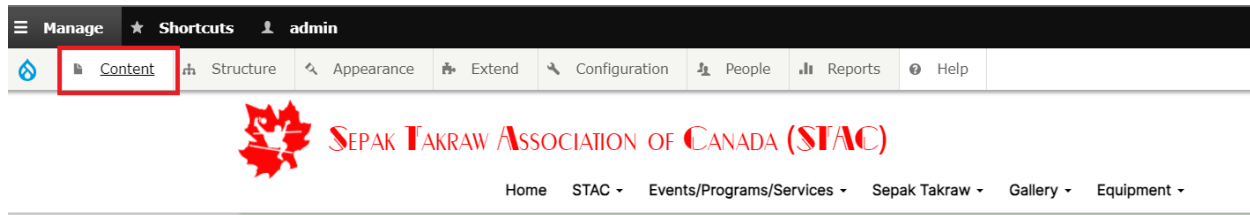


# Admin User Guide

## How to modify Existing Slider Image:

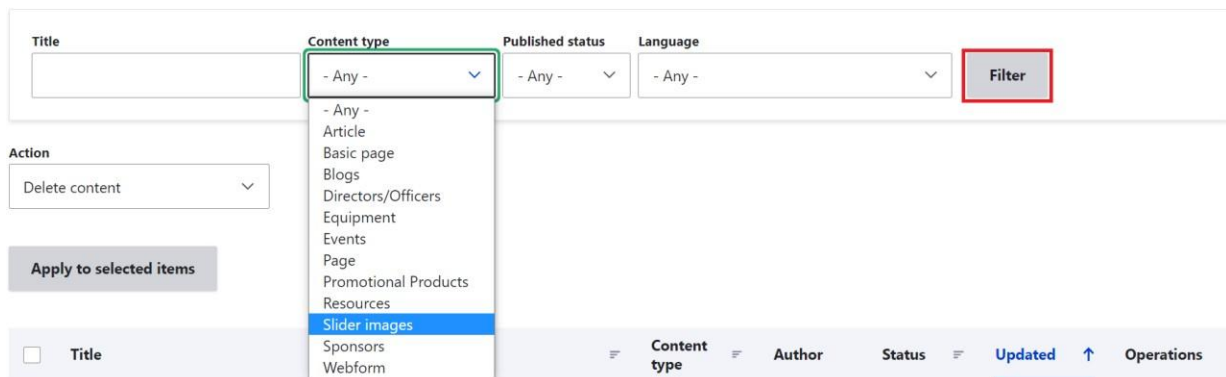
Step1: Click The **Content** Option in header section



Step 2: After clicking content below page will open

Step 3: In content type section you would choose Slider Images in Drop Down list

Step 4: After choosing Slider Image from Drop down list, you want to click Filter button



Step 5: After clicking filter button the list of available slider image is shown like below image

Step 6: Choose which slider you want to edit and click **Edit** button in the right corner

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">Slider image 1</a>	Slider images	<a href="#">ponkarenraj</a>	Published	06/08/2023 - 16:45	<a href="#">Edit</a> <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Slider Image 5</a>	Slider images	<a href="#">admin</a>	Published	06/08/2023 - 16:39	<a href="#">Edit</a> <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Slider Image 4</a>	Slider images	<a href="#">admin</a>	Published	06/08/2023 - 16:39	<a href="#">Edit</a> <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Slider Image 3</a>	Slider images	<a href="#">admin</a>	Published	06/08/2023 - 16:39	<a href="#">Edit</a> <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Slider image 2</a>	Slider images	<a href="#">ponkarenraj</a>	Published	06/08/2023 - 16:39	<a href="#">Edit</a> <input type="checkbox"/>

# Admin User Guide

Step 7: After clicking Edit button, the below page will show, if you want modify slider name change name in **Slider** section

Step 8: If you want change Slider Image click **Remove** button


**Slider\***

Slider image 1

---

^ Image

[Screenshot 2023-06-08 163245.png](#) (974.46 KB) Remove


 **Alternative text\***

Slider image 1

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

---

☒ Published

Save Preview  Delete

Step 9: If you want to add a new pictures, click **Choose file** button, after that it will redirected to your PC and choose pictures that you want to add

**Slider\***

Slider image 1

---

^ Image


**Add a new file**

Choose File No file chosen

One file only.  
32 MB limit.  
Allowed types: png gif jpg jpeg.

---

☒ Published

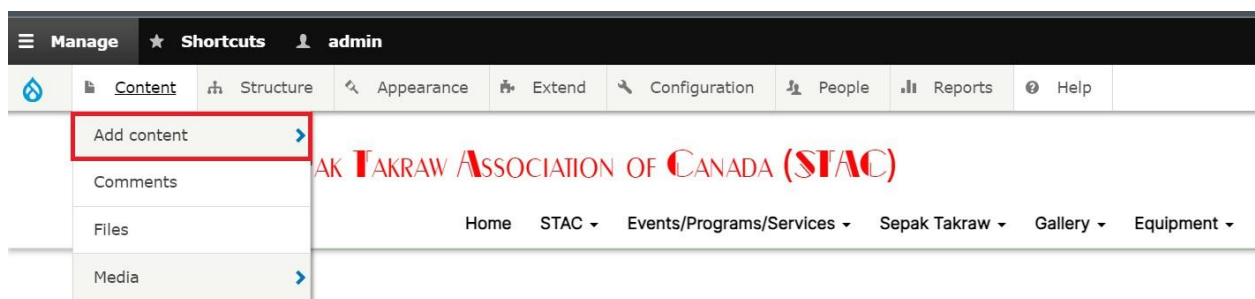
Save Preview  Delete

Step 10: After choosing Pictures click **save** button

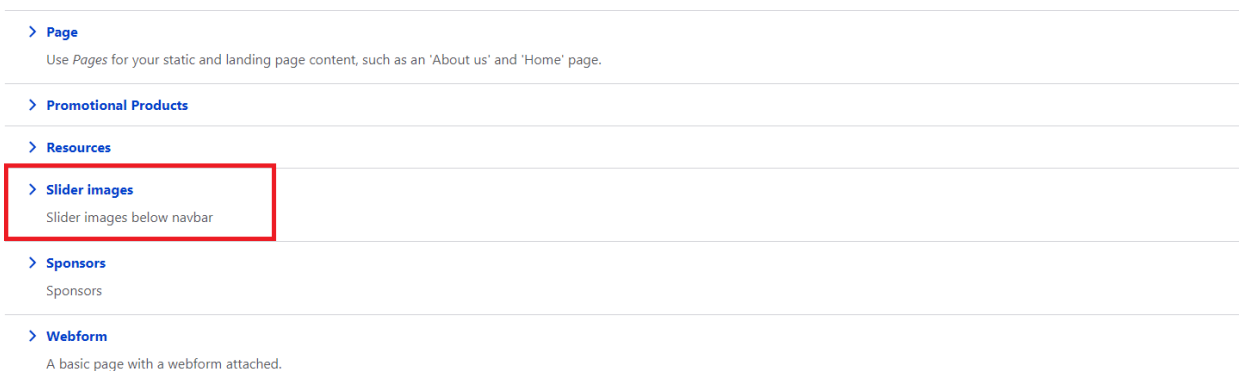
# Admin User Guide

## How to AddNew Slider Image:

Step1: Click The **Content**in dropdown list click **Add content** Option in header section



Step 2: After clicking Add content below page will be open



Step 3: As above image you want to click Slider image option

Step 4: After choosing Slider image option below Page will be open

Step 5: Enter Slider name in slider option and after click **choose file**button to add a new pictures, after that it will redirected to your PC and choose pictures that you want to add

# Admin User Guide

Slider\*

Image

Add a new file

Choose File

No file chosen

One file only.  
32 MB limit.  
Allowed types: png gif jpg jpeg.

☒ Published

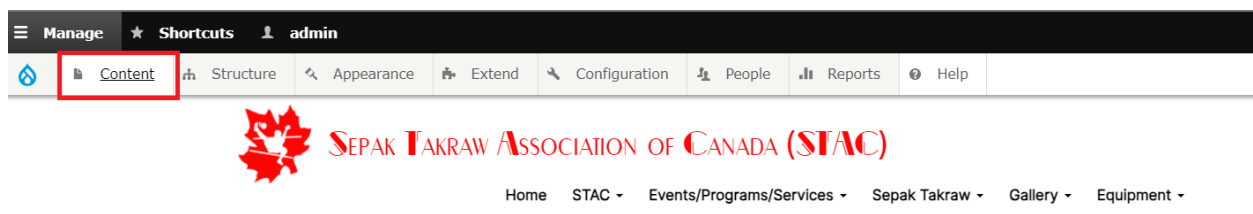
Save

Preview

Step 6: After choosing Picture click **Save** button

## How to modify Existing Sponsor Image:

Step1: Click The **Content** Option in header section



Step 2: After clicking content below page will open

Step 3: In content type section you would choose Sponsors in Drop Down list

Step 4: After choosing sponsors from Drop down list, you want to click Filter button

# Admin User Guide

The screenshot shows the Admin User Guide interface. At the top, there are four filter fields: Title, Content type, Published status, and Language. The Content type dropdown menu is open, showing a list of content types: - Any -, Article, Basic page, Blogs, Directors/Officers, Equipment, Events, Page, Promotional Products, Resources, Slider images, Sponsors (highlighted in blue), and Webform. A red box highlights the Filter button. Below the filter fields, there is an Action dropdown menu with 'Delete content' selected. Below the Action menu, there is a button labeled 'Apply to selected items'. At the bottom, there is a table with columns: Title, Content type, Author, Status, and Operations. The table is currently empty.

Step 6: After clicking filter button the list of available sponsors is shown like below image

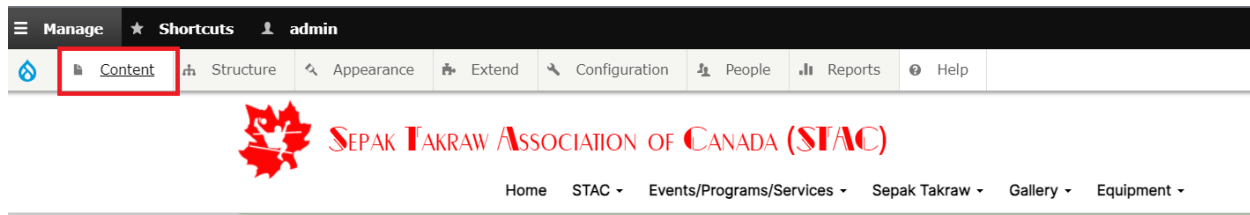
Step 7: Choose which sponsor you want to edit and click **Edit** button in the right corner

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">STAC</a>	Sponsors	<a href="#">admin</a>	Unpublished	07/25/2023 - 12:34	Edit <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">RBC</a>	Sponsors	<a href="#">admin</a>	Published	07/20/2023 - 13:06	Edit <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Netpro</a>	Sponsors	<a href="#">admin</a>	Published	07/20/2023 - 13:05	Edit <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Sasktel</a>	Sponsors	<a href="#">admin</a>	Published	07/20/2023 - 13:05	Edit <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Z99</a>	Sponsors	<a href="#">admin</a>	Published	07/20/2023 - 13:05	Edit <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">Gajahmas</a>	Sponsors	<a href="#">admin</a>	Published	07/20/2023 - 13:05	Edit <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">CJME</a>	Sponsors	<a href="#">admin</a>	Published	07/20/2023 - 13:04	Edit <input type="checkbox"/>

**How to modify Existing Blogs:**

# Admin User Guide

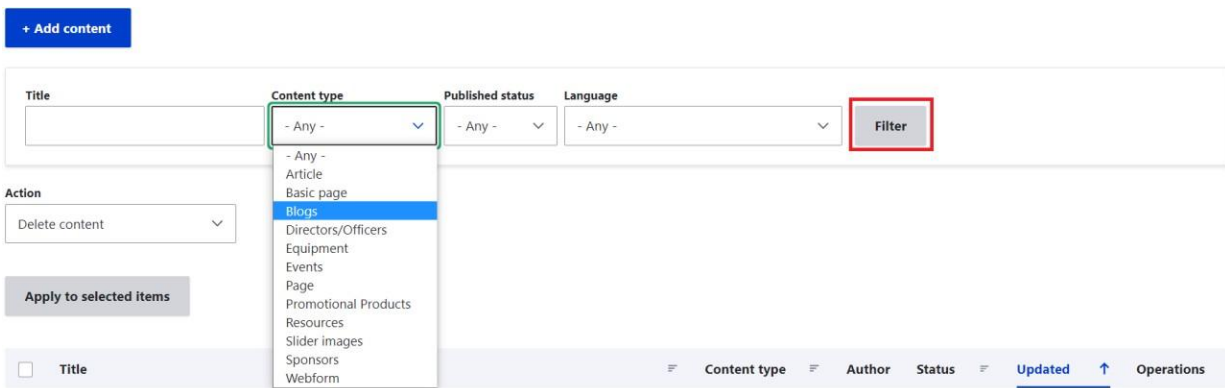
Step 1: Click The Content Option in header section



Step 2: After clicking content below page will open

Step 3: In content type section you would choose **blogs** in Drop Down list

Step 4: After choosing blogs from Drop down list, you want to click **Filter** button



Step 5: After clicking filter button the list of available blogs is shown like below image

Step 6: Choose which blog you want to edit and click Edit button in the right corner

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">Blog 8</a>	Blogs	<a href="#">admin</a>	Published	07/25/2023 - 17:03	<a href="#">Edit</a> <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">2012 CANADIAN SEPAK TAKRAW</a>	Blogs	<a href="#">admin</a>	Published	07/25/2023 - 17:03	<a href="#">Edit</a> <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">2013 CANADIAN OPEN</a>	Blogs	<a href="#">admin</a>	Published	07/25/2023 - 17:03	<a href="#">Edit</a> <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">2014 Canadian Open Sepak Takraw Championships</a>	Blogs	<a href="#">admin</a>	Published	07/25/2023 - 17:03	<a href="#">Edit</a> <input type="checkbox"/>
<input type="checkbox"/>	<a href="#">2022 Men's Canadian Open Sepak Takraw Championship</a>	Blogs	<a href="#">admin</a>	Published	07/25/2023 - 17:03	<a href="#">Edit</a> <input type="checkbox"/>

# Admin User Guide

Step 7: After clicking Edit button, the below page will show, if you want modify blog title change title in title section

Step 8: If you want to change existing blogs.in **Body** section in right corner click **source** button

Step 9: After clicking Source, in Body section you want to change contents in the paragraph tags only.

(Note: Don't remove any class in body section, Incase if you remove class CSS properties won't work.)

**Title\***

2012 CANADIAN SEPAK TAKRAW

**Body (Edit summary)**


**B** *I* U  $\times^2$   $\times_2$  *T* Paragraph Source

```
<p class="blog-title">
  2012 CANADIAN SEPAK TAKRAW
</p>
<p class="blog-outside-text">
  The 2012 Canadian Open was held at the U of R in gym 2 from July 21 to July 22. Set up the day before the
  tournament was smooth and quick and the U of R staff members were very helpful when needed.
</p>
```

Text format Full HTML [About text formats](#)

**Blog Image**

[35-CdnOpen2012\\_0\\_0.jpg](#) (93.13 KB) Remove



**Alternative text**

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

**More**

**URL\***

/blogs/2012-canadian-sepak-takraw#specific-position

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/odd` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<noindex>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

Step 10: If you want to change **blog image**, In Blog image section click **remove** button in the right corner

# Admin User Guide

Step 11: Add new pictures by using **choose file** option in Blog image section

**Title\***

2012 CANADIAN SEPAK TAKRAW

**Body** ([Edit summary](#))

**B** *I* S  $\times^2$   $\times_2$  *T*<sub>x</sub> Paragraph [Source](#)

```
<p class="blog-title">
  2012 CANADIAN SEPAK TAKRAW
</p>
<p class="blog-outside-text">
  The 2012 Canadian Open was held at the U of R in gym 2 from July 21 to July 22. Set up the day before the
  tournament was smooth and quick and the U of R staff members were very helpful when needed.
</p>
```

**Text format** Full HTML [About text formats](#)

**Blog Image**

**Add a new file**

No file chosen

One file only:  
32 MB limit.  
Allowed types: png gif jpg jpeg.

**More**

**URL\***

/blogs/2012-canadian-sepak-takraw#specific-position

Start typing the title of a piece of content to select it. You can also enter an internal path such as `/node/add` or an external URL such as `http://example.com`. Enter `<front>` to link to the front page. Enter `<nolink>` to display link text only. Enter `<button>` to display keyboard-accessible link text only.

**Link text**

more...

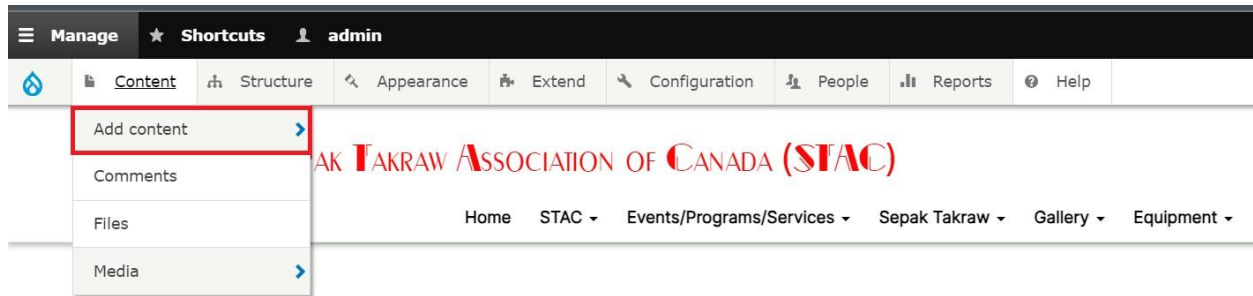
Step 12: After changes click **save** button in below of the page.

## **How to Add Blogs:**

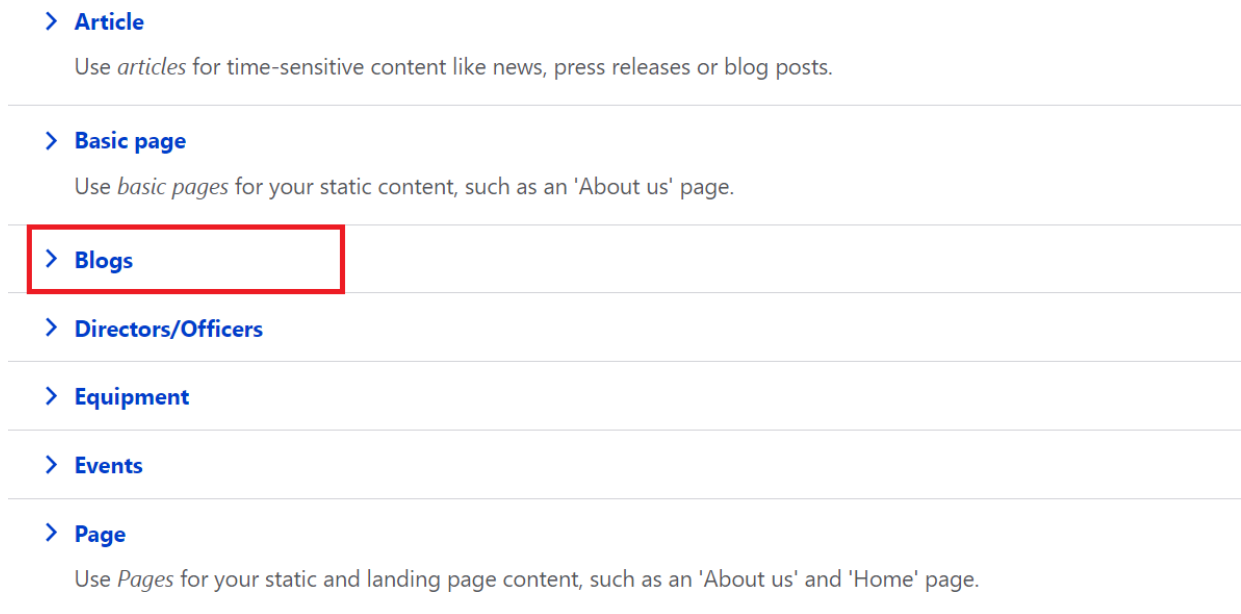
Step 1: Click The Content in dropdown list click Add content Option in header section



# Admin User Guide



Step 2: After clicking Add content below page will be open



Step 3: As above image you want to click blogs option

Step 4: After choosing blogs option below Page will be open

Step 5: Enter blog name in title section and after click source in body option enter the blogs that you want to add in paragraph tag








(Note: If you are adding new blogs please existing blogs once and refer html classes and tags.)


Step 6: To add a new blog image, click **choose file** in blog image section after click choose file button to add a new pictures, after that it will redirected to your PC and choose pictures that you want to add

# Admin User Guide


**Title \***

**Body** ([Edit summary](#))  

**B** *I* ~~ABC~~  $x^2$   $x_2$  *T<sub>x</sub>*      Paragraph   **Source**

Text format Full HTML 

[About text formats](#)

 **Blog Image**

**Add a new file**  

Choose File

No file chosen

One file only.  
32 MB limit.  
Allowed types: png gif jpg jpeg.

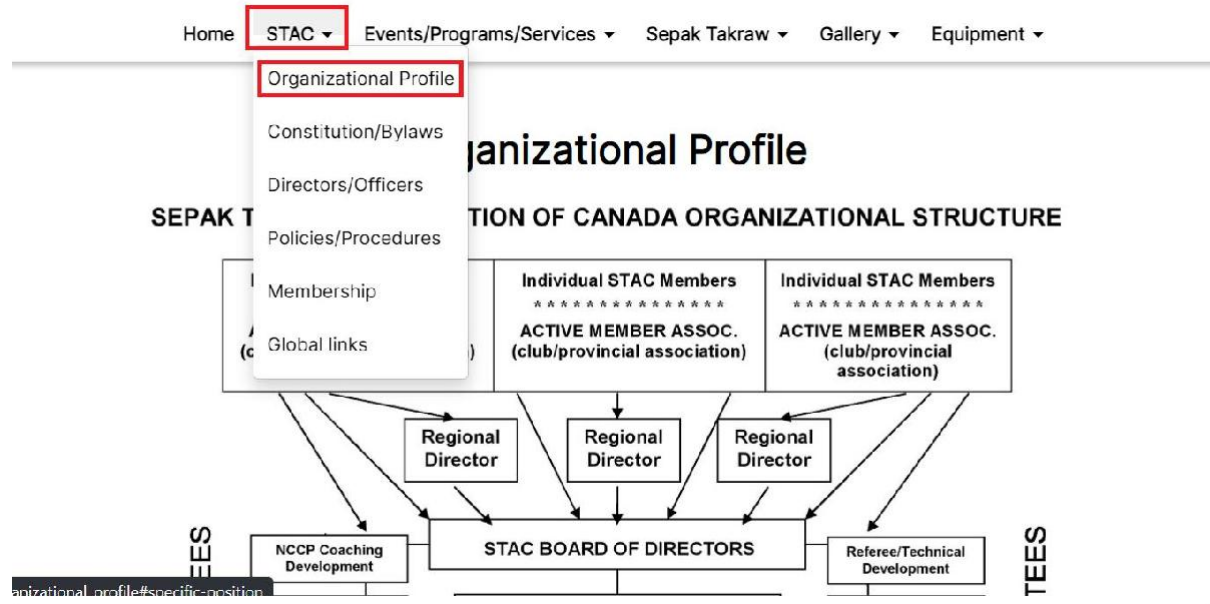
Step 7:After changes click **save** button in below of the page.

# Admin User Guide

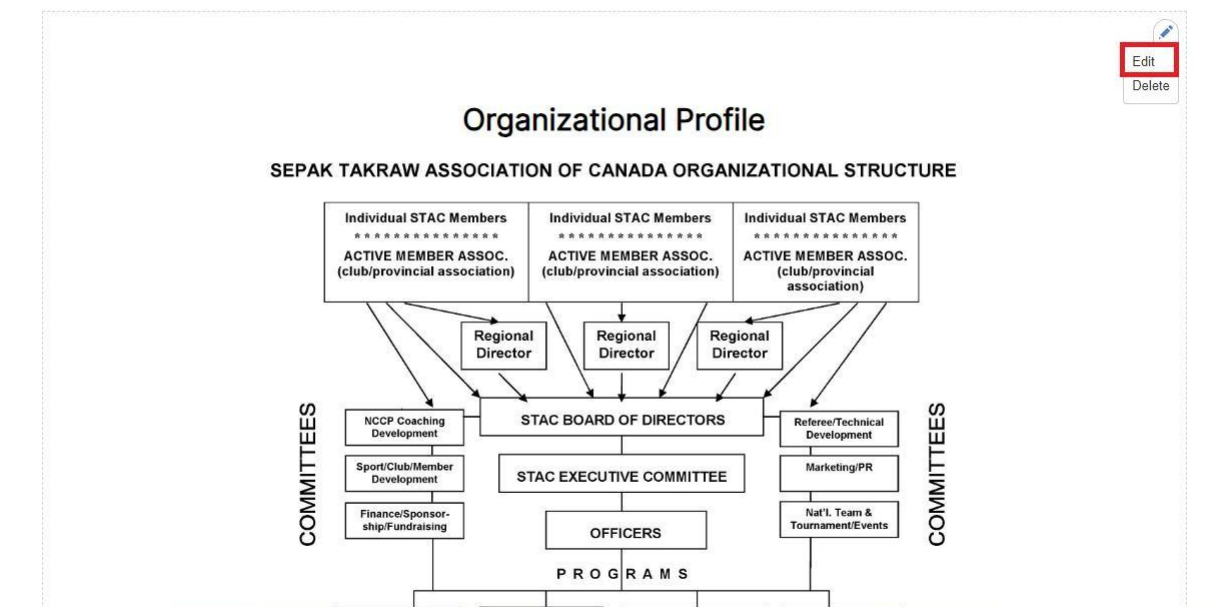
## How to edit basic pages:

Step 1: Click The STAC menu option in header section

Step 2: click Organizational profile in Drop down list



Step3: Drag a mouse pointer to right corner of the block, click **pencil** icon and click **Edit** button



# Admin User Guide

Step 2: After clicking Edit below page will be open

Step 3: As above image you want to click Slider image option

Step 4: Enter title name in title section and after that in body section enter the blogs that you want to change or add in paragraph tag

**Title \***

Organizational Profile

**Body** ([Edit summary](#))

**B** *I* U  $\times^2$   $\times_2$   $\text{\textit{I}}_x$  Paragraph Source

## Organizational Profile

SEPAK TAKRAW ASSOCIATION OF CANADA ORGANIZATIONAL STRUCTURE

```
graph TD; subgraph TopRow [Individual STAC Members  
*****  
ACTIVE MEMBER ASSOC.  
(club/provincial association)]; M1[ ]; M2[ ]; M3[ ]; end; RD1[Regional Director]; RD2[Regional Director]; RD3[Regional Director]; SBD[STAC BOARD OF DIRECTORS]; SEC[STAC EXECUTIVE COMMITTEE]; OFF[OFFICERS]; subgraph Programs [PROGRAMS]; CD[Coaching Development (NCCP)]; RCP[Referee Certification Program]; NTE[Nat'l. Team & Nat'l./Internat'l. Events]; MET[Materials Education & Training]; end; subgraph Committees [COMMITTEES]; NCCD[NCCP Coaching Development]; SCMD[Sport/Club/Member Development]; FSPF[Finance/Sponsorship/Fundraising]; RTD[Referee/Technical Development]; MPR[Marketing/PR]; NTE2[Nat'l. Team & Tournament Events]; end; M1 --> RD1; M2 --> RD2; M3 --> RD3; RD1 --> SBD; RD2 --> SBD; RD3 --> SBD; SBD --> SEC; SEC --> OFF; OFF --> CD; OFF --> RCP; OFF --> NTE; OFF --> MET; NCCD --> NCCD; SCMD --> SCMD; FSPF --> FSPF; RTD --> RTD; MPR --> MPR; NTE2 --> NTE2;
```

**MANDATE OF ORGANIZATION:**

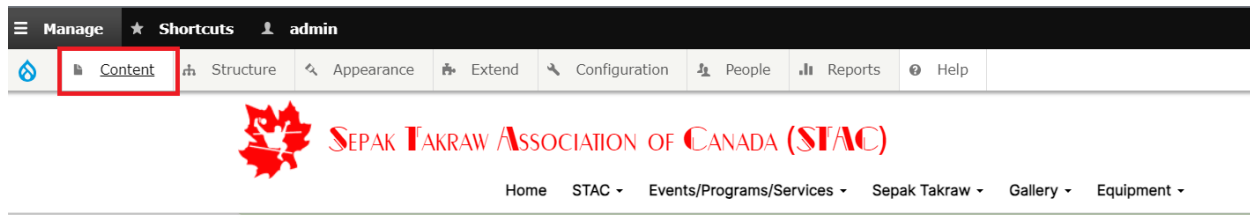
The Sepak Takraw Association of Canada (STAC) is the national governing body for the sport of Sepaktakraw in Canada. It is responsible for all aspects of the sport's growth, development and participation locally, provincially, nationally and internationally. STAC is committed to upholding and maintaining the highest standards of good sportsmanship, player safety, and the traditions and culture surrounding the sport. STAC officially came into being on December 11, 1998, and was the initiative of Rick Engel, the current President, who first started promoting the sport of Sepak Takraw in Canada in 1993.

Step 5: After changes click **save** button in below of the page.

# Admin User Guide

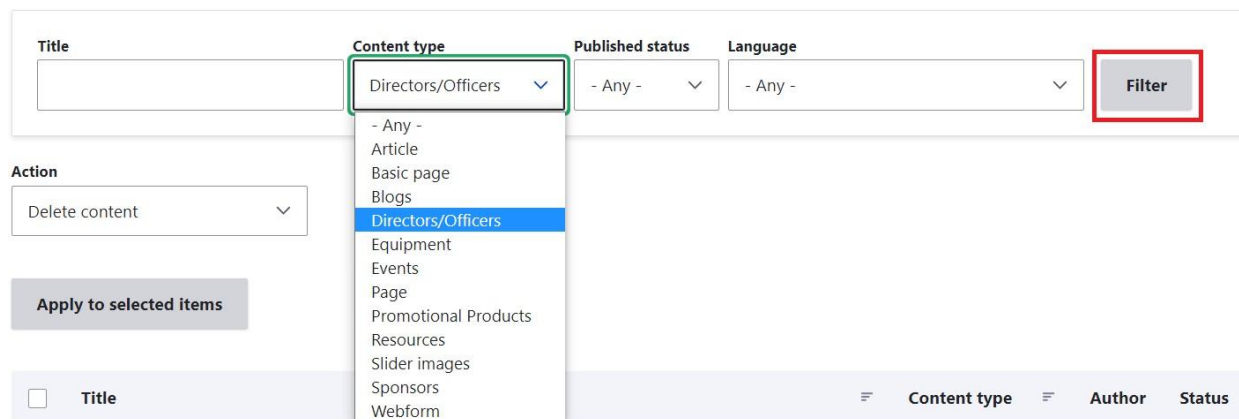
## How to modify existing directors list:

Step 1: Click The **Content** Option in header section



Step 2: After clicking content below page will open

Step 3: In content type section you would choose **Directors/Officers** in Drop Down list



Step 4: After choosing **Directors/Officers** from Drop down list, you want to click Filter button

Step 5: After clicking **filter** button the list of available directors is shown like below image

Step 6: Choose which director you want to edit and click **Edit** button in the right corner

# Admin User Guide

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">RICHARD (RICK) ENGEL</a>	Directors/Officers	<a href="#">admin</a>	Published	07/27/2023 - 14:21	<span>Edit</span> <span>▼</span>
<input type="checkbox"/>	<a href="#">SHAWN DANIELS - Director_QC</a>	Directors/Officers	<a href="#">stac</a>	Published	07/26/2023 - 17:46	<span>Edit</span> <span>▼</span>
<input type="checkbox"/>	<a href="#">CAELAN REILLY</a>	Directors/Officers	<a href="#">admin</a>	Published	07/17/2023 - 14:52	<span>Edit</span> <span>▼</span>
<input type="checkbox"/>	<a href="#">BRYDON BLACKLAWS</a>	Directors/Officers	<a href="#">admin</a>	Published	07/17/2023 - 14:45	<span>Edit</span> <span>▼</span>
<input type="checkbox"/>	<a href="#">RIZAN AHAMAT</a>	Directors/Officers	<a href="#">admin</a>	Published	07/17/2023 - 14:44	<span>Edit</span> <span>▼</span>

Step 7: After clicking **Edit** button, the below page will show, if you want modify title name change name in title section

Step 8: Enter title name in title section and after that in body section enter the blogs that you want to change or add in paragraph tag

Step 9: If you want to add a new pictures, click **Choose file** button, after that it will redirected to your PC and choose pictures that you want to add

# Admin User Guide

Title \*

RICHARD (RICK) ENGEL

Body ([Edit summary](#))

**B** *I* S  $\times^2$   $\times_2$  *T\_x* Paragraph Source

```
<p class="officer-name">
  <strong>RICHARD (RICK) ENGEL - President</strong>
</p>
<p>
  RICHARD (RICK) ENGEL received his Bachelor of Education degree from the University of Regina and taught
  school for 6 ½ years, part of which included introducing the new sport of Sepak Takraw in Physical Education
  classes. Rick left teaching in 1993 and founded ASEC International, whose mandate was to 'Bridge Understanding
  Between Cultures', primarily between East and West, through Asia Presentations and 'hands on'
  experiences/activities in schools, of which one of the most popular cultural/sport activities became Sepak
  Takraw. Then in 1998, Rick founded, and is still President of, the Sepak Takraw Association of Canada (STAC) and
  since 2004 has been one of eight Vice Presidents of the International Sepak Takraw Federation (ISTAF), which
  governs the sport globally. In 2009 he helped establish, and is Vice President-Finance/Administration of, Sepak
  Takraw Saskatchewan, Canada's first official Provincial Sport Governing Body (PSGB) for Sepak Takraw.
</p>
```

^ Directors/Officers Image

[RickPic\\_3\\_0.jpg](#) (32.8 KB)



Alternative text

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Remove

☒ Published

Save

Preview

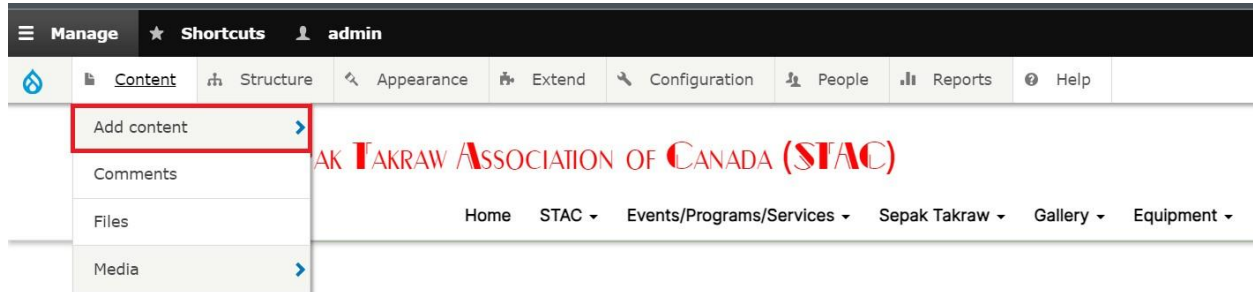
Delete

Step 10: After choosing Pictures click **save** button

# Admin User Guide

## How to Add Directors:

Step 1: Click The **Content** Option in header section



Step 2: After clicking content below page will open

Step 3: Click **Directors/officers**



Step 4: After clicking content below page will open

Step 5: Enter title name in title section, and after that in body section enter the blogs that you want to change or add in paragraph tag

(Note: If you are adding new blogs please validate existing blogs once and refer html classes and tags.)








Step 6: To add a new Directors/officers image, click **choose file** in **Director/officer** image section after click **choose file** button to add a new pictures, after that it will redirected to your PC and choose pictures that you want to add




# Admin User Guide

**Title \***

**Body** ([Edit summary](#))  

**B** *I*      Paragraph   [Source](#)

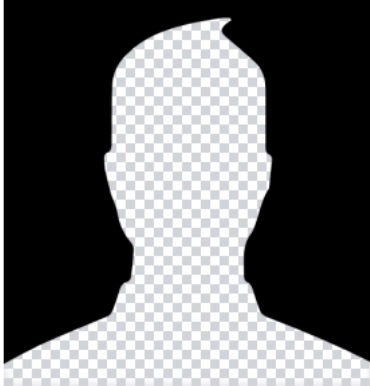
  

**Text format** Basic HTML  [About text formats](#)

**Directors/Officers Image**  

**Add a new file**  

No file chosen

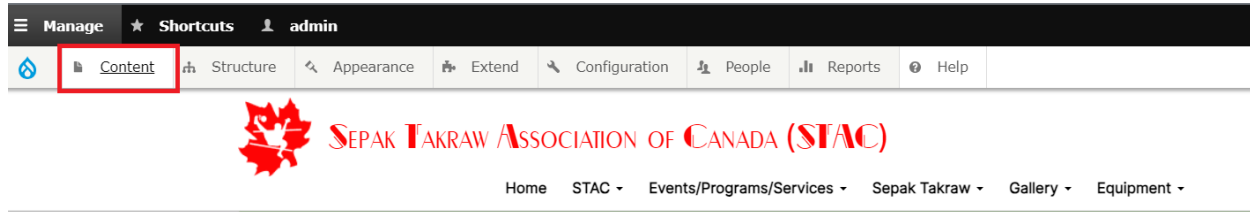
One file only.  
32 MB limit.  
Allowed file types: gif, jpg, jpeg, png

Step 10: After choosing Pictures click **save** button

# Admin User Guide

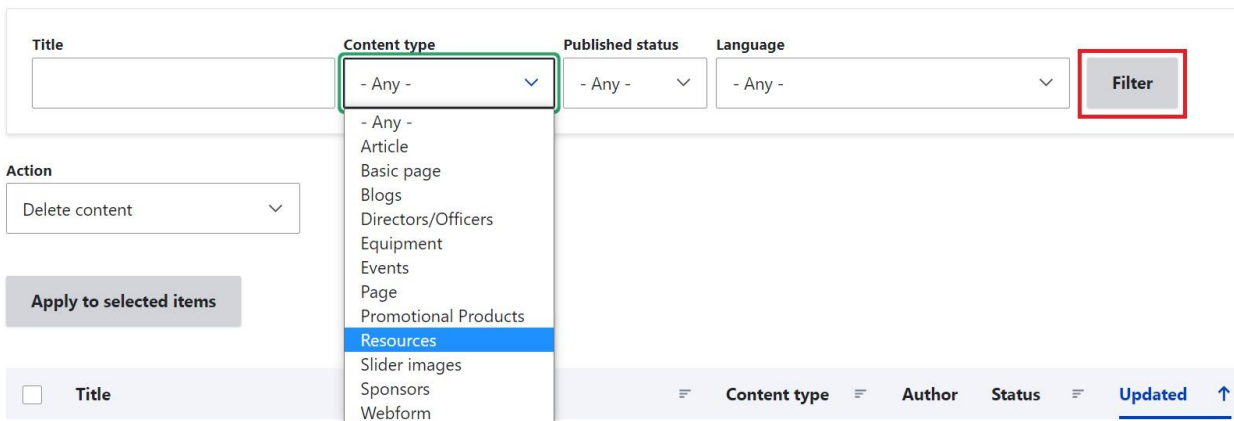
## How to Modify Existing Resources:

Step 1: Click The **Content** Option in header section



Step 2: After clicking Add content below page will be open

Step 3: select **resources** from drop down list



Step 3: After clicking filter button the list of available resources is shown like below image

Step 4: Choose which resource you want to edit and click Edit button in the right corner

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">**NEW** SEPAK TAKRAW 101, 4th Edition – The Complete Instructional/Coaching Manual</a>	Resources	<a href="#">admin</a>	Published	07/18/2023 - 13:18	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">**NEW** ACTIVE GET YOUR KICKS, 2nd Edition - Sepak Takraw Benchmarks &amp; Evaluation Resource Manual</a>	Resources	<a href="#">admin</a>	Published	07/18/2023 - 13:18	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">**NEW** SEPAK TAKRAW RULE BOOK, 4th Edition</a>	Resources	<a href="#">admin</a>	Published	07/18/2023 - 13:18	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">SEPAK TAKRAW – Just For Kicks Instructional DVD</a>	Resources	<a href="#">admin</a>	Published	07/18/2023 - 13:17	<a href="#">Edit</a>

Step 5: After clicking Edit button, the below page will show

Step 6: Enter title name in title section, and after that in body section enter the directors blogs that you want to change or add in paragraph tag

# Admin User Guide

(Note: If you are adding new blogs please validate existing directors once and refer html classes and tags.)

Step 6: To add a resource image, click remove button in the right corner.

Step 7: After that click **choose file** in resource image section after click **choose file** button to add a new pictures, after that it will redirected to your PC and choose pictures that you want to add

**Title \***

**Body** ([Edit summary](#))  


**B** *I*  $x^2$   $x_2$  U **Source**

```
<div class="text-all">
  <p>
    <a href="http://www.netprosports.com/store/index.php?route=product/category&path=25_28"
    target="blank">**NEW** SEPAK TAKRAW 101, 4th Edition – The Complete Instructional/Coaching Manual</a>
  </p>
  <p>
    122 pages, includes:
  </p>
  .
</p>
```

**Text format** Full HTML [About text formats](#)

**Resource Image**

[SepakTakraw101-4thEdition-2013-Compressed.jpg](#) (32.03 KB) **Remove**



**Alternative text**  
  
Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

☒ Published

**Save**

**Preview**

**Delete**

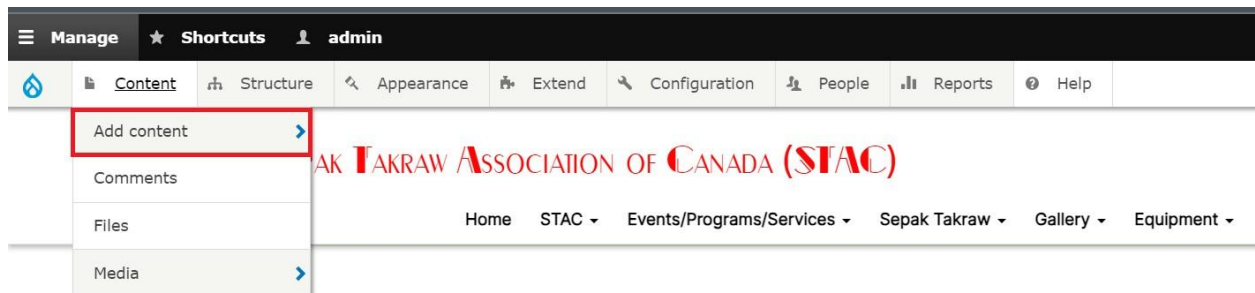
# Admin User Guide



Step 10: After choosing Pictures click **save** button

## How to Add NewResources:

Step 1: Click The **Content** Option in header section



Step 2: After clicking Add content below page will be open

Step 3: In content type section you would choose Slide

# Admin User Guide

---

## > Page

Use *Pages* for your static and landing page content, such as an 'About us' and 'Home' page.

---

## > Promotional Products

## > Resources

## > Slider images

Slider images below navbar

---

## > Sponsors

Sponsors

Step 4: As above image you want to click Resources option

Step 5: After choosing Resources option below Page will be open

Step 6: Enter title name in title section, and after that in body section enter the blogs that you want to change or add in paragraph tag

(Note: If you are adding new blogs please validate existing directors once and refer html classes and tags.)

Step 7: To add a resource image, After that click **choose file** in resource image section after click **choose file** button to add a new pictures, after that it will redirected to your PC and choose pictures that you want to add

# Admin User Guide

Title \*

Body ([Edit summary](#))

**B** *I* Paragraph Source

Text format Basic HTML

[About text formats](#)

## ^ Resource Image

Add a new file

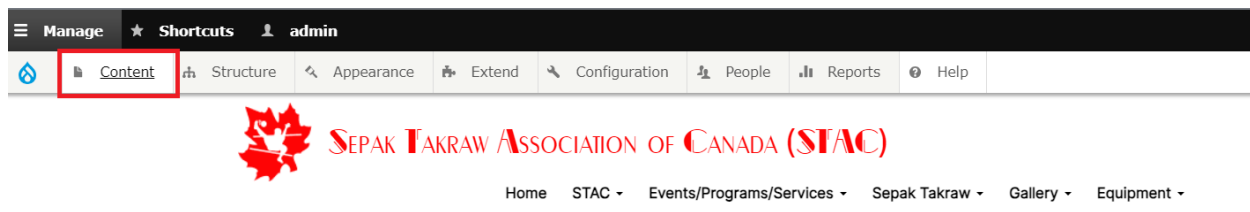
No file chosen

One file only.  
32 MB limit.  
Allowed types: png gif jpg jpeg.

Step 8: After choosing Pictures click **save** button

## How to modify Promotional products:

Step 1: Click The **Content** Option in header section



Step 2: After clicking Add content below page will be open

Step 3: Select **Promotional products** from drop down list

# Admin User Guide

The screenshot shows the Admin User Guide interface. At the top, there are four filter sections: 'Title' (with an empty text box), 'Content type' (with a dropdown menu showing 'Promotional Products' selected), 'Published status' (with a dropdown menu showing '- Any -'), and 'Language' (with a dropdown menu showing '- Any -'). To the right of these filters are two buttons: 'Filter' (highlighted with a red rectangle) and 'Reset'. Below the filters, there is an 'Action' dropdown menu showing 'Delete content'. Below that is a button labeled 'Apply to selected items'. At the bottom, there is a table with columns: 'Title', 'Content type', 'Author', 'Status', and 'Updated'. The 'Updated' column is highlighted with a blue underline. The table contains one row with the title 'TAKRAW CANADA T-SHIRT, \$19.95'.

Step 4: After clicking filter button the list of available resources is shown like below image

Step 5: Choose which product you want to edit and click Edit button in the right corner

<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">STAC 1" LAPEL PIN, \$5.55</a>	Promotional Products	<a href="#">admin</a>	Published	07/26/2023 - 17:51	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">MINI TAKRAW BALL KEY CHAIN, \$3.95</a>	Promotional Products	<a href="#">admin</a>	Published	07/26/2023 - 17:50	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">TAKRAW CANADA 3" EMBROIDERED CREST, \$2.95</a>	Promotional Products	<a href="#">admin</a>	Published	07/26/2023 - 17:50	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">TAKRAW CANADA 6" VINYL DECALS, \$9.95</a>	Promotional Products	<a href="#">admin</a>	Published	07/26/2023 - 17:50	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">TAKRAW CANADA T-SHIRT, \$19.95</a>	Promotional Products	<a href="#">admin</a>	Published	07/26/2023 - 17:49	<a href="#">Edit</a>

Step 6: Enter title name in title section, and after that in body section click **source** enter the product that you want to change or add in paragraph tag

(Note: If you are adding new blogs please validate existing directors once and refer html classes and tags.)







Step 7: To add a promotional product image, click **remove** button in right corner, then **choose file** in promotional product image section after click **choose file** button to add a new pictures, after that it will redirected to your PC and choose pictures that you want to add

# Admin User Guide

Title \*

STAC 1" LAPEL PIN, \$5.55

Body ([Edit summary](#))

**B** *I* S  $x^2$   $x_2$  *T<sub>x</sub>*       Source

```
<div class="text-all">
  <p>
    <a href="http://www.netprosports.com/store/index.php?route=product/category&path=24"
target="_blank"><strong>STAC 1" LAPEL PIN, $5.55</strong></a>
  </p>
  <p>
    - Red, White & Gold Takraw Flag Lapel Pin.&nbsp;
  <br>
    - The Canadian flag with the Sepak Takraw Association of Canada's (STAC) spiker inside the maple leaf
logo in the middle of the flag.&nbsp;
  <br>
    - A great gift item... already a favorite among collectors.&nbsp;
  <br>
    - All proceeds go to the STAC to help build up the sport and national team here in Canada.
  </p>
</div>
```

Text format

Full HTML

[About text formats](#)

## ^ Promotional Products Image

[23-TakrawCanadaPin.jpg](#) (44.89 KB)

Remove



Alternative text

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.



# Admin User Guide

^ Promotional Products Image

**Add a new file**

No file chosen

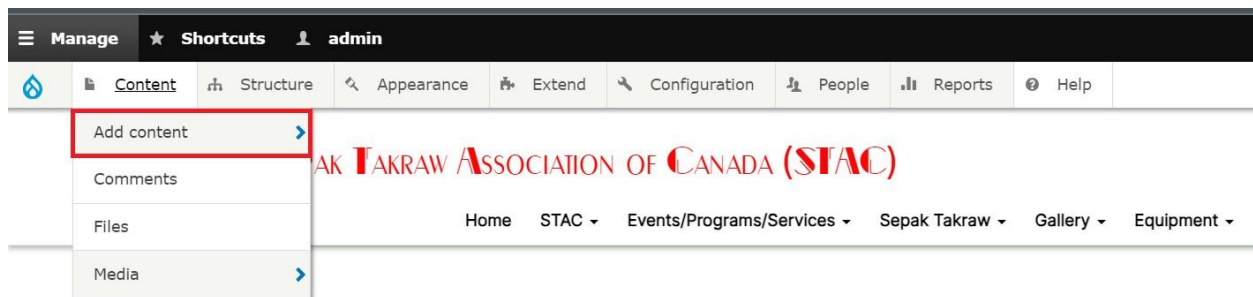
One file only.  
32 MB limit.  
Allowed types: png gif jpg jpeg.

☒ Published

Step 8: After choosing Pictures click **save** button

## How to Add NewPromotional products:

Step 1: Click The **Content** Option in header section



Step 2: After clicking Add content below page will be open

Step 3: Select **Promotional products** from list

# Admin User Guide

---

> **Events**

---

> **Page**

Use *Pages* for your static and landing page content, such as an 'About us' and 'Home' page.

---

> **Promotional Products**

---

> **Resources**

---

> **Slider images**

Slider images below navbar

---

> **Sponsors**

Sponsors

Step 6: Enter title name in title section, and after that in body section click **source** enter the product that you want to change or add in paragraph tag

(Note: If you are adding new blogs please validate existing directors once and refer html classes and tags.)

Step 7: To add a promotional product image, click **choose file** button to add a new pictures, after that it will redirected to your PC and choose pictures that you want to add

# Admin User Guide

**Title \***

**Body** ([Edit summary](#))

**Text format** Basic HTML [About text formats](#)

**Promotional Products Image**

**Add a new file**

Choose File No file chosen

One file only.  
32 MB limit.  
Allowed types: png gif jpg jpeg.

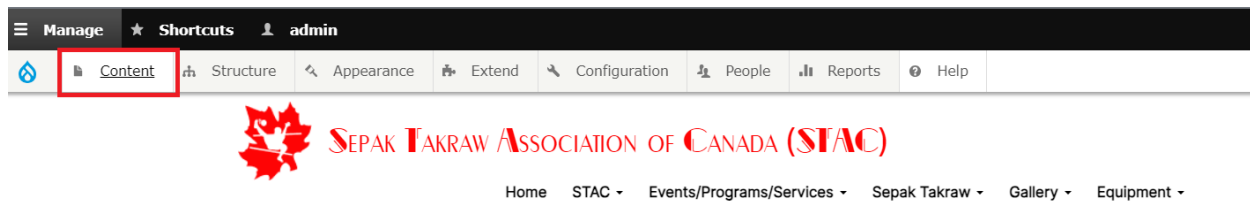
☒ Published

**Save** **Preview**

Step 8: After choosing Pictures click **save** button

## How to Modify Equipment:

Step 1: Click The **Content** Option in header section



Step 2: After clicking content below page will be open

# Admin User Guide

Step 3: Select **Equipment** from drop down list

The screenshot shows a filter interface with four dropdown menus: Title, Content type, Published status, and Language. The 'Content type' dropdown is open, showing a list of options including Article, Basic page, Blogs, Directors/Officers, Equipment (highlighted in blue), Events, Page, Promotional Products, Resources, Slider images, Sponsors, and Webform. A red box highlights the 'Filter' button. Below the filter interface, there is an 'Action' dropdown set to 'Delete content' and an 'Apply to selected items' button. At the bottom, a table header is visible with columns: Title, Content type, and Author.

Step 4: After clicking filter button the list of available resources is shown like below image

Step 5: Choose which product you want to edit and click Edit button in the right corner

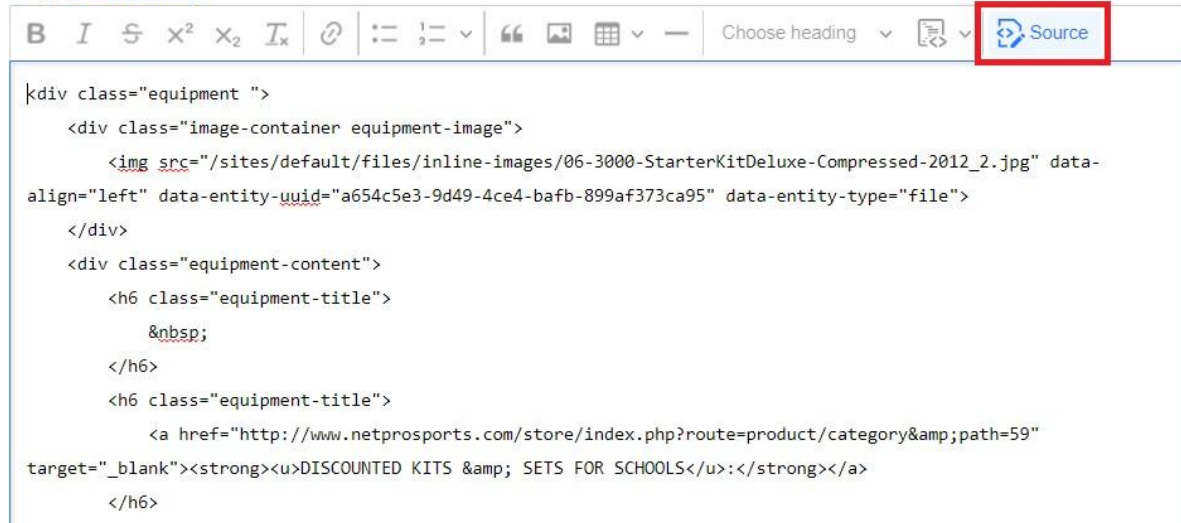
<input type="checkbox"/>	Title	Content type	Author	Status	Updated	Operations
<input type="checkbox"/>	<a href="#">DISCOUNTED KITS &amp; SETS FOR SCHOOLS</a>	Equipment	<a href="#">admin</a>	Published	07/26/2023 - 17:56	<a href="#">Edit</a> <input type="button" value="v"/>
<input type="checkbox"/>	<a href="#">SEPAK TAKRAW JERSEYS</a>	Equipment	<a href="#">admin</a>	Published	07/26/2023 - 17:56	<a href="#">Edit</a> <input type="button" value="v"/>
<input type="checkbox"/>	<a href="#">SEPAK TAKRAW SHOES</a>	Equipment	<a href="#">admin</a>	Published	07/26/2023 - 17:56	<a href="#">Edit</a> <input type="button" value="v"/>
<input type="checkbox"/>	<a href="#">THE SEPAK TAKRAW COURT</a>	Equipment	<a href="#">admin</a>	Published	07/26/2023 - 17:54	<a href="#">Edit</a> <input type="button" value="v"/>

# Admin User Guide

Title \*

DISCOUNTED KITS & SETS FOR SCHOOLS

Body ([Edit summary](#))



The screenshot shows the CMS editor interface. The toolbar at the top includes various formatting options like bold, italic, link, and a 'Source' button which is highlighted with a red box. Below the toolbar, the HTML code for the body content is displayed, showing a div with an image and a link to a discounted kits and sets page.

```
<div class="equipment ">
  <div class="image-container equipment-image">
    
  </div>
  <div class="equipment-content">
    <h6 class="equipment-title">
      &nbsp;
    </h6>
    <h6 class="equipment-title">
      <a href="http://www.netprosports.com/store/index.php?route=product/category&path=59" target="_blank"><strong><u>DISCOUNTED KITS & SETS FOR SCHOOLS</u></strong></a>
    </h6>
```

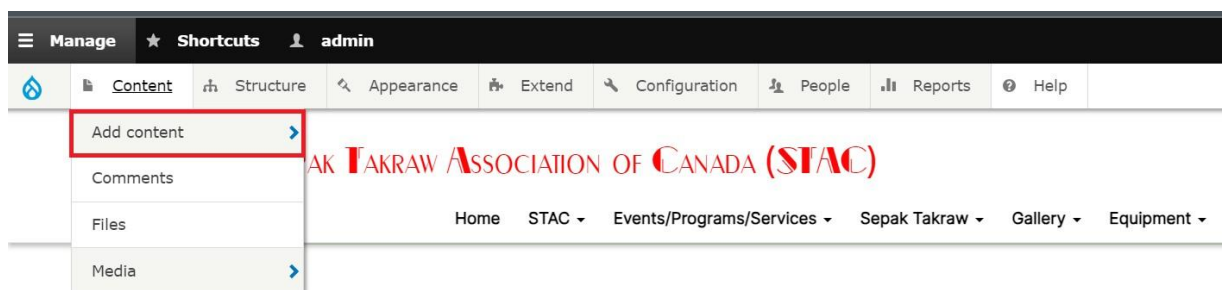
Step 6: Enter title name in title section, and after that in body section click **source** enter the blogs that you want to change or add in paragraph tag

(Note: If you are adding new blogs please validate existing directors once and refer html classes and tags.)

Step 7: After choosing Pictures click **save** button

## How to Add Equipment:

Step 1: Click The **Content** Option in header section



The screenshot shows the CMS header. The top navigation bar includes 'Manage', 'Shortcuts', and 'admin'. Below this, a secondary navigation bar contains various menu items: 'Content', 'Structure', 'Appearance', 'Extend', 'Configuration', 'People', 'Reports', and 'Help'. The 'Content' menu item is highlighted with a red box, and a dropdown menu is visible showing options like 'Add content', 'Comments', 'Files', and 'Media'.

# Admin User Guide

Step 2: After clicking content below page will be open

Step 3: Select **Equipment** from drop down list

> Blogs

> Directors/Officers

> **Equipment**

> Events

> Page

Use *Pages* for your static and landing page content, such as an 'About us' and 'Home' page.

Title \*

Body ([Edit summary](#))

**B**

*I*

S

x<sup>2</sup>

x<sub>2</sub>

*I*<sub>x</sub>

Paragraph

Source

Text format

Full HTML

[About text formats](#)

^ Image

Add a new file

Choose File

No file chosen

One file only.

32 MB limit.

Allowed types: png gif jpg jpeg.

Step 4: Enter title name in title section, and after that in body section click **source** enter the blogs that you want to change or add in paragraph tag

(Note: If you are adding new blogs please validate existing directors once and refer html classes and tags.)

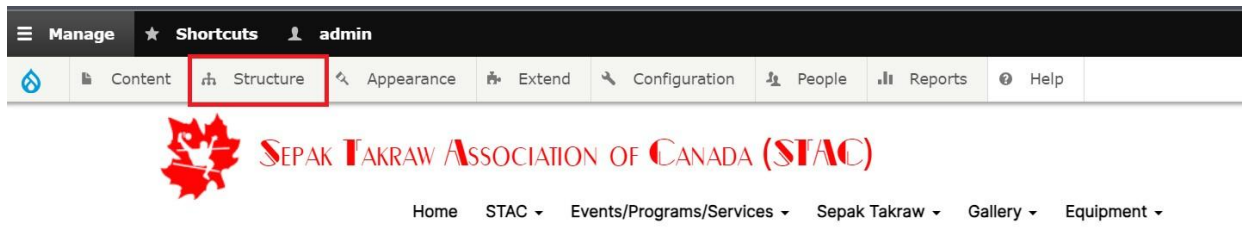
# Admin User Guide

Step 5: To add a image, click **choose file** button to add a new pictures, after that it will redirected to your PC and choose pictures that you want to add

Step 7: After choosing Pictures click **save** button

## How to add custom block library:

Step 1: Click The **Structure** Option in header section



Step 2: After clicking structure below page will be open

Step 3: Select **Block Layout** from drop down list

### > **Block layout**

Configure what block content appears in your site's sidebars and other regions.

### > **Comment types**

Manage form and displays settings of comments.

### > **Contact forms**

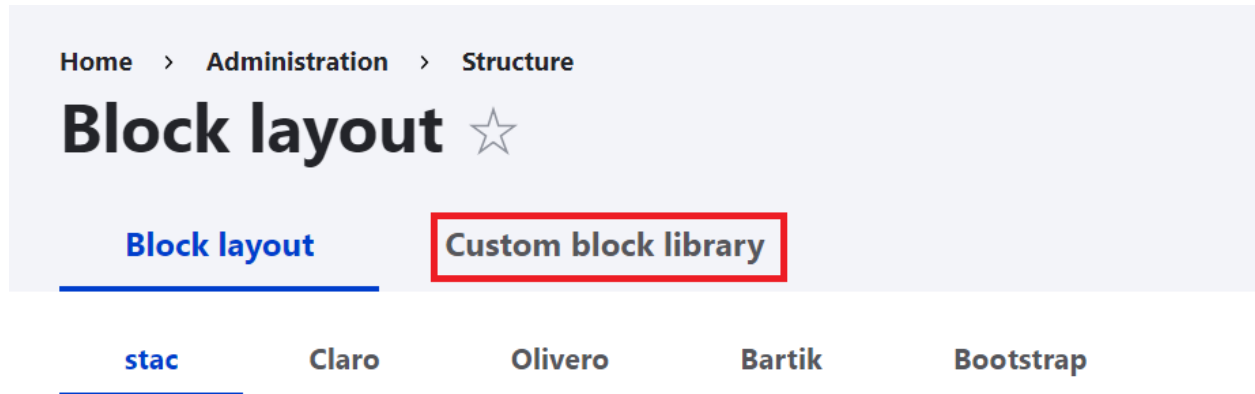
Create and manage contact forms.

### > **Content types**

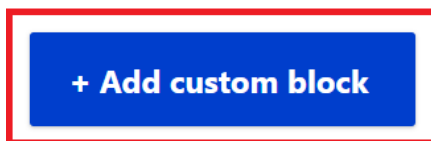
Create and manage fields, forms, and display settings for your content.

# Admin User Guide

Step 4: After clicking structure below page will be open, then click **Custom block library**



Step 5: After clicking structure below page will be open, Click **Add custom block**

A screenshot of the 'Add custom block' form. It contains two input fields: 'Block description' and 'Block type'. The 'Block type' field is a dropdown menu currently showing '- Any -' with a downward arrow. To the right of these fields is a grey 'Apply' button.

Step 6: After clicking add custom block below page will be open,

Step 7: Enter description in block description, and after that in body section click **source** enter the blogs that you want to change or add in paragraph tag

(Note: If you are adding new blogs please validate existing directors once and refer html classes and tags.)











# Admin User Guide

Block description \*

A brief description of your block.

Body

**B** *I* |  |   |   | Paragraph |   Source

Text format Basic HTML 

Step 8: After completing, click **save** button

## How to Modify Layout:

Step 1: In admin panel below header section you want to choose **layout**

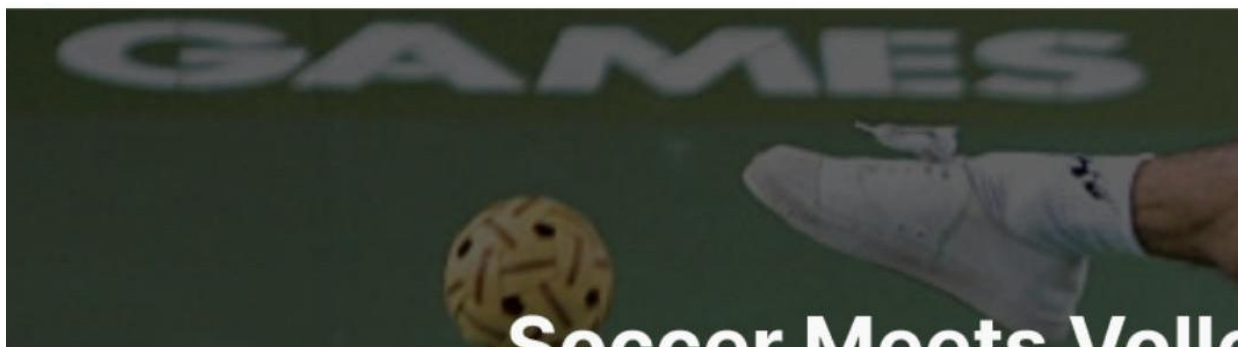
View

Edit

Delete

Layout

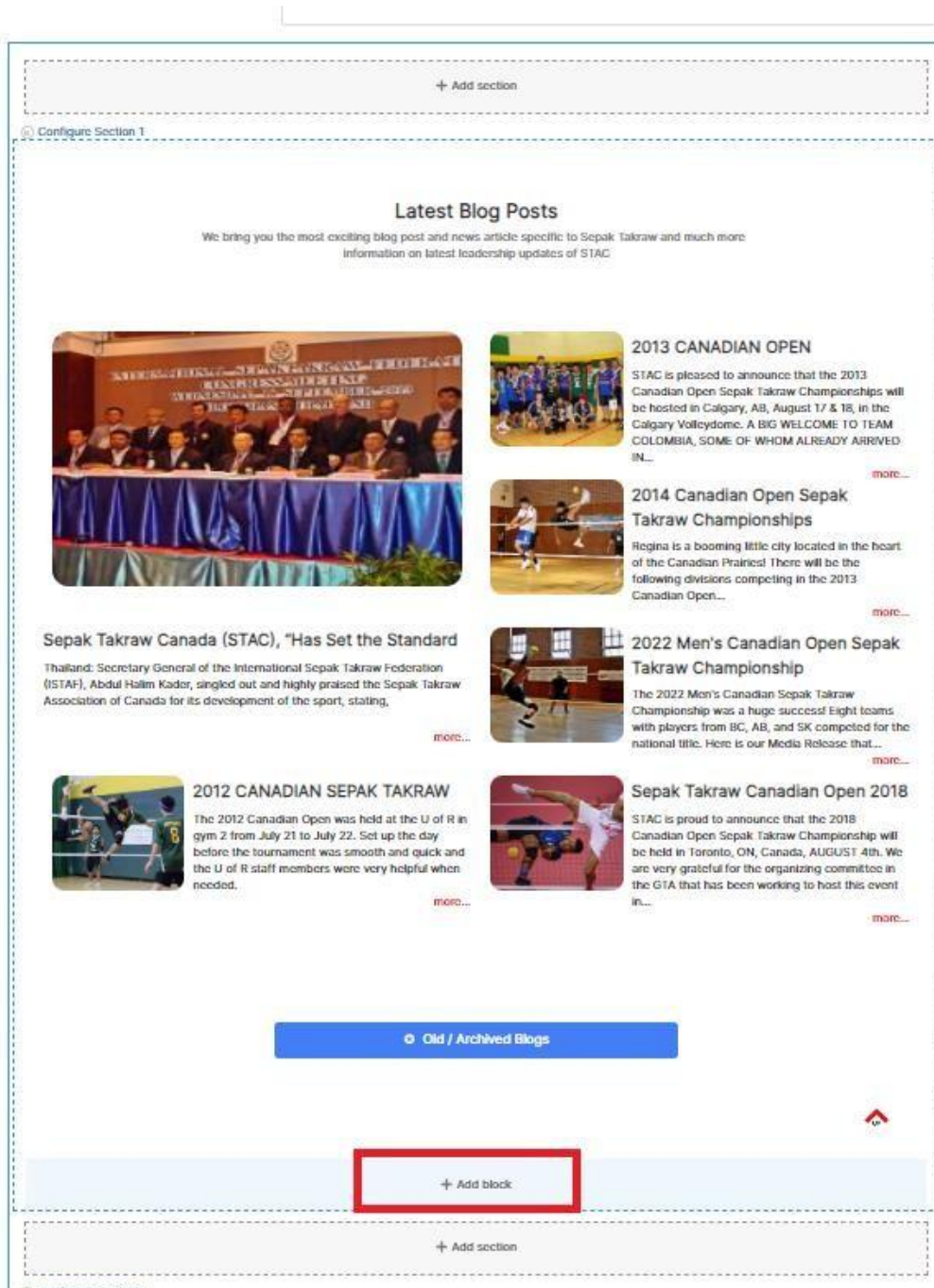
Revisions



# Admin User Guide

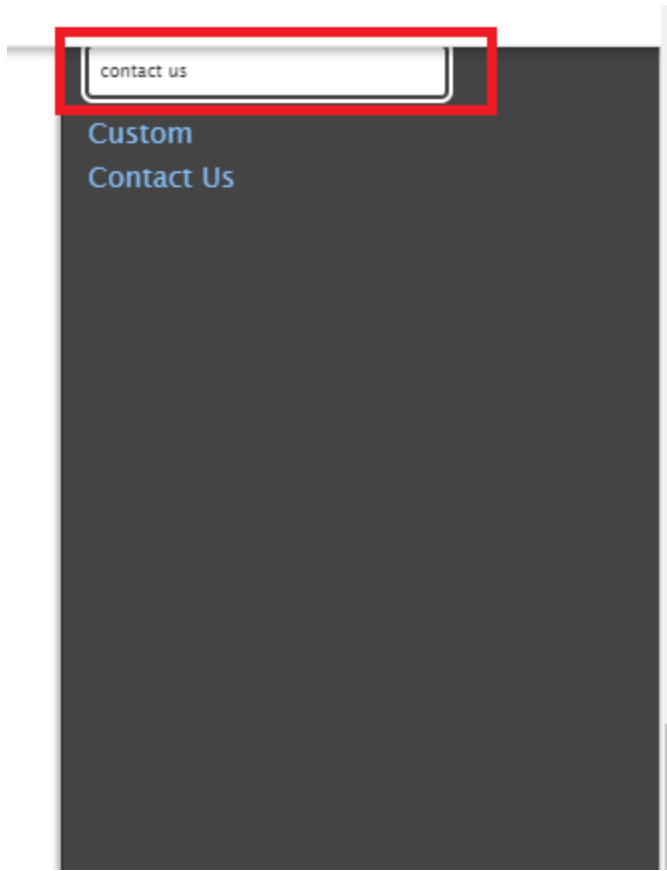
Step 2: After below page will be shown

Step 3: If you want to add blogs click **Add block** in footer area

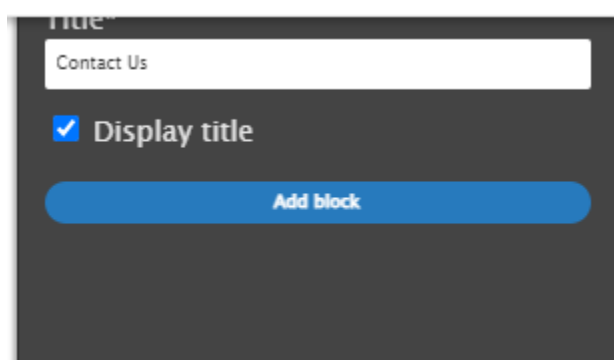


Step 4: After the below page will be shown, in search box search custom block name that you created

# Admin User Guide

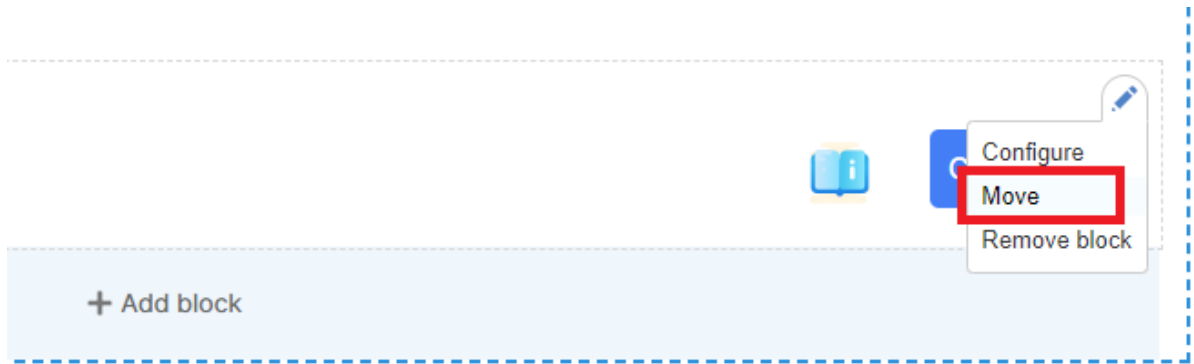


Step 5: if you want to display title in page you want to mark tick in the box and click **Add block** button

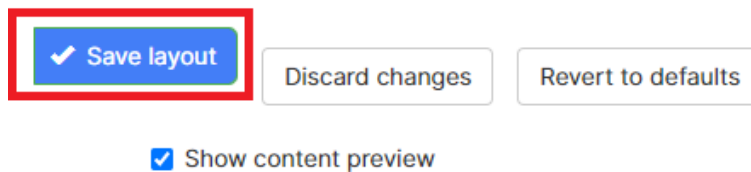
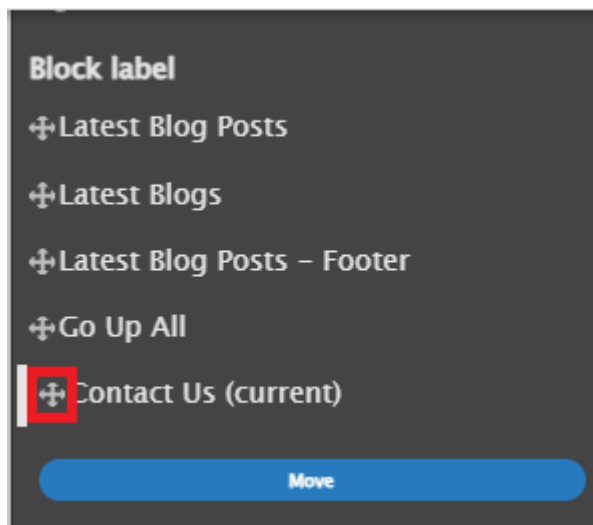


Step 6: If you want to move blogs click **pencil** icon in the right corner, click **move** from list

# Admin User Guide



Step 7: After clicking move button below page will be shown, then drag which blocks you want in a particular order, click **Move**



Step 8: After that click **save layout** button

# Admin User Guide

## **How to View and Download the User Submission Document:**

Using the below Link you can view the user submission details

<https://sepaktakraw.ca/admin/structure/webform/manage/register/results/submissions>

Using the below link you can Download the user submission

<https://sepaktakraw.ca/admin/structure/webform/manage/register/results/download>