



Managing Content in the LGDA Members Area

Using Sanity CMS for Managing Content

Introduction:

This guide provides step-by-step instructions on how to manage content within the Sanity CMS for three core content types in the members area.

Introduction Paragraph

Webinars

Conference Archive Files

All editing and publishing operations will be performed within the Sanity CMS interface. The following documentation assumes you have the necessary login credentials and permissions to access the CMS.

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General Notes on Using the Sanity CMS

Accessing the CMS:

Navigate to your Sanity CMS at <https://lgda.sanity.studio/> and log in using your provided credentials.

Navigating the Studio:

Once logged in, you'll see the left-hand navigation pane with different document types. Selecting any of these will open the editing interface.

Editing a Document:

When you click on a document type, you'll either see a list of existing documents or be taken directly to the single document (in cases where only one is allowed). You can edit fields by clicking on them and typing in new information or by uploading files.

Saving & Publishing:

Drafts: Changes are stored as drafts until you publish them.

Publish: To make your changes live, click the "Publish" button in the top-right corner.

Validation & Requirements:

Certain fields have validation rules. If you cannot publish due to validation errors, check the field instructions and make sure you've met all requirements (e.g., mandatory fields, correct file formats).

Managing the Members Area Paragraph

Purpose: To display a single paragraph at the top of the members area.

Key Points:

- **Only one introduction paragraph document is allowed in the CMS.**
- **Edit the already existing paragraph.**

Fields:

Title (Required): A brief heading for your introduction.

Text (Required): The main body paragraph that will appear on the members' area page.

Steps to Edit the Paragraph:

1. From the navigation menu, click on "Members Area Paragraph".
You will see a single document (as only one is permitted).
2. Click on Title and update the text as needed.
3. Click on Text and provide the desired introduction paragraph content.
4. Validate & Save:
5. Ensure both Title and Text fields are not empty.
6. Click Publish to apply changes to the live site.

Managing Webinars

Purpose: To display a list of webinars along with associated media files (PDFs or Videos).

Key Points:

- **Ensure media is either a video url or PDF.**
- **All videos must be uploaded to the LGDA Youtube channel. (See Below)**
- **You can create multiple webinar documents.**

Fields:

Title (Required): Name of the resource (e.g., "Slides" or "Recording").

Type (Required): Must be either "pdf" or "video".

File: Required only if Type is "pdf".

Video URL: Required only if Type is "video".

Steps to Create or Edit a Webinar:

Create a New Webinar:

1. Click on "Webinar" in the sidebar. You will see a list of existing webinars.
2. Click the "New webinar" button ("+" button at the top).
3. Enter a Title and Date.
4. To add media items, click on "Add item" under the Media array.
5. Add / Edit Media Items:
6. Click "Add item" to create a new media entry.
7. Enter a Title (e.g., "Conference Slides").
8. Choose a Type:
If **pdf**, upload a File by clicking "Upload" or by dragging your PDF into the file field.
If **video**, provide a valid Video URL (e.g., <https://www.youtube.com/watch?v=...>).

Validation & Publishing:

Ensure that all required fields are filled.

If the media item is a PDF, a file must be uploaded. If it's a video, a URL must be provided.

Click Publish to make the changes go live.

Editing an Existing Webinar:

Simply select the webinar you want to update, modify fields or add new media items, and then click Publish.

Sorting:

Webinars are displayed in descending order by date on the site, no manual sorting required.

Getting a video URL:

1. Log in to the LGDA YouTube account.
2. Click the camera icon with a "+" to upload a new video.
3. Select your video file from your computer and begin the upload process.
4. In the video's visibility settings, choose "**Unlisted**".
5. "**Unlisted**" means that the video won't appear in YouTube search results, your channel page, or related video recommendations.
6. Anyone with the direct link to the video can view it, but it won't be accessible otherwise.
7. Once the video has finished uploading, copy the URL provided.
8. Add the Video to the Webinar Entry in Sanity CMS.

Managing Conference Archive Files

Purpose: To store and display downloadable PDF files from past conference years.

Fields:

Year (Required): The year of the conference.

File (Required): The PDF file of the conference material.

Steps to Create or Edit an Archive Entry:

1. Click on "Conference Archive File" in the sidebar to see a list of existing archives.
2. Click "New Conference Archive File".
3. Enter the Year (e.g., 2024).
4. Upload the File (must be a PDF).
5. Click Publish to save changes and make them live on the site.

Editing an Existing Archive:

1. Select the archive entry.
2. Update the Year or upload a new File as needed.
3. Publish:
4. Click Publish to save changes and make them live on the site.

Best Practices

Use Descriptive Titles:

For the members area paragraph, webinars, and media items, choose clear and descriptive titles. This helps in easily identifying and managing content over time.

Keep File Sizes Reasonable:

When uploading PDFs or videos, ensure that file sizes are optimised for faster loading.

Check Links & Files Before Publishing:

Especially for video URLs, double-check that links are correct and accessible.

One Members Area Paragraph Only:

Remember that the Paragraph is unique. Do not attempt to create multiple documents for this schema; if you need to update it, edit the existing one.

Troubleshooting & Support

Validation Errors:

If you can't publish due to a validation error, review the field instructions. Make sure all required fields are filled correctly and that you've provided PDFs or URLs where necessary.

Contact Support:

If you encounter issues not resolved by the instructions above, email jack@remise.ie for assistance.