



**Website User Guide:**

---

# **Organisation Page Admin Guide**

---

[www.birminghamcitysu.com](http://www.birminghamcitysu.com)

## Contents

Managing your Organisation .....	4
Organisation Properties .....	4
Website Pages.....	5
Editing Page Content.....	6
WYSIWYG Editing .....	6
HTML Editing.....	7
CSS and JavaScript.....	7
Widgets .....	7
Preview .....	7
Saving.....	7
Page history.....	7
News .....	8
Send Message .....	8
Members.....	9
Groups.....	9
Signups.....	9
Membership API .....	10
Appendix 1: A guide to Widgets.....	11
News .....	12
RSS Feeds .....	14
Event List.....	14
Elections List and Referenda List .....	14
Mailing List.....	14
Photo Gallery .....	15
Signups.....	15
Organisation List .....	15
Personal Calendar, Personal Forums and Personal Inbox .....	15
Contact options.....	16
Join Organisation .....	16

# Organisation Page Admin Guide

---



Products .....	16
Email address link .....	16
Web address link.....	17
Organisation ID and Organisation name.....	17
Appendix 2: A guide to The Wysiwyg Editor.....	18
Source .....	18
Find.....	18
Clear Formatting .....	18
Hyperlinks and Emails .....	18
Anchors .....	19
Image management.....	19
Flash .....	19
Document Management.....	19
You Tube .....	20
Tables .....	20
Widgets .....	20
Views.....	21
Format.....	21
Style.....	21

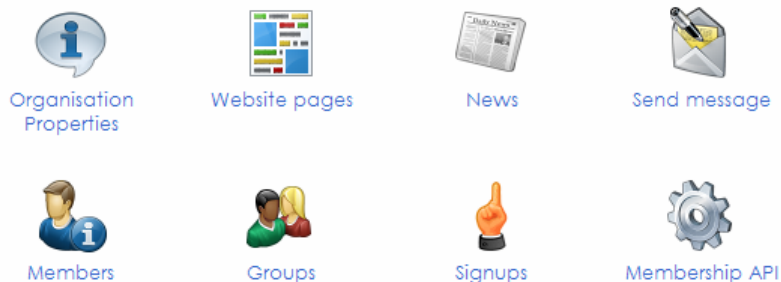
## Managing your Organisation

Every organisation you are an administrator for is listed in the “Admin” panel on the right hand side of the website.



Clicking on the name of the organisation you want to administer will take you to the organisation admin page where you have access to a number of tools.

### Football Club Admin



Each of these tools is detailed below with a description of how to use them

## Organisation Properties



### Webname

Your webname is a way of uniquely identifying your organisation on the website. It has to be between 3 and 20 characters long with no spaces and should be recognisable as a name for your organisation even if it has been abbreviated.

Once your webname has been chosen you cannot change it so choose it carefully.

**Note: Your site administrator may have chosen your webname for you.**

# Organisation Page Admin Guide

---

## Email Address

This is the email address that will be published to contact your organisation, enter a full valid email address e.g. captain@myunifootballclub.com

## Web Address

If you have a separate external website , enter the full address here e.g.  
http://www.myunifootballclub.com

## Description

The organisation description is used in place of website pages (see below) to provide a quick and easy method of getting some basic information about you organisation online. You can add as much text and images to your description as you like.

If you do have your own pages on the website, this description can be added to any of those pages by using the “Organisation Description” widget

## Website Pages



This allows you to create multiple pages for your organisation.

### Your first page and adding pages

If you decide you want to create and manage your own pages on the website you first need to create your root page (This may have been done for you by a site administrator)

If you don't already have a root page it will tell you what the URL web address for this page will be and have a button labelled “Create Root Page”. Click this button to create your first page.

The initial content of your root page will be set to match what was displayed on your page before, this will typically include the name, email address, description and options to join etc.

To add more pages to the site, select where in the site tree you want it to go and click “create child page”.

You will need to make a link to this page on your homepage so your members can navigate around your site.

# Organisation Page Admin Guide

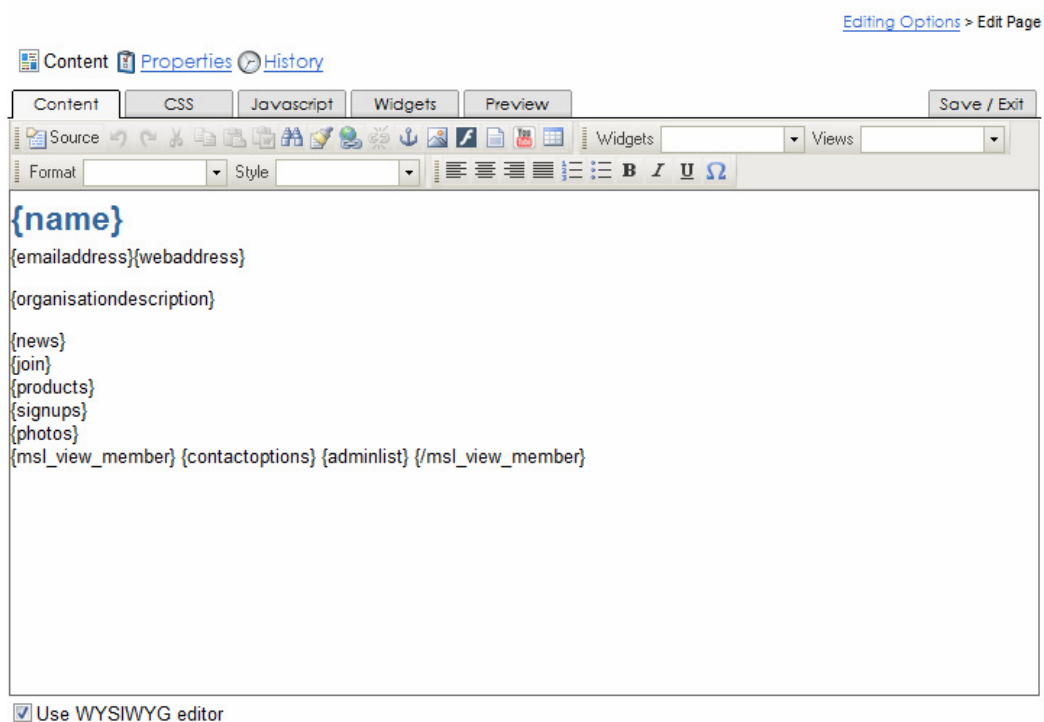
## Editing Page Content

To edit a page, click on Website Pages in your admin area. Find and select the page that you want to edit in the site tree and then click the 'Edit' button. (You can optionally use the quick 'Edit Page' link when viewing the page to do the same thing)

There are two methods of adding text and other content to the pages you create, WYSIWYG editing and HTML editing.

## WYSIWYG Editing

The first (and default) method is by using the WYSIWYG (What you see is what you get) editor built in to the website. This editor allows you to both add and style content using a familiar word processor style interface. You can set different headers, format text and add images etc. in real time.



The example above shows the default homepage of an organisation. The content in curly braces { } are views and widgets (see below) and are used to display dynamic content on the page. Any new pages you make will be initially blank.

For a full guide to the WYSIWYG editor please see Appendix 2 of this document.

## HTML Editing

The second method is to add the html content by hand yourself. This gives you much greater control over the content that is added (The WYSIWYG editor is not perfect and can cause some content to not appear as you would want it to)

This method is recommended only for people with at least a basic knowledge of how html is written.

## CSS and JavaScript (Advanced)

Your page may have some CSS and JavaScript available to it. This will have been added by a site administrator and cannot (by default) be edited. Should you need to edit the CSS or JavaScript you can ask a site admin to grant you access, this will typically only be done in very exceptional circumstances and so the use of inline styles is generally advised.

## Widgets

Widgets allow you to add dynamic content to the page such as news lists, rss feeds and photo galleries.

To add a widget to a page click 'Create New Widget' and select the type of widget from the list. Many widgets have a number of properties that you can alter. These may change how a widget is displayed, what data it uses or when it appears.

Once you have made a widget, adding it to a page is done by selecting the widget from the drop-down list or by typing the name of the widget into the page enclosed in two curly braces e.g. {WidgetName}.

For a full guide to widgets please see Appendix 1 of this document.

## Preview

The preview tab allows you to see how your content will look once saved. It will load in the widgets you have added and apply any CSS styles available on the page. It is always advisable to preview your changes before saving.

## Saving

Once you have made your changes click save and you will be given the option to "save and publish", i.e. make your changes live, or "save" your changes but keep the live page the same.

Make sure you give a brief description of what you have changed in the notes section to help other editors (and yourself at a later date) understand what changes you have made and why.

## Page History

Every time the page is saved it creates a new version of the page allowing you to see all changes that have been made, compare them to each other and roll the live page backwards or forwards. If you have previously saved changes without publishing you can access them here.

## News



Every organisation page comes with news as default on its homepage. By using the widgets this can be moved to a child page or styled how you wish. For instance you could have just news headlines on your homepage and full news including pictures and leaders on a /news page. It is recommended that you write several news articles before you use the widget so you can see what your page will look like when you use the preview section of the widget editor.

Editing news is very easy and comes with some useful options such as being able to set news to appear in the future, having only members able to read it and also to make the news a direct link to another page (e.g. if you are advertising a Union event the article could link directly to the buy tickets page or to a sign-up page). You can also allow comments which is a great way to get feedback from your members.

The order of the news can be changed by dragging and dropping the news articles in the editor or by changing the display order in the widget.

## Send Message



This is a short-cut to the Message Centre allowing you to email your members. You can choose whether the email arrives from your personal address or from your organisations.

To add recipients click on 'To' which will give you a list of all your members and any groups you have set up. There is a search box to help you find individual members.

The message will go to whichever email address your members have chosen to receive your messages. If they have chosen not to receive email communication from your organisation the message will still go to their website inbox.

## Members



This allows you to browse your members allowing you to see their profiles and their ID numbers.

## Groups



Groups allows you to add exec members to your organisation and set up contact groups which can then be easily emailed through the message centre or by using the send message link.

## Signups



This allows you to create sign-ups for trips, events, training or just to register interest. Once you have made the signup live your members will be able to sign up through your website generating lists for you. The lists display the name and University card details. Signups can be created for anyone, for members of your organisation or for specific groups within your organisation if you have set them up using the Groups area of your admin pages.

Once your members have signed up it puts that information into their calendar. If the calendar is not displayed elsewhere in the website then you can put it into your pages using the calendar widget.

## Membership API (Advanced)



If you decide not to use the tools here and set up a separate website for your organisation the membership API allows you to secure your own website by validating that members of your club, society or other organisation are who they say they are.

- **You can use the API to perform two functions**
- **Get a list of all of your member's details**
- **Check that a person is currently a valid member of your organisation**
- **The API relies on *keys* to interact with the data**

Firstly your organisation must generate a key. You can do this easily by clicking on the Membership API icon.

Each member that wants to validate themselves on your website must then generate their own key that is unique to their membership of the organisation. The tool to do this will appear on your page as soon as your organisation key has been created.

To utilise these keys in the API your website needs to interface with the API in a specific way, namely via a REST interface.

The URLs for this interface are in the form:

[http://www.birminghamcitysu.com/membershipapi/listmembers/{organisation\\_key}/](http://www.birminghamcitysu.com/membershipapi/listmembers/{organisation_key}/)

[http://www.birminghamcitysu.com/membershipapi/ismember/{organisation\\_key1}/{person\\_key}/](http://www.birminghamcitysu.com/membershipapi/ismember/{organisation_key1}/{person_key}/)

## Appendix 1: A guide to Widgets

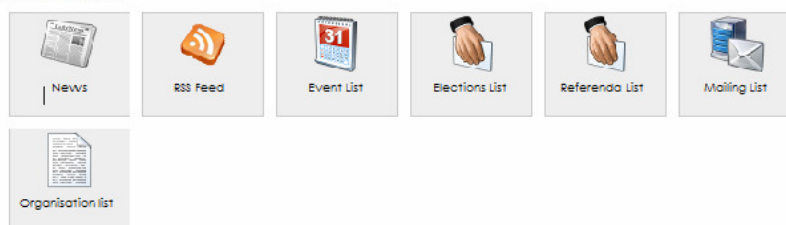
To add a widget to a page click 'Widgets' and select the type of widget from the 'Create new widget' list. Once you have made and edited your widget you drop it into the appropriate area of the page by selecting it using the WYSIWYG editor.

### Current Widgets

edit	delete	Name	Type
		{join}	join
		{news}	news

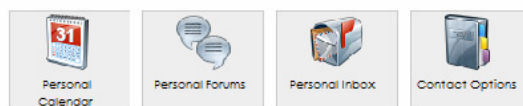
### Create New Widget

#### General Widgets



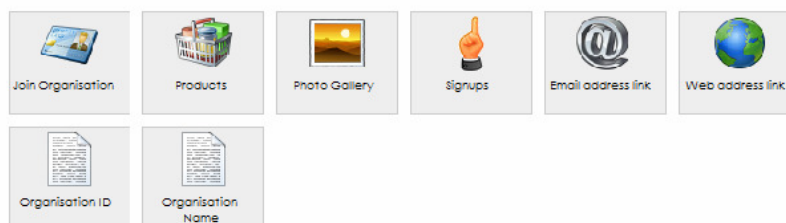
#### User Widgets

These widgets are personalised to the logged in user



#### Organisation Widgets

These widgets use the page's owning organisation to display information



The different widgets and their attributes are listed below.

## News



News articles can be added to your site through the admin pages or directly from the news itself following the 'edit news' link. The widget affects how the news is displayed. By default you have a news widget on your homepage though this can be deleted and added in a separate page or you could change the widget properties so for instance your homepage just displays headlines whilst you make another page that shows headline, leader and image. The editor has many fields to alter how your news is displayed.

### Organisation

This should show your organisation. If it doesn't, change it so it does.

### Title

The title for the news widget that appears above the list of news. Use html headings tags e.g. `<h1>Latest News</h1>` to add weight to the title.

### Wrapper div ID and Wrapper div CSS class

This is only relevant if the website administrator has given you permission to edit the CSS of your pages.

### Layout options

This gives you flexibility to totally change how your news appears. To find which layout you like best try all the different options and preview. Make sure you have lots of news articles added so you can evaluate the different options.

### Items to display

This sets how many articles appear on the page. Obviously if you have two columns this number should divide by two and divide by three if you have three columns.

### Rotate News

If this is selected the display order of your news will randomise each time it is selected.

### Number of items to pin

If you have selected to randomise your news this lets you make a set number of items sticky so they stay as your top articles.

## **Show ReadAll**

This adds a link at the bottom of your news to a system generated page allowing people to read all your news articles (including expired articles if the Include archived article button is ticked).

## **Display link to RSS feed**

This adds an RSS feed to your news so your members can use RSS feed readers to keep track of your news and other organisations can pull your news into their websites.

## **Image width and height**

If required you can change the image size of your news articles though we would recommend keeping the default.

## **Include archived articles**

This displays expired news articles in your ReadAll news list.

## **Sort by**

You can display your news in various different ways. It can be randomised as mentioned above or set to appear as below.

pubdate\_desc,

This displays news in the order you publish it with latest news at the bottom.

pubdate\_asc,

This is the default and displays news in the order you have published it with latest news at the top.

subject,

This displays news alphabetically by title.

display\_order

This displays your news in the order you set using the drag and drop function in the 'edit news' link

## RSS Feeds



RSS lets you syndicate content automatically from other websites and blogs into your pages. For instance if you are a Chess Society and you wish your site to have Chess news just search for Chess News Rss. Look for the orange symbol above or a link to an RSS feed and then copy and paste that link into the widget. You can combine multiple feeds into one widget by separating them with the | character.

There are several fields you can edit to determine the length of your feed, how much information is displayed and in what order.

## Event List



This allows you to input an event list into your page. This is only relevant if your organisation has regular events run through your Unions events system.

## Elections List and Referenda List



If you are running online elections or referenda for your organisation then this widget lets you put those into your webpage.

## Mailing List



If you have created any contact lists through the Groups section of your admin pages, this widget will display them in your site.

## Photo Gallery



When your members upload photos they can choose to assign them to your organisation. This will display all those photo galleries. Photos can be commented on and tagged with either free text, your friends or linked to events if they have been run through the Union events system.

## Signups



If you are adding signups through your organisations admin pages this widget displays them on your site.

## Organisation List



This widget is not relevant to individual organisations but may be used by the website administrator if they want to add more functionality to the site.

## Personal Calendar, Personal Forums and Personal Inbox



These widgets show your members calendar, links to forums they may be watching and their inbox that shows all messages sent through the membership system (including messages from your organisation sent through the message centre). If you regularly use signups, forum or send messages it is recommended you include these somewhere in your pages.

# Organisation Page Admin Guide

---

## Contact options



This adds a box that lets your members select their contact options for your organisation. They can select what email address they want messages from you to go to and whether they allow post or phone communication. By default this is on your homepage.

## Join Organisation



This lets you add a box to your page giving people the option to join your society or letting them know when their membership expires if they are already a member. By default this will be on your homepage. If you move this from your homepage it must be well signposted or people will not be able to join your society online.

## Products



If your organisation is selling any products or merchandise through the membership system this widget lets you show those products in your webpages

## Email address link



This shows the email address for people to contact your society. By default this is on your homepage. You can edit this in your admin pages under organisation properties.

# Organisation Page Admin Guide

---

## Web address link



This shows the email address for people to contact your society. By default this is on your homepage. You can edit this in your admin pages under organisation properties.

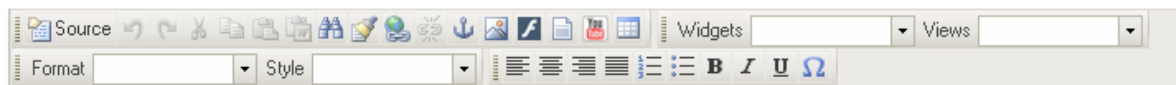
## Organisation ID and Organisation name



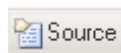
This lets you put your organisation name and system ID into your pages and is more of use for site administrators.

## Appendix 2: A guide to The Wysiwyg Editor

The 'what you see is what you get' editor allows you to add content and style your pages without knowing html (the language which web pages are written in). Although not as powerful as directly editing the html the editor still has many functions for you to add content. Below is a guide to the different functions and buttons on the editor.



### Source



This allows you to quickly look at the html of the page you are editing. If you are copying and pasting text into the editor it can often contain stray html (particularly if copied from a webpage) so it is always advisable to copy your text into Notepad first which cleans out all formatting.

### Find



You can find or find and replace text in the page.

### Clear Formatting



This allows you to quickly remove inline styles such as bold and italic or text colour from your page without affecting headlines, paragraphs and links.

### Hyperlinks and Emails



Text or images in your page can be set as links to either other webpages (links) or other areas of your webpages (anchors) or to act as an email prompt. Select the subject you wish to convert then click on this and fill in the relevant fields. If you have made an anchor on the page this will be automatically available for you to select. In the advanced options you can choose to redirect people to a new window if you do not want them to navigate away from your page.

## Anchors



If you have a particularly long webpage that you do not want to make into several smaller pages then you can use the Anchor button. This allows you to select text or an image as an anchor. Once this is made then you can link to this anchor from other areas of your site or a navigation menu at the top of the page..

## Image management



To add an image to your site place your cursor where you want your image to go then select this button. Click browse and upload to save your image to the site then select it and click OK to add it to the page. There are various tools you can select to change the image size and its justification in the page, whether it has a border and how much of a margin it has.

Make sure you add alternative text describing what the image is so people who are looking at your site with images turned off can still understand it.

## Flash



Flash is uploaded and selected exactly like images. Once you have added the flash you can choose whether it loops and autoplays through the advanced menu.

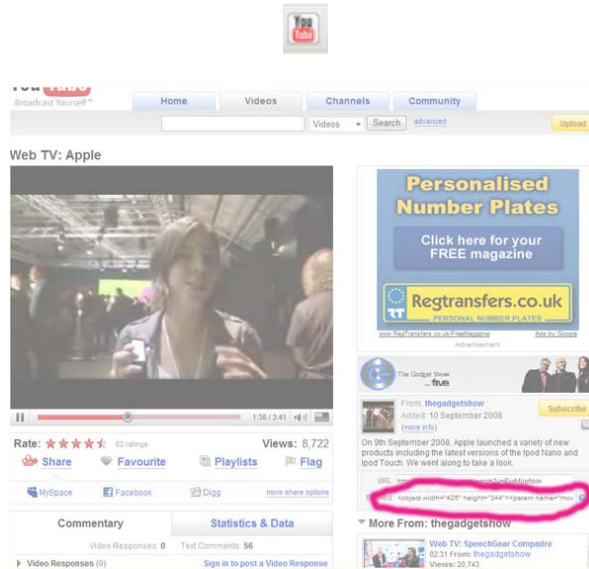
## Document Management



Adding documents to your site is easy. Select the image or text you wish to link to the document then click on the button and go to browse and upload. Choose the document you would like to upload to the page from your computer. If the document has already been uploaded to the page you can select it directly. You can upload Word, PDF, Powerpoint, Excel and Publisher documents.

# Organisation Page Admin Guide

## You Tube



To add a You Tube video to your site copy and paste the embed code from the video (highlighted in pink above) into the relevant field.

## Tables



Adding a table to your site lets you format it by adding rows and columns. Once your table has been added you can access more editing options (including formatting individual cells) by right-clicking. You can set the size of your table in either pixels or percent and set the padding and spacing of each cell.

## Widgets



Once you have created your widget you can select it here to drop it into your site.

# Organisation Page Admin Guide

## Views

A dropdown menu with the label 'Views' and a downward-pointing arrow on the right side.

This allows you to have different content in your page for different users. You could tell non members why they should join or members that they should log in so they can sign up for trips and comment on news etc.

Select the user group you wish to add the content for and then add it to the site. Add the content you want between the curly braces (where it says content). E.g.

```
{msl_view_member} {news} {/msl_view_member}
```

will add a news widget to the site but only your members will be able to see it.

To add a view to the site select a view from the drop-down list or add the curly brace tags:

```
{msl_view_notloggedin}CONTENT{/msl_view_notloggedin}  
{msl_view_loggedin}CONTENT{/msl_view_loggedin}  
{msl_view_members}CONTENT{/msl_view_members}  
{msl_view_admins}CONTENT{/msl_view_admins}
```

There is also the special view {page\_content} that is used to add a placeholder for system generated content loaded within the page. This is only applicable for system admins and is of no use for your pages.

## Format

A dropdown menu with the label 'Format' and a downward-pointing arrow on the right side.

Here you can manage the headings for your text keeping the same style as the rest of the website.

## Style

A dropdown menu with the label 'Style' and a downward-pointing arrow on the right side.

This lets you add several styles to your text including slightly larger and smaller text and strikethrough.