Catholic Education SA
CESA School Website User Guide

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Website Support

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Contents

Logging into your Website

For best results, please ensure you have the latest version of your web browser installed to edit your website. Some features in older browsers will not function as expected. Your website will also need to be edited from a Desktop device.

Check browsehappy.com for the latest browser versions. **Chrome** or **Firefox** are recommended.

To log into your website, follow the steps below:

1. Open your web browser
2. Visit http://cesa.webtemplate.com.au/management
   (note: there is no www)
3. Enter your username and password
   (as assigned to you at the time of your website handover)
4. Click **Login** to submit
5. You will now be taken to you school's WMS home page, **The Office**.

*Pointer: Your username will be prefixed by your Site ID and entered in the following format: **1234:johnsmith**. If you are having trouble logging into your website, check that the prefix is included. If problems persist, please contact the **CESA ICT Service Centre**. Save the URL above to your favourites for quick and easy access to your website's login page.*

Dashboard

Content Manager

The Content Manager contains various modules for editing your website's content. This includes:

1. **Site Builder** – Manage website pages and sitemap/menu Structure
2. **Site Contact Details** – Manage your school's contact information and social links
3. **File Library** – Manage/sort your website images and documents
4. **Form Builder** – Manage your website's online forms
5. **Form Submissions** – View/export form submissions
6. **Galleries** – Manage image/video galleries
7. **News** – Manage news articles
8. **Events** – Manage upcoming events
9. **Staff** – Manage a list of staff members
10. **Homepage Elements** – Manage homepage content

Groups

Within Groups, you are able to manage groups for your users in order to segment them. This includes:

1. **Contact Groups** – Manage a list of subscribers who receive communication from you in the form of an eNewsletter or mailout.
2. **Admin Groups** – Manage a list of users who can view/edit content on your website.

Contact Manager

The WebTemplate Contact Manager allows you to view/manage all contacts added to your website. This includes:

1. **Contacts** – All users, including Contacts, Administrators and Members
2. **Administrators** – Those who have the ability to edit content on your website, such as Blog Posts, Files, Page Content.
3. **Members** – Those who have the ability to view hidden content on your website, such as member events or pages.

Communications

The WebTemplate Communications Module allows you to send eNewsletters to your website's contact groups. Once emails are sent, you can track their statistics and use this information to improve your email marketing success over time.

Blogs

The WebTemplate Blog Module allows your website Administrators and Blog Editors to create and moderate Blog Posts.

Moderation

The WebTemplate Moderation Module allows Global Administrators to View, Edit or Accept moderated website content.

Site Settings

Site Name

This is the name of the school. You can change it in this section and click **Submit.**

Default Meta Tags

These meta tags will be inserted into the <head> section of pages. After you have made your changes, ensure to click **submit.**

Title

This is the title of the webpage. It may contain a placeholder to label each page i.e. [wt:Menu Text]. Please do not change this.

Keywords

Keywords is a secondary field where you can input keywords to help users search for your page. This function is not widely used anymore.

Description

This is what shows up in Google Search results. It its best to include a description of the page to assist users. We recommend to keep this to a 160-character maximum.

Other Head Elements

This section can include tracking information that you want to display in the <head> section of the page i.e. Analytics or heat map tracking.

Tracking Code

This code will be placed at the bottom of every page just above the closing tag. Boylen SEO team will migrate old tracking codes to the new website during the initial launch procedure. If the code needs to be update you can change it here and click **Submit**.

School Contact Details

Your contact information is entered into the **Site Contact Details** Module. This will feed into the Contact Page Template, the Footer of your website and the Homepage Contact Element.

To manage your contact information, navigate to **The Office > Content Manager > Site Contact Details**.

Click **Edit** to Add/Adjust the details presented. Please note the below items:

1. **Postal Address** – Only enter if different to regular address entered
2. **Absentees** – You can enter a phone number or email address here
3. **Social Media** – Past the URL of your profile page(s), including **http://.** If you enter a value, an icon will appear on your website.
4. **eNewsletter Signup** – Include a link to your subscription page
    a. Browse to select a page of your website, or
    b. Paste a URL to an external tool, including **http://**
5. **Show Social Bar** – select **Yes**, if you want the social media icons to appear on the header of your website.

File Library: Manage Files and Documents

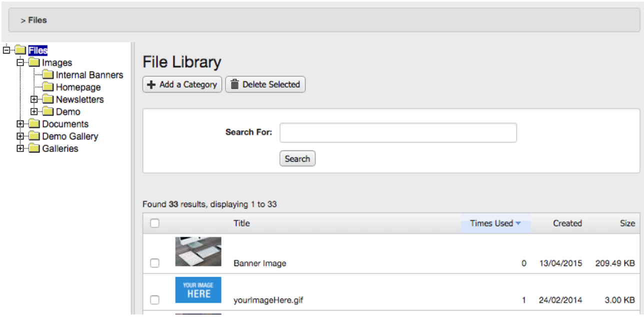
The File Library is where all Images and Documents are stored that you upload to your website. The library is intended to help you manage relatively small numbers of files, used within your website's pages.

We recommend that you plan and set up the category structure before uploading files, so that it is easy for you to locate files when editing the content of your website.

To access your File Library, navigate to **The Office > Content Manager > File Library.**

Files list

The initial folder you will see is the **Files** folder. Here you will see a full list of all files added to your File Library.


> Files
Files
Images
Internal Banners
Homepage
Newsletters
Demo
Documents
Demo Gallery
Galleries
File Library
Add a Category
Delete Selected
Search For:
Search
Found 33 results, displaying 1 to 33
Title
Times Used
Created
Size
Banner Image
0
13/04/2015
209.49 KB
yourImageHere.gif
1
24/02/2014
3.00 KB

To sort this list:

1. Click on the heading you wish to sort by
    a. **Title** – To sort the items alphabetically by title
    b. **Times Used** – Sort the items by the number of times used throughout your website's content
    c. **Created** – To sort them by date created/added to your website
    d. **Size** – To sort the items by file size

To remove file(s):

2. Click the checkbox next to the item(s) you wish to delete
3. Click **Delete Selected** button to remove
   Note, you can click the checkbox in the title bar to select all.

To search for a specific file:

1. Type keyword(s) into the **Search for** field above the list of files
2. Click **search** to filter the list

Pointer: Files uploaded to your website should be web optimised (not to exceed 72dpi). They will slow your website down for users and also take up your allocation of space on the CESA Server if they are too large.

*Pointer: Always enter a short, meaningful **Title** when uploading images and documents to your website. This will be used by screen readers (for visually impaired users), it will display along with your file on the website in some cases and it is used by search engines when raking your website for relevance of keywords.*

Pages (Site Builder)

Pages of your website can be added/removed/moved or renamed via the **WebTemplate Site Builder**. Here your pages are segmented under Sitemap, Footer Pages and Special Pages.

Sitemap Pages

Sitemap includes all pages that are shown in the main menu of your website. Pages within sitemap can be structured into 3 tiers maximum. It is recommended to keep this as simple/minimal as possible however.

Footer Pages

Footer Pages can be used for any pages you wish to link to from the footer of your website. These will not show in the main menu of your website. This is a great place for commonly accessed resources like Student Email, Portal etc. There can only be a single tier of pages within Footer Pages.

Special Pages

Special Pages is where pages are housed that are not intended to show in the menu of your website. These are pages that are either promotional, temporary or secondary.

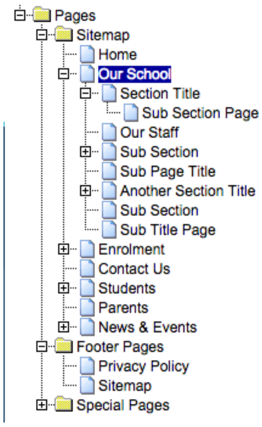
There can only be a single tier of pages within Special Pages.

It is strongly recommended that you keep your top level pages as they are when the site is established. This should always be kept as a short list. The layout of your website can break if the top level page names are adjusted or new pages added here.

Add a Page

To add a page to your website, navigate to **The Office > Content Manager > Site Builder**.

1. From the structure tree, click on the element you wish to add the new page within. *Note: You can click the **+** icons to expand a menu and the **–** icons to close a menu.*



2. Click the **Add a Subpage** button at the top of the right editing panel.
3. Enter the following details:
    a. **Active** (Y/N) – Choose whether the page is shown on the website.
    b. **Menu Text** – This is title of the page, as it will appear in the menu (for sitemap pages) and the page heading (all pages).
    c. **Generate URI from Menu Text** – This is selected by default and the URI (or page link) will be automatically generated using the location of the page and the Menu Text. *Note: If you are moving a page that has been linked to from other sections of your site, it is recommended not to adjust the URI of the page, as it will mean that your links will become broken and need to be updated.*
    d. **URI** – This is the link to the page. It is automatically generated, but can be adjusted here if you require. You will need to ensure *Generate URI from Menu Text* is de-selected if you wish to edit this.
    e. **Create From** – Choose whether this is a new page created from a page Template, or whether you wish to create a copy of an already existing page. Please note: If you copy an existing page, it will include all of the content. Each page will have separately managed content, so if you were to edit the content on one of these pages, it will only adjust on that particular page.

   f. If **Template** is chosen above:
      i. Select a **Template** from the dropdown of available templates.
      Note: 'Home' should only ever be applied to the Homepage alone.
   g. If **Copy An Existing Page** is selected above:
      i. **Copy Subpages** – Choose whether to also copy sub-pages along with this page.
      ii. **Page to Copy –** Select the page you wish to copy.
   h. **Is External Link (Y/N) –** If you would like the page to link elsewhere when clicked in the menu, set this to 'Yes'. If this is selected, the URI of this page is replaced and no longer relevant.
   i. If **Yes** is selected above:
      i. **External Link** – Paste in the URL where you wish for this page to link. *If an external website or resource, include the http://websiteaddress.com.au/…*
   j. **Banner** – Choose a Banner image to display at the top of the page
   k. **Banner Text –** Enter text to sit within the banner if required. Please keep this short as space is limited.
3. Select **Submit** to save or **Cancel** to exit without saving

Edit an Existing Page

To edit the content of an existing page, refer to Manage Page Content.

To edit the settings of a page, navigate to **The Office > Site Builder**. Choose the page you wish to edit and adjust any of the details above under Add a Page.

Delete an Existing Page

If you wish to permanently remove a page of your website, please follow these steps. Please note: This cannot be undone, so be sure before making this change.

To delete a page:

1. Navigate to **The Office > Site Builder**
2. Choose the page you wish to remove
3. Click **Delete this page** at the top of the right editing panel
4. You will be prompted with a message to make sure this is what you would like to do (as this change is permanent and cannot be undone).
5. Choose **OK** to proceed or **Cancel** to quit

Disable or temporarily hide an Existing Page

To disable or temporarily hide a page of your website, you will want to make it Inactive. This will allow you to re-instate the page at a later date. This is also useful if you are editing a page and not quite finished or ready for it to show on the site as yet.

To make a page inactive:

1. Navigate to **The Office > Site Builder**
2. Choose the page you wish to edit
3. Choose the **Settings** tab at the top of the right editing panel
4. Select **Active** as **No**
5. Choose **Submit** to save your changes

Your page will now no longer show in the menu (if within Sitemap) and will be grey and italic in the back-end to reflect this.

To completely remove a page, refer to **Delete an Existing Page** (above).

Move an existing page in the menu structure

If you wish to your pages in the ordering of your menu, or move a page into Special Pages so it no longer shows in your main menu, but is still active, this can be done by following the steps below.

To move a page:

1. Navigate to **The Office > Site Builder**
2. Click on the page you wish to move an hold down the mouse button as you drag it to its new location
3. You will be prompted and asked whether you wish to adjust the URI of the page according to the move. Please note: if you have linked to this page from other sections of your site, you would need to adjust those links if you choose OK/Yes here.

Note: If you are moving a page that has been linked to from other sections of your site, it is recommended not to adjust the URI of the page, as it will mean that your links will become broken and need to be updated.

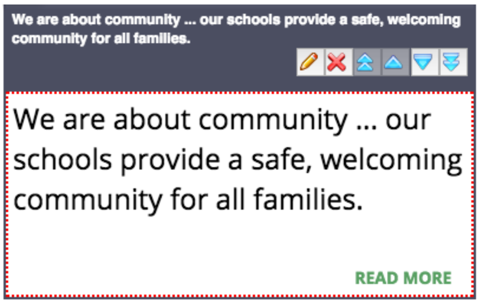
Homepage Banners

Edit Homepage Banners

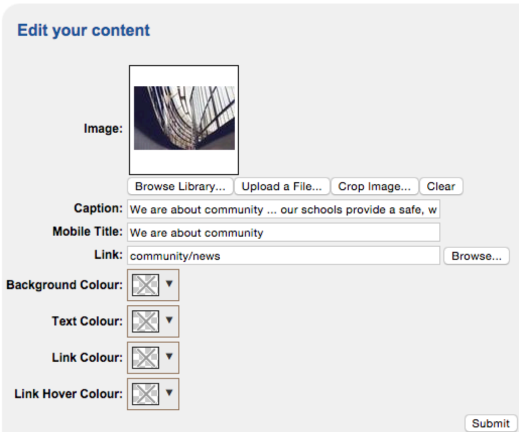
To edit the Homepage banners, first navigate to **The Office > Content Manager > Site Builder > Home** and ensure you are in **Edit Mode.**

Please follow the steps below:

1. Click the edit pencil (✎) from within the banner you wish to edit



2. Edit the following details:



   a. **Image** – Browse for or Upload an Image. Images should be a min width of 1920px. Images in this area should never exceed 72dpi.
   a. **Caption** – Enter a title to show within the banner if required.
   b. **Mobile Title** – Enter a short title for mobile browsing if required.
   c. **Link** – Choose a page of the website to link to or paste an external link if required.

3. Click **Submit** to save or close the window to exit without saving

To change the order your banners appear in, click on the up/down arrows above the banners in edit mode.

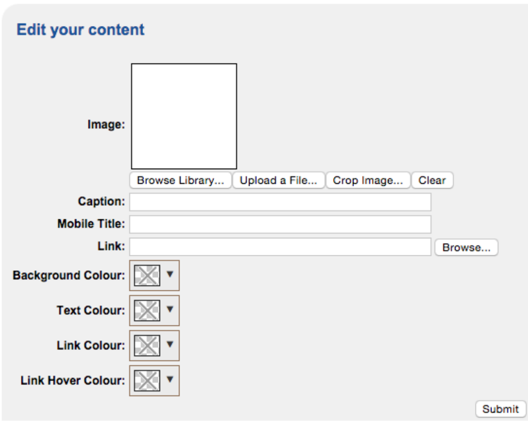
Add or Remove Homepage Banners

To add a new Homepage Banner, first navigate to **The Office > Content Manager > Site Builder > Home** and ensure you are in **Edit Mode.**

Please follow the steps below:

1. Click **Add Homepage Banner** 

2. Enter the following details:



   a. **Image** – When adding images to your content block, there are always two options:
      i. **Browse Library** – Select an image you have already uploaded to your website's file library.
      ii. **Upload a File** – Add a new Image by uploading it to your website's File Library.

      Images in this area should always be a minimum width of 1800px. They should never exceed 72dpi. Please refer to the Banner example you have been provided for ideal dimensions. The photo's subject matter should always be in the center of the image vertically (with space above and below) as your images will be cropped at the top and bottom when a user views your website on a wide screen.

   b. **Caption** – Enter a caption to show within the banner (a short one sentence description)
   c. **Mobile Title** – Enter a shorter title for mobile browsing if required
   d. **Link** - There are a number of options when adding links:
      i. Select the **Browse** button to choose a page of your website to link to.
      ii. **Copy** and **Paste** a URL of an external website. Always include the full URL in (including http://).
   e. For Theme 2, you are able to adjust the colours of your caption boxes if required, using the options below:
      i. **Background Colour** – if you would like to change the background colour of your caption box that overlays the image, this can be done using the colour picker.

ii. **Text Colour** – This will adjust the colour of your caption text.
iii. **Link Colour** – This will adjust the colour of your 'Read more' link.
iv. **Link Hover Colour** – This will adjust the colour of your 'Read more' link when a user's mouse rolls over it.

3. Click **Submit** to save or close the window to exit without saving.

To delete a Homepage Banner, first navigate to **The Office > Content Manager > Site Builder > Home** and ensure you are in **Edit Mode.** Then, click on the delete icon above the banner you wish to remove.

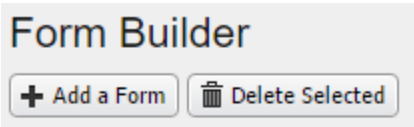
Form Builder

Form Builder is a module within Web Template where administrators can create, manage and remove online web forms

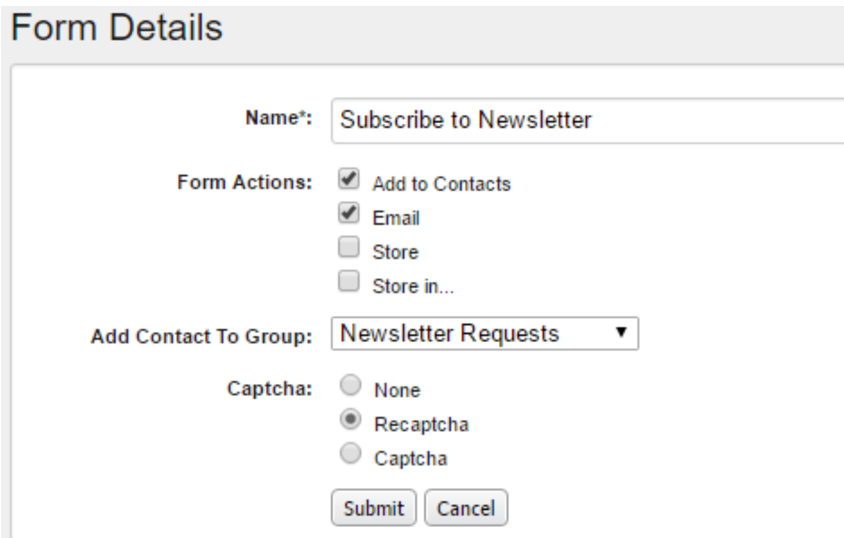
To access Form Builder, first navigate to **The Office > Content Manager > Form Builder**

Add a Form

To add a form, select the Add a Form button.

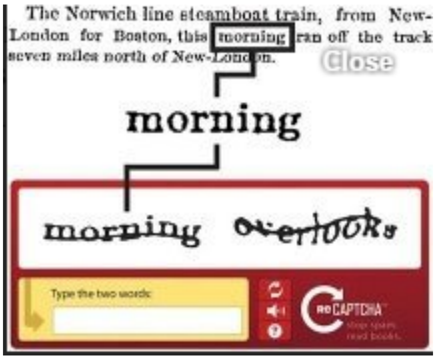


You will then be prompted to complete some details. Refer to image below as an example.

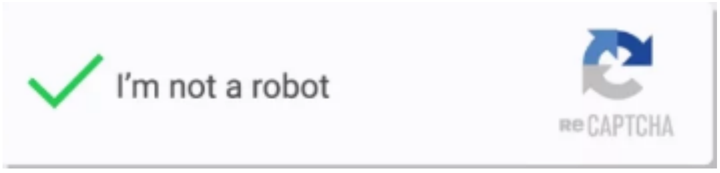


- **Name:** Give your form a suitable name to define its purpose i.e. Subscribe to Newsletter
- **Form Actions:** On form submission, there are several actions that could occur

- *Add to Contacts:* Submitted data will be added as a contact entry in **Contact Manager.** You will need to select a contact group to attribute these entries to on form submission i.e. Newsletter Requests
    - *Email:* Submitted data will be sent as an email to one or several specified email addresses. You define these email addresses when managing a form explained below
    - *Store:* Submitted data will be stored within WebTemplate and can be accessed via Form Submissions
    - *Store in:* Submitted data will be stored within WebTemplate to a specified node type
- **Captcha:** Specify whether you would like Captcha enabled on your web form. Select one of the following:
    - *Captcha:* A computer program or system intended to distinguish human from machine input, typically as a way of thwarting spam and automated extraction of data from websites



    - *Recaptcha:* Like Captcha, but from Google with improved security features. Boylen suggest all sites use Recaptcha in web forms

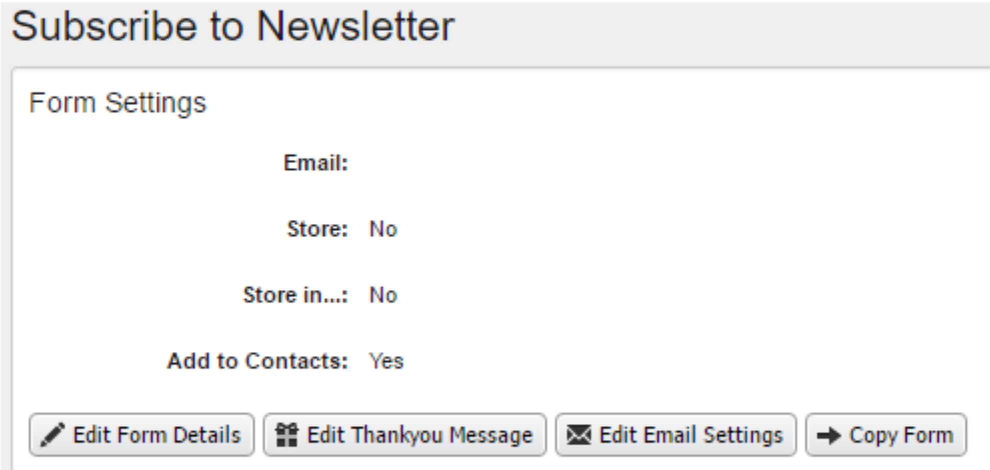


Once you have provided all this information you can click Submit. It will create the form and then present the form template to manage the form, which will be discussed in the next section.

Manage a Form

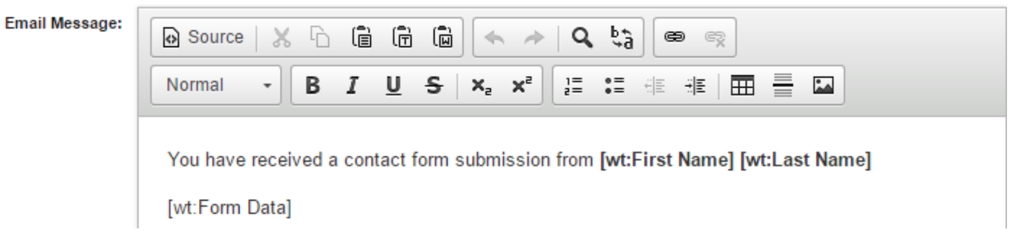
To manage a form, navigate to **The Office > Content Manager > Form Builder**

You will be presented a list of all the current forms. Click on a form to manage it.



You are first presented with a summary of the Form Settings as above when. There are several buttons shown above:

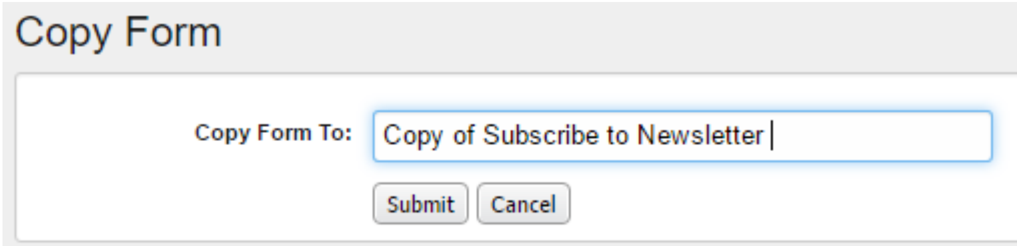
- **Edit Form Details:** You can edit the form settings such as the form name, actions and Captcha type. These settings are described in the previous section Add a Form
- **Edit Thankyou Message:** You can customise a message to be sent to the visitor who submitted the form. You can customise this as you like.
- **Edit Email Settings:** Declare email settings for the form if applicable. Look below for detail on these fields:
    - *Email Submissions To:* Specify an email address or several (separate with commas) for submission data to be sent via email
    - *Reply To:* You can disregard this field
    - *Email subject:* Specify the subject of the email
    - *Email Message:* Ensure email message includes the following placeholders in the picture below.
      [wt:First Name] First name of site visitor who submitted the form
      [wt:Last Name] Last name of the site visitor who submitted the form
      [wt:Form Data] Provides a complete list of submitted data by the site visitor
      Contact Boylen for any additional placeholders if required



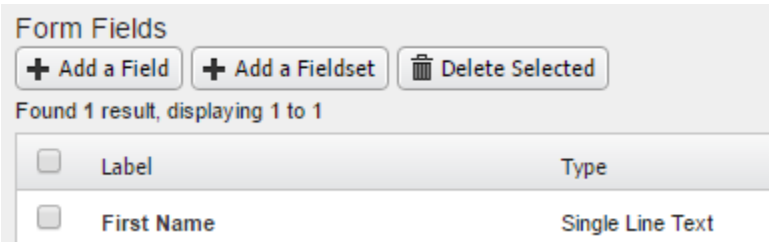
    - *Email Receipt to:* You can disregard this field. You can specify this in the Edit Thankyou Message settings as above

- *Receipt Email Subject:* You can disregard this field. You can specify this the Edit Thankyou Message settings as above
- *Recept Email Message:* You can disregard this field. You can specify this the Edit Thankyou Message settings as above

- **Copy Form:** This will clone the current form. You will be prompted to provide a new name for the form.



A web form is made up of several Form Fields. These fields are where site visitors enter in information to be submitted. These can be customised in a variety of ways. Within the individual form settings, you are presented with a section for Form Fields as shown below. There are 3 functions:



- **Add a Field:** Add a new field to the web form. A field has several properties for customisation
  - *Label:* Unique field name (required)
  - *Show Label:* If selected yes, it will display the label name on the web form
  - *Field Type:* Select the field function (required). Further options will be promoted for you to enter depending on the field type selected. Ensure these are filled in
  - *Store In:* Will only show if you have specified your form to store results within a node in Web Template, you will need to specify each field to a node type
  - *Required:* Specify whether the form requires this field to have a defined value prior to form submission
  - *Default Value:* You can set the field to have a prefilled default value
  - *Placeholder Text:* Specify text to be displayed within the field. It will be replaced by an entered value by the site visitor
  - *Autocomplete:* Allows the browser to utilise historical autocomplete suggestions
  - *Settings:* Define an expression to further customise the field. Contact Boylen for use of this field
  - *Validation:* Validate the data provided before submission. Contact Boylen for use of this field

- *Visible Condition:* Place a Javascript expression here which will evaluate to true or false. If true (or the Visible Condition is blank), the field will be displayed. Contact Boylen for use of this field
- Field Name and ID: These fields get populated automatically when the label name is specified. Please note, these fields are unique. You can't have more than one field with the same name or ID

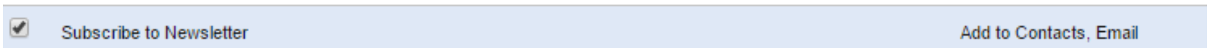
- **Add a Field set:** Create a Field set containing several fields to be duplicated within the form. Ensure your fields are between the Field set open and close fields
- **Delete Selected:** This will allow you to delete selected fields

Please note: you can click and drag fields to reposition them in the order. You can manage a field by clicking on it to view its properties. Field properties are detailed above.

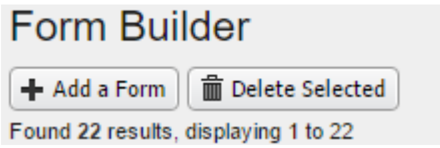
Delete a Form

To delete a form, navigate to **The Office > Content Manager > Form Builder**

You will then be presented with a list of all the current forms. Find the form(s) you would like to delete and select the check checkbox to the left of the Form Name. See example below.



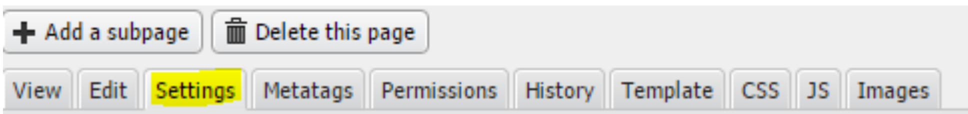
Once you have selected the form(s) you wish to delete, click the Delete Selected button. See example below.



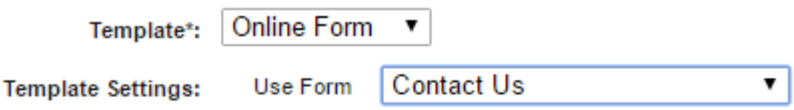
Assigning a Form to a Page

Once you have built your form you need to assign it to a page using Site Builder.

1. Navigate to **The Office > Content Manager > Site Builder.**
2. Select an existing page within your website or create a new page for the form
3. Select Settings (third tab) in the Site Builder navigation as shown below



4. Navigate to Template drop down field and select Online Form as shown below. This will then prompt you to select a form

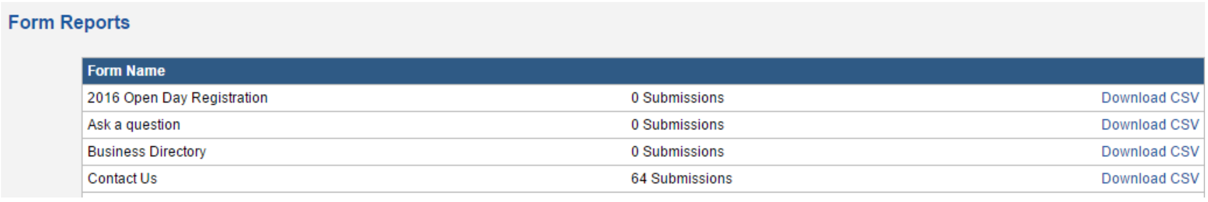


5. Click submit to apply this template to your page

Form Submissions

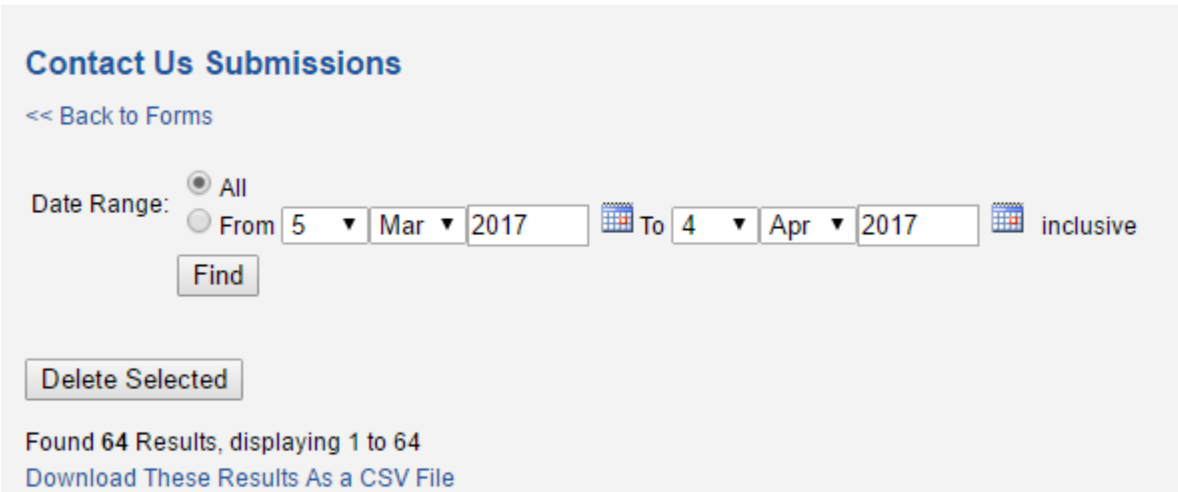
Form Submissions are a repository for web form submissions that have been setup to store data within The Office in WebTemplate.

To access Form Submissions, navigate to **The Office > Content Manager > Form Submissions.**


Form Reports

Form Name		
2016 Open Day Registration	0 Submissions	Download CSV
Ask a question	0 Submissions	Download CSV
Business Directory	0 Submissions	Download CSV
Contact Us	64 Submissions	Download CSV

You are presented with all the web forms with a list of submissions. You can Download a CSV file with all the submission data, or you can click on a Form Name to view the submissions.



You can filter on submissions by using the date range fields as shown above. You can also delete selected entries by selecting the check box to the left of each entry and then clicking the Delete Selected button as shown above.

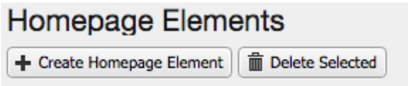
You can select an individual submission and edit this if required.

Homepage Elements

Homepage Elements refer to the various blocks of content displayed on your website's Homepage, below the Image Banner and above the website footer.

To add/edit the Homepage Elements, first navigate to **The Office > Content Manager > Homepage Elements.**

To add a new Homepage Element, click the **Create Homepage Element** button and choose the appropriate option from those listed below.

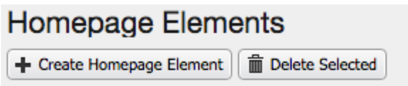


To edit an existing Homepage Element, simply **click on the name** of the one you wish to edit.

Found 8 results, displaying 1 to 25

Type	Active
Welcome	Yes
News	Yes
Events	Yes
Enrolments	Yes
Contact	Yes
Image Banner or Block	Yes
Blog	Yes
Testimonials	Yes

To remove an existing Homepage Element, check the box next to the item and click the **Delete Selected** button.



*Please note: You can make an element **inactive** if you plan to hide it for now and use it again in the future when you are ready. This will mean that you don't need to re-configure all of the item's settings when you want to use it again in future.*

Galleries

Galleries are established and maintained in the **WebTemplate Gallery Module.** When a 'feature content block' is added to any page of your website, you will have the ability to show the relevant gallery on your page(s). Galleries can also be selected to display on News and Event pages. A gallery can include images and/or video. Gallery images can be uploaded in bulk via a zip file if required.

Add a Gallery

To add a Gallery, navigate to **The Office > Content Manager > Galleries**.

Please follow the steps below:

1. Click on the **Add a Gallery** button
2. **Name** - Add a Name for the gallery. This is used as a reference only
3. **Show Titles** - Select whether you wish to show the titles for images
4. Click **Submit** to save

Edit a Gallery

To view/edit an existing Gallery:

1. Navigate to **The Office > Content Manager > Galleries**
2. Click on the name of the gallery
3. Click the **Edit Gallery Details** button
4. Here you can update:
    a. **Name**
    b. **Show titles** (This will show or hide the image titles within the gallery)
5. Either **Submit** or **Cancel**

Upload Images to a Gallery

To upload images to a gallery:

1. Navigate to **The Office > Content Manager > Galleries**
2. Click the name of the Gallery
3. Click **Upload Media** [Upload Media]
4. Click **Choose Files** [Choose Files] to choose files to upload to the gallery.

   You may upload either image files or a .zip file. If a .zip is uploaded, its top level contents will be extracted and inserted into the gallery.

   If you are using image files, please note that Chrome, Firefox and Safari browsers allow more than one file to be chosen at a time. In Internet Explorer, only one file can be uploaded at a time. If using Internet Explorer, it is recommended to upload a .zip file.

Add Existing Images (From the File Library) to a Gallery

To upload images to a gallery:

1. Navigate to **The Office > Content Manager > Galleries**
2. Click the name of the Gallery
3. Click **Add Media** 

4. Click **Browse Library** to select a file from your File Library

Edit Media in a Gallery

To edit items in a gallery:

1. Navigate to **The Office > Content Manager > Galleries**
2. Click on the name of the gallery
   This will open up the gallery and show all assigned media with their titles
3. To move items: Click and drag an image to move the ordering
4. To edit an item’s details, click on the image and change the details required
5. To delete items, click on the checkbox(es) next to the image(s) and click **Delete Selected**

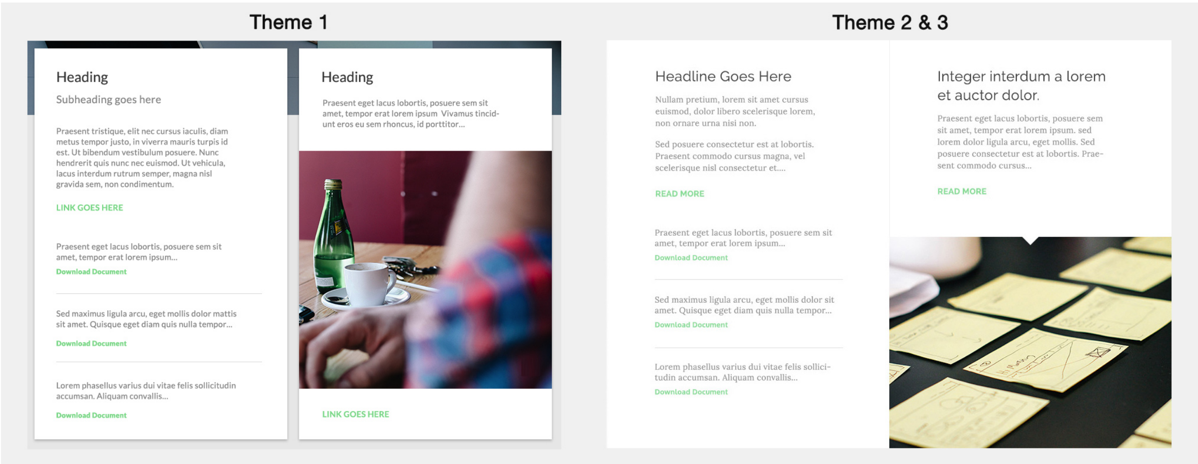
Display a Gallery on a Page

To display a gallery on a page of your website, refer to Add Featured Content/Gallery.

Page Content

Add Intro Text

Intro text is used as a quick way to introduce what can be found on the page and link to key resources users might be looking for in this area. We recommend two intro blocks are added to the top of each page, or it is left blank for shorter pages.



To add intro text to an internal page, first navigate to **The Office > Content Manager > Site Builder** and select the page you wish to edit. Ensure you are in **Edit Mode.**

Please follow the steps below:

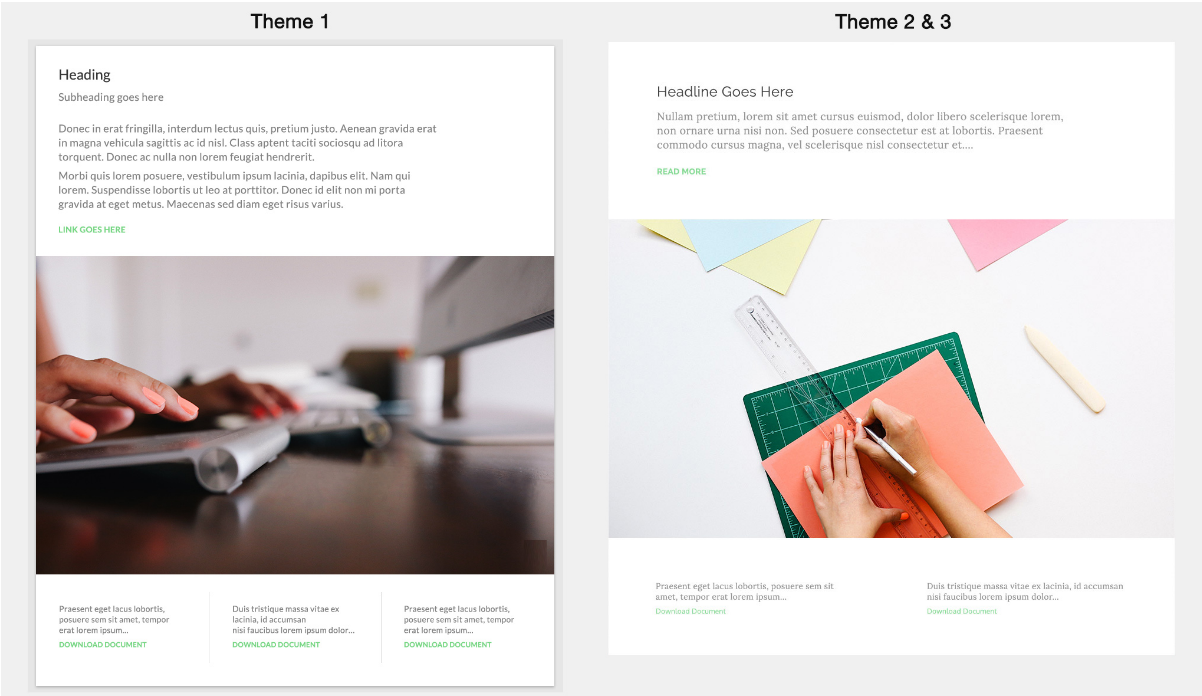
1. Click on the **Add Page Introduction** button
2. Enter the following details:
    a. **Heading** - Enter a heading for your content block
    b. **Content** – Enter the text you wish to display as your Intro Text
    c. **Image** - Browse for or Upload an Image. Images will be cropped to 450px wide
    d. **Files -** Browse for or upload files

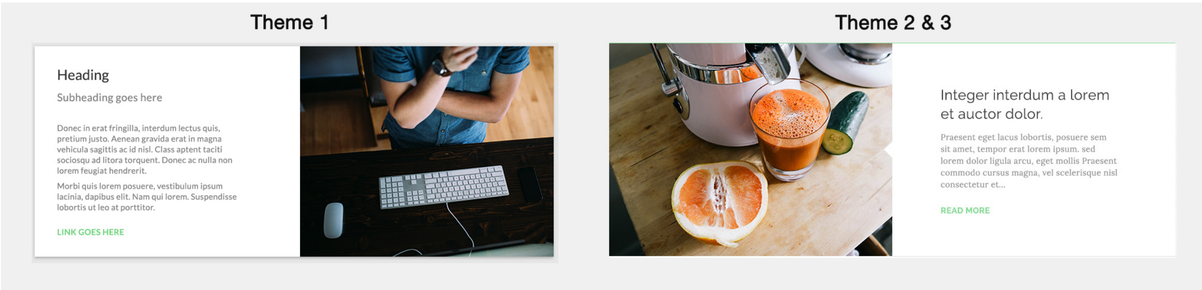
   Click **Submit** to save or **close the window** to cancel

Add a Standard Content Block

Content blocks are used to add content to your website’s pages. You can add as many or little blocks as required to provide the relevant information to your users.

Use a combination of text, images, links and files in your content blocks. Depending on the settings you choose while entering content, your content blocks can look quite different to one another (as shown in the images below).





To add content to an internal page, first navigate to **The Office > Content Manager > Site Builder** and select the page you wish to edit. Ensure you are in **Edit Mode.**

Please follow the steps below:

1. Click on the **Add Element Content** button
2. Enter the following details:
    a. **Featured Information** (Y/N) – Choose No for standard content
    b. **Heading –** Enter a main heading for your content block
    c. **Sub Heading** – Enter a sub heading for your content block
    d. **Content –** Enter the content to display within your content block
    e. **Image** – Browse for or Upload an Image. Sizes below.
    f. **Image Align** (L/R/B/WL/WR) – Choose whether to align your image Left, Right, Bottom, Wrap Left or Wrap Right
        i. **Image aligned Left or Right –** Will be resized to 470px wide. This layout is designed for short pieces of content. The content cannot be taller than the image size.
        ii. **Image aligned to the Bottom –** Will be full width. Resizes to 940px wide. Best to use Landscape Images here.

iii. **Images aligned as Wrap Left or Wrap Right –** These images will sit to the left or right and text will wrap around them. They will be resized to approx. 480px in width.

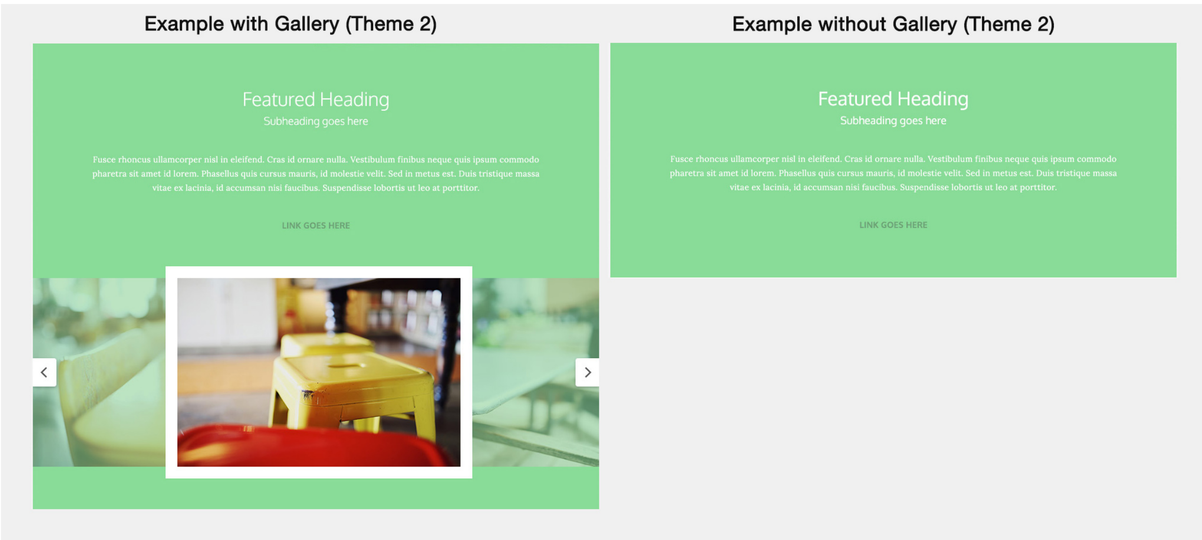
g. **Image Caption –** Enter a summary to show next to your image
h. **Image Link** - Browse for a page of the website or paste in a link to apply to image
i. **Open Link in New Window** (Y/N) – If external link or file link, choose Yes
j. **Files** - Browse for or upload files
k. **Show Facebook Feed** (Y/N) – Click Yes to display a Facebook feed on a page in a content block. This feed will only work if a Facebook link was added on the Site Contact Details section.

3. Press **submit** to save or **close the window** to cancel

*Pointer: Consider adding **Content Links** below each content block for key resources. It is a nice way to summarise any key links that relate to the topic for your content for your users (and easy for them to see at a quick glance).*

Add Featured Content/Gallery

Featured Content is a block of text on a coloured background. This allows you to break up long pages visually and also emphasise or highlight important information. A featured content block also allows you to display a full-width gallery of images/video within your page.



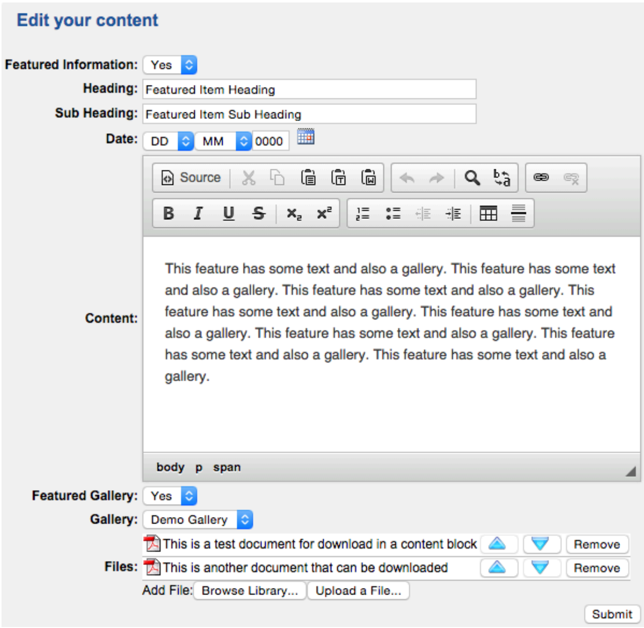
To add featured content to an internal page, first, navigate to **The Office > Content Manager > Site Builder** and select the page you wish to edit. Ensure you are in **Edit Mode.**

Please follow the steps below:

1. Click on the **Add Page Content** button
2. Enter the following details:
   a. **Featured Information** (Y/N) – Set this to **Yes** to enter featured content
   b. **Heading** – Enter a heading for your featured content

c. **Sub Heading** – Enter a sub Heading if required
d. **Content** – Enter the text you wish to display in your featured content block
e. **Featured Gallery** (Y/N) – Choose whether you wish to display a gallery
f. **Gallery** – If Yes is chosen above, select the gallery you wish to display
g. **Files** – This allows you to add file download links at the bottom of your content block. The Title of the file and a download link will display for each.
    i. **Browse Library** – Select a file that has already been uploaded to your File Library.
    ii. **Upload a file** – Choose a file from your computer to upload to your website's file library.

3. Click **Submit** to save or **close the window** to cancel



Page Content: Files, Images & Links

Throughout page content editing options, you will be presented with the following options:

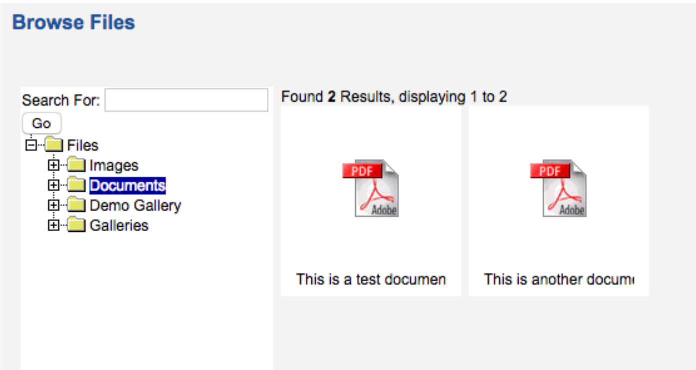
‘Browse Library’ Button

This allows you to select a file that has already been uploaded to your File Library. You want to upload a single file and link to this same file where required throughout the site (rather than upload multiple versions of the same file).

This means, if you ever need to adjust and replace this file in future, it can be done in one place and all references will be updated. Also, you wont be wasting your allocation of file space on the CESA Server.

To select a file already uploaded to your website:

1. Choose **Browse Library**



2. Open the folder your file has been uploaded to
3. Click the file to select it
4. Voila, you have added your file.

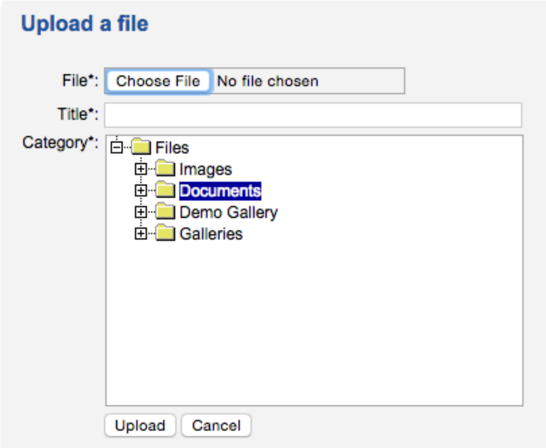
‘Upload a File’ Button

If your file has yet to be uploaded to the File Library, either whilst editing page content, or directly to the File Library via **The Office > Content Manager > File Library**, you can upload it whilst editing your content block.

It is important to ensure that your file is first optimised for web. Meaning that for Files like PDFs and Images, they are saved at no larger than 72dpi. This significantly reduces the file size. If you upload a large file at a high resolution, it will slow down the loading time of your website pages and it will also take up your allocation of space on the CESA Server.

To upload a new file via a content block:

1. Choose **Upload a file**



2. Click **Choose File** and select a file from your computer
    a. Select the file and select OK or Open to add it
3. Check the **Title** of your file. This should always be meaningful and describe the file in a short sentence. For documents, this will show on the page and for Images, it will display as the alt text for screen readers and SEO.
4. **Category** – Choose the folder you wish to upload your file to.
    a. For Images, they should always go within a subfolder of **Images**
    b. For documents, they should always go into a sub folder of **Documents**
5. Choose **Upload** to submit or **Cancel** to quit without saving.

Tri Blocks

The **WebTemplate Tri block Module** allows you to display quick links on your website within a content block for quick reference. The first step is to set up Tri Blocks before you can add them to the desired page. Once created, you can then select from the dropdown list of created Tri Blocks to insert.

Create a Tri Block

Here you will create the Tri Blocks you wish to use across your site.

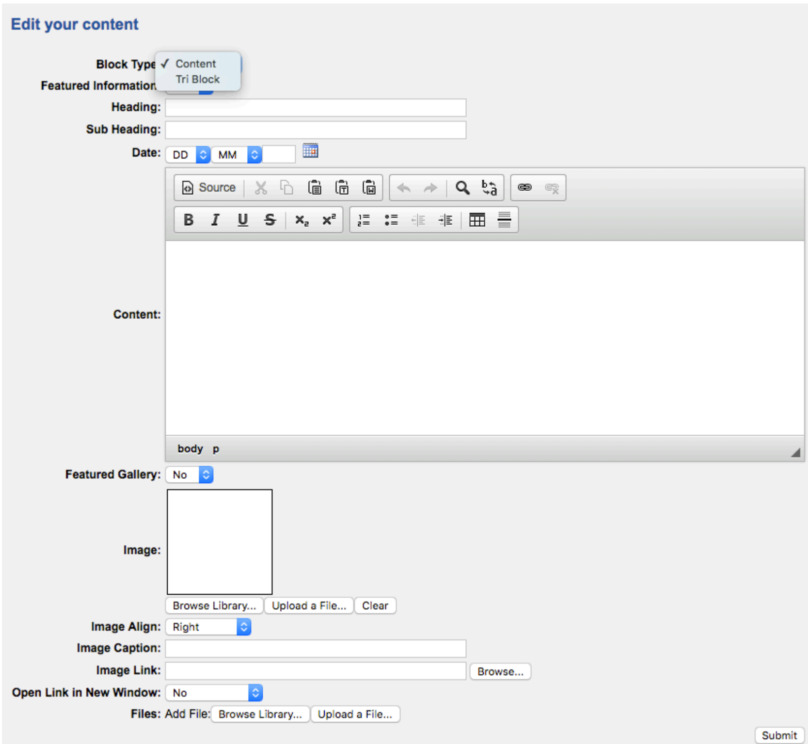
Follow the instructions below:

1. Navigate to **The Office > Content Manager > Tri Blocks**
2. Click the **"+ Create Tri Block"** button
3. Enter the desired information that you want to display
    a. Heading
    b. Intro
    c. Select a background image from your Media Library by selecting "**Browse Library**"
    d. Alternatively upload a background image by selecting "**Upload Image**"
    e. Add links to the Tri Block by pasting in a URL to external pages, or select "**Browse**" to view sitemap and nominate an existing page on your site (Repeat this step for Links 1, 2 & 3).
    f. In "**Link (x) Text**" field, enter the text you wish to have on the displayed on the button linking to the nominated link.
    g. Nominate **Heading Colour** from the drop down
    h. Nominate **Text Colour** from the drop down
    i. Nominate **Button Background Colour** from the drop down
    j. Nominate **Button Text Colour** from the drop down
    k. Nominate **Button Hover Colour** from the drop down
    l. Nominate **Button Hover Text Colour** from the drop down
    m. Choose **Submit** to save and **Cancel** to quit
4. To edit an existing Tri block:
    a. Click on the name of the Tri Block from the list
    b. Edit the required information
    c. Choose **Submit** to save and **Cancel** to quit
5. To delete an existing Tri Block:
    a. Select the checkbox next to the name of the Tri Block/s you wish to remove
    b. Click **Delete Selected**

Adding a Tri Block to a page

Here you can add a Tri Block to a page. You add Tri Blocks in the exact same way you would add a Content Block. Follow the instructions below:

1. Navigate to **The Office > Content Manager > Site Builder**
2. Click the **Page** you want to add a Tri Block to from the sitemap
3. To add a Tri Block to the nominated page:
    a. Click **Edit** to enter Edit Mode
    b. Click **Add Element Content**
    c. Click the **Block Type** dropdown
    d. Select **Tri Block**
    e. From the **Tri Block Dropdown** select the Tri Block from the list that you wish to add to page
    f. Choose **Submit** to save and **Cancel** to quit



4. To delete an existing Tri Block from a page:
    a. Navigate to **The Office > Content Manager > Site Builder**
    b. Click the **Page** you want to delete the Tri Block to from the sitemap
    c. Click **Edit** to enter Edit Mode
    d. Click **Red X** on the Tri Block Content block
    e. You will be prompted with an "**Are you sure?**"
    f. Click **Yes**

News

Manage News Categories

To add or edit a category/filter, navigate to **The Office > Content Manager > News** and click the **Categories** button.

To add a new Category/Filter:

1. Click **Add a Category** and enter the following details:
    a. **Name** – This will appear as the title on the News page
    b. **Content** – This is reference only and will not show on the website
2. Click **Submit** to save or **Cancel** to exit without saving.

To rename a Category/Filter:

1. Click on the item you wish to edit
2. Adjust the **Name**
3. Click **Submit** to save or **Cancel** to exit without saving.

To delete a Category/Filter:

1. Check the box next to the item(s) you wish to delete
2. Click **Delete Selected**

Add a News Item

To add a news article, navigate to **The Office > Content Manager > News**.

1. Click on the **Create News** button
2. Enter the following details:
    a. **Active** (Y/N) – Choose whether it will display on the website. 'No' allows you to save this in the back-end for publishing at a later date.
    b. **Featured** (Y/N) – Choose whether the article is featured (coloured on listing page)
    c. **Title** - Enter a title for your news item. *Tip: Keep it short and to the point.*
    d. **Intro –** Enter a summary for your news item.
    e. **Date** – Enter the publish date. Please note: newest items are listed at the top of the page (ordered by this date field).
    f. **Read More** (File/Link/Article) - Choose where the 'read more' link will take the user.
        i. **File** allows you to upload or choose a PDF file for your article details
        ii. **Link** allows you to link to a page or external website for your article details
        iii. **Article** allows you to enter a full story for your article details

g. **Image** - Browse for or Upload an Image.
   Images will be resized to 970px wide and need to be a min of 970px wide. Recommended height: approx. 650px or ratio of 2:3.
h. **Image Caption -** Enter a summary for your image
i. **Image Link** - Browse for a page of the website or paste in a link to apply to image
j. **Files** - Browse for or upload files
k. **Archive** (Y/N/Specific Date) – Choose an archive setting for this news item:
   Note: Archived items can be accessed from the public website. To completely remove an item, it needs to be deleted.
    i. **Yes** – Marks it immediately as an archived article
    ii. **No** – The item is not marked to archive now or automatically down the track
    iii. **Specific Date** – Choose a date for the item to be automatically added to archives and removed from the listing page.
l. **Categories** – Tick the categories that are relevant to the news item.
m. **Show Sharing** (Yes/No) – select Yes if you want to display the social media and email icons in the article.
n. **Show on Newsletter** (Yes/No) – if selected as Yes, this feature will automatically populate the news items on the selected newsletter. *Note: You need to create the newsletter first for it to show on the Shown On Newsletter drop-down menu and the auto-compile feature only works on a Multiple Items newsletter template.*

3. Click **Submit** to save or **Cancel** to exit without saving.

Edit a News Item

To edit a news article navigate to **The Office > Content Manager > News**.
Note, you can order items by Date, Title or Active by clicking on the headings

1. Click on the name of the article
2. Adjust any of the details as listed above
3. Click **Submit** to save or **Cancel** to exit without saving.

Delete News Item(s)

To delete news article(s) navigate to **The Office > Content Manager > News**.
Note, you can order items by Date, Title or Active by clicking on the headings

1. Click on the checkbox(es) next to the article(s) and click **Delete Selected**

Events

Manage Event Categories

To add or edit a category/filter, navigate to **The Office > Content Manager > Events** and click the **Categories** button.

To add a new Category/Filter:

3. Click **Add a Category** and enter the following details:
    a. **Name** – This will appear as the title on the News page
    b. **Content** – This is reference only and will not show on the website
4. Click **Submit** to save or **Cancel** to exit without saving.

To rename a Category/Filter:

4. Click on the item you wish to edit
5. Adjust the **Name**
6. Click **Submit** to save or **Cancel** to exit without saving.

To delete a Category/Filter:

3. Check the box next to the item(s) you wish to delete
4. Click **Delete Selected**

Manage Event Venues

Venues can be managed in one location and can be assigned to events once they have been set up. It is recommended to add your venue details before entering events.

To manage event venues, navigate to **The Office > Content Manager > Events** and click the **Venues** button.

To add a new Venue:

1. Click the **Add a Venue** button
2. Enter the following details, which will appear on your event details page:
    a. **Name**
    b. **Street Address**
    c. **Suburb**
    d. **Postcode**
    e. **State**
    f. **Website** – If applicable, enter a website address (include the http://)
3. Click **Submit** to save or **Cancel** to exit without saving.

To edit an existing Venue:

1. Click the venue you wish to edit.
2. Edit any the following details:
   a. **Name**
   b. **Street Address**
   c. **Suburb**
   d. **Postcode**
   e. **State**
   f. **Website** – If applicable, enter a website address (include the http://)
3. Click **Submit** to save or **Cancel** to exit without saving.

To delete an Event Venue:

1. Check the box next to the item(s) you wish to delete
2. Click **Delete Selected**

Add an Event

To add an event, navigate to **The Office > Content Manager > Events**.

1. Click on the **Create Event** button
2. Enter the following details:
   a. **Who can attend –** Choose the users who can see this event on your website. If you only want members to attend for example, you can select the Member Group, and only when that group of users is logged into the site, will the event appear.
   b. **Active** (Y/N) – Choose whether it will display on the website. 'No' allows you to save this in the back-end for publishing at a later date.
   c. **Name** - Enter a title for your Event. *Tip: Keep it short and to the point.*
   d. **Category** – Tick the categories that are relevant to the event.
   e. **Image** - Browse for or Upload an Image.
      Images will be resized to 970px wide and need to be a min of 970px wide. Recommended height: approx. 650px or ratio of 2:3.
   f. **Image Link** - Browse for a page of the website or paste in a link to apply to image
   g. **Image Caption -** Enter a summary for your image
   h. **Featured Gallery** (Y/N) – Choose whether a gallery should appear on the event details page.
      i. If **Yes** is chosen, you can select a gallery from your **Gallery Module.**
   i. **Files** - Browse for or upload files
   j. **Intro** – Add a short intro for your event to show on the listing page. *Tip: Keep this short (approx. 3 sentences or one paragraph).*
   k. **Description** – Enter a full description for your event to show on the event details page.

l. **Requires Registration** (Y/N) – Choose whether you require users to register online to attend the event. If yes:
    i. **Price** – Enter the price (per person) in dollars to attend the event
    ii. **Member Price** – Enter a value if the price differs for members.
    iii. **Ticket Limit** – Enter a limit for the number of tickets that can be registered for.
    iv. **Guest Names Required** (Y/N) – Select whether names are required for each attending guest at the time of registration.

m. **Auto Remove** (Y/N/Specific Date) – Choose a setting for this event item:
Note: Removed items cannot be accessed from the public website.

n. **Yes** – The item will be removed from the public website the day after the **Event Date** specified above.

o. **No** – The item is not marked to be removed automatically

p. **Specific Date** – Choose a date for the item to be automatically removed from the website.

q. **Event Date** – Enter the date of the event. Please note: events are ordered on the front end by next upcoming event at the top.

3. Click **Submit** to save or **Cancel** to exit without saving.

Edit an Event

To edit an event navigate to **The Office > Content Manager > Events**.
Note, you can order items by Event Date, Title or Active by clicking on the headings

1. Click on the name of the event
2. Adjust any of the details as listed above
3. Click **Submit** to save or **Cancel** to exit without saving.

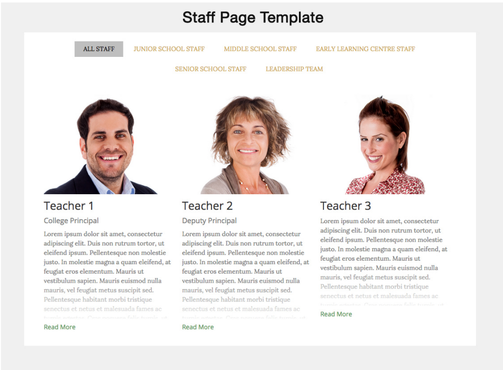
Delete Event(s)

To delete event(s) navigate to **The Office > Content Manager > Events**.
Note, you can order items by Event Date, Title or Active by clicking on the headings

1. Click on the checkbox(es) next to the event(s) and click **Delete Selected**

Staff

The **WebTemplate Staff Module** allows you to enter and display staff profiles on your website. These can be filtered by Category.



To manage staff, navigate to **The Office > Content Manager > Staff**.

Manage Staff Categories

Enter categories as a way to segment and filter your list of staff on your website. Follow the instructions below:

1. Click the **Categories** button from the Staff module
2. To add a category:
    a. Click **Add a Category**
    b. Enter the name of your category
    c. Choose whether the category is **active** (if yes, it will show on your website)
    d. Choose **Submit** to save and **Cancel** to quit
3. To edit an existing category:
    a. Click on the name of the category from the list
    b. Edit the name of your category
    c. Choose whether the category is **active** (if yes, it will show on your website)
    d. Choose **Submit** to save and **Cancel** to quit
4. To delete a category:
    a. Select the checkbox next to the name of the category, or multiple categories
    b. Click **Delete Selected**

Add a Staff Member

To add a staff member, follow the steps below:

1. Choose **Add Staff Member** from the Staff Module and enter the following details:
    a. **Active** – select **Yes** to show this staff member on your website.
    b. **Name** – Enter the full name of the staff member
    c. **Position** – Enter the staff member’s job title

    d. **Categories** – Select the category or categories that this staff member belongs to
    e. **Image –** Select/Browse or Upload an image of the staff member
    f. **Content –** Enter a profile description for this staff member. Keep it short and sweet for the end user.
2. Choose **Submit** to save and **Cancel** to quit

Edit a Staff Member

To edit a staff member, follow the steps below:

1. **Click on the Name** of the staff member you wish to edit from the Staff Module. Adjust the following details:
    a. **Active** – select **Yes** to show this staff member on your website.
    b. **Name** – Edit the full name of the staff member
    c. **Position** – Edit the staff member's job title
    d. **Categories** – Select the category or categories that this staff member belongs to
    e. **Image –** Select/Browse or Upload an image of the staff member
    f. **Content –** Edit the profile description for this staff member.
2. Choose **Submit** to save and **Cancel** to quit

Delete a Staff Member

To delete a staff member, follow the steps below:

1. **Check the box** next to the Name of the staff member(s) you wish to remove
2. Choose **Delete Selected** to delete.

Create a Staff page on your website

To display the staff members on your website, please follow the steps below:

1. Follow the steps for **Adding a new page**
2. In the **Page Settings**, select the **Staff** Page Template
3. Choose **Submit** to save
4. All active staff members will be shown on this page

Sports

The **WebTemplate Sports Module** allows you to display a schedule of Sports matches on your website. The first step is to set up Sport Types and Venues, then you can create sporting events/matches using this information. To manage Sports, navigate to **The Office > Content Manager > Sports.**

Manage Sport Types

Here you will enter all the sports that exist for the school. This will help to segment and filter your list of Sporting Events on your website. Follow the instructions below:

6. Navigate to **The Office > Content Manager > Sports**
7. Click the **Sport Types** button
8. To add a Sport Type:
    a. Click **Create Sports Type**
    b. Enter the name of your Sport
    c. Choose whether the category is **active** (if yes, it will show on your website)
    d. Choose **Submit** to save and **Cancel** to quit
9. To edit an existing Sports Type:
    a. Click on the name of the Sport Type from the list
    b. Edit the required information
    c. Choose **Submit** to save and **Cancel** to quit
10. To delete an existing Sports Type:
    a. Select the checkbox next to the name of all Sports Types you wish to remove
    b. Click **Delete Selected**

Manage Venues

Here you will enter the venues that Sports Events are held at. This allows you to manage the details of each venue in a single location and simply assign the required venue to each event. Follow the instructions below:

5. Navigate to **The Office > Content Manager > Sports**
6. Click the **Sport Venues** button
7. To add a Sport Type:
    a. Click **Create Sport Venue**
    b. Enter the name of your Sport
    c. Choose whether the category is **active** (if yes, it will show on your website)
    d. Enter a google map link of the venue (copy and paste from google maps, include ‘http…’)
    e. Choose **Submit** to save and **Cancel** to quit
8. To edit an existing Sports Venue:
    a. Click on the name of the Venue from the list
    b. Edit the required information

    c. Choose **Submit** to save and **Cancel** to quit
9. To delete an existing Venue:
    a. Select the checkbox next to the name of all Venues you wish to remove
    b. Click **Delete Selected**

Manage Sports Events

To manage Sports Events, navigate to **The Office > Content Manager > Sports.**

Add new Event

1. Choose **Create Sports Event** and enter the details below
    a. Sport – Select the sport this event belongs to
    b. Team Name - Enter the name of your school's team
    c. Opposition – Enter the name of the opposition team
    d. Venue – Select the venue of the event
    e. Date & Time – Enter the Date and Time of the event
2. Choose **Submit** to save and **Cancel** to quit

Edit existing Contact Group

1. Navigate to **The Office > Content Manager > Sports**
2. Click on the name of the Sport Event you wish to edit
3. Edit the required details
4. Choose **Submit** to save and **Cancel** to quit

Remove a Contact Group

1. Navigate to **The Office > Content Manager > Sports**
2. Select the checkbox next to all Sports Events you wish to remove
3. Choose **Delete Selected**

Create a Sports page on your website

To display the Sports Matches on your website, please follow the steps below:

1. Follow the steps for **Adding a new page**
2. In the **Page Settings**, select the **Sports** Page Template
3. Choose **Submit** to save
4. All active sporting matches will displayed on this page. The current week's matches show on the initial landing page and weeks can be navigated through, left and right.

Contacts

Contacts are saved within their appropriate User Groups, depending how you wish to segment them. This may be complex or as simple as a single group called ‘Public’. A contact by default does not have any edit or view permissions to your website, but is simply someone you wish to make contact with via your WebTemplate Communications Module. Each contact can be upgraded to a Member or Administrator should special permission be required.

Manage Contact Groups

Contact Groups allow you to segment your contacts into groups. They can be managed via **The Office > Groups > Contact Groups.**

Add new Contact Group

3. Navigate to **The Office > Groups > Contact Groups**
4. Choose **Add a Group** and enter the details below
   f. Name - A name must be entered for the group
   g. Description - Enter a description for your own reference
5. Choose **Submit** to save and **Cancel** to quit

Edit existing Contact Group

5. Navigate to **The Office > Groups > Contact Groups**
6. Click on the name of the Group you wish to edit
7. Here you will see a Group summary. Click **Edit Details** to edit the settings
8. Edit the required details
9. Choose **Submit** to save and **Cancel** to quit

Remove a Contact Group

4. Navigate to **The Office > Groups > Contact Groups**
5. Select the checkbox next to all Groups you wish to remove
6. Choose **Delete Selected**

Note: it is always recommended to have a Test Newsletter Group for testing of eNewsletters before sending to your contact list(s).

Manage Contacts/Users

To manage contacts themselves, navigate to **The Office > Contact Manager > Contacts**.

Here you will see a full list of all current contacts. This will include your Contacts, Members and Administrators. To filter the list use the available fields:

- **Keywords** – Search for a user by entering a keyword
- **Type** – Filter the list by user type
- **Group** – Filter the list by contact Group

Add new Contact

1. Choose **Add a Contact** and enter the required details below:
    a. Type – If you wish to upgrade the user to an Administrator, you can select this checkbox. This will give them access to the backend of your website.
    b. First Name - Enter the user's first name
    c. Last Name - Enter the user's last name
    d. Email Address - Enter the user's email address
    e. Wants Contact – Mark as yes to send them communication in future
    f. Contact Group –Assign the relevant Contact Group(s) by selecting them in the **out** column and moving them across to the **In** column
    g. Note: There are a number of other fields available should you choose to use them for reference. They are not required fields.
2. Choose **Submit** to save and **Cancel** to quit

Edit an existing Contact

1. Click on the **name** of the user you wish to edit
2. Edit the required details as explained above under **Add new Contact**
3. Choose **Submit** to save and **Cancel** to quit

Remove a Contact

1. Select the checkbox next to all users you wish to remove
2. Choose **Delete Selected**

How to Import Contacts

Prepare the import sheet and save it as a CSV file.

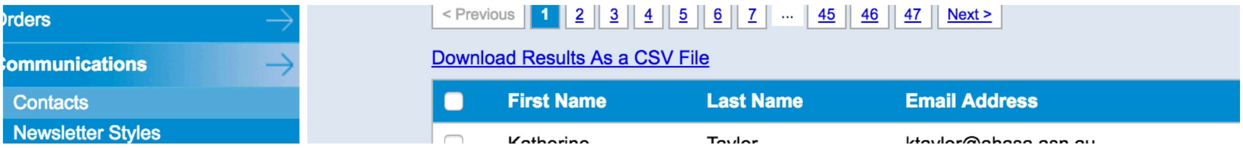
The “Contact Groups” column in the CSV file will specify which contact groups Web Template will perform the import to, it allows for multiple groups to be specified separated by commas i.e. Student, Teacher, Newsletter etc.

Below is a sample of a basic contact import sheet with the First Name, Last Name and Email Address columns.

A	B	C	D	E
First Name	Last Name	Email Address		
Sam	Lloyd	slloyd@boylen.com.au		

Note: It is recommended to import just the Email Address column if First Name and Last Name are not available.

You can export a CSV file of all the current contacts in the website by selecting the “Download Results as a CSV File” option.



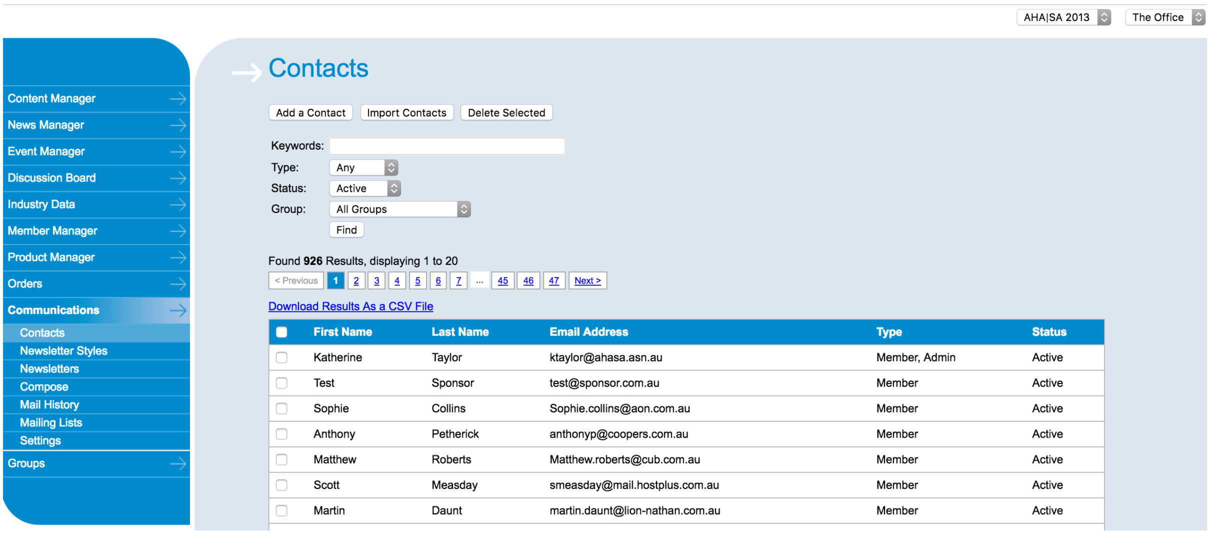
This CSV file will have all of the columns applicable for the site. For example:

	A	B	C	D	E	F	G	H	I	
1	Type	First Name	Last Name	Email Address	Phone Number	Wants Contact	Username	Contact Groups	School	Com

You can edit and import this file by following the below steps.

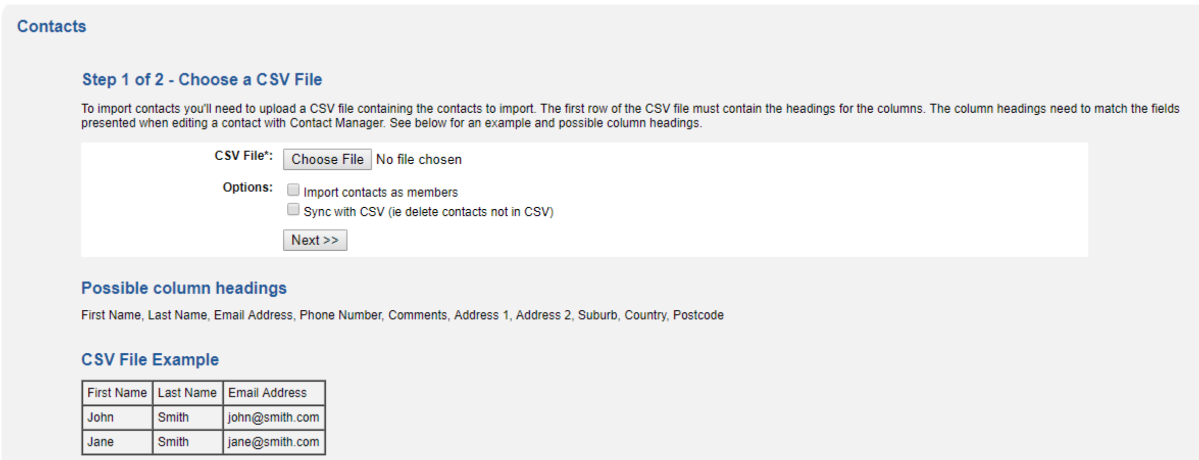
1. Login to WebTemplate and select The Office from the dropdown menu on the topmost right-hand corner.

2. Click on Communications and then Contacts. On the right-hand side, it displays the list of active contacts in all groups.



To import contacts, click the Import Contacts button at the top under the Contacts heading.

Follow the *2*-step *import process, click Choose File to browse for* the *saved* csv file *in your local drive.*

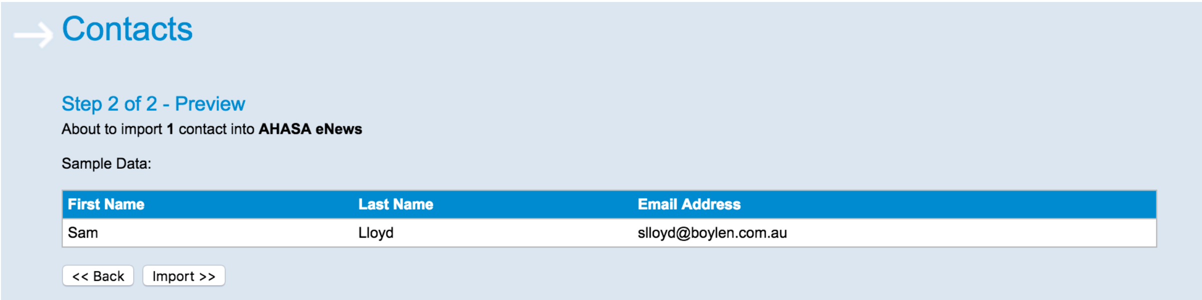


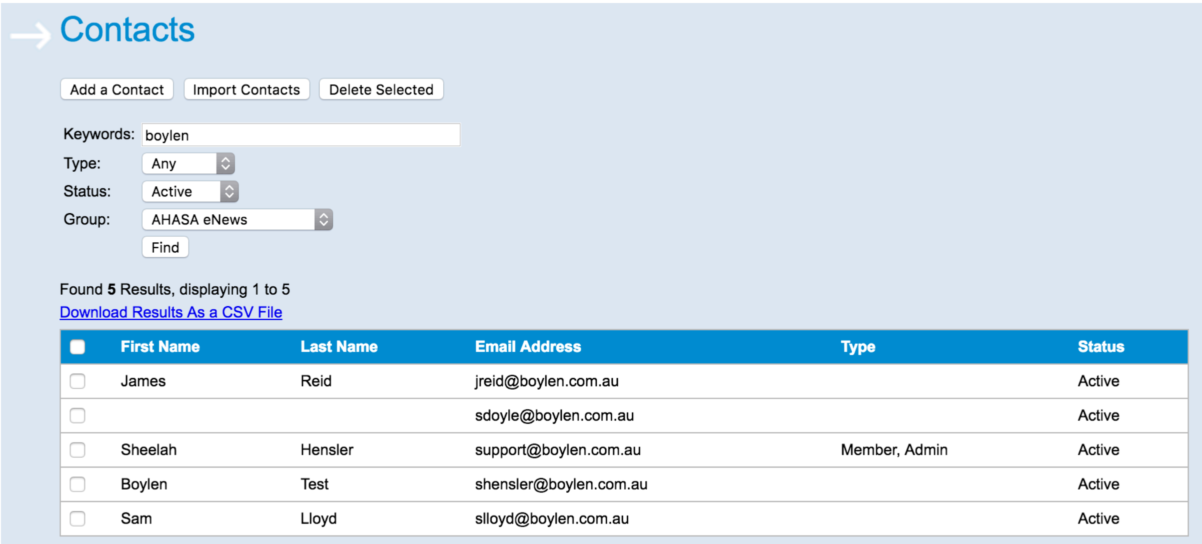
There are 3 available options:

- Import con*tacts as members* – *c*heck this box if you want the contacts to all be added as website Members. This could potentially give them access to hidden pages throughout the site.
- Subscribe new contacts to receive emails – *we* recommend this is checked. It will allow you to communicate via email for any new contact being added (if a contact in the sheet is new and hasn't already been added to the website, they will be set to receive emails. For contacts that already exist in the site, their existing settings will remain. If they have already unsubscribed, their settings will remain the same and not be able to receive email, just as they will be able to receive email if they are not unsubscribed).

- Sync with CSV (i.e. delete contacts not in CSV) – *u*se this setting very carefully. If a contact is added to your site and is not in the CSV, they will be deleted from your site. Not recommended unless you are completely sure.

Step 2, click the Import button and once the import process *is completed, g*o to Contacts an*d confirm the imported contacts are all in.*





Website Administrators

Manage Admin Groups

Admin Groups are required as a way to segment your users and assign the appropriate permissions for editing of your website. Admin Groups can be accessed via **The office > Contact Manager > Administrators > Administrator Groups.**

Add new Admin Group

6. Navigate to **The Office > Contact Manager > Administrators > Administrator Groups**
7. Choose **Add a Group** and enter the details below
    h. Name - A name must be entered for the group
    i. Description - Enter a description for your own reference
8. Choose **Submit** to save and **Cancel** to quit

Edit existing Admin Group

1. Navigate to **The Office > Contact Manager > Administrators > Administrator Groups**
2. Click **Edit** next to the Group you wish to edit
3. Edit the required details
4. Choose **Submit** to save and **Cancel** to quit

Adjust the Access Level of an Admin Group

1. Navigate to **The Office > Contact Manager > Administrators > Administrator Groups**
2. Click **Access** next to the Group you wish to edit
3. **Select** or **Deselect** the areas within The Office you wish for the Admin Group to access
4. Choose **Submit** to save and **Cancel** to quit

Remove an Admin Group

7. Navigate to **The Office > Contact Manager > Administrators > Administrator Groups**
8. Select the checkbox next to all Groups you wish to remove
9. Choose **Delete Selected**

Manage Admin Users

Admin users are set up and assigned to their appropriate Admin Group, depending on the level of permissions you wish to assign. A Username and Password are established for each user, which can be used to log in and edit the appropriate areas of the website. **The office > Contact Manager > Administrators**.

Add new Admin User

3. Navigate to **The Office > Contact Manager > Administrators**
4. Choose **Add an Administrator** and enter the required details below:
    h. First Name - Enter the user’s first name
    i. Last Name - Enter the user’s last name
    j. Email Address - Enter the user’s email address
    k. Admin Groups - Assign the relevant Admin Group(s) by selecting them in the **out** column and moving them across to the **In** column
5. Choose **Submit** to save and **Cancel** to quit

Edit existing Admin User

4. Navigate to **The Office > Contact Manager > Administrators**
5. Click on the **name** of the user you wish to edit
6. Edit the required details
7. Choose **Submit** to save and **Cancel** to quit

Remove an Admin User

3. Navigate to **The Office > Contact Manager > Administrators**
4. Select the checkbox next to all users you wish to remove
5. Choose **Delete Selected**

Moderation

The WebTemplate Moderation Module allows you to set up Edit and Moderate permission against pages throughout your website. If moderation is enabled, a basic workflow will apply as per the below.

Editor > Moderator > Live

Selected Editor group(s) are able to edit pages, the selected Moderator group(s) are required to assess the adjustments and approve them prior to the changes being made live.

Edit permissions can be assigned to pages of the website, with or without the requirement for Moderation.

Outlined below are the steps required to establish Website Moderation on pages of your website.

Establish Moderation Groups & Users

Please refer to Manage Website Administrators in order to establish your Moderation Groups and Users.

Assign Moderation to Website Pages

Once your Groups have been established and users added to their appropriate groups, you are now ready to assign permissions and moderation to your website pages. First, you need to navigate to any page within **The Office > Site Builder** and choose the **Permissions** tab.

Set Edit Permissions

1. Under the heading '**Edit**', select who you wish to edit the page
    a. **All Administrators** - Allow all Administrator Groups
    b. **Certain Administrators** - Allow only specified Administrator Groups. As a rule, General Administrators should be able to edit all pages.
    c. **Apply to subpages** – if selected, these settings will apply to all sub pages
2. Choose **Save** to save your changes

Set Moderation Permissions

3. Under the heading '**Moderate**', select who you wish to moderate the page
    a. **No One –** This is the default and means that Moderation is not required
    b. **All Administrators** - Changes require moderation by any of the users under any of the Administrator Groups
    c. **Certain Administrators** – Changes require moderation by any users within specified Administrator Groups
    d. **Apply to subpages** – if selected, these settings will apply to all sub pages
4. Choose **Save** to save your changes

Communications Module

Communicate with your website contacts using your personalised email newsletters. When integrated with your Contact Manager, the tool allows you to send bulk emails using your very own creative layout template. Using the online subscription form on your website, subscribers' details are captured and added directly to your mailing list.

To access the Communications Module, navigate to **The Office > Communications**.

Add Content to a Newsletter (manually)

To manually enter content into a Newsletter navigate to **The Office > Communications > Newsletters**.

Follow the steps below:

1. Click on the Name of the newsletter you wish to add content to
2. Click the **Edit** tab to enter edit mode.
   Note: You will see an outline and edit options or add buttons where you can edit/add content
3. Enter a Date in the header of your newsletter:
   a. Click the edit button above the **Date** content block
   b. Enter the date in the format described in edit mode
   c. Click **Submit** to save or **Close the window** to cancel

4. Enter the main story for your newsletter (optional):
   a. Click the edit button above the **Main Story** content block**.**
   b. **Heading** - Enter a Heading for the story/message.
   c. **Content** – Enter your main story or welcome message.
   Tip: Keep this to one paragraph or two max
   d. **Image** – Choose or upload an image
   Tip: Choose a landscape image for best results. Image needs to be 600px minimum in width. If larger, it will auto re-size down.
   e. **Link** – Select a page of your website or paste an external link if required.

5. Add **Read more stories** banner to the bottom of your content:
   a. Click edit above the **More Stories Link** content block
   b. **Link** – Choose a page of your site or paste an external link
   c. Click **Submit** to save

6. Add quick links into the footer:
   a. Click **Add Quick Link**
   b. **Heading** – This shows as the text for the link
   c. **Link** – Choose a page of your site or paste an external link
   d. Click **Submit** to save

If you have selected the **Multiple Items** template, you can add more stories to your newsletter.

Follow the steps below:

1. Click **Add Story** either on the left or right to add an item to the column. Enter the details below:
   a. **Heading** - Enter a Heading for the story/message
   Tip: Keep this short and simple. It is OK to have a Heading and no Content.
   b. **Content** – Enter a short description if required in addition to the Heading
   Tip: Keep this to a single sentence if possible. Always include a heading if there is content.
   c. **Image** – Choose or upload an image
   Tip: Choose a landscape image for best results. Image needs to be 290px <u>minimum</u> in width. If larger, it will auto re-size down.
   d. **Link** – Select a page of your website or paste an external link for the user to click and read more information.
2. Click **Submit** to save and **close the window** to cancel

Show News on Newsletter

Instead of having to manually add a news story to the newsletter, you can choose to add it automatically though the **News** module. This only applies to newsletter templates that allow multiple stories.

Note: You can't manually remove or edit these new stories in the newsletter. You will have to do that through the **News** module.

Follow the steps below:

1. Go to the **News** module in **Content Manager**
2. Select a news article
3. Scroll down to **Show on Newsletter** and select a newsletter to show this news

Email a Newsletter to recipients

To send out a newsletter to your chosen recipients, navigate to **The Office > Communications.**

Note: You will need to ensure your recipients are already contacts added to the appropriate contact group(s) within Contact Manager.

Follow the steps below:

1. Click **Newsletters**
2. Click on the Newsletter you wish to send and check all the details:
   a. **View** – In the **View** tab, check that the newsletter is ready to send

    b. **Edit** – if you need to make changes, make these within the **Edit** tab
    c. **Settings** – In particular make sure **Show Unsubscribe** is correct.
3. If you are happy with all of the above, click the **Send** tab and enter the following details:
    a. **From** – Enter the Name you wish for the newsletter to come from.
    Example: Your School Name
    b. **From Address** – Choose the email address you wish for the email to come from.
    This shows along with the 'From' name entered.
    c. **To individuals** – It is important to note that this should only ever be used for testing purposes when testing the look and content as unsubscribe, html and other links will be broken when the email is sent.
    d. **To Groups –** Choose the group(s) you wish to email the newsletter to.
    It is recommended when testing a send, that you have a Test group you can use.
    e. **Subject –** Enter the subject of your email, which will show in the subject line
    f. **Content –** Scroll this box for a final check over the content before submitting
4. Click **Submit** to proceed to the summary screen
5. Check the summary and be sure to look at the number of recipients to make sure you have selected the right group
6. Click **Send** to send the email or **Modify** to go back and adjust any details

View Newsletter History & Statistics

To view mail history for previously sent newsletters as well as the statistics for each, navigate to **The Office > Communications > Mail History.**

The first screen shows an overview of each send that has occurred. You can see when it was sent, the subject of the newsletter, how many people it was sent to, how many have opened the newsletter and how many bounces.

Follow the steps below to view statistics for a Newsletter:

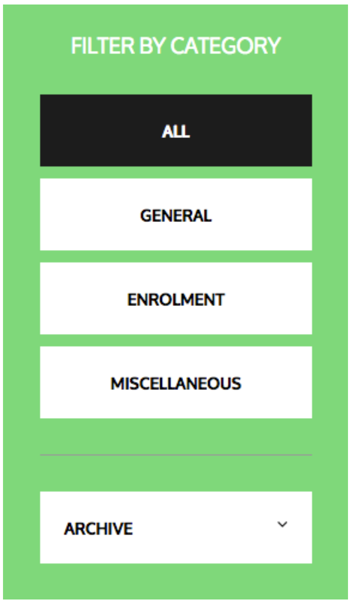
1. Click on the newsletter you wish to view the statistics for
2. View the **Summary**, which now allows you to download more specific data for:
    a. **Number Opened –** Clicking **View CSV** will download a file containing specific contact information.
    b. **Number Bounced -** Clicking **View Report** will who more specific contact information.
    c. **View Content** will allow you to view the content of the Newsletter itself
3. View the **Link Statistics**
   Here you can see the links that appear in the newsletter and how many contacts have clicked on each of them.
4. Click **Back to Mail History** to return to the landing page.

Blogs

Blogs allow you to interact with users on topics of discussion. A Blog can have multiple posts added to it where a discussion is raised and users are able to comment and contribute to the conversation.

Blogs can be interactive and allow comments, or comments can be turned off so it is a one-way conversation.

A single Blog can be shown on a page and can include multiple Posts. Posts can be categorised and the end user is able to filter the posts using these categories.



If comments are enabled, moderation should always be turned on also. This means posts are reviewed by the assigned Blog Administrator and the Moderator, before they are shown to the public on the Blog page.

Manage Blogs

A Blog Moderator or a General Administrator can add/edit Blogs via **The Office > Blogs > Blog Management.**

Add a new Blog:

1. Click the **Add a Blog** button
2. Enter the following details:
   a. **Name** – Enter the name of the Blog
   b. **Author** – Enter the Blog author's name
   c. **Administrator** – Choose the Blog Administrator (if different to General Admin)
   d. **Moderated By** – It is recommended to choose *Blog Moderator*
   e. **Allow Comments –** Choose whether to enable comments for posts in the blog
   f. **Comment Moderation** – It is recommended to always choose 'Yes'.
3. Click **Submit** to save or **Cancel** to exit without saving.

Pointer: Even if you choose to disable comments for a Blog, they can be enabled per post, so it is always recommended to set Comment Moderation to yes here and choose the Moderated By group.

Edit an Existing Blog:

1. Click on the name of the Blog you wish to edit.
2. Edit/Adjust any of the details listed above under **Add a new Blog**.
3. Click **Submit** to save or **Cancel** to exit without saving.

Delete a Blog:

1. Navigate to **The Office > Blogs > Blog Management**
2. Click **Delete Blog** next to the Blog you wish to remove
3. You will be prompted to confirm the deletion, as this cannot be undone. Please be sure before deleting a Blog.

Manage Blog Posts

Blog Posts can be managed by General Administrators, Blog Moderators and the Blog Administrator of any particular Blog. Blog posts can be managed via **The Office > Blogs > [Blog Name]**.

Add a Blog Post

1. Navigate to **The Office > Blogs > [Blog Name]**
2. Click **Write a Post**
3. Enter the following details:
   a. **Featured** (Y/N) – Choose whether this post is featured. If yes, it will have a coloured background in the list of posts.
   b. **Image** – Choose an existing image or upload a new one for the post
   c. **Title** – Enter the title of your post.

    d. **Status** – Choose Published to show on your website, or Unpublished to hide
    e. **Post Date** – Choose a date for the post. They are ordered by most recent at the top.
    f. **Media –** Upload or choose an existing file
    g. **Post** – Enter your full description/post here.
    h. **Extract** – Enter a short extract to show on the post listing page.
    i. **Allow Comments (Y/N)** – Choose whether to allow comments on the post.
    j. **Categories** – Select the categories this post belongs to
4. Choose **Submit** to save or **Cancel** to exit without saving.

Pointer: Make the title of your post interesting and short to entice users into reading the story.

Edit a Blog Post

1. Navigate to **The Office > Blogs > [Blog Name]**
2. Click on the Title of the post under the heading **Recent Blog Posts**
3. Edit/Adjust any of the details listed above under **Add a Blog Post**
4. Choose **Submit** to save or **Cancel** to exit without saving.

Delete a Blog Post

1. Navigate to **The Office > Blogs > [Blog Name]**
2. Click **Delete** next to the Blog Post you wish to remove
3. You will be prompted to confirm the deletion, as this cannot be undone. Please be sure before deleting a Blog Post.

Moderate Blog Post Comments

When comments are enabled and the Blog has Comment Moderation enabled, comments can be made via the Blog Page. If the page is visible to the public, any public user can make a comment. If the page is visible to members only, any member who is logged in can make a comment.

When a comment is made, the Blog Administrator and the Blog Moderator will receive an email notification advising them that this is the case and the comment is ready for moderation. A comment can be Accepted (and shown on the Blog page), Denied or Edited.

General Administrators can also moderate Blog Post Comments, however will not receive an email notification (unless they are also added to the Blog Moderator group).

Moderate a comment

1. Navigate to **The Office > Blogs > [Blog Name]**
2. Click on the Post Title of the comment under the heading **Recent Comments** to view the full comment.
3. Choose either:
    a. **Edit** to adjust the comment before approving.

b. **Approve** to approve the comment
c. **Delete** to deny and remove the comment

Reply to an approved comment

1. Navigate to **The Office > Blogs > [Blog Name]**
2. Click on the Post Title of the comment under the heading **Recent Comments**
3. Click **Add Comment** to submit a comment to the Blog post
4. Enter the details and mark as **approved** to show on your Blog post
5. Choose **Submit** to save or **Cancel** to exit without saving.

Manage Blog Moderators

A Blog Moderator is a user who has full access to the Blog module, including Blog Management. This user can add Blogs, Blog Posts and can moderate all Blog comments across the board. It is recommended that you assign this group to your General Administrator if you do not have a separate person to manage the Blog Moderator role.

Blog Moderators belong to the Administrator user type, as they have access to the back-end of your website. They can therefore be managed via **The Office > Contact Manager > Administrators.**

Assign a user as a Blog Moderator:

1. Navigate to **The Office > Contact Manager > Administrators**
2. Either click on an existing user from the list or create a new user
3. **Admin Groups -** Assign the **Blog Moderator** Group by selecting it in the **out** column and moving it across to the **In** column
4. Click **Submit** to save

Un-assign a user as a Blog Moderator:

1. Navigate to **The Office > Contact Manager > Administrators**
2. Click on an existing user from the list
3. **Admin Groups –** Un-assign the **Blog Moderator** Group by selecting it in the **in** column and moving it across to the **out** column
4. Click **Submit** to save

Note: You can do this for as many users as you like. For full details on adding a new Admin user, please refer to [Manage Admin Users]

Manage Blog Administrators

Blog Administrators are able to add posts to any Blog they are assigned to. They will only have access to submit posts to the assigned Blog(s) and no access to others.

Blog Administrators belong to the Administrator user type, as they have access to the back-end of your website. They can therefore be managed via **The Office > Contact Manager > Administrators.**

Assign a user as a Blog Administrator:

5. Navigate to **The Office > Contact Manager > Administrators**
6. Either click on an existing user from the list or create a new user
7. **Admin Groups -** Assign the **Blog** Group by selecting it in the **out** column and moving it across to the **In** column
8. Click **Submit** to save

Un-assign a user as a Blog Administrator:

5. Navigate to **The Office > Contact Manager > Administrators**
6. Click on an existing user from the list
7. **Admin Groups –** Un-assign the **Blog** Group by selecting it in the **in** column and moving it across to the **out** column
8. Click **Submit** to save

Note: You can do this for as many users as you like. For full details on adding a new Admin user, please refer to Manage Admin Users

Provide a Blog Administrator permission to manage a Blog:

1. Navigate to **The Office > Blogs > Blog Management**
2. Click on the Blog you wish to assign the user to
3. Choose the relevant user from the **Administrator** dropdown list
4. Choose **Submit** to save or **Cancel** to exit without saving

This user will now be able to log into WebTemplate and manage posts for this particular Blog. It is always recommended to test logging in as the user before sending them their access details.

Create a Blog page on your website

To display a Blog on a page of your website, you will need to create a new page and assign the Blog template. You will be presented with the option to choose which Blog should appear on this particular page.

If you wish to have a Blog for members only, be sure to also adjust the View permissions of the page accordingly.

Add a Blog Page

Refer to Add a Page in order to add a new page and include the settings below:

1. Choose **Create From: Template**

2. **Template** - Select the **Blog** template
3. **Blog** – Choose the relevant Blog to display
4. Choose **Submit** to save or **Cancel** to exit without saving.

Page Templates

Enrolment Calculator

The enrolment calculator is a page template that provides a calculation on what year the child or student will commence in each year level of their schooling by entering the year of their birth. Please note that this calculator is based on students commencing Reception in the year they turn 5. Students born after April 30 commence in Reception the following year.

An additional column is added for Term 3 Intake. This will only be displayed for students who are born between May and October.

Create an Enrolment Page

Refer to Add a Page in order to add a new page and include the settings below:

1. Choose **Create From: Template**
2. **Template** - Select the **Enrolment** template
3. Choose **Submit** to save.

Summary of Pointers

Logging into your website

Bookmark or save the login URL to your favourites within your browser to save time accessing your website.

Your username will be prefixed by your Site ID and entered in the following format: **1234:johnsmith**. If you are having trouble logging into your website, check that the prefix is included and if so, contact CESA ICT Service Centre.

Pages

It is strongly recommended that you keep your top level pages as they are when the site is established. This should always be kept as a short list. The layout of your website can break if the top level page names are adjusted or new pages added here.

If you are moving a page that has been linked to from other sections of your site, it is recommended not to adjust the URI of the page, as it will mean that your links will become broken and need to be updated.

Page Content

Consider adding **Content Links** below each content block for key resources. It is a nice way to summarise any key links that relate to the topic for your content for your users (and easy for them to see at a quick glance).

Copying Content to Web Template

When copying content from Microsoft Word or another source, please ensure you paste your content in Web Template using the button Paste as Plain Text (highlighted in yellow below). This will ensure you do not copy across any existing formatting from the prior application.

Links

When adding links throughout your content, always make sure that external website links and links to PDF files are set to **Open in New Window.** This ensures that your website is still open if the user chooses to close the item being linked to.

Always use meaningful words for your links. If someone is using a screen reader, it will only read the word you have linked. ‘Click here’ does not provide a meaningful description for these users.

Images

Images uploaded to your website should never exceed 72dpi.

Always enter a short, meaningful **Title** when uploading images to your website. This will be used by screen readers (for visually impaired users), it will display in place of your image if it cannot load for any reason and it is used by search engines when raking your website for relevance of keywords.

Page Banner Images

Images in this area should always be a minimum width of 1800px. They should never exceed 72dpi. Please refer to the Banner example you have been provided for ideal dimensions. The photo’s subject matter should always be in the center of the image vertically (with space above and below) as your images will be cropped at the top and bottom when a user views your website on a wide screen.

Homepage Elements

Rather than delete an element, it is best to mark it as inactive (you can do this by editing the item and choosing **Active=No**). This will mean that you don't need to re-configure all of the item's settings when you want to use it again in future (including its styling).

Contact Groups

It is always recommended to have a Test Newsletter Group for testing of eNewsletters before sending to your contact list(s).

Blogs

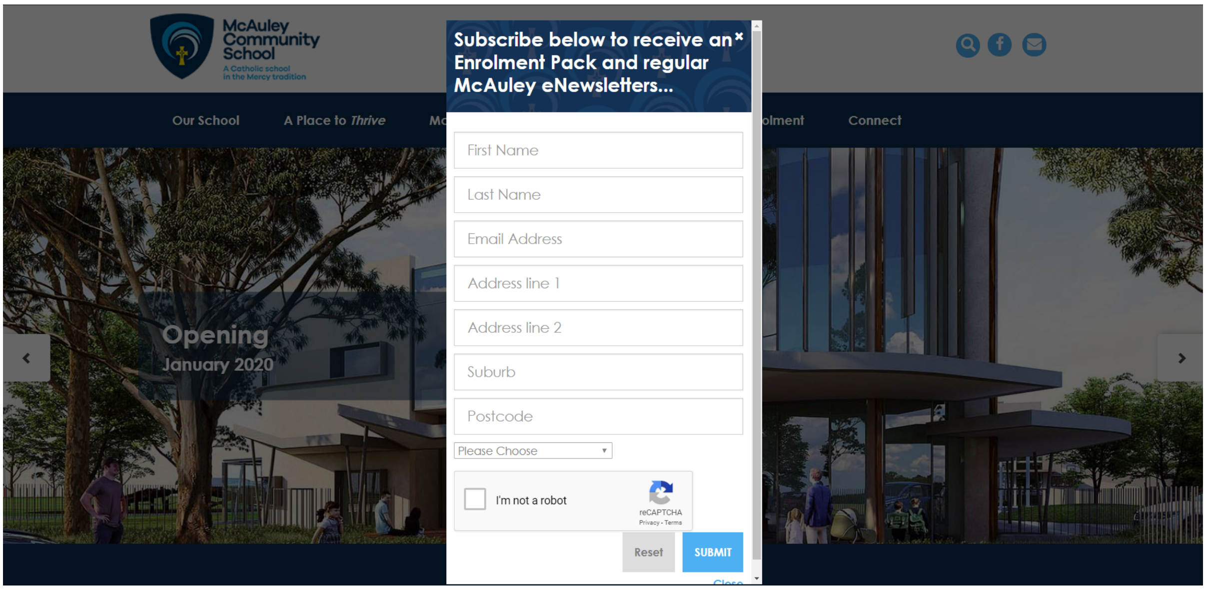
Even if you choose to disable comments for a Blog, they can be enabled per post, so it is always recommended to set Comment Moderation to yes and choose the Moderated By group. The moderator group should be **Blog Moderator** for consistency and clarity.

Blog Posts/News Items

Make the title of your post interesting and short to entice users into reading the story.

Pop-up

A pop-up is shown when the users first enter the website. This can be changed through Web Template.


McAuley Community School
A Catholic school in the Mercy tradition
Our School
A Place to Thrive
Connect
Opening
January 2020
Subscribe below to receive an Enrolment Pack and regular McAuley eNewsletters...
First Name
Last Name
Email Address
Address line 1
Address line 2
Suburb
Postcode
Please Choose
I'm not a robot
reCAPTCHA
Privacy - Terms
Reset
SUBMIT

Pop-up Configuration

Login into Web Template and navigate to the site's **Content Manager > Site Builder**. Go into the **Special Pages** folder and click on **Popup**. Ensure **Edit** mode is selected, click on the **Edit** button located on the top right of the pop-up.

Pop-up Options

1. Show

Changes when the pop-up appears when the user accesses the website. By default, the pop-up is set to **On Entry**. That means the pop-up will appear when the user visits the website. Other options are **Never** and **On Exit**. **On Exit** mode, users will get prompt with the pop-up when their cursor hovers over the website, as if they are about to leave the site.

2. Popup Cookie Expires

After a user visits the site, cookies are stored in their browser history. This allows websites to remember users that have already visited the site before. The popup will not appear after a user has visited the site more than once. The cookie expiry can be changed to **On Browser Close**, **1 Day**, **7 Days**, **30 Days**, and **Never**. After the cookie expires, the pop-up will appear again on the user's browser upon visit.

3. Content Type

There are 3 types of content to choose from: **Form**, **Content Block**, and **Latest News**.

Form:

If the **Form** content type is selected, a new drop-down will appear called **Form** and you can choose an existing form to display on the pop-up. See **Form Builder** on how to create and edit forms.

Content Block:

The **Content Block** has a heading, sub heading and a rich text editor to enter content. This includes texts, images and links.

Latest News:

Displays the latest news from the news page. News items can be configured through the **News** module in Web Template. See **News** on how to create and edit news items.

Embed YouTube

YouTube videos can be embedded in the page through content blocks.

Follow the steps below:

1. Copy the embedded code from YouTube
2. Go to **Content Manager > Site Builder**
3. Select the page you want to add the embedded video and go to **Edit** mode
4. Click **Add Element Content** to create a content block
5. Click on the pencil icon in the content block to edit that block
6. In the block editor, go to **Content** and click on **Source**
7. Paste your embedded code in there
8. Click **Submit** to save changes