

37th Springvale Scout Group



Website User Guide v0.1

February 2010

CONTENTS

1	INTRODUCTION	3
2	SYSTEM ACCESS	3
	2.1 User Access	3
	2.1.1 <i>Unregistered Users</i>	3
	2.1.2 <i>Registered Users</i>	3
	2.1.3 <i>Administrators</i>	3
	2.2 Logging in	4
	2.2.1 <i>Create new account</i>	4
	2.2.2 <i>Logging in</i>	6
	2.2.3 <i>Request new password</i>	6
3	USER FUNCTIONS	7
	3.1 All users	7
	3.2 Registered Users	7
	3.2.1 <i>'My Account'</i>	7
	3.2.2 <i>'Create Content'</i>	8
	3.2.3 <i>'Logout'</i>	8
4	CREATING AND EDITING CONTENT	9
	4.1 Creating new content	9
	4.2 Editing Content	10
5	SUPPORT	12

1 INTRODUCTION

37th Springvale Scout Group would like to use technology at our disposal to ensure effective communication with members of our Group, and interested members of the Public. This communication is not merely limited to announcements and newsletter, but also includes sharing stories and experiences of Scouting.

We have revamped our website to create an easy-to-use system for people to gather information about our activities, and also to share experiences.

The website is an interactive tool, allowing users to upload their own content, and to interact with the content by posting comments and viewing comments posted by other users.

This manual is aimed at guiding the users of the Springvale website.

In this manual, single quotation marks are used to indicate a link or a button to be clicked. For example, 'Index' is a link to the Home page.

Italics are used to indicate a page or dialogue box which is opened. For example, clicking on the 'Home' link will open the *Home* page.

2 SYSTEM ACCESS

2.1 User Access

The Springvale website has got three levels of User Access, namely Unregistered User, Registered User and Administrator. The functionality available to each user is described briefly below. User functionality is explained in greater detail in section 3 of this manual.

2.1.1 *Unregistered Users*

Unregistered users can view some site content, but cannot create their own content or post comments.

2.1.2 *Registered Users*

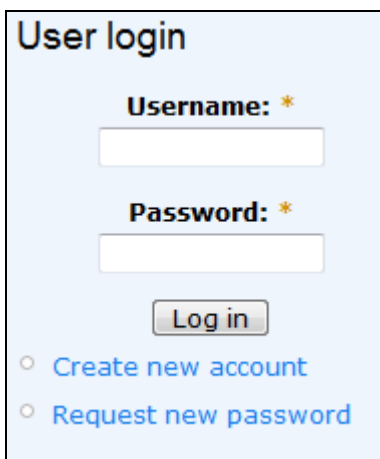
Registered Users can view content on the site, dependent on their relationship with the group and can interact with it by creating their own content and posting comments.

2.1.3 *Administrators*

Administrators have full access to site and are able to add, edit and delete content, comments and site users.

2.2 Logging in

The Login section of the website looks like this:



The screenshot shows a light blue box titled "User login". Inside, there are two input fields: "Username: *" and "Password: *". Below the password field is a "Log in" button. At the bottom, there are two radio button options: "Create new account" and "Request new password".

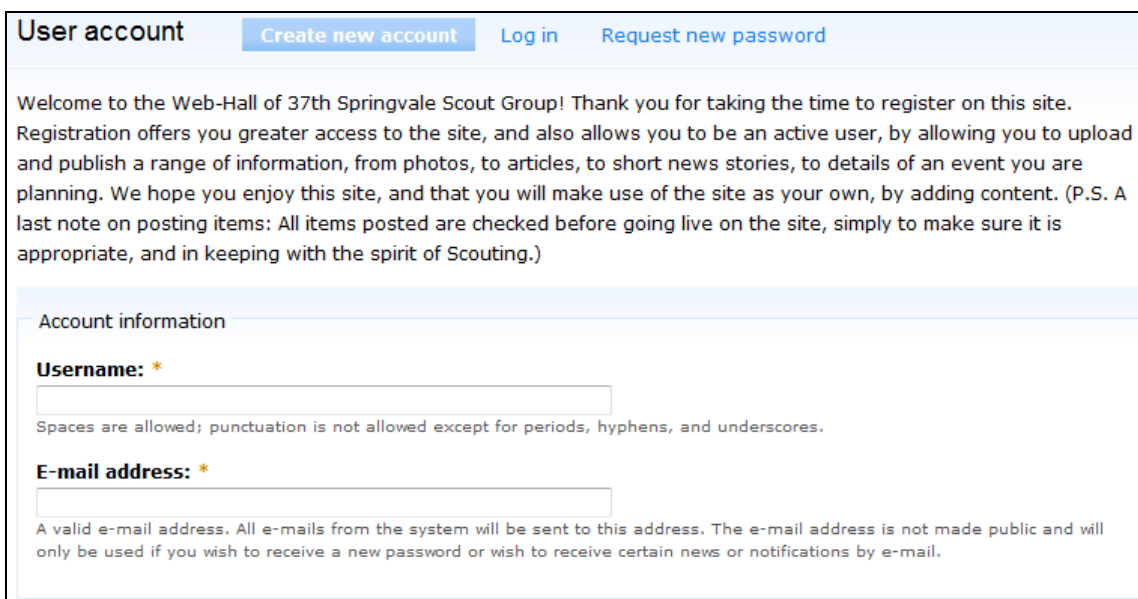
Login form

Three options are available: Registered users can log in, request a new password if they have forgotten their existing one, and new users can create a new user account.

2.2.1 Create new account

New users must create a new user account before they can log in.

To register, click on 'Create new account'. You will be prompted to enter your personal information. Required information is marked with an asterisk (*). Once you have entered this information, click on 'Create new account'.

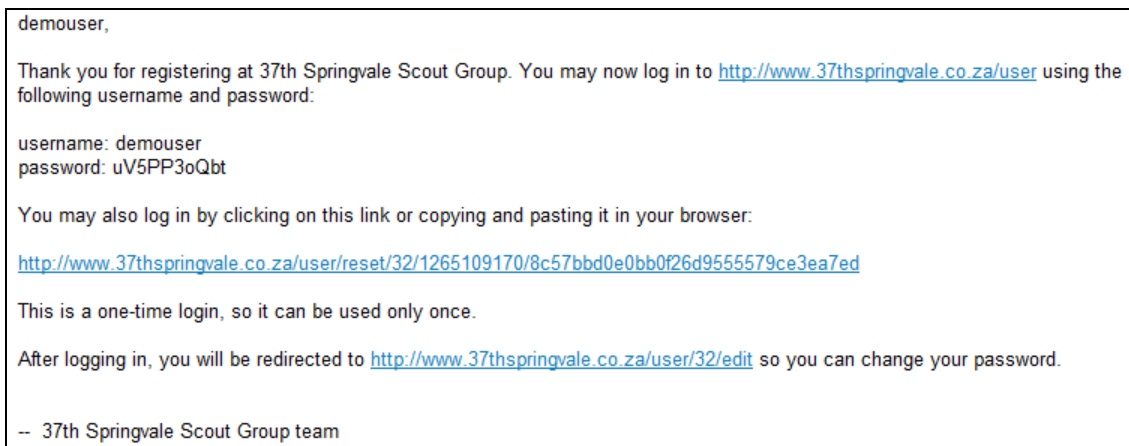


The screenshot shows a "User account" section with three tabs: "Create new account" (selected), "Log in", and "Request new password". Below the tabs is a welcome message: "Welcome to the Web-Hall of 37th Springvale Scout Group! Thank you for taking the time to register on this site. Registration offers you greater access to the site, and also allows you to be an active user, by allowing you to upload and publish a range of information, from photos, to articles, to short news stories, to details of an event you are planning. We hope you enjoy this site, and that you will make use of the site as your own, by adding content. (P.S. A last note on posting items: All items posted are checked before going live on the site, simply to make sure it is appropriate, and in keeping with the spirit of Scouting.)". Below this is a section titled "Account information" with two input fields: "Username: *" and "E-mail address: *". Below the username field is a note: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores." Below the email field is a note: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."

Example of the Create User form

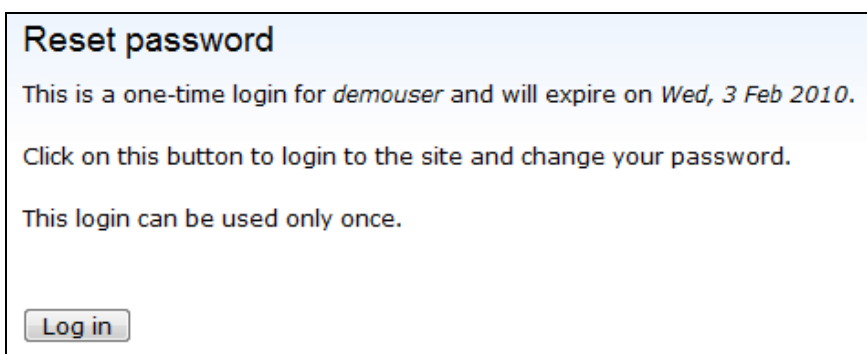
An email will be sent to you, with your password and a once-off activation link. An email will also be sent to the administrator when a new user is registered.

You can login using either your username and password, or clicking on the once-off activation link (you can also copy the link and paste it into your browser's address bar)



Example of the activation email

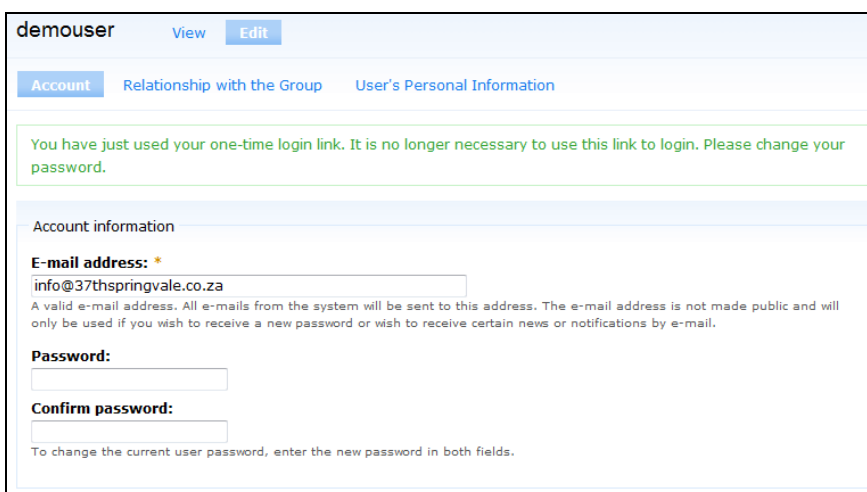
Both options will require you to enter a new password before you can proceed to the rest of the site.



Reset Password after once-off login

Clicking on 'Log in' will open the *My Account* page.

You must choose a new password and enter it in on this page.



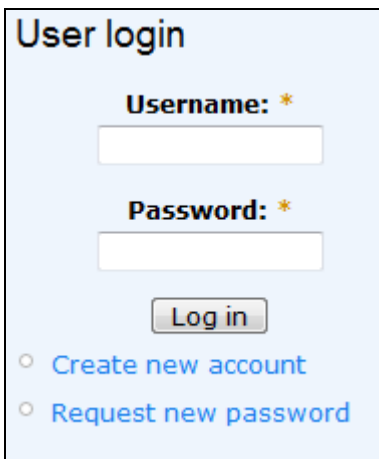
Example of the *My Account* page

Click on 'Save' to ensure your changes are saved.

Once you have completed the registration process, you can proceed to using the site, by selecting an option from the menu.

2.2.2 Logging in

To log in to the site, simply complete the *Login* form, by entering your username and password, and then clicking on 'Log in'.



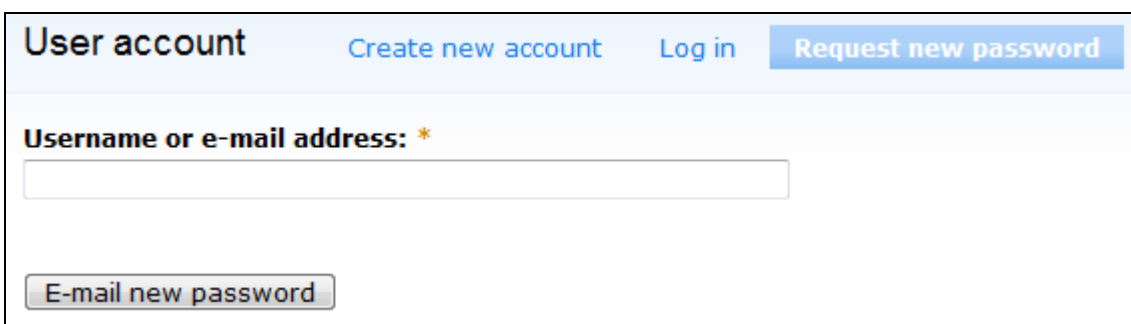
The screenshot shows a 'User login' form with a light blue background. It contains two text input fields: 'Username: *' and 'Password: *'. Below the password field is a 'Log in' button. At the bottom, there are two radio button options: 'Create new account' and 'Request new password'.

Login form

2.2.3 Request new password

If you have forgotten your password, you can request a new one by clicking on 'Request new password'.

Enter your user name or email address, click on 'Email new password' and you will receive a new once-off activation link.



The screenshot shows the 'Request new password' form. At the top, there are four navigation links: 'User account', 'Create new account', 'Log in', and 'Request new password' (which is highlighted in blue). Below these is a text input field labeled 'Username or e-mail address: *'. At the bottom, there is an 'E-mail new password' button.

Request new password form.

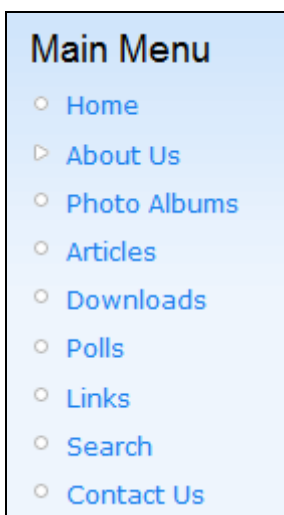
Click on the activation link or copy and paste it into the address bar of your browser. You will need to choose a new password. (Please see section 2.2.1 above).

3 USER FUNCTIONS

The functions and menu options available to each type of user are explained fully below

3.1 All users

All users have access to the following main menu:



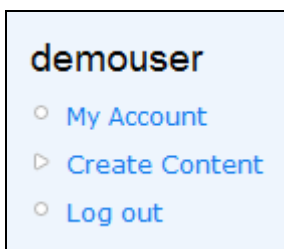
Example of the Main menu

Click on a menu item to open that particular page. If a menu has sub-menus, they will display when you click on the main heading.

If a page loads, and you are unable to view the content, it means that you do not have sufficient access rights for that particular section.

3.2 Registered Users

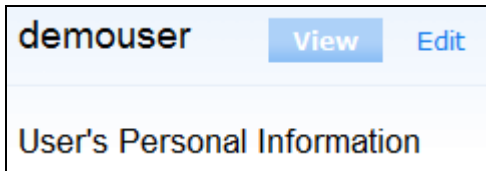
The menu for registered users is as follows (this is displayed only after logging in):



Example of registered user menu

3.2.1 'My Account'

Clicking on the 'My Account' link will open the 'My account' page and the following menu will be available:



Example of the *My Account* page menu

View: Allows the user to view their basic User Information

Edit: Allows the user to edit his/her personal information. Changes will only be saved if the 'Save' button is clicked.

3.2.2 *'Create Content'*

Clicking on 'Create Content' will display the content page. The content types that you are able to create will be displayed. Please note: Some users will not have all these options, due to your relationship with the group.

Content creation is dealt with in detail in section 4 below.

3.2.3 *'Logout'*

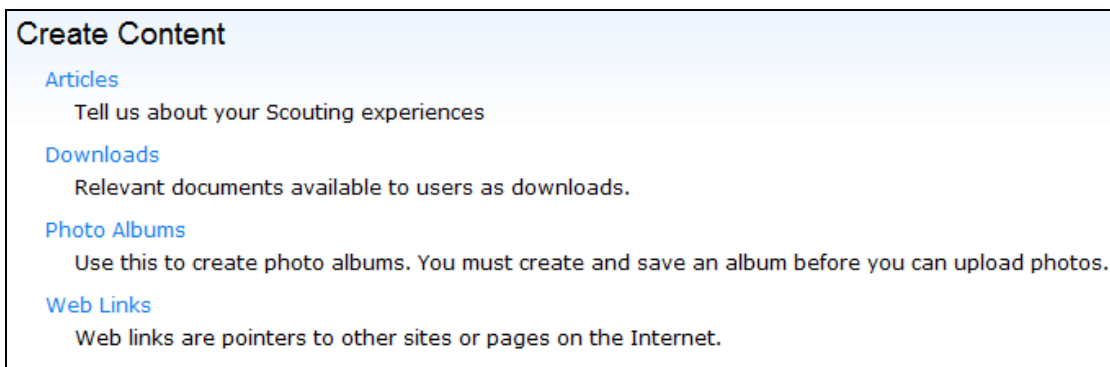
Clicking on 'Logout' will end the current session, and display the *Home* page.

4 CREATING AND EDITING CONTENT

4.1 Creating new content

Different types of users can create different types of content. The content you are able to create, is dependent on your relationship with the Group.

Generally, users can create Articles, Photo Albums, Downloads and Web links.



Create Content

- Articles**
Tell us about your Scouting experiences
- Downloads**
Relevant documents available to users as downloads.
- Photo Albums**
Use this to create photo albums. You must create and save an album before you can upload photos.
- Web Links**
Web links are pointers to other sites or pages on the Internet.

Example of the *Create Content* page

Content is added by clicking on the name of the content type, and then completing the required form. Each form requires different information.

Text Editor:

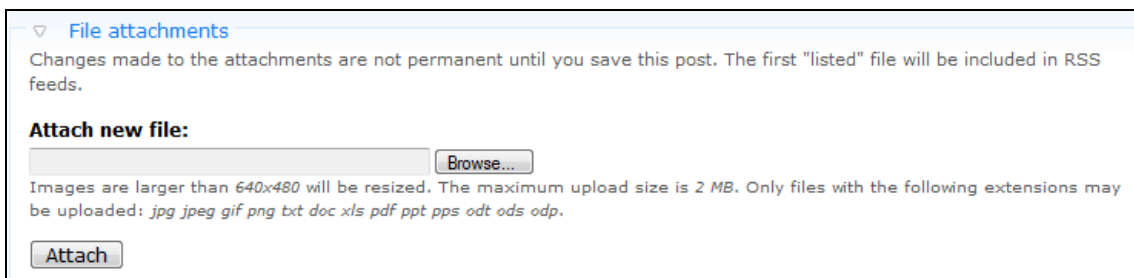
The text editor used for the body of content is similar to any Microsoft Office product, or other similar software. If you are able to work with MS Word, then you will generally be able to work with the Text Editor on the site.

Compulsory fields:

When completing the forms, fields marked with an asterisk (*) are compulsory.

Upload Files:

Some content types allow for the uploading of additional files. When it is possible to upload a file, the following will be part of the form:



File attachments

Changes made to the attachments are not permanent until you save this post. The first "listed" file will be included in RSS feeds.

Attach new file:

Images are larger than 640x480 will be resized. The maximum upload size is 2 MB. Only files with the following extensions may be uploaded: jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp.

Example of the File Upload field on a *Create content* form

To upload a file, click on 'Browse', then locate the file on your computer. Select the file, and click on 'Open'.

Click 'Attach' and the file will be uploaded to the site.

NOTE: Maximum file size is 2MB.

Save/Preview content:

When the *Create Content* form has been completed, there are two options available, namely Save and Preview

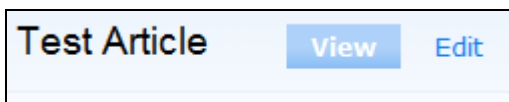
Clicking on 'Save' will save and publish the content.

Clicking on 'Preview' gives the user the chance to see what the content will look like once published.

4.2 Editing Content

Own content can be edited whilst viewing content directly. NOTE: You cannot edit content created by other users, only content you have created yourself.

When viewing content that you have created, you will have the following menu options available (Displayed next to the title of the item):



User menu when viewing own content

Clicking 'View' displays the content.

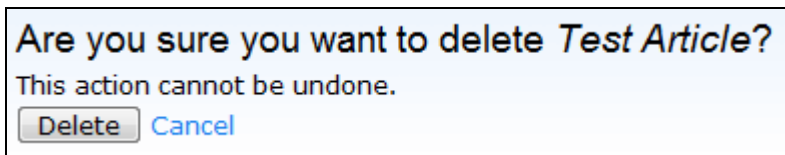
Clicking 'Edit' opens the *Create content* form. The existing content will display in the form. Content can then be edited directly.

At the bottom of the *Create Content* form is three options: Save, Preview or Delete.

Clicking on 'Save' will save and publish the content.

Clicking on 'Preview' gives the user the chance to see what the content will look like once published.

Clicking on 'Delete' will give a warning, asking the user to confirm whether they want to delete the content.



Example of Delete Content warning

Confirm that you wish to delete the content by clicking on 'Delete'. If you do not want to delete the content, click on 'Cancel'.

A NOTE ABOUT POSTING PHOTO ALBUMS:

When creating a photo album, you need to create and save the album **BEFORE** you can upload photos. Click on the 'Photo Album' link from the *Create Content* form; complete the required information about the album, and then click 'Save'. Once your album has been saved, you can proceed to upload photos to the album.

Photo sizes must be smaller than 640x480. The site will resize any photos larger than this. You may upload up to 5 photos at a time, provided the total size of the upload is not bigger than 1MB.

A NOTE ABOUT POSTING CONTENT:

All content is reviewed before it goes live on the site. This is to ensure that undesirable content is not displayed on our site. Once you have created or updated content, the site administrator will receive an email informing them of the changes. They will review the content and then publish it, if appropriate. In a similar way, comments on content are also reviewed before being published.

5 SUPPORT

If you experience any technical problems while using the website, please contact the Webscouter, who will assist you. You can either email directly, or use the 'Contact Us' form on the website.

Email Address: webscouter@37thspringvale.co.za