

Convergence Website and CMS

URLs:

Website: <http://convergence-london.com>

CMS: <http://convergence-london.com/admin>

Comments admin: <https://convergenclondon.disqus.com/admin/>

Add CMS users

1. Click *Users* link at the top right of the screen
2. Click *Add a new user*
3. Add a username, real name, email address, select admin or user, add a password or tick *generate password*
4. Click *add new user* button

--- An email will be sent to the new user from donotreply@convergence-london.com (be aware it might go in the spam folder!)

Edit homepage

--- The media embed area on the homepage is editable. It displays each Embed which has been added in the CMS. Embeds could be from Soundcloud, YouTube or Vimeo.

1. Click Embeds tab
2. Delete an existing embed by clicking the *trash can* icon
3. Add a new embed by clicking *Add a new embed*
4. Edit an embed by clicking on its row

--- Ensure embed code consists of `iframe` tags only, with no width or height attributes e.g.:

```
<iframe scrolling="no" frameborder="no" src="https://w.soundcloud.com/player/?url=https%3A//api.soundcloud.com/tracks/141161597"></iframe>
```

Add a news post

1. Click *Blog posts* tab
2. Click *Add a new blog* link
3. Select an *author* from the dropdown menu
4. Select a *publish date* (this is for display purposes only)
5. Select a *category* from the dropdown menu
6. Enter a *title*
7. Enter the *body* text. You can use simple formatting using the toolbar icons like bold, underline and italic, lists, links and images.
8. To upload an image click the *image* icon, select the *upload* tab, browse to your file, click *send it to the server*.
9. The image gets resized if necessary. Click *ok*.
10. You can also edit the HTML for the body text by clicking the *source* icon
11. Add a hero image. This is the image that appears at the top of the news page. This should ideally be 1280x720px
12. Tick the *publish on site?* checkbox if you want this new item to go live
13. Add tags to the news item. This should be a comma-delimited list e.g.: *tagone, tagtwo, tagthree*
14. Click *Add new blog* button

Add a venue

1. Click *Venues* tab
2. Click *Add a new venue* link
3. Add venue name
4. Add venue location in the format *51.519092, -0.094079* (i can do this for you once we know the venues!)
5. Add an optional venue description
6. Click *Add new venue* button

Add a category

--- Categories are used to categorise events. Each event can have 1 category.

1. Click *Categories* tab
2. Click *Add new category*
3. Add category name
4. Click *Add new category* button

Add author

--- Authors are used to display who wrote a news item.

1. Click *Authors* tab
2. Enter author name

3. Click *Add new author* button

Add an event

1. Click *Events* tab
2. Click *Add new event* link
3. Select a category from the dropdown menu
4. Add event name
5. Select a venue from the dropdown menu
6. Add an event description
7. Enter the event start and end date/times
8. Add the event price in £
9. Tick the *Featured on homepage* checkbox if you want this event to feature in the homepage carousel
10. Tick the *All-day event* checkbox if this is an all day event
11. Add an event image. This should ideally be 1280x1008px.
12. Click *Add a ticket link* to add a URL to songkick, seetickets, barbican etc. ticket sales. A ticket link comprises a URL and a display name. You may add more than one ticket link.
13. Click *Add new event* button to save it.

Edit About page

--- The About page is fully editable.

1. Click *Pages* tab
2. Click on the page title to edit the About page
3. Edit the page and click the *Save changes* button

Comment management and moderation

The website uses Disqus to add commenting functions to the news and event pages. To manage and moderate comments:

1. Signup to Disqus here: <https://convergelondon.disqus.com/profile/signup>
2. Let me know your Disqus username so I can add you as an admin
3. Go here to perform moderation: <https://convergelondon.disqus.com/admin/>