BeareWare - Knowledge, Technology, Delivery



Heart of Tennessee Tennis
Content Management System

USERS GUIDE





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CMS – Overview

Today many websites are being developed with a Content Management System (CMS). BeareWare is now offering content management web sites which allow the client to directly update parts (or all) of their content within their web sites. The CMS system will allow you to directly update content including page content (text and pictures), news and press stories, event calendars, and photo albums. Advanced users can setup user profiles and security levels that allow you offer various parts of your web site to targeted groups.

BeareWare has provided this CMS guide to get you started with the usage of your CMS system. The CMS System is very powerful and will serve each client differently. Some clients will use the system extensively and some will use specific parts of the system. The main thing to remember when first using the system is that the system is very powerful and we recommend you should focus on the area that your organization needs.

Content Management Systems Include...

- Integrated within your current Web design
- Fully customizable to suit design
- Secure administration area where you update content from
- User friendly updates areas & user friendly image editor
- Menu Manager, Content Manager, Document Manager, & Calendar Module

What Can You Update?

Your Web site has 3 areas currently set up to be updated. Each area comes with step by step instructions on how to update. It is highly recommended that you work with one area at a time – and once you are comfortable with that area then move to the next area. BeareWare is always available for support so do not hesitiate to ask questions when you have them.

Here are the areas that you can directly update information to:

NEWS:



CALENDAR:

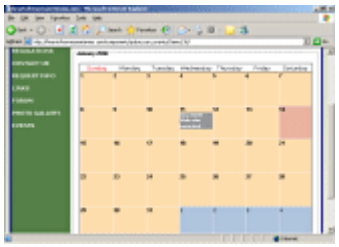
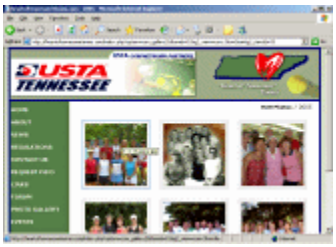
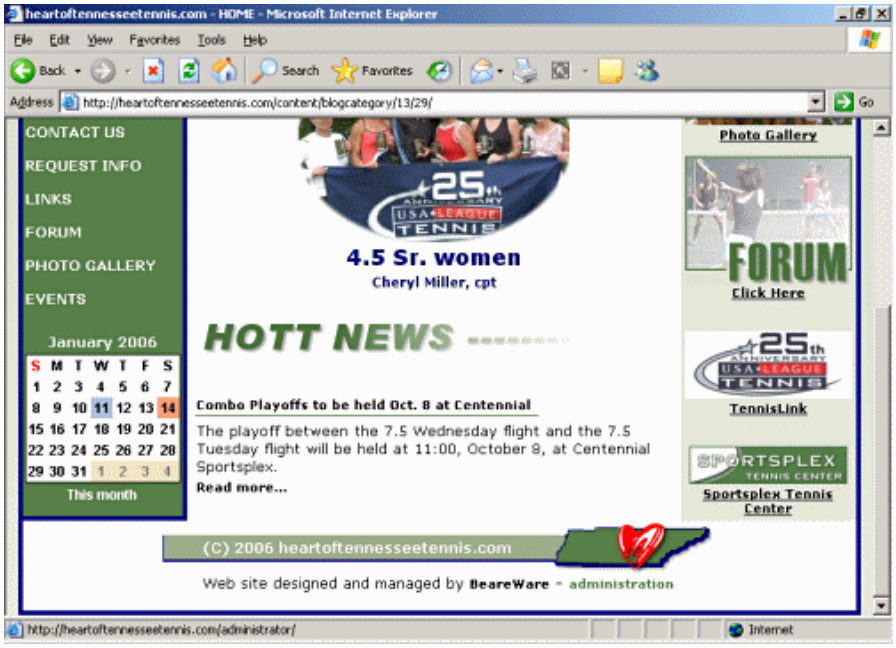


PHOTO ALBUMS:

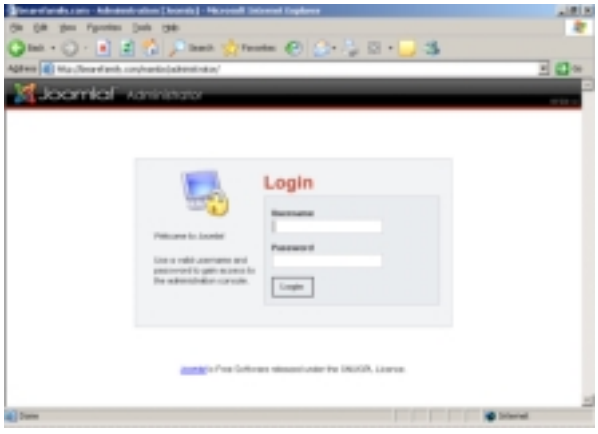


Control Panel – Signing In

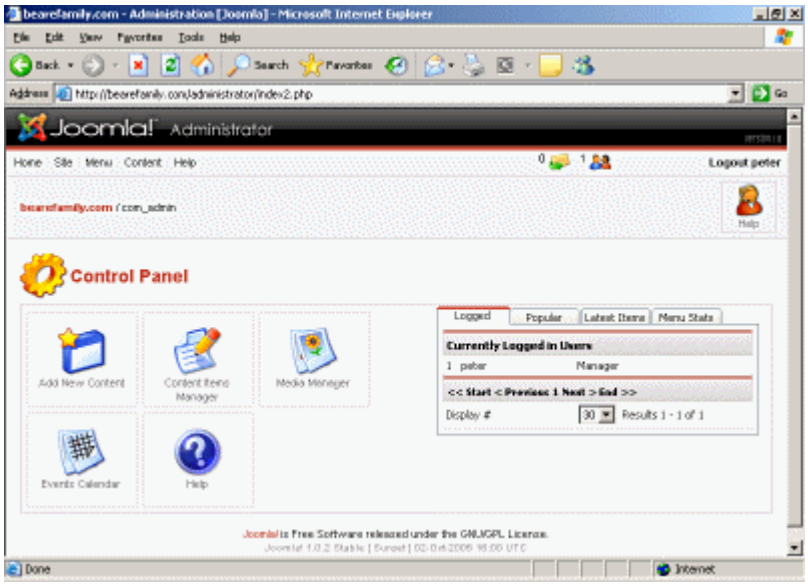
Your Web site comes with a control panel, where all content management of the site takes place. The login area is “administration”, and is located at the bottom (footer area) of each page of your site.



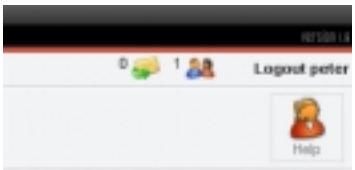
Click on “administration” and the following sign-in screen will appear – Enter your Username & Password to enter the adminstration area. If you don’t know your username and password please contact webservices@beareware.com



Here is your control panel. The control panel gives you access to adding and managing content items (news and regulations), images, and events, and accessing this document via the “Help” icon. The control panel is your home base for administration. From anywhere in the administration you can click on the HOME menu item in the top left hand menu options to return to the Control Panel. * Note - the only update-related icon not on your Control Panel is the photo album – this is because the photo gallery is accessed from the actual (“frontend”) PHOTO GALLERY page of your Web site *



At this stage – to verify that your user access is working – please sign into “administration” and make sure you can get to the Control Panel. If you have any problems at this point, please contact BeareWare – webservices@beareware.com. To log out of the Content Management System, click on the “Logout user” option in the upper right hand corner as shown below:



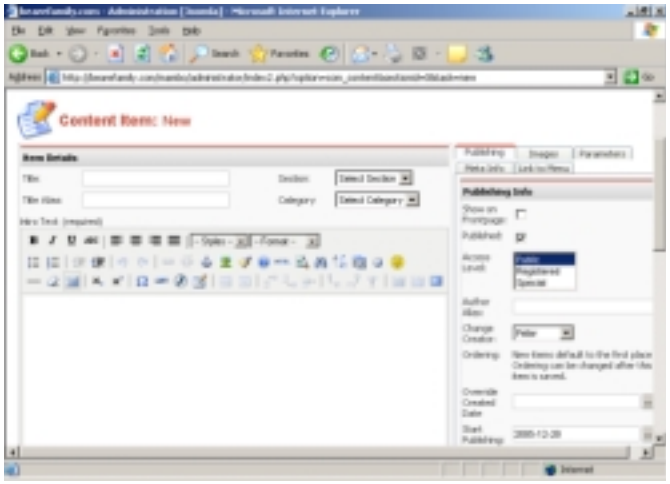
Once you are here, and are now familiar with logging in, you are ready to start updating content! *** NOTE *** Updating content is the same process for News or Regulations – so once you are familiar with updating NEWS you will be able to update all content sections of your Web site.

Adding/Updating News Stories

In Control Panel – select the “Add New Content” ICON.



The following screen content will appear:



You're ready to add your story.

Type in a Title (Article title as it will appear on your Web site). You are also required to type in the Title Alias. This is for system purposes - any one word summation will be sufficient.

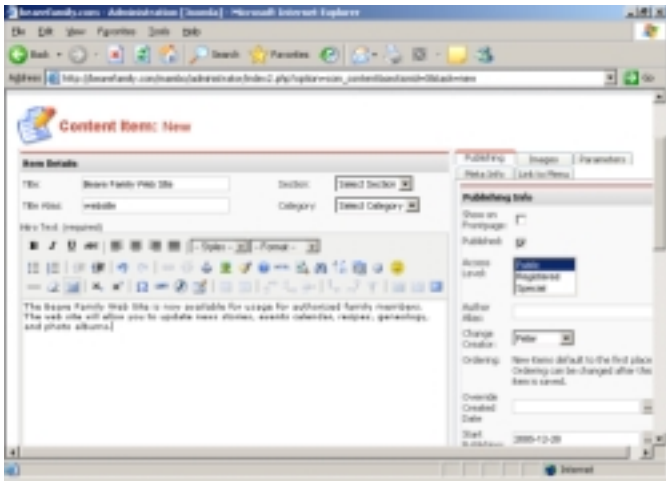
1. Next, click on the “Select Section" box and select "News".

2. Finally, begin typing in your story's text in the "Intro Text" box. Note - if you want to just have a few lines of your story show on your main News page (with a "Click here for more" link that will lead to the rest of the story), then add only these lines in the "Intro Text" box. (2-3 sentence max.)

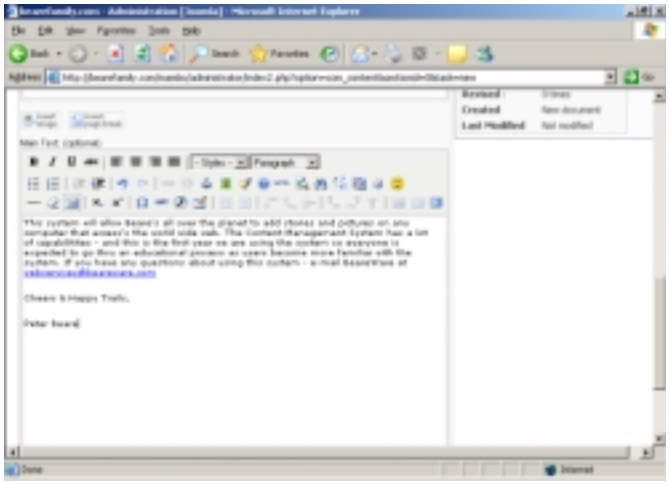
3. IMPORTANT – Many people prefer to write their story in Word or another word processing program, then paste it into the text boxes at this point. This is allowable (for text but not images) – however, after you have pasted in a story from this outside source, you MUST click on the broom icon (located

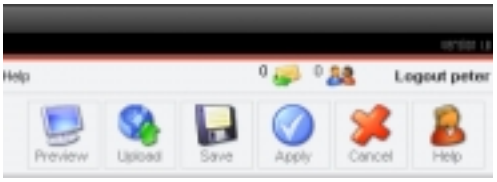
near the center of the top row of your textbox icons). This will clean up the code automatically so that your fonts, etc. will match those used throughout the Web site. Your story will retain effects such as Bold, Italics, and Bullets if you used them in the original document.

4. While in the Content Items Manager you can play around with some of the features in the text toolbar, making some text bold, underlined, etc. If you want to add a hyperlink (the "chain" icon in this toolbar), you will need to type out the FULL url in the box that appears - for instance "http://www. ..."



5. Then add the remainder of your story (or the main portion of your story) in the “Main Text” box. (Do not repeat the Introduction or it will appear twice).



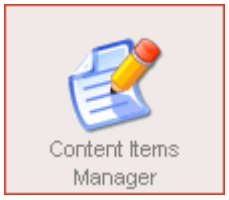


Select “Save” to actually save the News Story. You can also preview the story to see what it will look like online. Just like using any word processor, you can make as many changes as you need to -- including coming back to edit the news story in the future. Always select SAVE or CANCEL when adding or editing a content item.

The News Story will now appear in the NEWS Section and on the Home Page of your Web site.

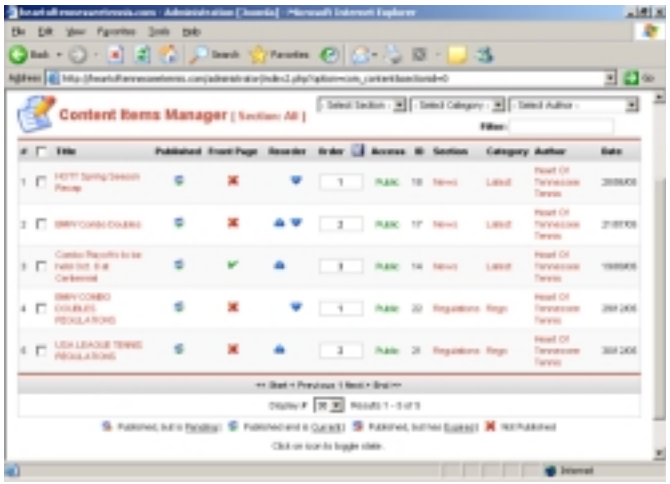


If you wish to make changes to this story then sign into the administration system and select Content Items Manager.

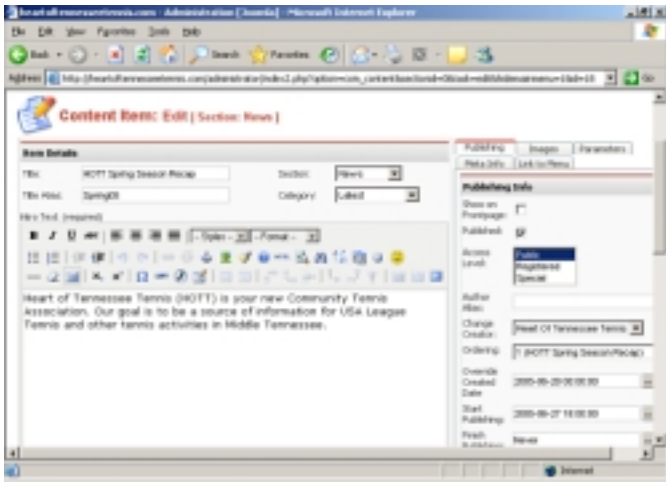




You will see all content articles that have been posted to date and you can select the one you wish to update…



Select the story you wish you update (click on the red title name).



Once you have made your changes, select the “Save” button to make the changes live. You can edit a document as many times as you wish (to make it perfect!).

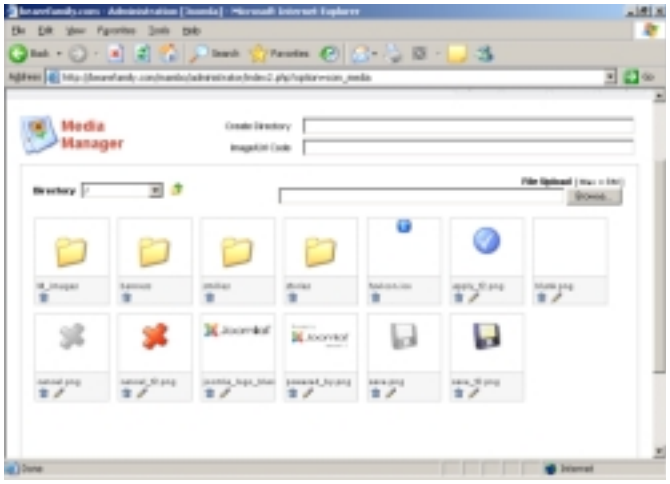
Adding Images to News Stories

Adding an image to a news story can really add to the excitement of the story. The Image can be added in either the Intro Text box, the Main Text box, or in both. We have traditionally added a smaller picture in the Intro Text box (usually 150 in pixel width) and then added a larger picture in the Main Text box (usually 200 in pixel width). The Image editor allows you to set the size of the images – so it does not matter what size your source image is.

To add an image – you must first make sure the image is on your computer (or on a medium that your computer can access, such as a CD drive). Before you can add the image to the News Story you must add it to your Media Manager. Select Media Manager in Control Panel to get started:



The following Media Manager Screen will appear. Media Manager holds all images that are used throughout your Web site, so you want to make sure you do not delete or modify any images that you are not directly working with. The actual folder that is allocated to content images is labeled ‘Stories’. This is where you will upload your images to before dropping them in your news story.



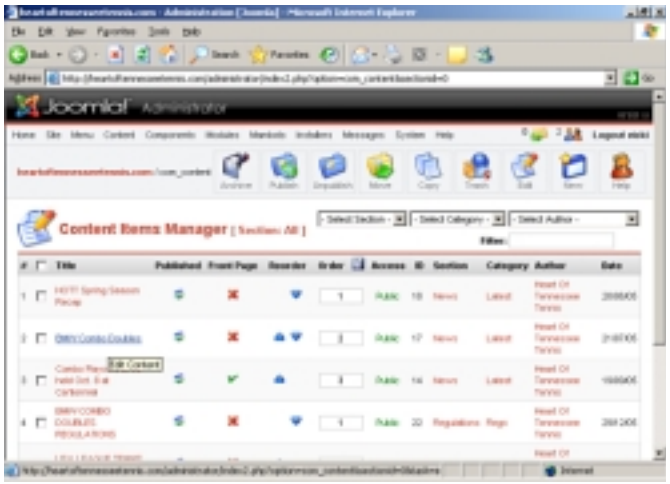
Select Stories and then “hott” for your default image directory. Once you are in the “hott” folder you will see images that are used in stories throughout the web site.



Click on "Browse". A window will come up which will allow you to navigate on your hard drive (to your "My Pictures" folder, for instance) and select the image you want to upload. Find your picture using your browse button and then click "Upload" (located near the top right of the page). Currently you must select one image at a time when uploading. **Note - this is a different process than you will use to upload your “Photo Gallery” images and albums – the images you are uploading here, in Media Manager, are strictly for use in your News stories.**



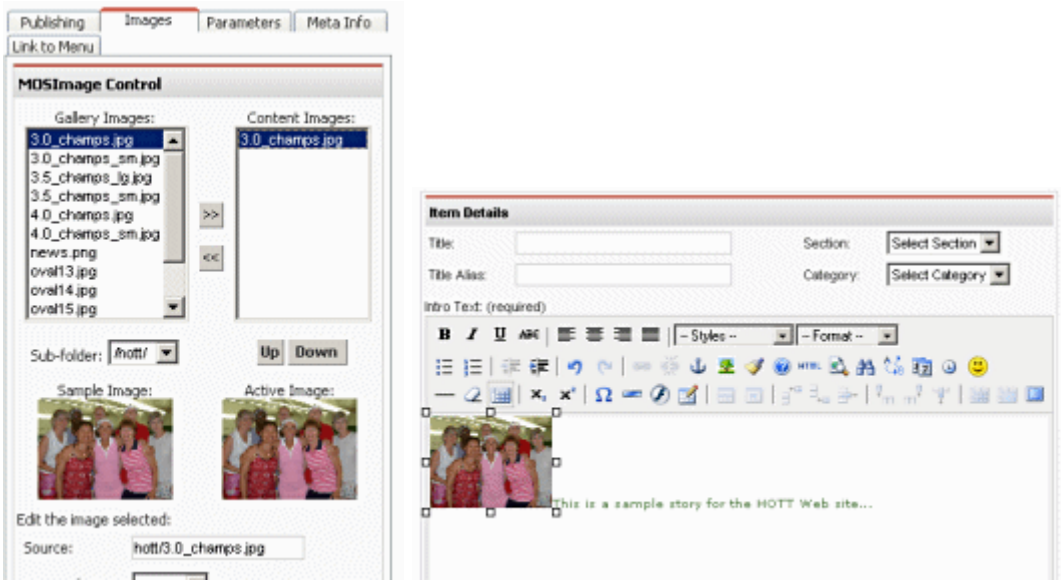
The image will be uploaded and will then appear in your stories/hott folder. Now that you have uploaded the image into your system – you are ready to add it to a News Story. Go back to the Control Panel (select “Home” at the top left of your screen) and then select “Content Items Manager”. Select the story you wish to add the image to.



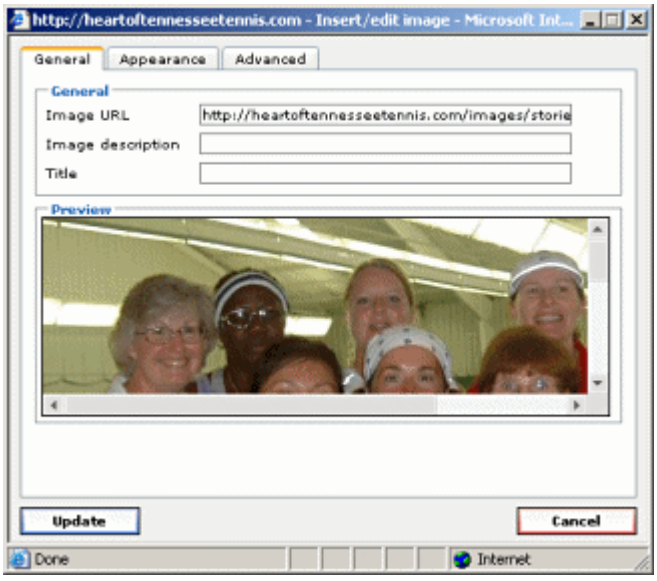
Select the Image Tab (see below) on the right hand side of the Content Management Screen. Then select the sub-folder where the desired images are located and click on the image you wish to add. Once you have highlighted the image – then use the right arrows to take the selection from the Gallery Images to Content Images:



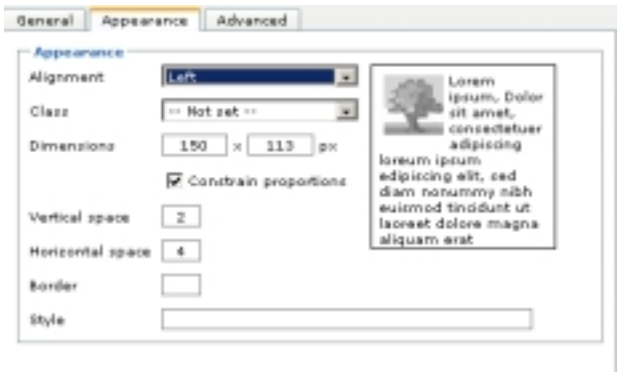
You will then see two small copies of your image beneath “Sample Image” and “Active Image”. Click on the image beneath “Active Image”, hold your mouse button down and drag the image right into your new story (Intro Text or Main Text Box). Once the image is dropped into your story you can format to fit into the story.



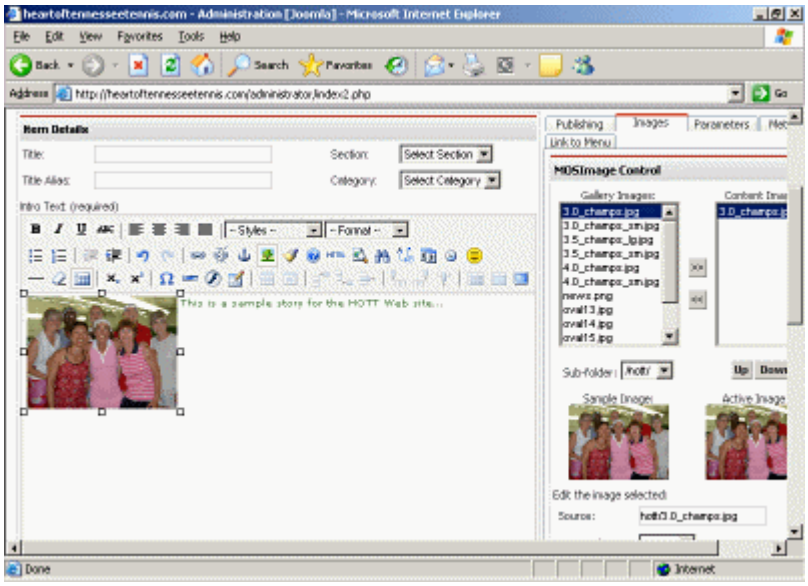
Now it's time to format your image a little so it will fit the text of your story better. Click on the "Insert/edit image" icon, which looks like a small tree You will then see this box: (Image description - optional)



Select “Appearance” and then key in the parameters for your picture (in this case we made the Dimensions 50 in width and also added 2 pixels of vertical space and 4 pixels of horizontal space, to give the image some room from the text. To make the text then wrap around we selected Alignment “Left”.

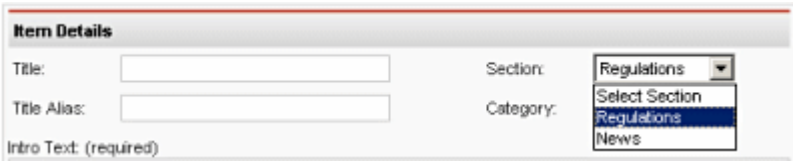


The story now has the image in the Intro Text (or Main Text) – where ever you wish to put the image.



And once saved the story appears with an image in the News Section of the Web site!

This completes the News Stories Section. If you need to add a new set of Regulations, follow this same procedure, except click on “Regulations” instead of “News” in the “Select Section” area of the screen (as shown below).

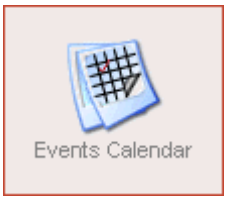


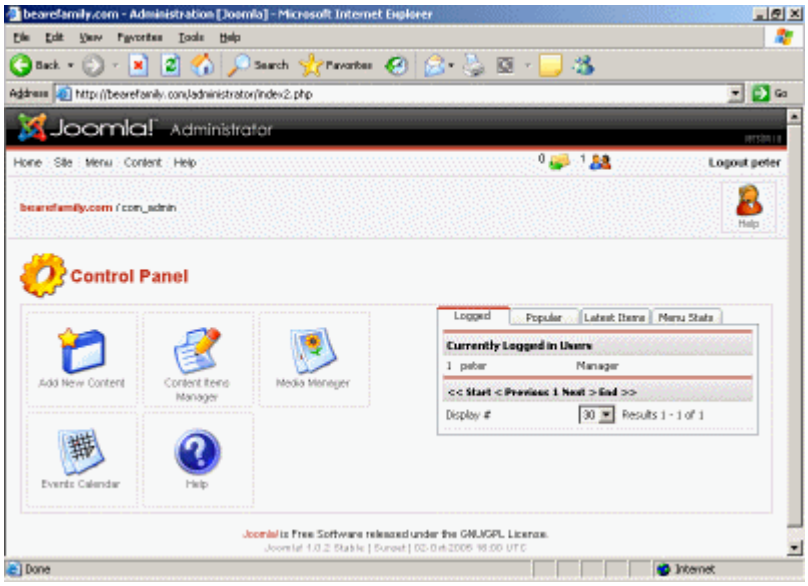
Events Calendar

The events calendar module will allow you to add, update, and delete events on a calendar. An event can be a tournament, league, round robin, or even a special event like a birthday or holiday party. The calendar provides custom colors to help identify types of events.

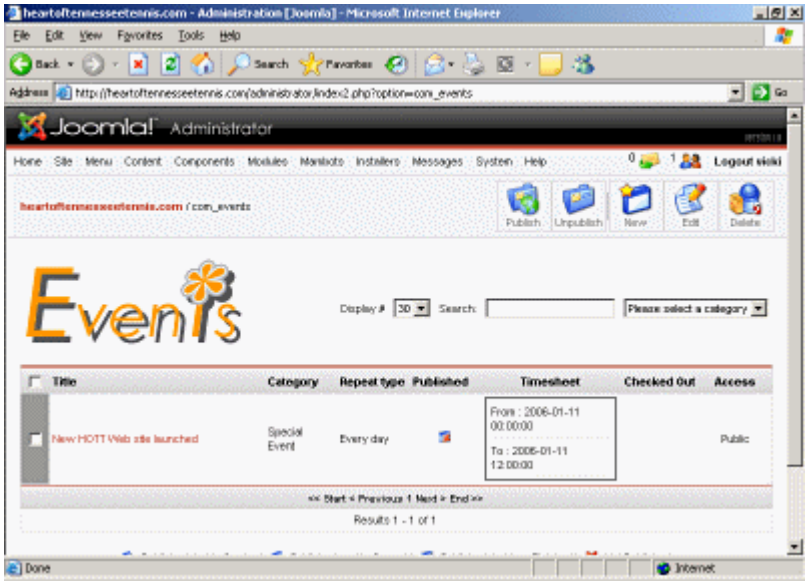


To access the calendar you must log in to your Web site's administration area and select the Event Calendar Icon in your Control Panel.

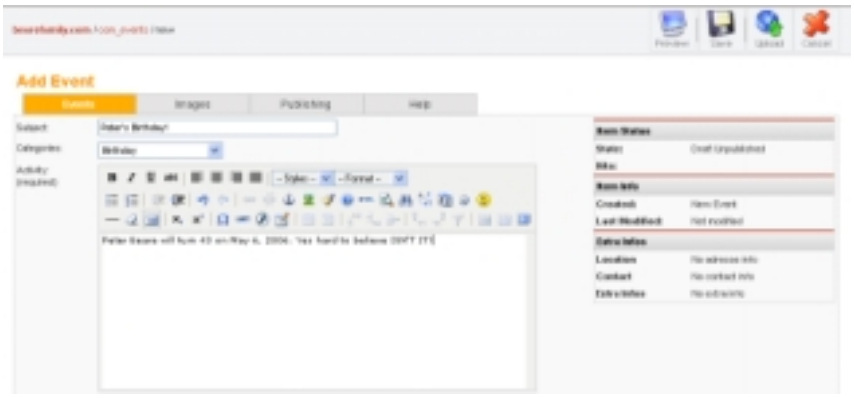




Once you have selected the Events Calendar icon, the following screen will appear:



You will see all the existing events on the calendar (notice the color code – Gray for Special Event, Green for Round Robin, Blue for Tournament, and Red for League). To add a new event, select the “NEW” button in the top right hand menu options.



You will notice there are 4 tabs for – EVENTS, IMAGES, PUBLISHING, & HELP. First you must add the details about the event, which are added in the “EVENTS” tab.

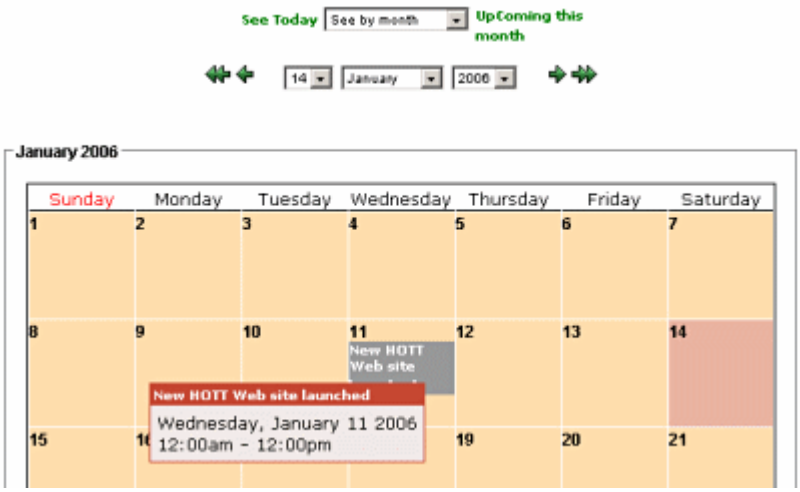
Then if you wish to add an image to your event detail you will select the “IMAGE” Tab. Below is the IMAGE Tab with an image being added): Once you have selected apply – you must insert the image in “EVENTS” screen. (Select the “Insert Image” option and you will see {mosimage} added to the event detail.} The image will then appear in the event when you click on the detail. * This is generally not recommended as images tend to clutter the calendar and are not usually necessary *



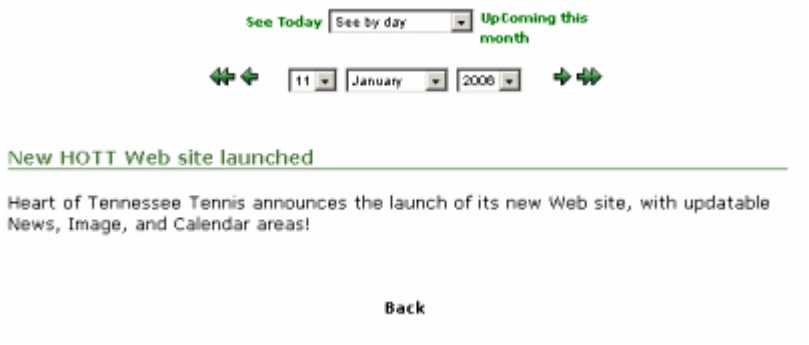
To add the actual dates and connect the date to the calendar you must select the “Publishing” tab. In this tab you will select the dates (and times) of the event. You can make the date occur annually by setting the “End Date” to some date in the future and then selecting the radio button ‘Once per year’.



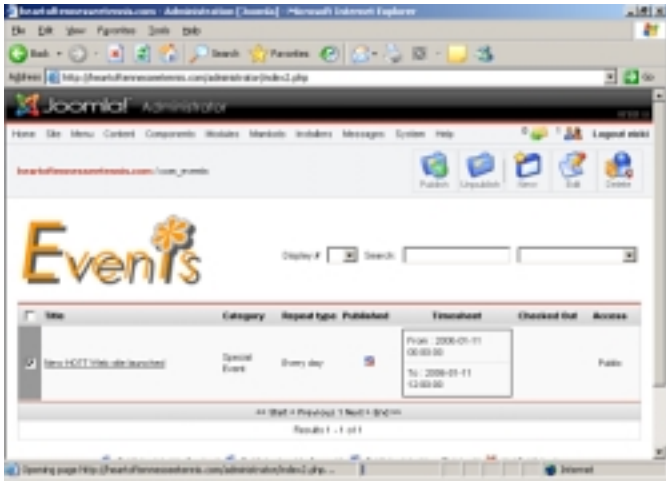
Once you have made the date selections you are ready to save your calendar event. Select the “SAVE” button in the top right hand menu. To check your new calendar entry, logout of Administration and select “EVENTS” on the home page menu. Then select the month and you will see your entry. If you mouse over the actual event listing it will bring up the time and date as shown below.



To see the entire detail that is listed with the event – clicking on the event will bring up the detail screen of the event (next page):



To edit an existing calendar date just click on the title of the event to access the detail tab. (Alternately, you can check the box to the left of the event name and then select “Edit” in the top right menu options.)



This completes the Events section.

Adding a Photo Album

The Photo Album area is different from the other updateable areas because it is accessed from the “front-end” of the web site. (That is, from the actual photo album’s main page and not from the administration area and control panel.)

From your Web site’s main menu, click on the "PHOTO GALLERY" link to get to your photo gallery. The Hott Photos page is the actual login page for adding or updating a photo album. Click on “Login” (you’ll see the link underneath the photo thumbnails on this page). Your Photo Gallery username and password are the same as your “administrator” username and password.



Once you have signed in you will still be on the main album page and you will then see a screen similar to the one below, with the options "Site Admin", "Your account", "Logout", and "Edit" (or similar).





Let's go ahead and create a new album (NOTE – each thumbnail picture represents a photo album or a series of photo albums) – you may add as many albums and photos as you choose, and it is up to you whether to create a new album (recommended if you are adding 8 or more photos), or to add your photos to an existing album.

Click on the "Edit" link near the bottom of the page. Your screen will look like this:



If you are adding an entirely new album, click on "Add Album" underneath the Options menu. The following screen will appear:

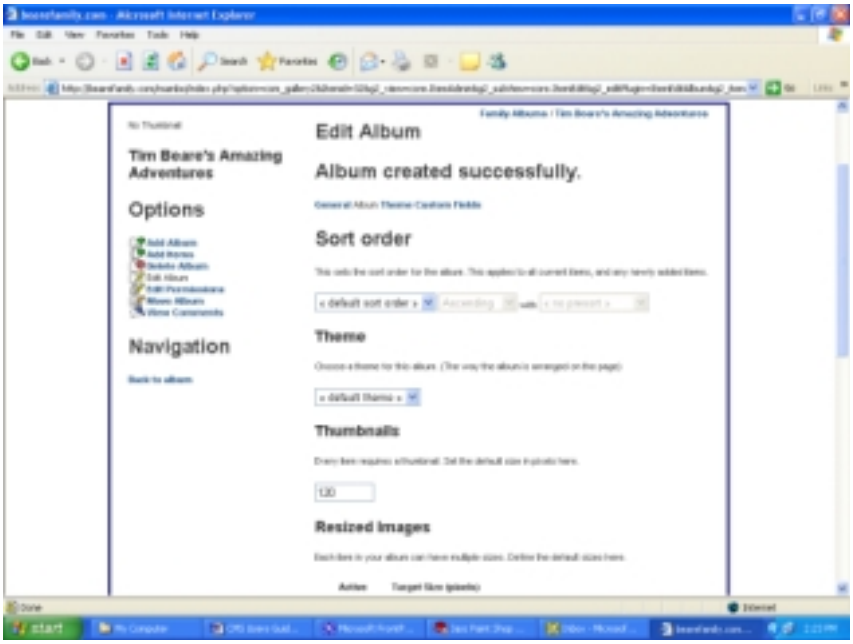




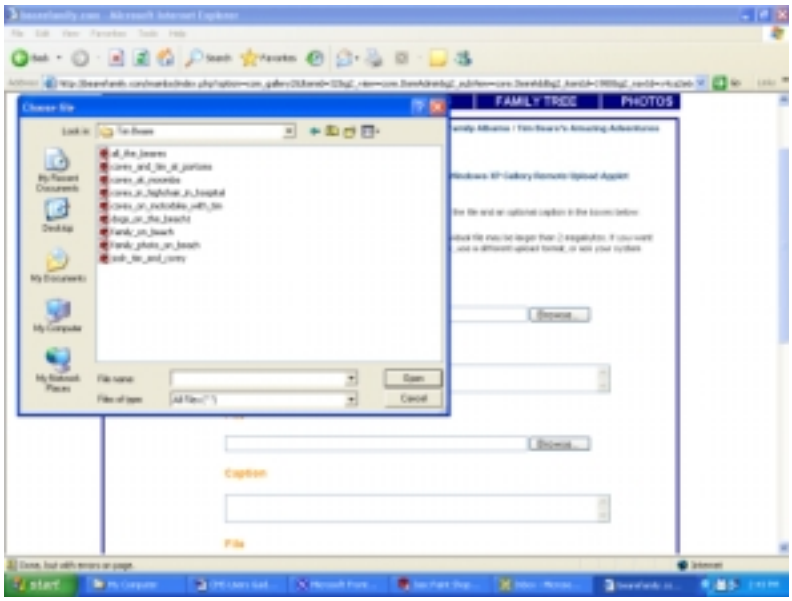
To add the new album you must enter the following information:

Name – Folder name (generally the album name will work).
Title – Name of the Album (more than one word generally).

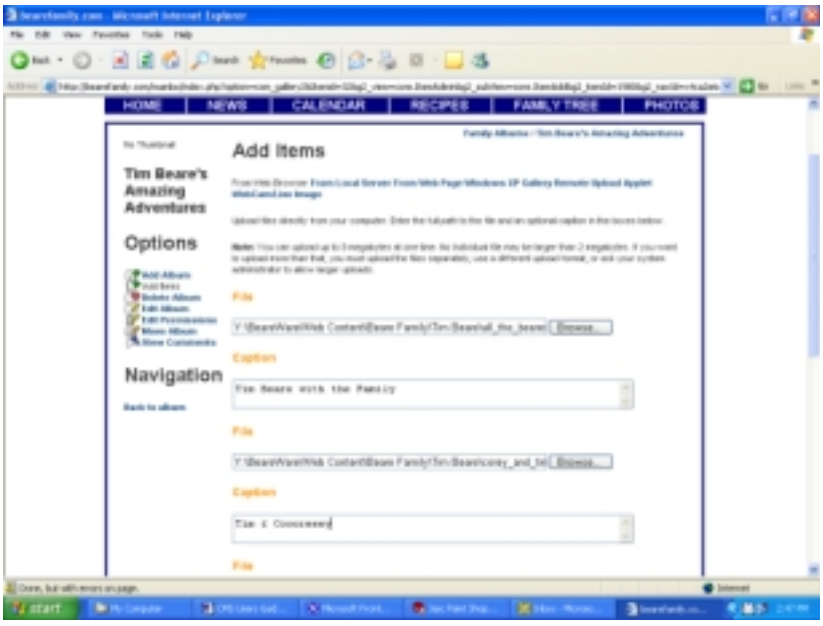
Summary, Keywords, and Description are optional and you can add what ever you feel appropriate here (or nothing at all). Once you have entered the Name and Title then you can create the album – by clicking on the “CREATE” button at the bottom on the page. The following screen will then appear:



The Album folder is now created. This screen shows a lot of different parameters that you can modify for customizing your photo gallery look. We recommend going with the defaults until you become comfortable with using this software. Let’s go ahead and add the photos for this album. From the left hand Options men select “Add Items” and the following screen will appear (next page):

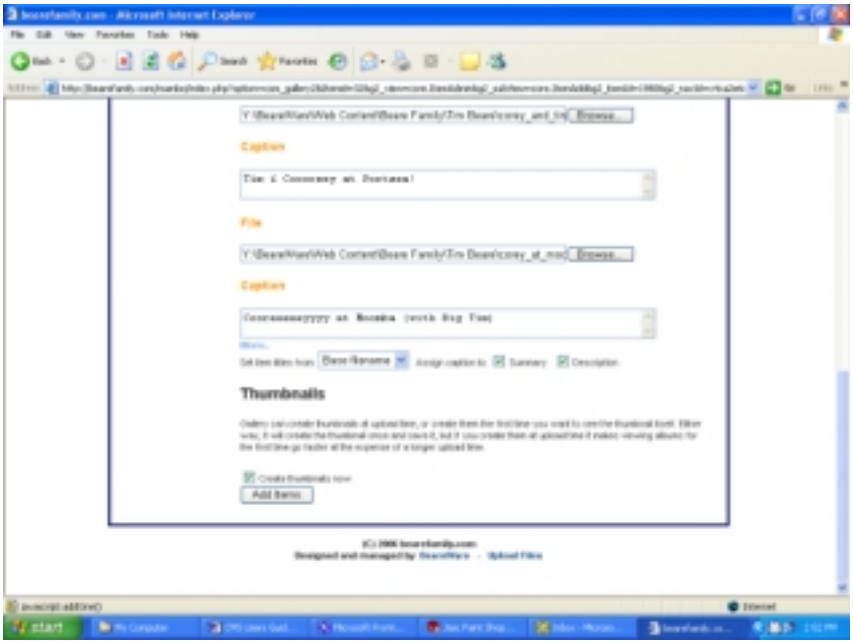


Select the first “Browse” button – and then use the normal Windows navigation to locate where the images are (on your computer or your computer’s CD drive, for instance) that you wish to bring into the photo album. Click on the name of the image you want and then it will load the image location into the file field. You can then add a caption to the image (not required) and then repeat this task in the additional “Browse” boxes for additional images.





If you have more images than the screen allows – then select the “More” option just beneath the last caption box (shown below):



Once you have selected all the images – then click on the “Add Items” box near the bottom of the page.





The system will then write the images to the album (may take a minute or two!) and the album is now complete.

Once all the images have been added, you will see this message and your album is ready to enjoy. Be sure to select the “Back to Album” option and then logout of the photo admin before checking your album: (use the PHOTO GALLERY link on your site’s main menu if you have difficulty returning to the logout option).



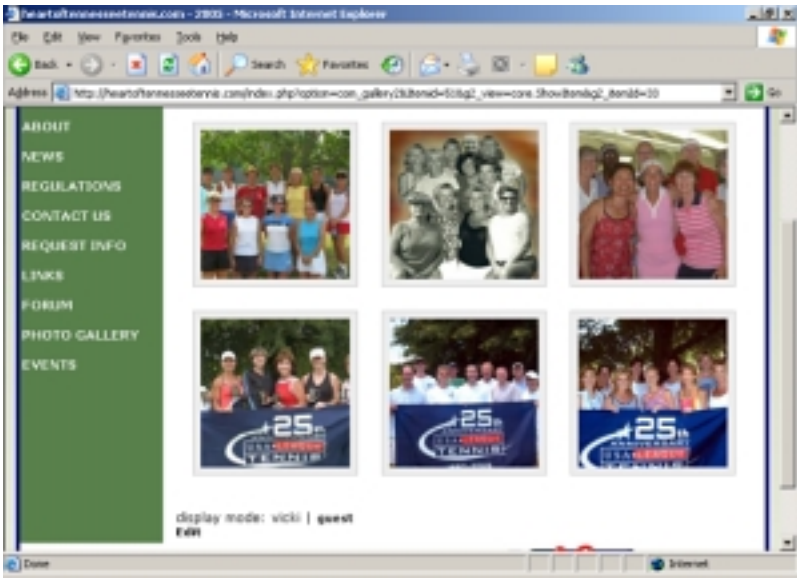
The new album is now in the Photo Gallery, as a sub-album of “Hott Photos”. Click on the thumbnail to enjoy the album. This completes the “Adding a Photo Album” section.

Updating a Photo Album

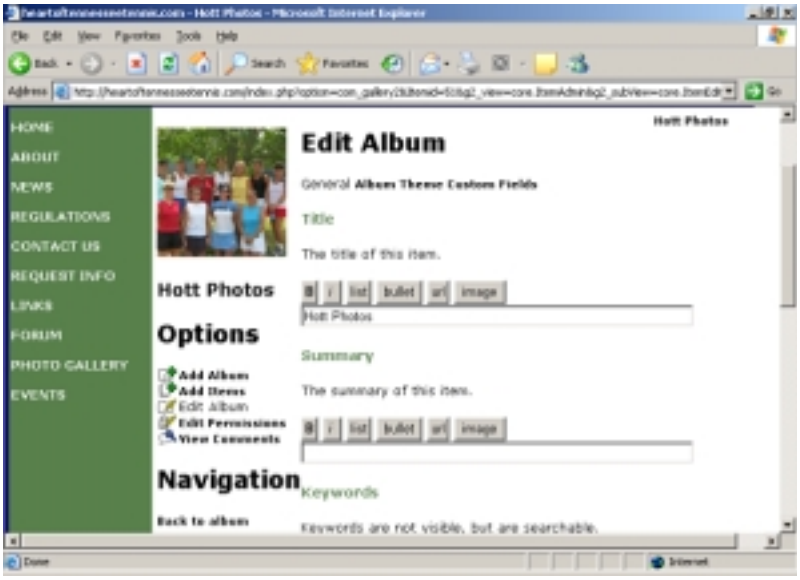
From your Web site's main menu, click on the "PHOTO GALLERY" link to get to your photo gallery. Then on the bottom left hand corner click on "Login". Your gallery username and password are the same as your administration username and password.



Once you have logged in then click on the album you wish to edit. In this case we are going to add a photo to the existing "Hott Photos" album. The screen on the following page appears once we click on the thumbnail.



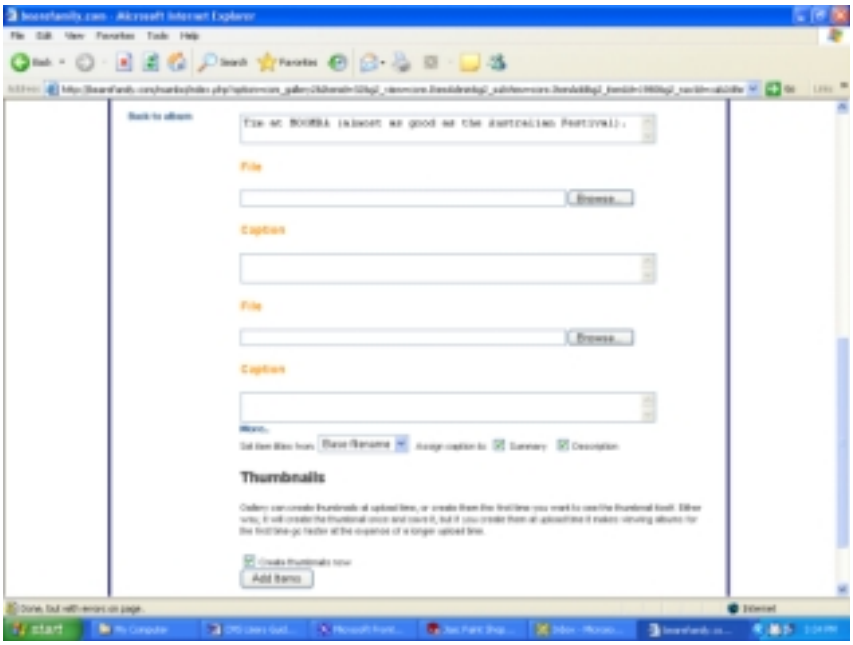
Now click "Edit" (the link is located beneath the photo thumbnails, as above) to modify your album:



Now select “Add Items” underneath the Options menu.



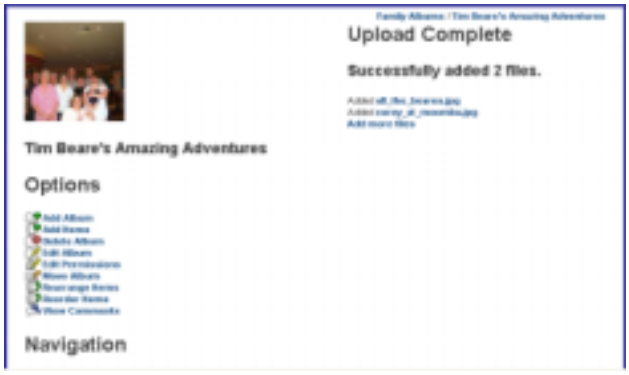
You will see this screen, which allows you to browse to and upload your images into the photo album:



Select the first “Browse” button – and then use the normal Windows navigation to locate where the images are (on your computer or your computer’s CD drive, for instance) that you wish to bring into the photo album. Click on the name of the image you want and then it will load the image location into the file field. You can then add a caption to the image (not required) – and then repeat this task in the additional “Browse” boxes for as many images as you have.

Once you have selected all the images – then click on the “Add Items” box near the bottom of the page.

The system will then write the images to the album (may take a minute or two!) and the album is now complete. Once all the images have been added – you will see a screen similar to the one below, letting you know that your images have been added successfully. Be sure to select the “Back to Album” option and then logout of the administration before checking your album:



You can then have a look at out your album and the new images should now be part of that album. This completes “Updating a Photo Album” section and also completes the CMS Users Guide for the Heart of Tennessee Tennis Web site.