**Client: Lansdowne Centre Website**

**Project: CMS Document**

**Date: January 8, 2020**

**NOTES FOR CODERS:** The pages, images and content have been sorted into several folders to replicate the sitemap. Hoping this helps you guys keep them organized and understand what will go where. The sitemap is in the Resources folder—if you find it hard to follow it may help to look at the designed Sitemap page too.

The client has not provided content for several sections of the site but has given us an idea of what they want to put on the pages. I’ve designed these sections/pages using placeholder content and images. We will go in and replace all the images and update the content through the CMS when you guys have coded the page.

There are also several pages with sections called “Resources” in a gray box on the bottom. For these, we would like to be able to upload documents that can be downloaded by clicking, or link to internal and external web pages. Some of the documents to upload have been provided, but we will go through each page and upload others through the CMS.

**CMS Functionality**

**Navigation**

TOP NAV BAR:

Through the CMS, we need the ability to edit the following:

* Phone number
* Social Media links

MAIN HEADER:

Through the CMS, we need the ability to edit the following:

* Logo image
* Button names and locations for “Donate”, “Capital Campaign” and “My Account”, as well as ability to hide and re-order

NAVIGATION:

Through the CMS, we need the ability to edit the following:

* Section names
* Add pages below sections
* Hide or re-order sections and pages

ALERT MESSAGE:

Through the CMS, we need the ability to edit the following:

* Hide or show alert message
* Alert message text (if possible, can we set a timeframe that we want the message to show?)

FOOTER:

Through the CMS, we need the ability to edit the following:

* Add, hide, remove, re-order and edit Visit addresses
* Edit, hide Contact info
* Add, edit, hide, re-order Site links and their locations
* Edit social media links

**Home**

ROTATOR:

Through the CMS, we need the ability to edit the following:

* Add, remove, hide rotators
* Edit all content and images
* Each rotator should have a place for: image, title, body copy, button
* All button locations editable to go to internal or external page

WELCOME:

Through the CMS, we need the ability to edit the following:

* Text

NUMBERS:

-Circles have been provided as images, need the numbers and text below them to be editable

-Need to be able to edit the subtext “\*Based on 2019-2020 Annual Report” so they can update each year

FEATURE (Capital Campaign):

Through the CMS, we need the ability to edit the following:

* Text
* Button and location
* Background image

RECENT NEWS:

Would like this section to automatically fill in with the two most recent stories.

Through the CMS, we need the ability to edit the following:

* “Recent News” title
* Hide/display entire section

UPCOMING EVENTS:

Through the CMS, we need the ability to edit the following:

* “Upcoming Events” title
* Hide/display entire section

**Search Function**

Through the CMS, we need the ability to edit the following:

* Text content that displays below the search results

**About Us / Lansdowne Centre History**

Through the CMS, we need the ability to edit the following:

* Page title
* All text
* Each timeline item requires year or years and text blurb
* Ability to add photos above or below text blurbs within sections of the timeline

**About Us / How We Provide Services, Strategic Plan, Accountability and Impacts, Centre Closures, Health and Safety, Privacy Policy**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image
* Upload resources and edit their names in Resources list
* Add, delete, re-order, hide links in Resources

**Start Service / Central Intake**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image
* Hide/show Referral CTA

**Referral CTA**

To be used as a global element on many pages of the site, driving traffic to the Referral Form.

When edited through the CMS, would like the change to be applied to all instances through site.

Through the CMS, we need the ability to edit the following:

* Text and image
* Button text and location

**Start Service / Referral Form**

Through the CMS, we need the ability to edit the following:

* Page title
* Form section titles
* Text below form
* Make fields mandatory or not mandatory
* Edit the email address where the submitted forms are sent

**Our Services / Child and Youth Worker, Developmental Paediatrics, Early Integration Programs, Holistic Integrated Teams (HITs), Infant and Child Development Program, Occupational Therapy, Physiotherapy**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image
* Upload resources and edit their names in Resources list
* Add, delete, re-order, hide links in Resources
* Hide/show Referral CTA

**Our Services / Autism Services (Main)**

Through the CMS, we need the ability to edit the following:

* Page title
* Section titles and text
* Add new Autism service pages to sections (following typical service page template)
* Edit, remove or re-order Autism service pages
* Hide/show Referral CTA

**Our Services / Autism Services (right side bar)**

Through the CMS, we need the ability to edit the following:

* Hide, add or display pages from this section

**Our Services / Autism Services / Foundational Family Services / Family Resources and Information**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image
* Hide/show Referral CTA

**Our Services / Autism Services / Foundational Family Services / Workshops and Coaching**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Workshops will automatically display from when they are uploaded to the My Account and marked as Autism Services (more on this in the My Account section)

**Our Services / Autism Services / Foundational Family Services / Brief Targeted Consultations**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Add available dates and times for users to choose from
* Hide the form entirely if they choose not to use the form to book the consultations

**Our Services / Autism Services / Foundational Family Services / Family/Peer Mentoring and Social Supports**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image
* Hide/show Referral CTA

**Our Services / Recreation Programs (Main)**

Through the CMS, we need the ability to edit the following:

* Page title
* Section titles and text
* Add new recreation program pages to sections (following typical service page template)
* Edit, remove or re-order recreation service pages
* Hide/show Referral CTA

**Our Services / Recreation Programs / Camp and Recreation (CARE), Every Kid Counts**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image
* Upload resources and edit their names in Resources list
* Add, delete, re-order, hide links in Resources
* Hide/show Referral CTA

**Our Services / Respite Programs (Main)**

Through the CMS, we need the ability to edit the following:

* Page title
* Section titles and text
* Add new respite program pages to sections (following typical service page template)
* Edit, remove or re-order respite service pages
* Hide/show Referral CTA

**Our Services / Respite Programs (Main) / Alternate Care Program, Autism Spectrum Disorder (ASD) Respite, In Home Respite, Kids Country Inn, Special Services at Home**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image
* Upload resources and edit their names in Resources list
* Add, delete, re-order, hide links in Resources
* Hide/show Referral CTA

**Fee for Service / Autism Services (Main)**

Through the CMS, we need the ability to edit the following:

* Page title
* Section titles and text
* Hide/display or add sections of services

**Fee for Service - Autism Services for 0-5 Years, 6-12 Years, 13-18 Years**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Add collapsible sections with basic text functionalities
* Header image
* Upload resources and edit their names in Resources list
* Add, delete, re-order, hide collapsible sections
* Hide/show Referral CTA

**Fee for Service / Recreation Services (Main)**

Through the CMS, we need the ability to edit the following:

* Page title
* Section titles and text
* Hide/display or add sections of services

**Fee for Service – Therapeutic Recreation**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image
* Upload resources and edit their names in Resources list
* Add, delete, re-order, hide links in Resources
* Hide/show Referral CTA

**Our Team / Meet Our Team**

Through the CMS, we need the ability to edit the following:

* Page title
* Edit, add, delete, re-order employees
* Each employee slot in the CMS should have a place for: image, name, position, phone number with ext., email address
* Not all fields mandatory (if person does not want to include their email or phone number, for example)

**Our Team / Meet Our Board**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image

**Our Team / Board Membership Opportunities**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Button text and link location

**Employment Opportunities (Careers)**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Add, hide or remove job postings
* Job Postings text must be able to add titles like “Responsibilities” and “Qualifications and Experience” within text editor in case a job posting for something unique must be added
* Edit the email address which form entries are sent to

**Volunteers/Students - Volunteers**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Change text and link for Volunteer Application Form (upload a different form if needed)

**Volunteers/Students - Students**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles

**Family Resources / Information for Parents, Family Support Network, Linking with Lansdowne, Resource Centre, Community Resources**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Header image
* Upload resources and edit their names in Resources list
* Add, delete, re-order, hide links in Resources
* Hide/show Referral CTA

**Family Resources / FAQ’s**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Add, edit, re-order or hide Questions and their Answers

**Events Calendar**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Add events: Title, date, time, option to attach internal or external link for “Learn More”

**News – Main and New Stories**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Add, edit, hide or delete News Stories

**Contact Information**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Add, edit, hide or delete locations
* Edit address and hours for each
* Add new google link map if needed for a new location (they have one coming that they will need to add themselves)
* Edit the email address which the form is sent to

**Staff Directory**

Through the CMS, we need the ability to edit the following:

* Page title
* Add, edit or delete Staff Members
* Add Departments so that they can filter staff members by Department
* List name, phone number, email, role and department for each person

**Subscribe to Email Communications**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Edit the email address which the form is sent to
* Edit which form fields are required

**Client Feedback**

Through the CMS, we need the ability to edit the following:

* Page title
* All text and section titles
* Edit the email address which the form is sent to
* Edit which form fields are required

**404 Error**

Through the CMS, we need the ability to edit the following:

* Text
* Button text and location

**Sitemap**

Through the CMS, we need the ability to edit the following:

* Links

**My Account - Login**

Through the CMS, we need the ability to:

* View account information (not passwords of course) for the accounts that have been created by the public
* Delete client accounts if needed
* Reset client passwords if needed

**My Account – Register for Workshops**

Through the CMS, we need the ability to:

* Create new workshops with the following information fields:
  + Age group (0-5, 6-12, 13-18, Parent/Caregiver)
  + Date
  + Time
  + Cost
  + Image
  + Overview (text)
  + Place to upload Resources for participants to download
  + A checkbox to toggle on if the Admin would like the workshop to appear on the age appropriate Fee for Service – Autism Services page

-The Admin must receive some type of notification that a participant has registered for the Workshop

-The admin can deny a registrant participation if they are not a good fit, and issue a refund

**My Account – Invoices**

Through the CMS, we need the ability to:

-Upload invoices to users accounts