



# Guide: WRRR Director Admin Tasks

## Contents

Checklist to begin .....	1
Website Admin Login Page .....	1
Website Admin Login Page .....	2
Front End Menu and Director Content .....	2

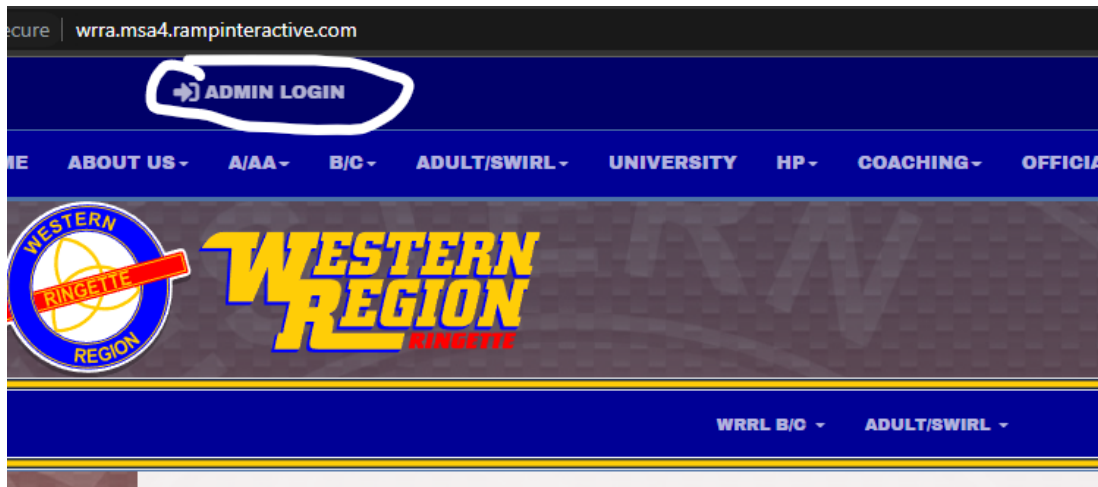
### 1.0 Checklist to begin

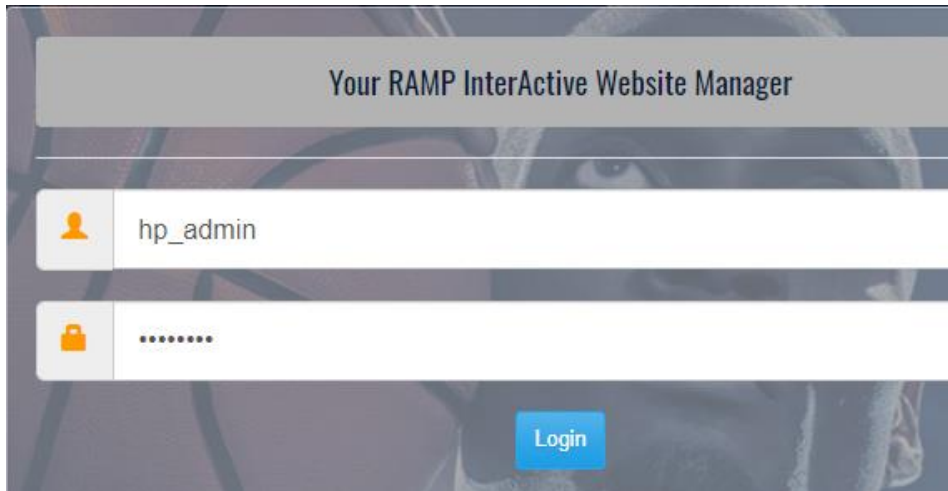
- ✓ Use a laptop or desktop when performing admin tasks. Phones and tablets have been problematic.
- ✓ WRRR Webmaster to provide the admin login name and password.

### 2.0 Website Admin Login Page

Login to the WRRR website backend via the "ADMIN LOGIN"

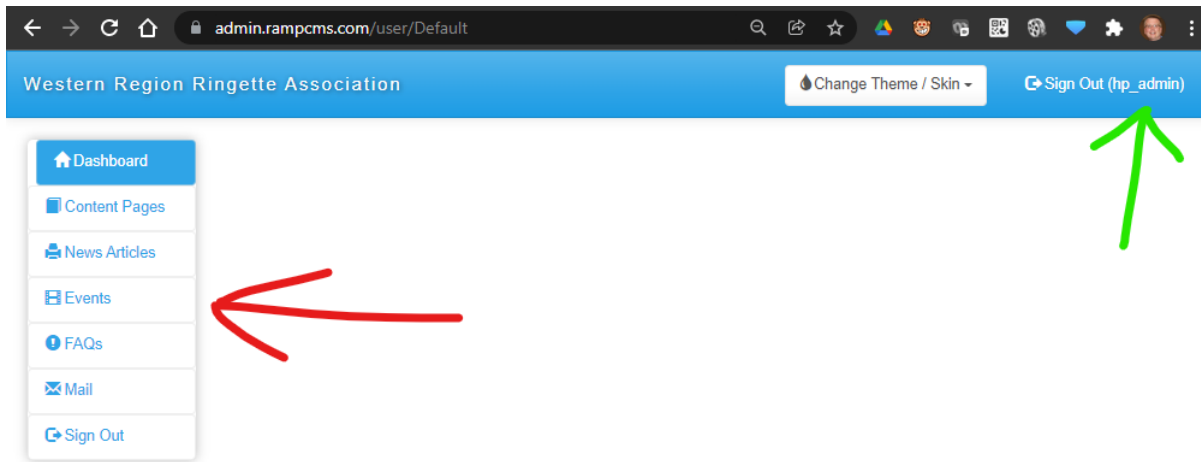
<http://wrra.msa4.rampinteractive.com/>





### 3.0 Website Admin Login Page

Once logged in, you should see something like:



The green arrow confirms your login ID

The red arrow shows the set of available backend tasks available. Listed above are the most common tasks available to all directors. There are some advanced tasks, such as division and team maintenance and scheduling that are not covered in this document.

### 4.0 Front End Menu and Director Content

Each director has a home page on the front of the website where they can add, update or delete content. Additional pages can be added by the WRRRA webmaster. All directors are responsible for maintaining their content pages.



The above example shows the section for High Performance (HP) and the 2 content pages – 1. Home and 2. AAA

To manage these pages, the HP director would use their admin login.

Listed below are the content pages for HP. There is a naming pattern:

<director\_area> - <sub\_menu\_page> - <additional pages>

Each of the pages map to the front end menu and sub-menu:

- <director\_area> is on the front-end main menu. In the example the front-end displays “HP” as “High Performance” takes up too much room
- <sub\_menu\_page> is displayed when the drop down is selected from the main menu. In the example the 2 sub-menu items are: HOME and AAA
- <additional\_pages> these are extra pages and are generally linked to from a <sub\_menu\_page>

The website backend shows these pages under the “Content Pages” as shown below:

Name	URL	
High Performance - Home	<a href="http://www.westernringette.ca/content/High-Performance---Home">www.westernringette.ca/content/High-Performance---Home</a>	
High Performance - AAA - Coaches	<a href="http://www.westernringette.ca/content/High-Performance---AAA--Coaches">www.westernringette.ca/content/High-Performance---AAA--Coaches</a>	
High Performance - AAA - Home	<a href="http://www.westernringette.ca/content/High-Performance---AAA--Home">www.westernringette.ca/content/High-Performance---AAA--Home</a>	
High Performance - AAA - Player Development	<a href="http://www.westernringette.ca/content/High-Performance---AAA--Player-Development">www.westernringette.ca/content/High-Performance---AAA--Player-Development</a>	

Click on the blue edit button on the right-hand side to modify the content page. The following editor will be displayed:

- [Dashboard](#)
- [Content Pages](#)
- [News Articles](#)
- [Events](#)
- [FAQs](#)
- [Mail](#)
- [Sign Out](#)

### Content Pages

**Name**

Private Page

---

EditInsertViewFormatTableTools

← → Formats **B** *I* E-Mail

Welcome to the high performance page

p

Submit
Cancel

You can edit the content as desired. It is very much like working with Microsoft Word. It does a decent job of support copy and paste from Microsoft Word or from another editor that supports HTML.

Press the “Submit” button to save the content. Once saved, the front end of the website is immediately updated.

## 5.0 News Articles

News articles can be added to the website by using the “News Articles” menu. When you click on the news articles, it presents you with a list of current titles.

Western Region Ringette Association
Change Theme / Skin
Sign Out (hp\_admin)

- [Dashboard](#)
- [Content Pages](#)
- [News Articles](#)
- [Events](#)
- [FAQs](#)
- [Mail](#)
- [Sign Out](#)

### News Articles

+ Add News Article

Title	
Welcome to your new Website!	

From this list, you can edit or delete the article.

To create a news article, press the “Add News Article” button in the top left.

- Dashboard
- Content Pages
- News Articles
- Events
- FAQs
- Mail
- Sign Out

### News Articles

Title

Date

News articles are displayed by newest (or future) date first. You can hide the date of the article by choosing the option below.

When uploading new images, we suggest placing them in the Images -> News directory.

Feature Image

Pick an Image

The image is not required if the news article is not a featured item. If it is a featured item and you do not upload a file, the system will use a random default image.  
You can upload your own images or use the default images we've provided you. To find the default news images:

- Click on the "Pick File" button
- Under *File Systems* in the left window pane, click on *Images*
- Click the *News* folder
- Choose an image, the default news images are named "AssocNews1", "AssocNews2", etc.

Featured Article

A featured article will appear in the image carousel on your home page.

Important

This will change the Article Icon colour on you home page.

Hide Date

This will hide the article date on the website.

Achived

An archived news article will not appear on your website.

Send Email on Submit

Summary

Max Length is 130 characters

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon] [Print Icon] [Eye Icon]

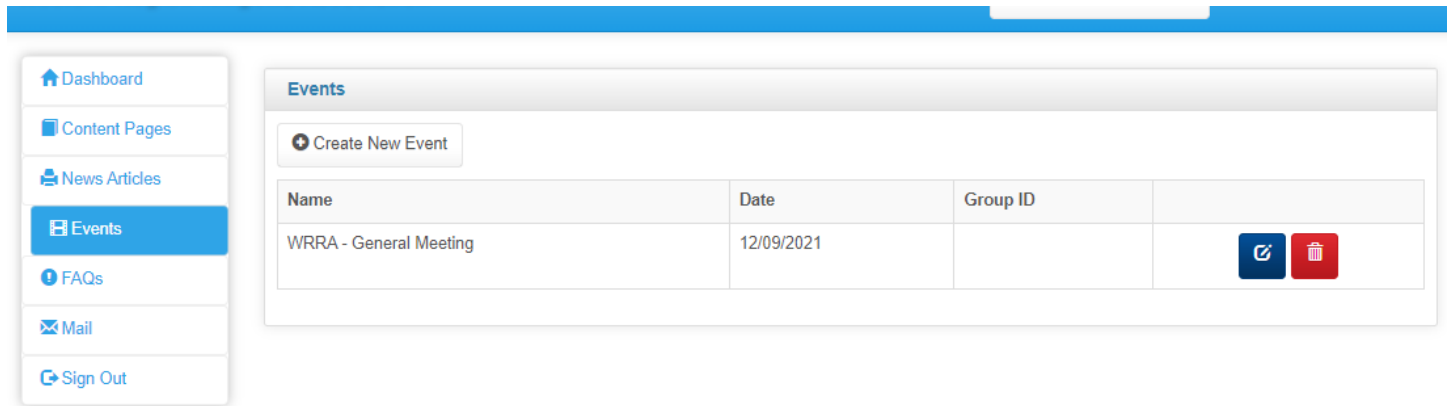
p Words: 0

Submit Cancel



Complete the above form for a news article and press the Submit button. Once submitted, it will be live on the front-end of the website.

## 6.0 Events

Events can be added to the website by using the “Events” menu. When you click on the events, it presents you with a list of events.

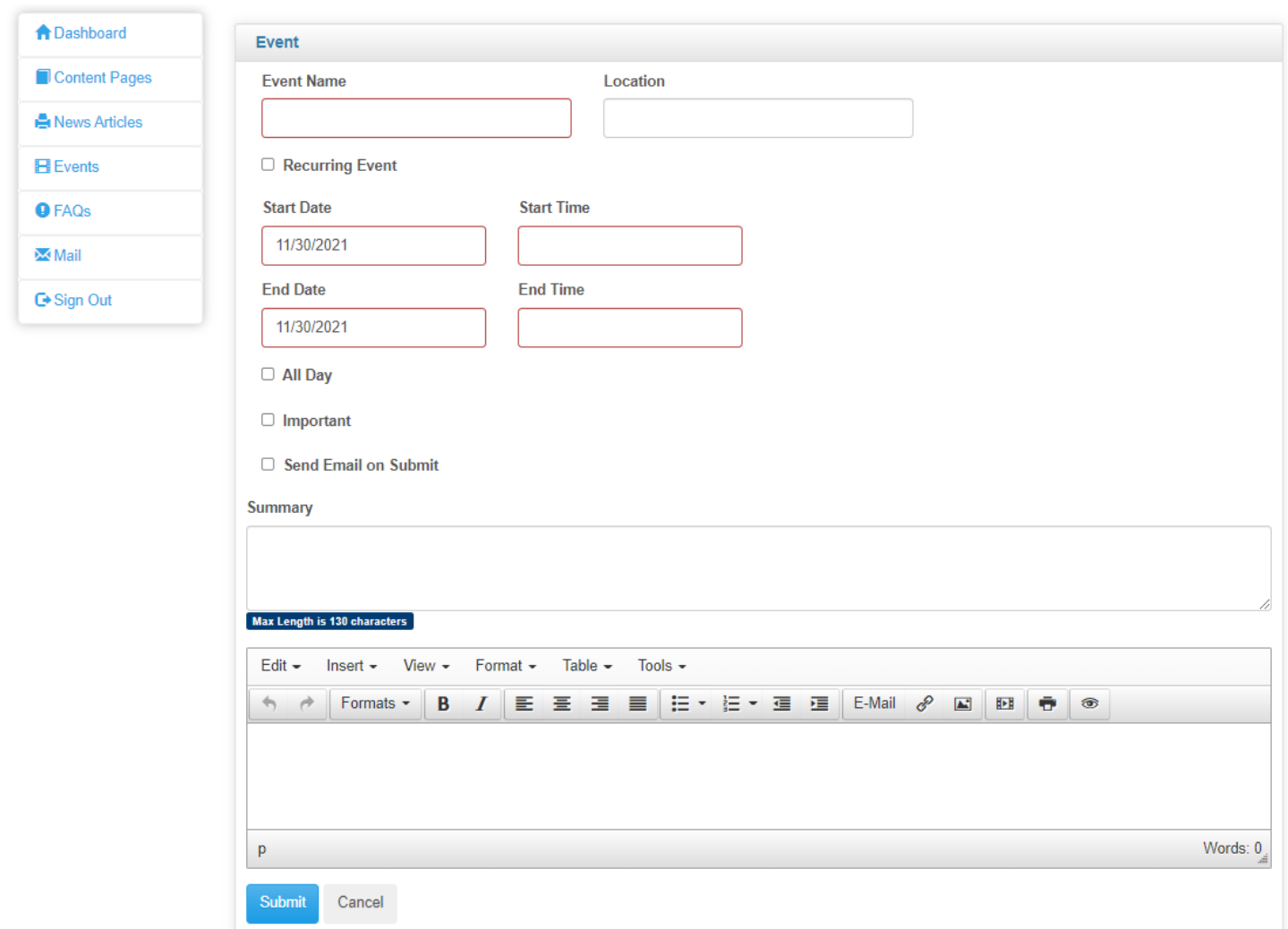


The screenshot shows a web application interface. On the left is a vertical sidebar menu with the following items: Dashboard, Content Pages, News Articles, Events (highlighted in blue), FAQs, Mail, and Sign Out. The main content area is titled "Events" and contains a "Create New Event" button. Below the button is a table with the following data:

Name	Date	Group ID	
WRRRA - General Meeting	12/09/2021		 

From this list, you can edit or delete the event.

To create a news article, press the “Create New Event” button in the top left.



The screenshot shows the "Event" creation form. The sidebar menu is the same as in the previous screenshot. The form fields are as follows:

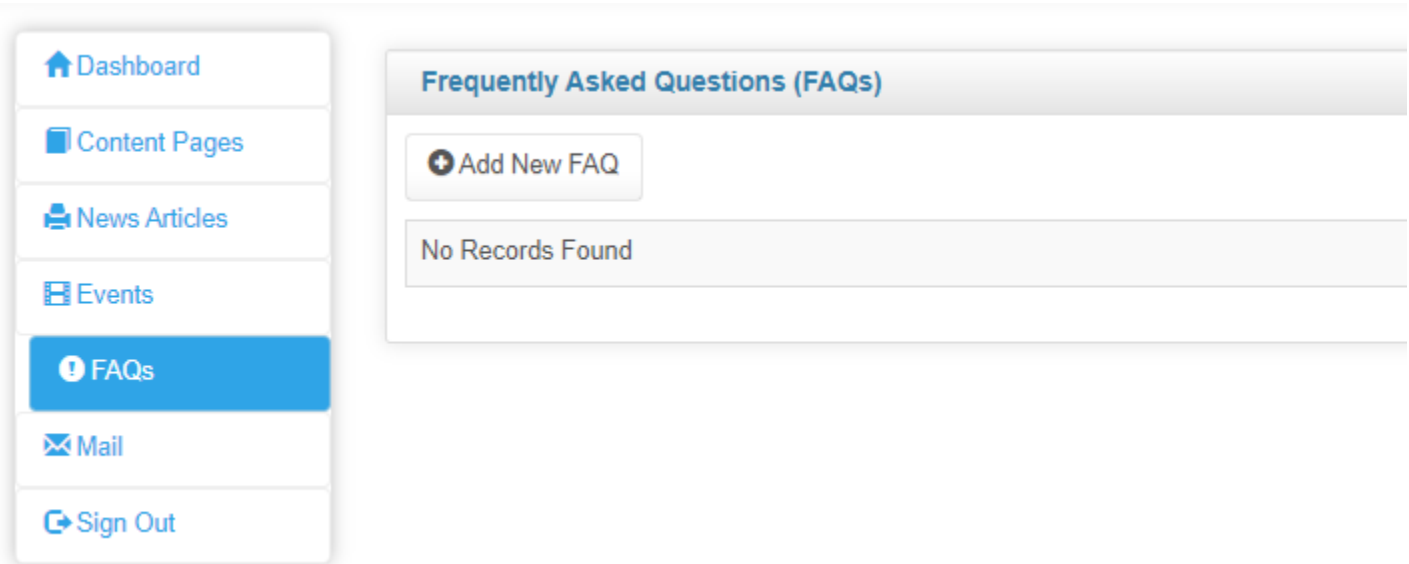
- Event Name:
- Location:
- Recurring Event
- Start Date:
- Start Time:
- End Date:
- End Time:
- All Day
- Important
- Send Email on Submit
- Summary:

Below the summary field is a character count: "Max Length is 130 characters". Below that is a rich text editor toolbar with menus for Edit, Insert, View, Format, Table, and Tools. The toolbar includes icons for undo, redo, bold, italic, bulleted list, numbered list, link, unlink, E-Mail, insert image, print, and toggle visibility. Below the toolbar is a text area containing the letter "p". At the bottom right of the text area, it says "Words: 0". At the bottom of the form are "Submit" and "Cancel" buttons.

Complete the above form for an event and press the Submit button. Once submitted, it will be live on the front-end of the website.

## 7.0 Frequently Asked Questions - FAQs

Frequently asked questions can be added to the website by using the “FAQs” menu. When you click on the events, it presents you with a list of events.



From this list, you can edit or delete the event.

To create a news article, press the “Add New FAQ” button in the top left.

Todo: Need a screen shot

Complete the above form for a FAQ and press the Submit button. Once submitted, it will be live on the front-end of the website.

## 8.0 Mail

This section is work-in-progress. It appears that we need to define some email categories, however once we try to send an email to the category, it is unclear who the recipients are....

Hoping that this can replace the MailChimp system being used. We can email announcements to all our association members.

Don't want to duplicate basecamp groups

- [Dashboard](#)
- [Content Pages](#)
- [News Articles](#)
- [Events](#)
- [FAQs](#)
- [Mail](#)
- [Email Categories](#)
- [Other Emails](#)
- [Import Emails](#)
- [Compose](#)
- [Outbox](#)
- [Sign Out](#)

### Email Categories

[+ Create New Email Category](#)

**Season**

Name	
Announcement	<span style="background-color: #28a745; color: white; padding: 2px 5px;">✍ Emails</span> <span style="background-color: #007bff; color: white; padding: 2px 5px;">✎</span> <span style="background-color: #dc3545; color: white; padding: 2px 5px;">🗑</span>

- [Dashboard](#)
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- [FAQs](#)
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- [Other Emails](#)
- [Import Emails](#)
- [Compose](#)
- [Outbox](#)
- [Sign Out](#)

### Compose Mail

**Season**  **From:**

Will default to your associations name if left empty.

**Email Category**

**Subject**

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷
Formats ▾
**B**
*I*
☰ ☱ ☲ ☳
☰ ☱ ☲ ☳
☰ ☱ ☲ ☳
☰ ☱ ☲ ☳
☰ ☱ ☲ ☳
☰ ☱ ☲ ☳
E-Mail
🔗
🖼
📄
🖨
👁

p Words: 0

Submit Cancel