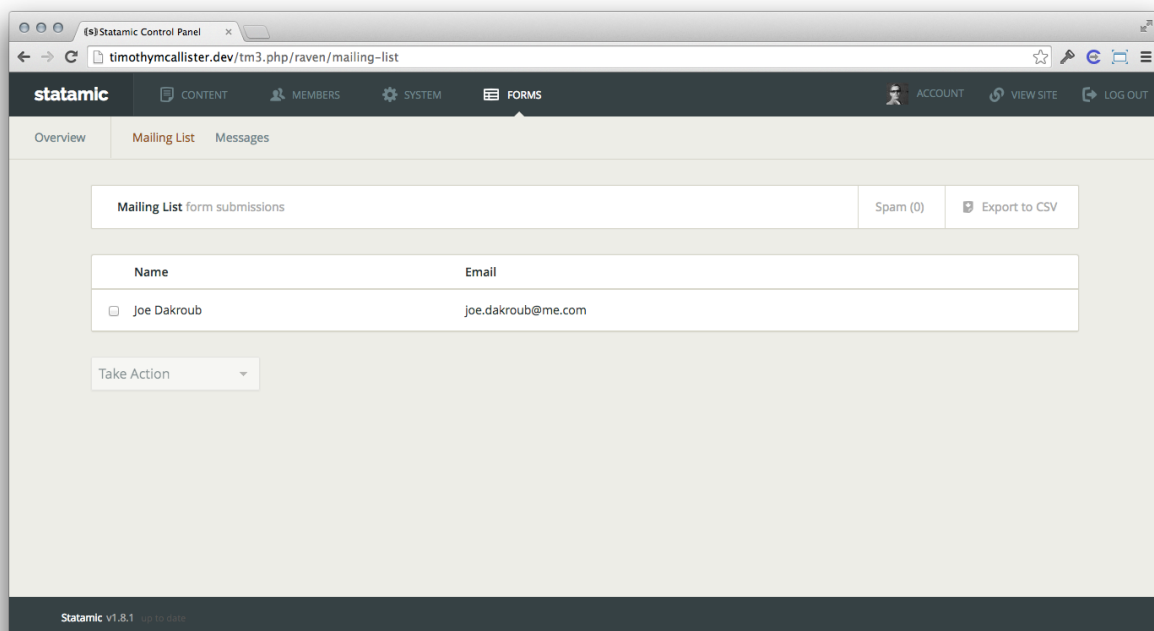
Forms

Forms are used to collect information from visitors of the website.

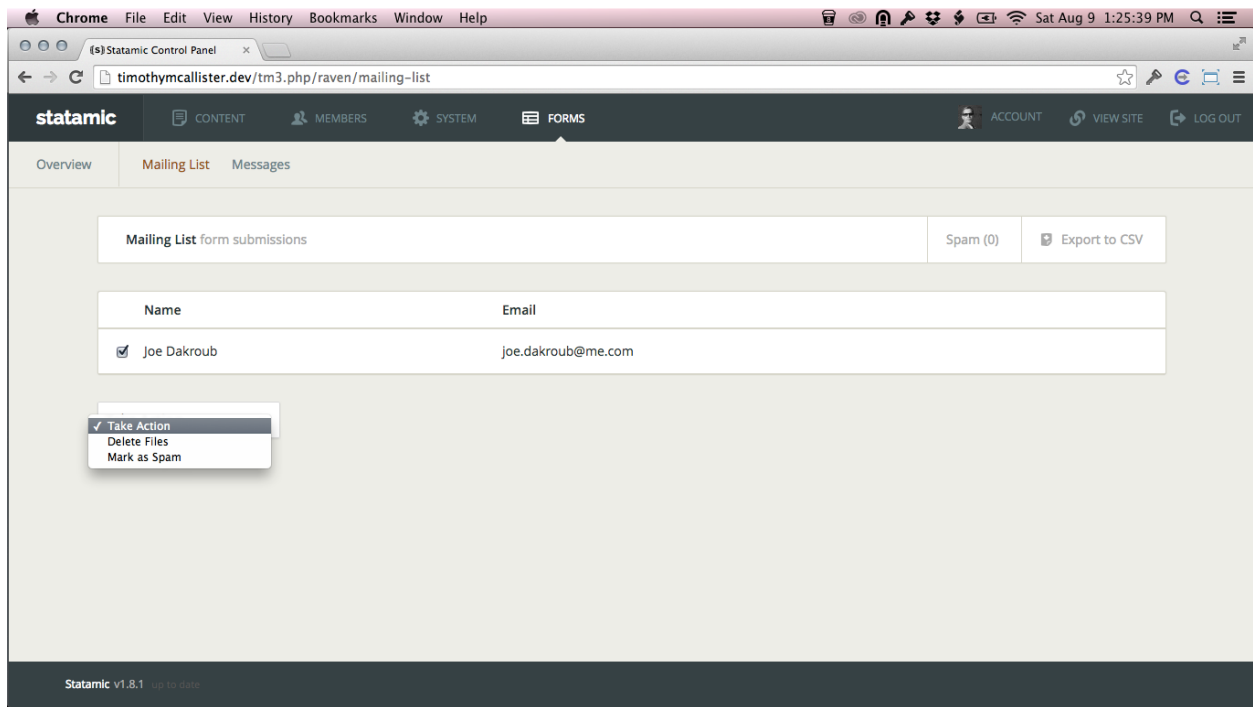The Mailing List and Messages form are examples.

Forms can be managed by clicking the **Forms** tab at the top of the Administration site.

To see the form submissions for a particular form, simply click the name of the form.

To remove a submission, click the checkbox next to the row and select **Delete Files** from the Take Action dropdown.

In addition, if you feel a submission looks like spam you can choose **Mark as Spam** to report it to the Akismet service which will help the service learn about what is truly spam or not.
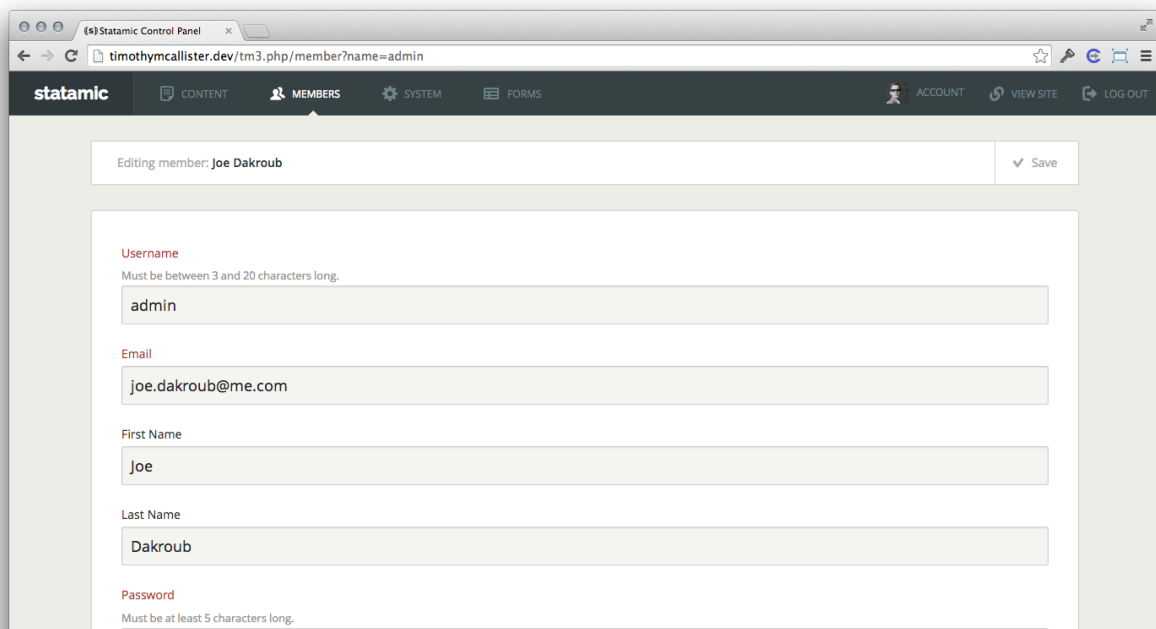
Members

Members can be managed under the **Members** tab. Here you can create and edit member profiles.
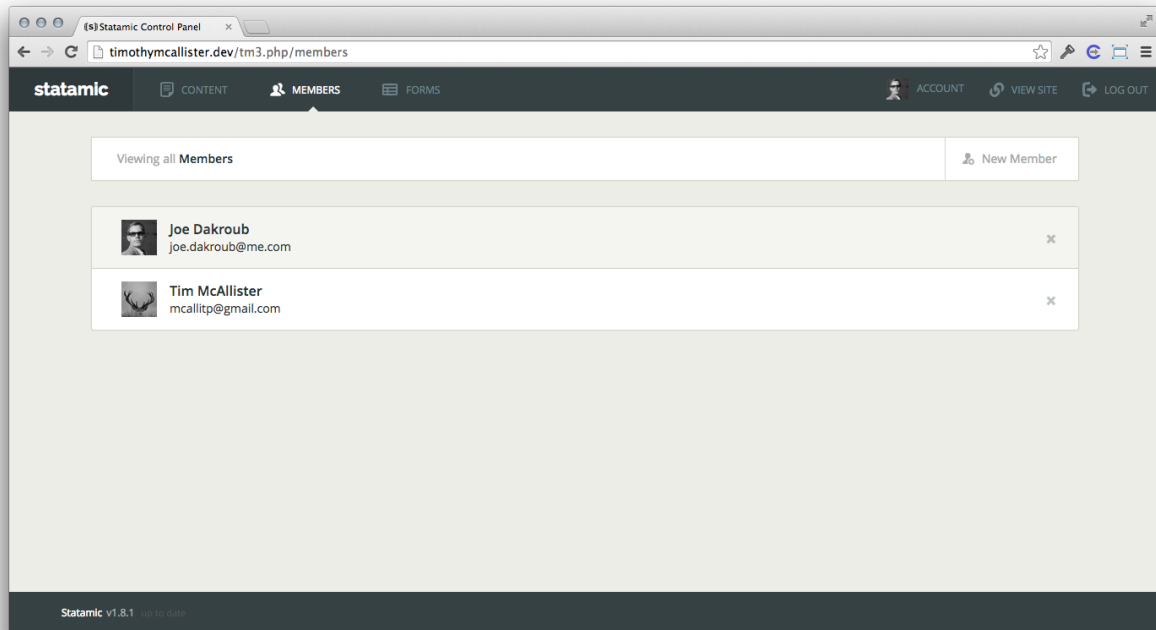
Account

The **Account** tab contains your system user profile. Here you can edit your name, email and password.

CHANGE LOG

Version 1.0: Saturday, August 9, 2014

• Initial release