**Client: Lansdowne Centre Website**

**Project: Functionality Document**

**Date: January 8, 2020**

**Colour Codes:**

Light Green #259f42

Dark Green # 00703c

Yellow #fec43d

Blue #39ba9c

Light Blue #d7f1eb

Orange #eb822b

Off Black #323132 (text)

Dark Grey #282829 (footer)

**Font Family**: Montserrat – Regular, Bold

**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.

***Due to the clientele that will be using this website, it is critical that it is accessibility friendly. Please let us know if you have any concerns or suggestions to help us ensure we achieve this.***

Front End

**Navigation and Footer**

TOP NAV BAR:

-User can use Centre and Foundation buttons to toggle between the two sides of the website  
-User can increase and decrease the font size of the website

-Phone number links to <tel:5197533153>

Social media links:

<https://www.facebook.com/Lansdowne-Childrens-Centre-127644350608842/>

<https://twitter.com/LansdowneBrant>

<https://www.youtube.com/user/LansdowneCC>

<https://www.instagram.com/lansdownechildrens/?hl=en>

Mobile

-Social links and text size changer do not display in mobile

MAIN HEADER:

-Logo links back to home page on all pages

-Donate button links to Donate page on Foundation site

-Capital Campaign button links to “The Results” page on Foundation site

-My Account links to login page for client portal

-Search button opens search field window

-On hover, a thick Blue line appears below Donate, Capital Campaign, My Account and Search

Mobile

-Collapses down to show just logo

-buttons are shown in dropdown menu

NAVIGATION:

-Pages listed as shown in sitemap

-On hover, text colour for items change to Dark Green

-On hover or click, dropdown is shown and reveals the pages for that section (see sitemap) as shown in “Home\_Dropdown-and-Alert” PDF

-On hover, text colour of items in dropdown change to Dark Green  
  
Mobile

-In mobile, header links and navigation collapse into an accordion menu

-User clicks MENU and/or arrow to open menu

-When menu is open, arrow flips upward

-User can close menu by clicking MENU and/or arrow button, or out of menu

-User clicks menu section to expand and see list of pages with dark green background and white text

ALERT MESSAGE:

-Admin can toggle on an alert message to appear at the top of the screen on all pages

-This will be used to share important alerts like closures

FOOTER:  
-All links underline on hover, see phone number under “Contact” for example

-Site Links link to pages on website  
-Member Portal links to Member Portal login page – open in new window

Visit links:

<https://www.google.com/maps/place/Lansdowne+Children's+Centre/@43.1294365,-80.2783515,17z/data=!3m1!4b1!4m5!3m4!1s0x882c661fd2b2ccb9:0x9105d025712db9a3!8m2!3d43.1294365!4d-80.2761628>

<https://www.google.com/maps/place/12+Colborne+St+N,+Simcoe,+ON+N3Y+3T9/@42.8370616,-80.3086591,17z/data=!3m1!4b1!4m5!3m4!1s0x882c4dd96f02d655:0x9ebc2673f51af1a8!8m2!3d42.8370577!4d-80.3064704>

<https://www.google.com/maps/place/11+Colborne+St+N,+Simcoe,+ON+N3Y+3T8/@42.8372141,-80.3084161,17z/data=!3m1!4b1!4m5!3m4!1s0x882c4dd96bd93695:0x6c16db10dc10dd46!8m2!3d42.8372102!4d-80.3062274>

<https://www.google.com/maps/place/3-82+Argyle+St+S,+Caledonia,+ON+N3W+1E5/@43.0691982,-79.9567031,17z/data=!3m1!4b1!4m5!3m4!1s0x882c8d1aef2ab6a7:0xe3f0c481ff807d23!8m2!3d43.0691943!4d-79.9545144>

<https://www.google.com/maps/place/Ramsey+Dr,+Haldimand,+ON/@42.9072681,-79.6064559,17z/data=!3m1!4b1!4m5!3m4!1s0x882cc5b2cc96dd97:0x9f23a5ea5e1dad8!8m2!3d42.9072642!4d-79.6042672>

Contact links:

<Tel:5197533153>

<Tel:18004547186>

<mailto:info@lansdownecc.com>

Social media links:

<https://www.facebook.com/Lansdowne-Childrens-Centre-127644350608842/>

<https://twitter.com/LansdowneBrant>

<https://www.youtube.com/user/LansdowneCC>

<https://www.instagram.com/lansdownechildrens/?hl=en>

-Copyright year update automatically each year

**Home**

ROTATOR:

-User can toggle through rotators by clicking left and right arrows

-Each rotator will have an image, title, body copy and button to an internal or external link

Mobile

-Body content hidden, only showing title, button and image

NUMBERS:

-Numbers should display as a counter when user scrolls down to this section

FEATURE (Capital Campaign):

-Learn more button links to “The Results” page on Foundation site

RECENT NEWS:

-Section automatically updates with 2 most recent stories added to the Events and News page, showing title, publish date, first 2 lines of story.

-“Read more” button opens the full story page (see News-Story PDF)

UPCOMING EVENTS:

-Section automatically updates with 3 next upcoming events from the Events Calendar page, showing Event Name, Date, Time

-Learn More button optional—would link to the event page on the Foundation site if applicable.

**Search Function**

SEARCH ICON:

-Search icon sits in main header of nav and is accessible on all pages

-On hover, thick blue line underlines the icon, like the other items in the Header

-User clicks search icon to open the search bar

SEARCH BAR:

-Dark, off-black (#282829) overlay covers page below

-User enters search query and hits search

-Clicking X clears the search query

-User can leave Search by clicking anywhere outside of the box on the page

-Search results display in scrollable box

-Pages matching words in search query list first, then Other pages containing those words below

-Words matching the query display in bold, dark green

-When user hovers over a result, the background displays as light blue

-On the bottom of all results: “Can’t find what you’re looking for? Visit our sitemap (link to sitemap) for an overview of our website, or contact us (link to contact page).”

**About Us / Lansdowne Centre History**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

TIMELINE:

-We have not provided the green bar or circles as images as we are unsure what the best way to achieve this is via code – please reach out if you need anything to make this happen ([Courtney.m@tdgmarketing.com](mailto:Courtney.m@tdgmarketing.com))

-In mobile, the timeline condenses differently to accommodate the page width. If it is easier to display the timeline in this way on both desktop and mobile, feel free to do so.

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

RESOURCES:

-User can click on internal links, external links, download links for resources relevant to this page

-External links open in new window

**Start Service / Central Intake**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

REFERRAL CTA:

-Start Now button takes user to Referral Form page

**Start Service / Referral Form**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

FORM:

-Month dropdown shows all 12 months of year

-Day dropdown shows 1-31 depending on month selected

-Year dropdown shows last 18 years (clients must be under 18)

-Gender select options: Do not know, Female, Gender Non-conforming, Intersex, Male, Other, Prefer Not to Answer

-Fields below “Referral Completed By” are required

Under Referred Services:

-If “Autism Services (Ministry Funded) is checked, the OAP Registration # below become mandatory and the red “(REQUIRED)” must show.

-User must check reCaptcha to submit form

-Send completed forms to [info@lansdownecc.com](mailto:info@lansdownecc.com) for now – will need to update later

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

RESOURCES:

-User can click on internal links, external links, download links for resources relevant to this page

-External links open in new window

REFERRAL CTA:

-Start Now button takes user to Referral Form page

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

AUTISM SERVICES RESOURCES:

Autism Services button – links to Our Services / Autism Services

First Steps for Families – links to First Steps for Families page

Why Choose Lansdowne? – links to Why Choose Lansdowne? Page

Resources for Caregivers – links to Resources for Caregivers page

Need Help? – links to Need Help? page

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Sections of service links show with a header and about text above

-When user hovers or clicks on a Service, the box changes to dark green and text changes to white

-Each button links to a Service Page about that service

-Fee for Service Options button links to Fee For Service / Autism Services

-Currently no services to go under Urgent Services or Early Intervention—hide these sections for the time being

REFERRAL CTA:

-Start Now button takes user to Referral Form page

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

AUTISM SERVICES RESOURCES:

Autism Services button – links to Our Services / Autism Services

First Steps for Families – links to First Steps for Families page

Why Choose Lansdowne? – links to Why Choose Lansdowne? Page

Resources for Caregivers – links to Resources for Caregivers page

Need Help? – links to Need Help? page

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

-Return to Autism Services Button links back to Our Services / Autism Services

REFERRAL CTA:

-Start Now button takes user to Referral Form page

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

WORKSHOPS:

-Workshops are separated into 2 groups: Parents/Caregivers or Youth/Teens

-Users can browse the available workshops relevant to Autism Services here

-User can click “Register” on a Workshop to Register

-Users are required to login through My Account to sign up and purchase Workshops

-When user clicks “Register for a Workshop” they will be taken to the My Account Login page to either log in or create an account

-Upon logging in, the Workshop Registration Pop Up will display to register the user for the workshop they selected (see My Account PDFs and My Account Functionality section for more info on this)

-PDF has been provided to show how this page should look when there aren’t any workshops available

-Return to Autism Services button links to Our Services / Autism Services

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

AUTISM SERVICES RESOURCES:

Autism Services button – links to Our Services / Autism Services

First Steps for Families – links to First Steps for Families page

Why Choose Lansdowne? – links to Why Choose Lansdowne? Page

Resources for Caregivers – links to Resources for Caregivers page

Need Help? – links to Need Help? page

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

FORM:

-All form fields are required

-Admin will add available dates and times via CMS for client to choose from

-User must check reCaptcha to submit form

-Send completed forms to [info@lansdownecc.com](mailto:info@lansdownecc.com) for now – will need to update later

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

AUTISM SERVICES RESOURCES:

Autism Services button – links to Our Services / Autism Services

First Steps for Families – links to First Steps for Families page

Why Choose Lansdowne? – links to Why Choose Lansdowne? Page

Resources for Caregivers – links to Resources for Caregivers page

Need Help? – links to Need Help? page

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

-Return to Autism Services button links to Our Services / Autism Services

REFERRAL CTA:

-Start Now button takes user to Referral Form page

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Sections of program links show with a header and about text above

-When user hovers or clicks on a program, the box changes to dark green and text changes to white

-Each button links to a Service Page about that service

-Fee for Service button links to Fee For Service / Recreation Services

REFERRAL CTA:

-Start Now button takes user to Referral Form page

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

RESOURCES:

-User can click on internal links, external links, download links for resources relevant to this page

-External links open in new window

REFERRAL CTA:

-Start Now button takes user to Referral Form page

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

Same functionality as Recreation Programs (Main)

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Sections of program links show with a header and about text above

-When user hovers or clicks on a program, the box changes to dark green and text changes to white

-Each button links to a Service Page about that service

REFERRAL CTA:

-Start Now button takes user to Referral Form page

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

RESOURCES:

-User can click on internal links, external links, download links for resources relevant to this page

-External links open in new window

REFERRAL CTA:

-Start Now button takes user to Referral Form page

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

AUTISM SERVICES RESOURCES:

Autism Services button – links to Our Services / Autism Services

First Steps for Families – links to First Steps for Families page

Why Choose Lansdowne? – links to Why Choose Lansdowne? Page

Resources for Caregivers – links to Resources for Caregivers page

Need Help? – links to Need Help? page

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-User clicks on “Select” button within an age group to go to either the 0-5 Years, 6-12 Years or 13-18 Years page

-Foundational Autism Services button links to: Our Service / Autism Services (the funded programs)

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

*These 3 pages will function the same but the 0-5 Years has one more explandable section in its content currently.*

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

AUTISM SERVICES RESOURCES:

Autism Services button – links to Our Services / Autism Services

First Steps for Families – links to First Steps for Families page

Why Choose Lansdowne? – links to Why Choose Lansdowne? Page

Resources for Caregivers – links to Resources for Caregivers page

Need Help? – links to Need Help? page

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

COLLAPSIBLE SECTIONS:

-On page load, all sections are collapsed

-User clicks on downward facing arrow to expand section

-Arrow faces upward when section is open

-All sections can be open at one time if the user chooses to expand them all

-User can collapse the section again by clicking the upward facing arrow

-All links in text show as bold, dark green

CONTENT:

* Some content missing for these pages. I’ve made placeholder lists in the content document to give you an idea of what will go in Groups and Goal Based ABA.

WORKSHOPS:

-Upcoming paid workshops relevant to Autism Services in the set age group will appear here

-These will function the same as on the other pages (more info on this in the My Account section)

REFERRAL CTA:

-Start Now button takes user to Referral Form page

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

-Foundation Recreation Programs link to Our Services / Recreation Programs (funded programs)

**Our Team / Meet Our Team**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

-All phone numbers and email addresses must link for each team member

**Our Team / Meet Our Team**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-No functionalities

**Our Team / Board Membership Opportunities**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

-When user clicks button “Centre BOD Interest Form”, the form will open as a hosted PDF in another tab

**Our Team / Board Membership Opportunities**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

-When user clicks button “Centre BOD Interest Form”, the form will open as a hosted PDF in another tab

**Employment Opportunities (Careers)**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

CURRENT OPPORTUNITIES:

-User clicks on “Learn More” button next to a Job Opportunity to see the full Job Posting

JOB POSTINGS – APPLY NOW FORM:

-All form fields are required

-User must upload a document to “Attach Your Resume” field

-User must check reCaptcha to submit form

-Send completed forms to [info@lansdownecc.com](mailto:info@lansdownecc.com) for now – will need to update later

**Volunteers/Students - Volunteers**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

-Volunteer Application Form button will open the Form in a new tab for the user to download.

**Volunteers/Students - Students**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

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

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Links show in bold, dark green

RESOURCES:

-User can click on internal links, external links, download links for resources relevant to this page

-External links open in new window

**Family Resources / FAQ’s**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

COLLAPSIBLE SECTIONS:

-On page load, all sections are collapsed

-User clicks on downward facing arrow to expand section

-Arrow faces upward when section is open

-All sections can be open at one time if the user chooses to expand them all

-User can collapse the section again by clicking the upward facing arrow

-All links in text show as bold, dark green

**Events Calendar**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

EVENTS:

-Short form Month and date show in light blue box

-Event name, date and time are shown for all

-If Admin attaches an internal or external link to the event, a “Learn More” button will display (for example, the Heroes Walk & Roll event would link to the Event Page on the Foundation site. They may also want to attach a link to a flyer hosted online or a Partner website)

-If user clicks Learn More button, link opens in a new tab

-Events are displayed in chronological order, with the soonest event at the top of the page

-The 3 soonest events are shown on the home page

-Events expire the day after they take place, and will then disappear from this page (so that it is always up to date)

**News – Main and News Stories**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

NEWS STORIES:

-News stories display in chronological order, showing the most recent first

-A default image for the News stories has been provided—please default to this if an image is not provided

-User can use the filter at the top of the page to filter stories by year

-User clicks “Read This Story” to open the News Story

-On hover, “Read This Story” button changes to dark green with white text

**Contact Information**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-Each pictured map needs to be a Google Map – when user clicks map it will open separately in a new tab or in app on phone

-User can also click address below map to open address

Brantford

<https://www.google.com/maps/place/Lansdowne+Children's+Centre/@43.1294365,-80.2783515,17z/data=!3m1!4b1!4m5!3m4!1s0x882c661fd2b2ccb9:0x9105d025712db9a3!8m2!3d43.1294365!4d-80.2761628>

Simcoe

<https://www.google.com/maps/place/12+Colborne+St+N,+Simcoe,+ON+N3Y+3T9/@42.8370616,-80.3086591,17z/data=!3m1!4b1!4m5!3m4!1s0x882c4dd96f02d655:0x9ebc2673f51af1a8!8m2!3d42.8370577!4d-80.3064704>

Caledonia

<https://www.google.com/maps/place/3-82+Argyle+St+S,+Caledonia,+ON+N3W+1E5/@43.0691982,-79.9567031,17z/data=!3m1!4b1!4m5!3m4!1s0x882c8d1aef2ab6a7:0xe3f0c481ff807d23!8m2!3d43.0691943!4d-79.9545144>

REACH OUT FORM:

-all form fields required

-user must check reCaptcha to submit form

-Send completed forms to [info@lansdownecc.com](mailto:info@lansdownecc.com) for now – will need to update later

**Staff Directory**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-No content has actually been provided for this page

-Telephone numbers and email addresses will need to link

-User can filter Staff Members by their Department (again, they haven’t supplied us a list of their staff or departments)

-List staff members alphabetically by the first letter of their first name

**Subscribe to Email Communications**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

CONTENT:

-User must fill in Client Name and Contact Email

-User must check reCaptcha to Submit form

-Send completed forms to [info@lansdownecc.com](mailto:info@lansdownecc.com) for now – will need to update later

**Client Feedback**

PAGE HEADER:

-Breadcrumbs show user where they are on the website –any breadcrumbs that are pages should be clickable

SIDEBAR:

-User clicks section title or + button to expand sections and explore a collapsible sitemap

FORM:

-User must fill in fields marked mandatory

-User must check reCaptcha to Submit form

-Send completed forms to [info@lansdownecc.com](mailto:info@lansdownecc.com) for now – will need to update later

**404 Error**

CONTENT:

-Home button links the user to the Centre home page

**Sitemap**

-All page names and links are clickable and will take user to that page

-All links underline on hover

-If possible, can this automatically be updated when the Admin adds/removes/hides a page?

**My Account - Login**

My Account is the client portal. On this page they can log into their account or create a new account.

CLIENT LOGIN:

-User enters email and password to log into their account

-When the user successfully logs in, they are taken to the My Workshops page

-Staff and Board Members – “Member Login” button will open the login page for the Member Portal

FORGOT PASSWORD:

-User clicks ‘Forgot Password?’ button and a pop up to begin a Password Reset Request shows

-User enters the email address associated with their account and clicks “Reset Password” to be emailed a reset link

-User can click ‘Cancel’ if they do not want to proceed

-If no account associated with the inputted email address is found, the “No Account Found” pop up with display. The user is prompted to try again and click ‘Reset Password’, or click ‘Create Account’ to create a new account.

-If user clicks ‘Create Account’, pop up closes and user is taken to the form to ‘Create New Client Account’ on the My Account page.

-If email address matches an email on file, a Password Reset Request email will be sent. The user receives a link inside the email to create a new password on the Password Reset page.

**My Account – Account Settings**

ACCOUNT INFORMATION:

* User can click “Edit” button to edit the information shown above

UPDATE PASSWORD:

-User can update their password by entering their current password, new password, confirm new password, and click Submit

LOGOUT

-User can click “Logout” at any time to log out of My Account and return to the My Account Login page

**My Account – My Workshops**

UPCOMING WORKSHOPS:

* Displays the workshops that the client has registered for that are upcoming (based on date)
* User can click “Download Resources” button to download the resources that were uploaded by the Admin
* When the user hasn’t registered for any upcoming workshops, we have mocked up how this will look and the “Register for workshops” button will link to the Register for Workshops page

COMPLETED WORKSHOPS:

* Displays the workshops that the client has completed (based on date)
* Filter can sort these workshops by year
* User can click “Download Resources” button to download the resources that were uploaded by the Admin
* We have mocked up how this section will look when the user hasn’t completed any workshops in the year shown in the filter.

LOGOUT

-User can click “Logout” at any time to log out of My Account and return to the My Account Login page

**My Account – Register for Workshops**

ACCOUNT INFORMATION:

-User can use filter to filter workshops by age group (0-5, 6-12, 13-18, or Adult/Caregiver)

-User clicks the Register button to sign up for a workshop

-The workshop registration pop up appears

WORKSHOP REGISTRATION:

-Register pop-up shows the name of the workshop being registered, and the client’s information is automatically filled into the form

-The user can edit the information in the fields, or proceed if it is correct

-User must check the two boxes confirming that info is correct and they agree to the terms.

-User clicks Pay Now button and is taken to external payment gateway.

AFTER PAYMENT:

-After successful payment, the user is taken back to My Account / My Workshops and the workshop they registered for us shown in their Upcoming Workshops

-Admin may deny participation to a registrant and provide a refund if they are not a good fit for the Workshop

LOGOUT

-User can click “Logout” at any time to log out of My Account and return to the My Account Login page

**My Account – Invoices**

INVOICES:

-Invoices for paid Workshops will appear here

-User clicks on Invoice number and the PDF file is downloaded to their device

LOGOUT

-User can click “Logout” at any time to log out of My Account and return to the My Account Login page