

HOW 2..EDIT YOUR MINISITE

Each club now has a 'minisite' which is included in the club listings. These are a great way to promote your group and you can customise them with your own photo gallery, forum, news, events and any other useful information. Editing your pages is fairly straightforward, just follow these steps. If you have any problems, contact Siwan - aupresident@swan.ac.uk

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Get editing privileges

1. Register on www.suau.co.uk
2. Contact Siwan - aupresident@swan.ac.uk - to get editing privileges for the site (don't forget to include which club you are from). If you are not on the committee, you will need to show confirmation from a committee member that you are authorised.

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What your site can do

Your site should have the following options available;

- ▲ **CSS Menus** - choose which items appear in the left hand menu of your minisite
- ▲ **Dynamic Pages** - these are blank pages that you can add anything to. They are useful for general information about your group (contact details etc)
- ▲ **Events** - this is your own What's on list. Events listed here will automatically appear in the main www.suau.co.uk/events listing on the main homepage
- ▲ **Memberships** - see who has signed up to your group through our online membership system
- ▲ **News** - add your own news listing to keep visitors updated on your activities and make announcements. We can promote news to the main website front page on request if it is deemed suitable
- ▲ **Photo Gallery** - upload photos from your events and activities
- ▲ **Polls** - find out information from visitors
- ▲ **Site Skins** - brand your pages using your own logo and design
- ▲ **Uploader** - upload images to use on your pages, e.g. in your news items

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The admin control panel

You will edit the site from the admin control panel which is accessed from www.suau.co.uk/admin where you will be asked to log in using the username and password you created when signing up to the website. As an additional security measure, you will be prompted to enter specific letters from your secret word (set the first time you log in).

You can customise the admin page with ‘widgets’ by clicking ‘Add widget’ on the top left but the only one you really need is the ‘Control Panel’. The edit options will appear in the control panel (click ‘All’ to expand the list if necessary)

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Editing your menu

The following items will appear as standard in your minisite menu;

- ▲ SUAU Home – back to www.suau.co.uk
- ▲ Minisite Home – back to your minisite homepage
- ▲ Features – includes News, Chat, Photo Gallery and Events
- ▲ Information – any dynamic pages you have created

You may want to add extra items to make sure people can easily find the most important bits of your site, e.g. Upcoming events, latest news. You can add up to 6 customised menu items. You’ll need to give each menu item a name, tell it which bit of your site to link to and make it visible using the CSS Menu option

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Adding text

If you are copying and pasting text into the editor you will need to remove any existing formatting first. You can do this by pasting it into Notepad then copying and pasting from here into the editor, clicking the ‘remove formatting’ or ‘Paste as plain text’ options on the editor toolbar.

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Formatting

The editing toolbar is similar to Word and you can find out what each button does by hovering your mouse over it. You can add bold, italic etc to your text, add numbered or bulleted lists and change the alignment

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Links

You can link to other pages, email addresses and files using the ‘link’ button. Select the text and/or image you want to turn into a link and click the ‘link’ button.

- ▲ To link to another page on the internet enter the address in the box that appears
- ▲ To link to a page in your minisite click ‘Dynamic Pages’ then select the appropriate page
- ▲ To link to an email address select ‘Email’ from the link type drop-down box then complete the details
- ▲ To link to a file, i.e. to allow people to download it, select ‘browse server’ then find the file or upload a new one

To remove a link, select it then click the ‘remove link’ button

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Pictures

- ▲ Click the ‘pictures’ button then ‘browse server’ in the pop-up box
- ▲ Find your photo/picture or upload a new one
- ▲ You can edit dimensions in the pop-up box and/or by resizing it in the main editor
- ▲ If you want to crop/edit pictures try using www.picnik.com

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Tables

- ▲ Click the ‘tables’ button
- ▲ Enter your requirements in the pop-up box, note that a border of 0 will be invisible

- ▲ You can right-click in tables to make changes if necessary

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Dynamic pages

A dynamic page is your opportunity to add your own content in your desired format/layout. From the dynamic pages menu page - www.suau.co.uk/admin/content – you can add, edit, hide and delete pages. Note that when you've created a page you need to make it visible.

You can create 'levels' of pages which form a hierarchy, e.g.

- Trip reports
 - Trip to Devon
 - Trip to France
- About us
 - Our history
 - Our plans

In the admin pages this will appear as Trip Reports and About us. When you click on Trip Reports you'll see Trip to Devon and Trip to France. Users of the site will see this in your menu as Trip Reports > and About us > and can then hover over these to see further options. This is a good way to keep your site tidy and logically organised.

You can also use dynamic pages to link to other websites, e.g. your national governing body. To do this create a new page then type the link in the 'link' box. When a user clicks on this page they will be redirected to this site instead.

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Polls

Polls can be a good way to add some interactivity and gather some (not representative) opinion from your site's users. You can have several active polls at any one time, these will be rotated so a different one appears each time you access a page on your minisite. You can choose to hide them if they are no longer relevant though you will still be able to see their results from the poll results page.

To add a poll, click 'add' on the polls page – www.suau.co.uk/admin/polls – and enter your poll question. Choose the required number of responses and enter these. Once you have submitted your poll you will need to make it visible.

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Site skins

The 'skin' of your site refers to its appearance, which you can customise including the top header, fonts and left menu area. You can also customise the left navigation menu bars. Follow the step-by-step instructions on the site – www.suau.co.uk/admin/style

You could create different skins for different times of year or events, e.g. 'vote in our elections' or 'summer ball'

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Events

- ▲ To add a new event click '+add' on the Events admin page – www.suau.co.uk/admin/events
- ▲ The event date must be in the future, the site automatically hides events which have happened
- ▲ You can set the event to repeat if required
- ▲ Choose a title for the event and a description (limited to 255 characters) which will be displayed next to the event in the listings
- ▲ You can then enter more information into the text editor. This will be displayed if people click on the event. You could put a copy of your poster here

- ▲ Click 'submit' to submit your event
- ▲ Make the event visible and it will appear on your events page and the main www.suau.co.uk/ events listing

To edit your event, find it in the eventlisting, click 'Edit' in its drop-down menu, make your changes and submit as usual then make your item visible (it is hidden after being edited)

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News

- ▲ To add a new event click '+add' on the News admin page – www.suau.co.uk/admin/news
- ▲ The news item will not be visible until the time specified, i.e. if you want it to appear immediately this must be in the past.
- ▲ Choose a title for the news story and a description (limited to 255 characters) which will be displayed next to the news in the listings
- ▲ You can then enter more information into the text editor. This will be displayed if people click on the news item
- ▲ Click 'submit' to submit your news item
- ▲ Make the news item visible and it will appear on your news page

To edit your news story, find it in the news listing, click 'Edit' in its drop-down menu, make your changes and submit as usual then make your item visible (it is hidden after being edited)

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Memberships

You can view people who have signed up online for your club by clicking 'Memberships'. You can export this information (including contact details) to Excel.

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Top tips

- ▲ News items and events use a preview picture in the listings. The website will automatically use the first picture in the body of the item. If you wish to have a preview picture which doesn't appear in the item body set its size to 0 x 0 in the 'add picture' box
- ▲ The administration system will 'time-out' your log-in after a while so submit your changes as you go along or copy your text before you submit it so you can paste it again if necessary otherwise you may lose your changes – VERY annoying!

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