

DEVELOPER CITY

MOBILE • DESKTOP • WEB

Website Manual v2



www.northantscraftsguild.co.uk

Updated October 2010

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Introduction

This manual outlines how to use the Northamptonshire Guild of Designer Craftsmen website. Each member has their own page on the site where they can write a bit about themselves and their work, upload images and post events.

Changes

There are a few changes in this latest version of the manual. The changes mainly centre around the gallery feature. This has recently be updated to overcome some problems that members were having when using the gallery. The updated gallery should also prevent member pages from 'crashing'. All images that are uploaded to the site will be automatically resized in order to save on space.

Your Login Details

Every new member to the guild will be sent their personal login details within the welcome pack. Please keep these details safe. If you forget your login details then please contact a member of the website committee or Matt (matt.west@developercity.co.uk) who will be able to help you.

Logging into the Website

1. Go to www.northantscraftsguild.co.uk/admin **or** click the 'Member Login' link at the top of the homepage.
2. At the next screen please enter your login details.
3. You have now successfully logged in.

Please Note:


Usernames and passwords **are** case sensitive.

Updating and Editing your Page

This section will go over how to update your page on the site and how to add images.

Updating Content

To access and edit your page please follow these steps:

1. Click the 'Content' tab in the control panel menu.
2. In the window that loads please click the pages link.
3. First click the 'Expand All Sections' button.
4. At the bottom of this list should be a row with a page entitled your name, click the 'edit' icon () at the end of this row.
5. You should now see the 'Edit Content' page.
6. Edit the information in the various boxes to update the content on your page, once you have finished click 'Submit'.
7. You have now successfully edited the content on your page.

Adding Member Events

The 'member events' section on your page will be hidden unless you have added your personal events.

To add a member event:

1. Follow steps 1-4 of 'Updating Content'.
2. In the 'Edit Content' page there a number of boxes available to add information

about upcoming events.

3. Once you are done updating your events click 'Submit' to save your changes.

To delete an event just delete the information that you have entered in the events fields and click 'Submit'.

Uploading Images

To upload an image to your page please follow these steps.

1. From the control panel home page click the 'Content' tab.
2. On the new page please click the 'Gallery' link.
3. You should now see a list of members, please click on your name.
4. You should now see your personal gallery.
5. To add an image please click on 'Add images' located above the list of your images.
6. A new window should now open.
7. Please navigate to the image that you want to add to your page and double click it.
8. The software will now upload the image to your gallery and automatically resize it. (This may take a few minutes depending on your connection)
9. Once the upload is complete you should now see the image in the list on your gallery page.
10. You have now successfully uploaded a new image to your gallery.

Captioning Images

To add a caption to an image please follow these steps.


1. Complete steps 1-4 of 'Uploading Images'.
2. You should now see your personal gallery page.
3. Input your caption into the 'Title' box to the right of the image.
4. Once you have finished captioning your images please click the 'Save' button at the bottom of the page.

Please note:

Images that have not been captioned will display the file name instead.

Image comments are not used on the site.

Deleting Images

1. Complete steps 1-4 of 'Uploading Images'.
2. To delete click the delete icon () at the end of the image row.
3. You will be asked to confirm your action, press 'OK' to delete the image.

Front-page Images

Each member is included on the members carousel on the homepage. If you would like to change your image here please email the image to Matt (matt.west@developercity.co.uk).

News Articles

The news articles displayed on the website are managed by the website committee. If you

would like to post a news article to the site please send it to a member of the website committee for consideration.

Getting Help

If you require any help with updating your page please get in touch with a member of the web committee. Alternatively you can contact Developer City directly (support@developercity.co.uk).

Reporting a Problem

If you think you have found a problem with the site please contact Developer City directly.

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