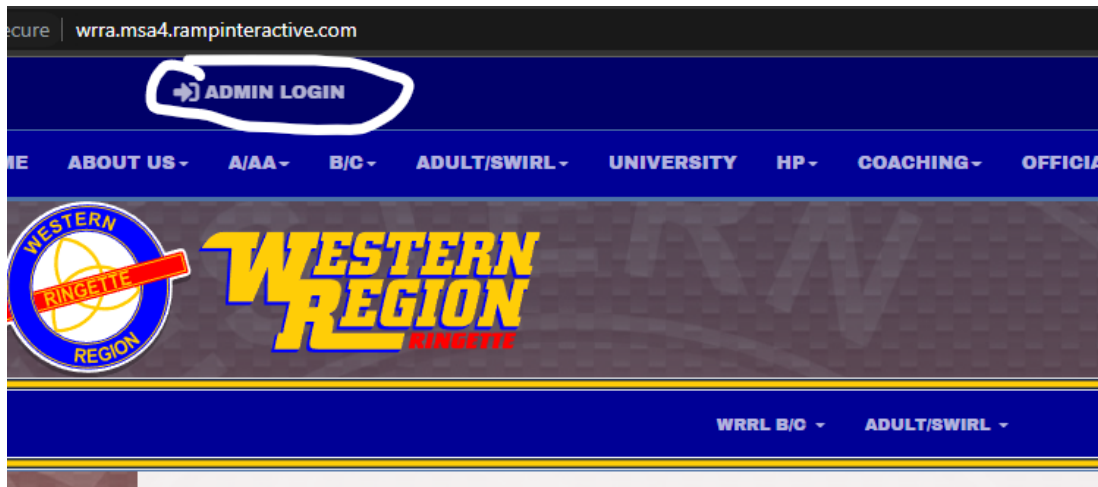# Guide: WRRA Director Admin Tasks
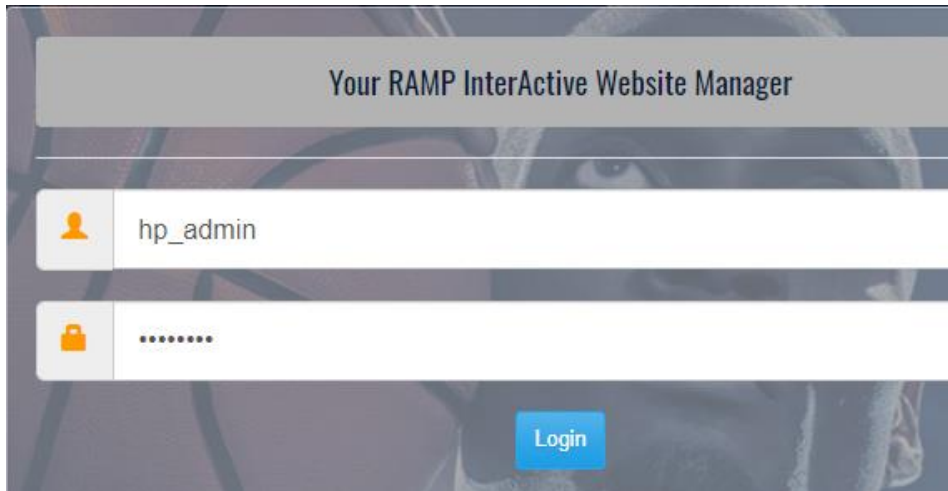
Contents

1.0 Checklist to begin

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

2.0 Website Admin Login Page

Login to the WRRA website backend via the "ADMIN LOGIN"
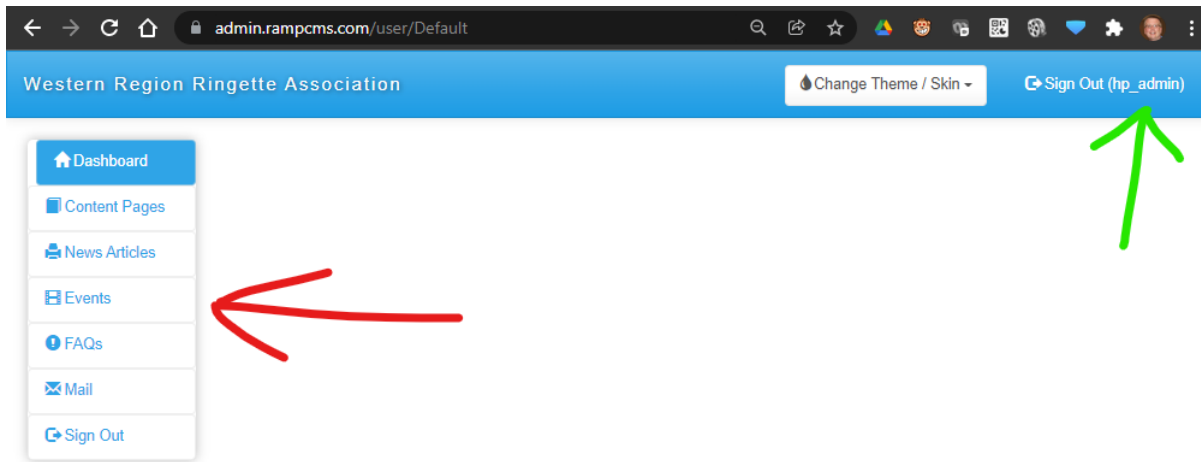
http://wrra.msa4.rampinteractive.com/

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 WRRA 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:

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

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.

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.

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*   ≡ ≡ ≡ ≡   ≔ ▾   ≔ ▾   ≔ ≔   E-Mail   🔗 🖼 🎞 🖨 👁
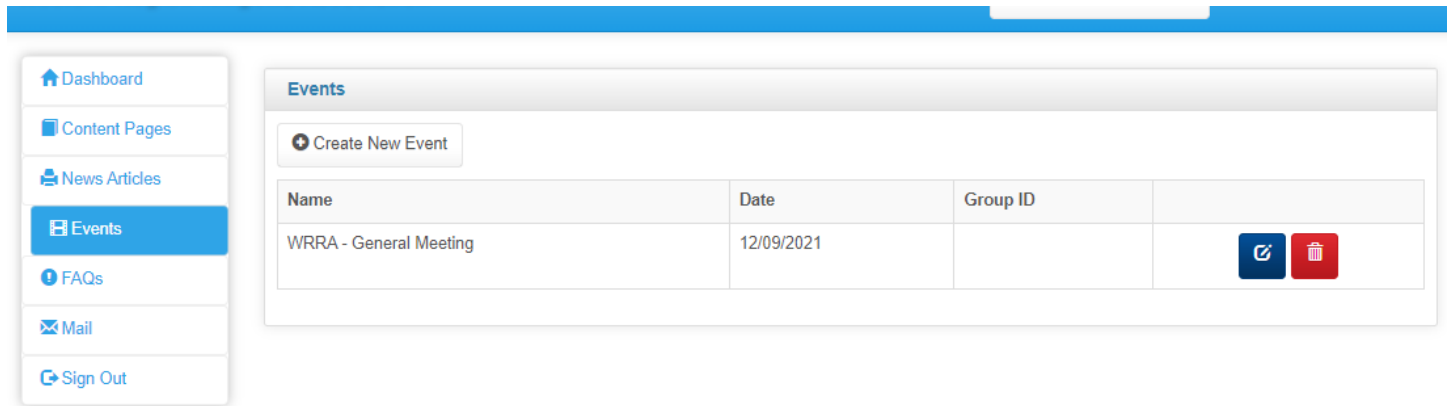
p   Words: 0

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.
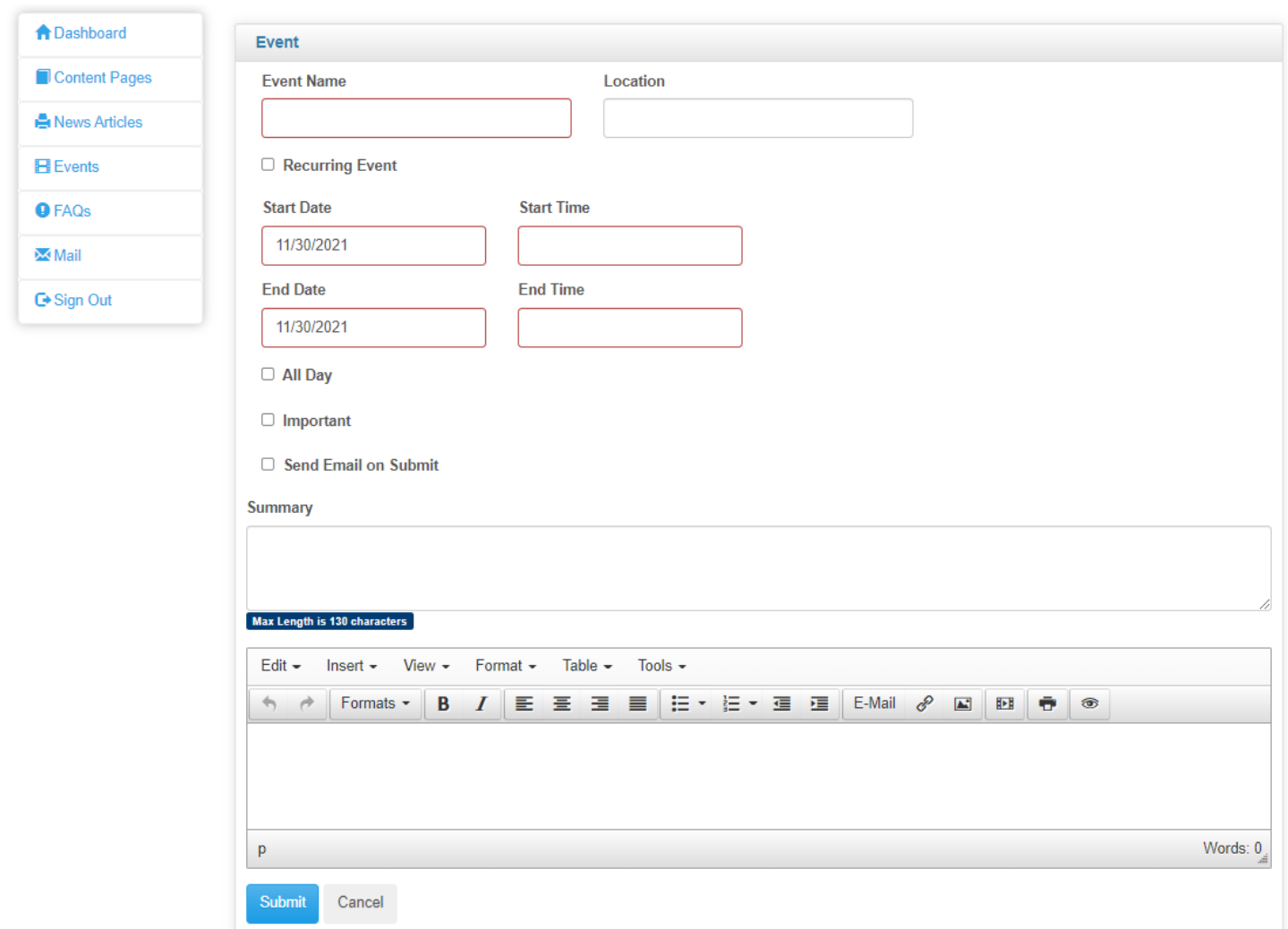

From this list, you can edit or delete the event.

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

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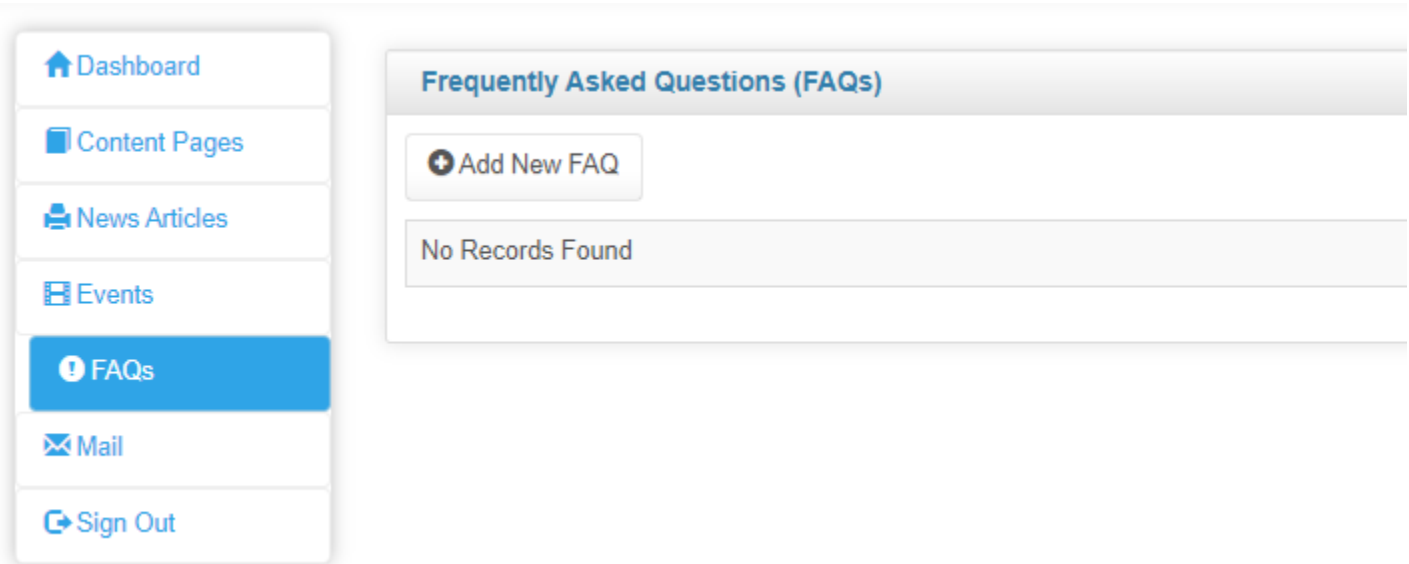
From this list, you can edit or delete the event.

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

Email Categories

⊕ Create New Email Category

Season

2021-2022 ▾

Name	
Announcement	**☑ Emails** **✎** **🗑**

Dashboard
Content Pages
News Articles
Events
FAQs
✉ Mail
Email Categories
Other Emails
Import Emails
Compose
Outbox
⏻ Sign Out

Compose Mail

Season

2021-2022 ▾

From:

Will default to your associations name if left empty.

Email Category

choose ▾

Subject

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

↶ ↷ | Formats ▾ | **B** *I* | ≡ ≡ ≡ ≡ | ☰▾ ☰▾ | ⇤ ⇥ | E-Mail 🔗 🖼 ▣ 🖨 👁

p   Words: 0

Submit   Cancel