

Admin Help

17/02/2012

Uploading mens or womens team selections

Currently only pdf files are able to be uploaded. The filename must either be **mens.pdf** or **womens.pdf**. There is a quick link on the home page that has been set up to open or download this file for men or women. After you have uploaded a new pdf file, click on the link for mens or womens selection to test that the new file was uploaded correctly.

If you want the file to be in a different format to pdf, I can change it, just let me know.

Calendar events

I have not integrated the web calendar fully so sorry you will have to log on again, but using the **same generic username and password** as previously. Please contact Robyn on rhughes@uow.edu.au or banno151@optusnet.com.au if you have difficulty accessing this page.

I have set up one calendar called West Events.

To add a new event to this calendar:

1. Log in using the generic username and password.
2. There is **only one calendar in use**, so all events must be added to this calendar called West Events.
3. Select **Events** link for the West
4. Select the correct date for the new event
5. If you want to use a colour coding system for events such as all juniors events are green, all mens are blue etc, then select the colour
6. Type in the event information
7. If the event is to be repeated, for example training night every Tuesday ,select the repeat option
8. Click **Save** button
9. The calendar should be instantly updated

News Posts

Again I have not integrated the news management systems fully so sorry you will have to log on again, but this time you need **your own username and password**. This is because the format of the news article says who posted it and provides an email link from the news article to your email.

I have set up the following users as editors for publishing news posts:

username	password
craig	craig
wes	wes
peter	peter
chris	chris

elysia	elysia
dave	dave

I have also set up 4 categories of news:

Category of news	Users who can post to that category
General	All above users
Mens	chris, craig
Womens	elysia, wes
Juniors	dave, wes, peter

If you want any more users to be able to post news or you want new categories or additional users to be able to post to these categories, then let me know.

The news **headline** will be added to the home page under **Latest News**. The short news can be accessed by clicking on the headline link which goes to the news page. If a news article also has a full story, a link from the news page will open a new popup window.

I have set up the Mens page to filter the news to only display the Mens news. Likewise, the Womens page will only display the Womens news and Juniors page will also display the Junior news.

To add a **new** news post:

1. Click the **news** link from the **admin** page
2. Log in using **your appropriate username and password** from table above
3. If you want to change your password, click **edit profile** link
4. Click **new post** link
5. Tick the category that the news applies to, you can tick multiple categories.
6. Fill in the subject, description, short news or full news. If you want to add an image, see instructions below.
7. Click **Post** button
8. Review the home page to see if the news headline has been added. It should be instant.
9. Click on the headline link to go to the news page.
10. If you added the news post to the Mens, Womens or Juniors news category, go to that page to check that the post is also displayed there.

To add an **image** to a news post:

1. Create a new news post as per instructions above or click edit posts link and click on the post to edit
2. Click on the **Upload Images** link just above the Short News section
3. A new window opens. **Browse** and upload up to 1 or up to 5 images if required
4. Click **Upload Images** button
5. Close the new Window, a message should say image successfully loaded

6. Back in the news post, click the **Insert Uploaded Images** link just above the Short News section
7. A list of uploaded images will be displayed. Depending on where you want to insert the image, click either [**Short News**] or [**Full News**] link
8. The image will now be displayed in either the Short news or Full news HTML editor box.

Good luck!

Please give me feedback if something is not working, don't get frustrated, I am trying to make your job easier for you, not harder and am happy to help.

Robyn

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