

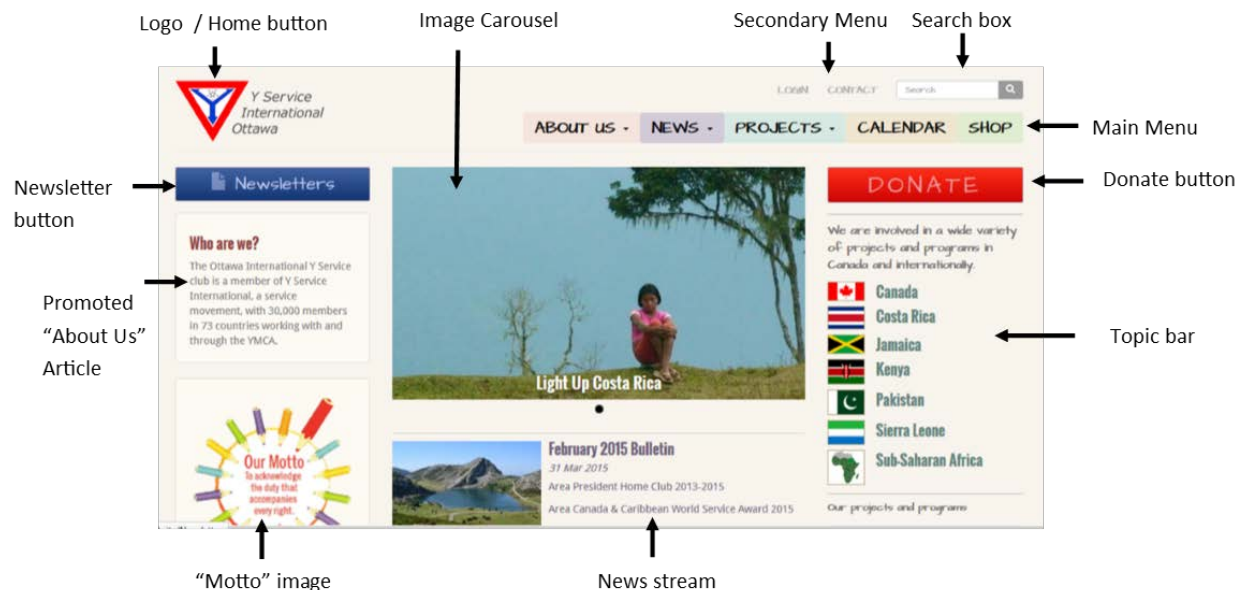
Y Service Club

Website Administration Guide

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Website Structure

The diagram below shows the different areas of the Y service Club website's main page.



Terms Used

Content: Anything you post on the website. Content can include articles about news, projects, countries, or the Y Service Club itself. It can also include events, newsletters, and product descriptions.

Field: Any box on the website that you type into or select an option from.

Logging In and Out

- To log in to the website, go to <http://yservice.ca> using your browser. Click the "LOG IN" link in the secondary menu. Type in your user name and password in the boxes provided. Once you are logged in, you will see two things: an "ADD CONTENT" button beside the "CONTACT" button, and the following bar across the top of the screen:



- To log out of the website, either click "LOG OUT" in the secondary menu, or click Log out in the right-hand corner of the black bar at the top of the screen.

Managing Site Content

Content Types

There are 7 types of content you can post on the website. A content's type determines where it appears on the site. Each one is like a different kind of article in a newspaper. When posting something new on the website, use the content type that best suits the topic you are posting about. These types are described below:

About Us: Use this type to post articles about the Y Service Club (.i.e. who we are, what we do). This content will appear under the About Us menu and, if it is [promoted](#), in the "promoted About Us article" section of the home page.

Article: Use this type to post articles about projects.

Basic Page: This is a default type that should only be used for content that doesn't fit anywhere else.

Event: Use this type to post events. Events are automatically added to the calendar on the calendar page.

News: Use this type to post news articles. News articles automatically appear on the home page's news stream in the order of newest first.

Newsletters: Use this type to upload newsletters. Newsletters must be in PDF format.

Shop: Use this type to post products sold on the Shop (Fair World Sports) page.

Content Fields

Different types of content have different fields that need to be filled out when they are added to the website. When you add content, the fields you see depend on the kind of content you're adding. Some fields are common to all content types and some are specific to one type. Each content field is described below:

Body: The full text of the article, description of the event, or description of the shop product.

- To add the body of your content, click in the body area and type as you normally would. You can use the buttons above the box to format your text. Place your mouse pointer over a button to see what it does. Below the body area is a label that reads "Text Format" with a box containing "filtered HTML" next to it. Leave this box as it is.

Country: The country this content relates to. When a country is added to a piece of content, the content will show up under that country's flag (in the Topic Bar). **Note:** To post content about a country that is not already listed on the website, see [Adding New Projects/Programs, Countries and Product Categories](#).

Description: Used for newsletters only. This field allows you to add a description to the newsletter files you upload.

Event Date: Used for Events only. Setting a date and time for an event will make it appear in the calendar on the calendar page. Check the Repeat box if the event will be recurring. Then, select when and how often the event will repeat.

Featured Image: The main picture that goes with the article, event, or product. When a featured image is added to “Article” or “News” content, the image will also appear in the image carousel on the home page.

- To insert an image, click on the Browse button below the Image label. Navigate to the folder on your computer where the image file is located, click on the image file name, then click the Open button in the dialog box. The file name of the image will appear beside the Browse button (it may take a minute). Click the Upload button. A small version of the image appears. Below it are boxes where you can type a title and alternate text for the image. (Alternate text is what search engines use to find images).

Ordering Code(s): A code for products sold on the Shop page.

Projects and Programs: The project or program that the content relates to. Used with the News and Article content types. **Note:** To post content about a new project or program, see [Adding New Projects/Programs, Countries and Product Categories](#).

Product Category: The kind of sport a product sold on the Shop is used for.

Secondary Image: This field is labeled “INSERT IMAGE.” Use it to add additional or secondary images. These images will be small and will be mixed in with the text instead of appearing at the top like a feature image does.

Newsletter pdf: Used for the Newsletters only, this field allows you to put a newsletter on the website.

- To import a newsletter and add it to the website, click the Browse button. Navigate to where the newsletter file is located on your computer. Select it and click the Open button. The name of the file appears beside the Browse button. Click the Upload button.

Summary: Summaries are optional. The summary is what will appear in the news stream when the entire article won’t fit.

- To add a summary to your content, click the Edit Summary link that appears in blue beside the “Body” label. The label changes to “Summary,” and the Body box moves below it. Add the summary the same way you added the body (see above).

Title: The title of the content.

Adding Content

To add content:

1. Click on the ADD CONTENT link in the secondary menu.
2. Click on the name of the type of content you want to add. A screen appears where you enter the details of your content. Fill in each field. For details on each type of field, see [here](#).
3. If you are adding content about a project or program, click Menu Settings. Check the “Provide Menu Link” box to enter your content into the site’s menu. Enter a title for the menu and add a description if you like (the description will not be seen by visitors to the website). Next, choose where to create the menu link. Under Parent Item, click the down arrow and select Main Menu (even if it already appears to be selected). This will bring up sub-menus for you to pick from. In the example below, the new content will appear under Main Menu – Projects – Global Fellowship Programs. Always leave the right-most box blank.

Parent item

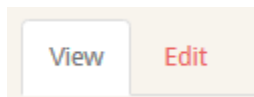
The screenshot shows a horizontal sequence of four dropdown menus. The first three are populated with the text 'Main menu', 'Projects', and 'Global Fellowship programs' respectively. Each dropdown has a small downward-pointing arrow on its right side. The fourth dropdown is empty. Below the dropdowns is a light gray horizontal bar.

4. Click Revision Information (optional): Use this if you want to have different versions of your content. This is useful when you want to change something, but also keep the old version. Check the “Create new revision” checkbox to create a revision (version) of your content. Revisions will be labeled using the date and time they were created and the name of the user who created them. You can also add a message about the revision.
5. Click Authoring Information (optional): When you post content on the website, information about who posted it and when is added automatically. Click here if you want to change this information.
6. Click Publishing Options: Click here to see the options for publishing your content. Uncheck the “Published” box if you don’t want your content to appear on the website immediately. Check the “Promoted to front page” box if you want your content to appear on site’s front page. (This is the default for News items). Check the “Sticky at top of lists” box if you want your content to appear first in the news stream and stay there until you go back and uncheck this box.
7. To finish adding your content, click the Save button at the bottom of the screen. You can also click Preview first to see what your content will look like. To cancel adding the content, scroll to the top of the page and click the Home button.

Changing or Deleting Content

First, find the content you want to change. You can do this two ways:

- To see a list of all content on the site, click “Content” in the black bar at the top of the screen. Click the Edit or Delete buttons on the right-hand side of the table.
- Click on the title of the content you want to change/delete, wherever it appears on the site. A set of tabs appears below the title:



Click the Edit tab. To delete content from here, go to the bottom of the page and click the Delete button.

Editing content is the same as adding it - see [here](#) for details.

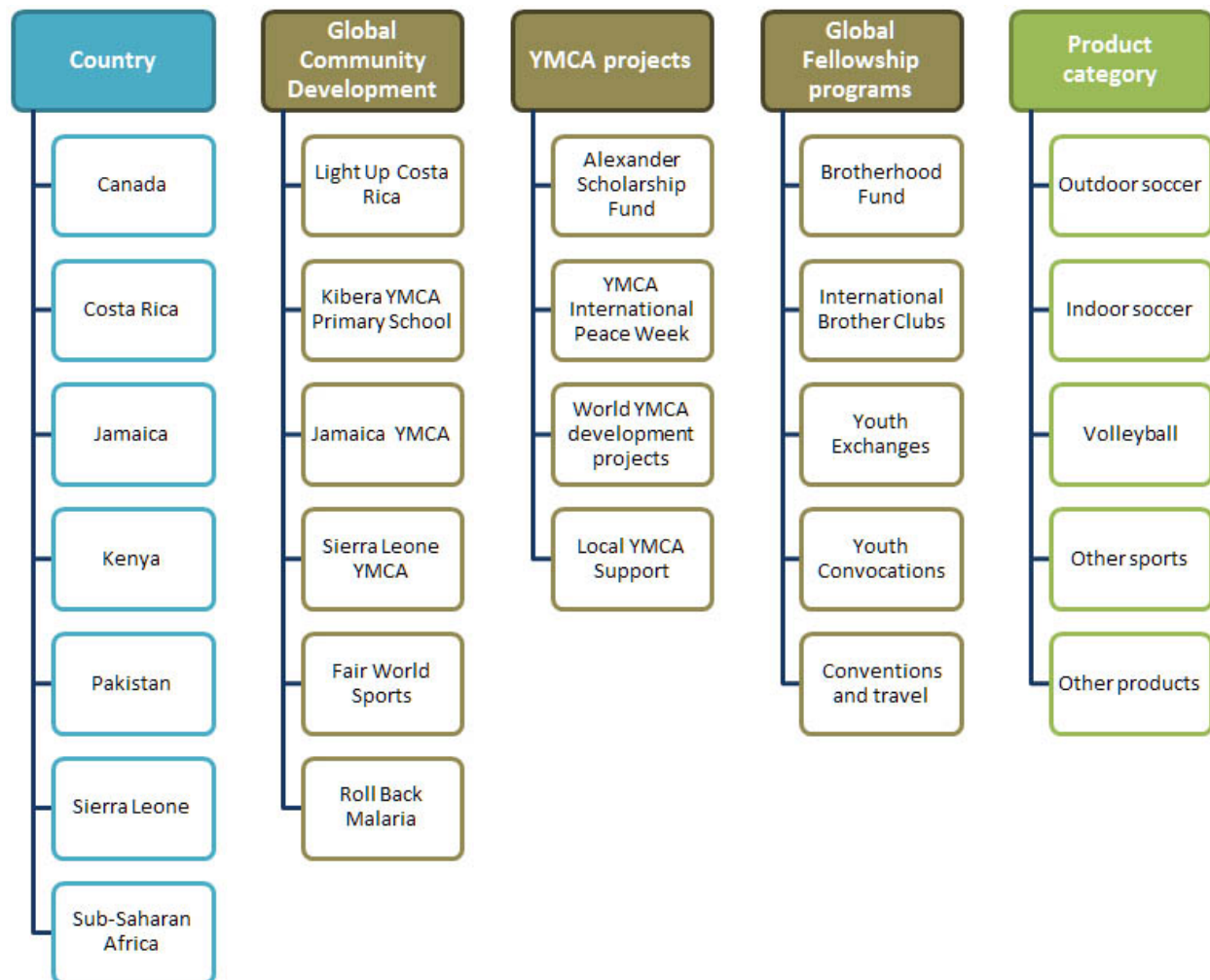
Using Content Revisions

If you have created different revisions of some content, here is how you can see or select them. (For more on revisions, see [here](#)).

1. To see a list of revisions, go to the content you created revisions for. A set of tabs appears below the title. Click the Revisions tab. On the next page is a table. The left-hand column lists the different revisions of this content. The topmost revision is the one currently being displayed on the website.
2. To make a previous revision of the content into the one that is displayed on the site (in other words, revert to a previous version), click the Revert link in the Operations column of the table.
3. To delete a revision, click the Delete link in the Operations column. You can only delete a revision that is not set as the current one.

Adding New Projects/Programs, Countries, and Products Categories

Before you add content about a new project/program, country, or product category, you need to add the classification itself. “Taxonomy” is how the information on your website is classified. It helps visitors to find content about similar subjects they might be interested in (Some websites call this “tagging.”) The Y Service International website organizes content into 3 basic categories: Country, Projects/Programs, and Product Categories. Projects/Programs are further divided into sub-categories. The list of current categories and sub-categories is shown below:



1. Click on the word “Taxonomy” that appears in the black bar across the top of the page.
2. For the category you want to add to, click “add terms” on to the right in the same row.

3. To add a sub-category, click Relations. Click the down-arrow on the Parents box and choose a category. A new, empty box appears to the right. Only use this if you want to create a sub-sub category.
4. Enter a name.
5. Below the Name box, the Published box is checked by default. If you uncheck it, your new “term” (category) will not be used immediately.
6. Click Save.
7. Click the X in the top right of the white area of the screen.

Now when you add new content, the new project/program, country, or product category will be available to use.