# **Admin User Guide**

**How do I get to the admin dashboard?**

1. Go to gcm-frontend.vercel.app
2. Scroll down to the blue footer. Click “Admin”
3. Login with credentials provided.

**How do I add an exhibit, playstyle, activity, or map location?**

1. Once logged in, click the “Exhibit” tab on the top of the page.
2. Once on the exhibit page, click the plus button (+)
3. Enter desired details such as image, name of the exhibit, description, activities to do at the exhibit, etc.
4. If you want the exhibit to be visible on the website, click the “visible” button to make it green.
5. When finished, be sure to click “Add Exhibit”

*\*\* This process can be used to add an exhibit, playstyle, activity, and map location.\*\**

**How do I edit an existing exhibit, playstyle, activity, or map location?**

Example: Changing an activity

1. Once logged in, click the “Playstyles” tab on the top of the page.
2. Once on the activities page, the purple boxes display the Play Styles that are currently present on the website. Click on the play style you intend to edit.
3. Make desired changed to the fields such as image, name of the play style, description, etc.
4. If you want the play style to be visible on the website, click the “visible” button to make it green. To hide the play style on the website, click the button to make it grey.
5. To delete a play style, click the “delete” button. This cannot be undone.
6. When finished, be sure to click “Done” to save your changes.

*\*\* This process can be used to edit an exhibit, playstyle, activity, and map location.\*\**

**How do I view website analytics?**

1. Once logged in, click the “Data” tab at the top of the page.
2. On the right side of the page, hover over the “Select Data” drop down menu. Select the type of data you want to preview or download.
3. A preview of the type of data selected from the database will show on the page.

*For example, if you select “Session,” the page will populate with the most recent 19 sessions.*

1. If you want to download all the data, click the purple “download” button on the bottom of the page. This will download all the data in the database for the data you selected. It will be in CSV format.