



ALLTEAMS
Your school online



SCHOOL WEBMASTER TRAINING GUIDE

Homepage

You can add news, events and photos right from your homepage, so it's easy to keep the site current and up-to-date

Webmasters have access to updating content and managing members throughout the entire website.

As you hover over areas of the homepage you will see various **edit** buttons pop up. These allow you edit information on the homepage.

Click **edit** to update the following on the homepage:

- Welcome message
- Large banner images
- Gallery displayed

Newsfeed

The newsfeed and upcoming events sections are automatically generated from content added throughout the website.

- Items can be deleted from the newsfeed by clicking the **X** to delete them. This will only remove the item from the newsfeed, not the website.

Newsletter

A weekly newsletter is automatically generated if a news item, event and gallery have been added to the website in the past week. This is sent every Wednesday.



Image Banner

Image banners can be updated and edited to reflect the school and showcase events and highlights

The image banner can be changed with the **edit** button which appears in the top left/right corners as you hover over the banner.

The following options will appear under each image:

- **Delete** – click to remove image from the banner
- **Edit** – click to edit the existing image/replace
- **Move Up/Move Down** – click to change the order the images appear in on the banner

When an image has been uploaded, a pop up will appear with a rectangle over the image. Drag the rectangle to it's full extent over the area of the image you wish to display - this is the cropping tool.

Optional

- The title text can be displayed over the image on the banner by selecting the “**show text over top of photo**” tick box
- **Link** – if the image is clicked the user will be taken to the link

To add new images, click **Add a new item...**

The screenshot displays the Thames High School website. At the top, there is a dark blue header with the school's crest and name, "Thames High School Ut Prosim Patriae". Below the header is a navigation menu with links: Home, School Info, Curriculum, International, Sport, News, Events, Galleries, and Contact Us. On the right side of the header, there are buttons for "PAGE" and "ADMIN".

The main banner area features a large image of two people kayaking on a river. Overlaid on the left side of the banner is a blue box with the text "Welcome to Thames High School" and a vision statement: "Our vision 'to inspire learning and develop the whole person' is encouraged through school-wide teaching and learning initiatives". A red arrow points to an "edit" button in the top left corner of the banner image.

Below the banner, there is a section titled "Kia Ora Koe He mihi nui ki a koe Ki te kura tuarua o Hotereni". It contains a photo of Dave Sim, the Principal, and a paragraph about the school's history and achievements. Below this is a "News Feed" section with two articles: "Photo's from TVSS Showjumping" and "Netball Draw for 10th April".

On the right side of the page, there is a "KnowledgeNET" section with a link to "Access the Thames High School intranet". Below this is a "Parent Portal" section with a link to "click here to access". At the bottom right, there is an "Upcoming Events" section listing events for Monday 08 April 2013 and Tuesday 09 April 2013, including "Waikato University Liaison Visit", "Thames Valley Sec Schools Sports Tennis Champs (One day)", and "Thames Valley Rugby League Skills Day for Yrs 7 to 10 (One day)". A "Rhodes Park Thames" link is also present. At the very bottom right, there is a "View full calendar" link and a page number "3".

News

Show the latest school news on the website to keep everyone informed.

News can be added from the home or news page.

From the news page




Hover over the actions tab (top right/left) and an option to **add new article** will appear

Follow the five step process:

1. Enter a news/article title
Can choose to include in the weekly newsletter
2. Add the content

Note: if pasting from word, copy the content into notepad to clean the HTML for ease of formatting

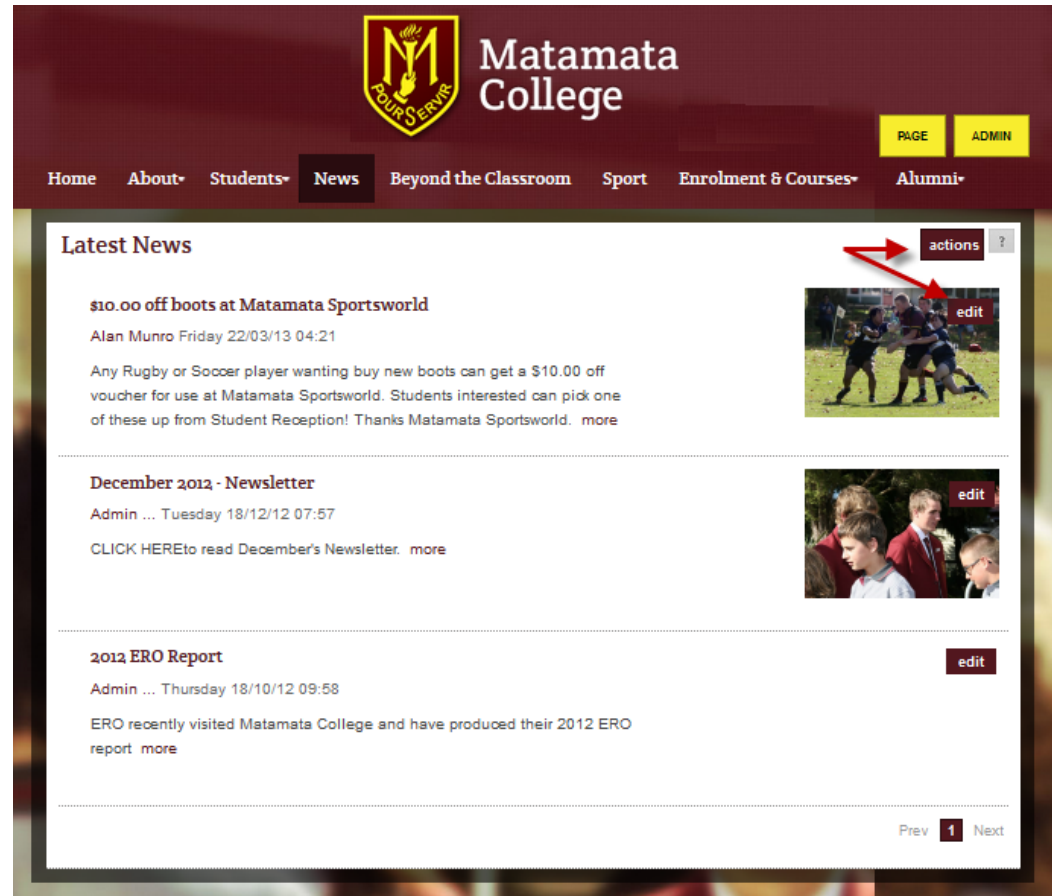
Key functions:

-  Document uploader
-  Image uploader
-  Hyperlink

3. Upload photos (optional)
These will appear as a gallery on the right of the news article (see example)
4. Organise Photos (if added)
5. Preview and **save**

To **edit** an article hover over edit and click **edit article**

To **delete** hover over edit and click **withdraw article**



Calendar/Events

Keep everyone informed with upcoming events with times, dates, locations and details

Events can only be added from the calendar/events page.

Click **add new event** under the calendar

- Enter title
- Select event type
- Date, duration and time
- Location and description (optional)
- Events can be set to recur
- Events can also be added to other calendars on the website

To **edit** an event, click the **pencil** next to it.

To **delete**, click the pencil and select **delete** next to save

The screenshot shows the Ponsonby Primary School website's calendar/events page. The header includes the school's logo and name, along with navigation links: Home, School Info, Parent Info, Our Learning, News, Events, Galleries, Enrolment, and External Programmes. There are also buttons for 'PAGE' and 'ADMIN'. The main content area features a calendar for April 2013. A red arrow points to the 'ADD NEW EVENT' button located below the calendar grid. To the right of the calendar, there is a section titled 'April 2013' showing a list of events for the month. Each event entry includes the date, time, location, and a pencil icon for editing. The events listed are: 'Travelwise student and parent survey (7 days - 8 Apr to 14 Apr)' (Centre Event), 'Staff Meeting 3.15pm in the staffroom' (Meeting), 'Travelwise student and parent survey (7 days - 8 Apr to 14 Apr)' (Centre Event), 'Teaching Strategies for Successful Inclusion' (Meeting), 'Travelwise student and parent survey (7 days - 8 Apr to 14 Apr)' (Centre Event), and 'Golf Trip to driving range 9:00 am (One hour, 30 minutes)' (Sports). The page also includes a filter by event type dropdown set to 'All' and buttons for 'Previous Month' and 'Next Month'.

Gallery

Keep the website current with the latest photos and videos

Galleries can be added from the home or gallery page.

From the gallery page

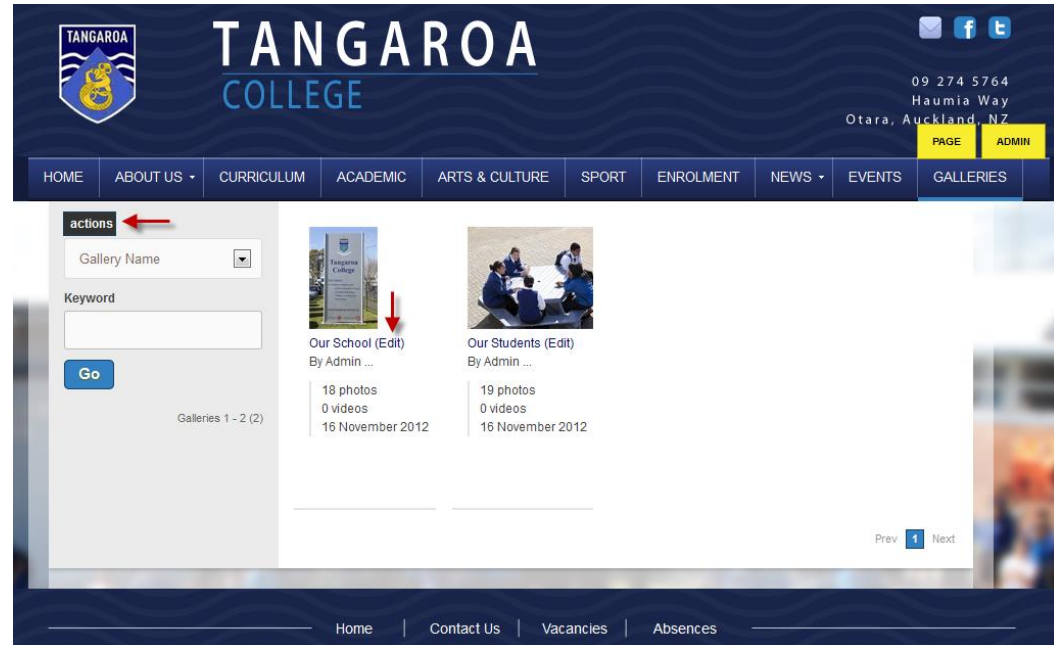
Hover over the actions tab (top right/left) and an option to **add new gallery** will appear

Follow the four step process:

1. Enter a gallery name
2. Upload photos/videos
3. Organise photos/videos
4. **Save**

To edit a gallery click **edit** next to the title

To delete click edit then hover over the action (top right), click **delete gallery**



Members

Build your community with your membership management system

Adding Members

- Click into the **Admin** section
- Click into the **members** menu
- Click **add members**
- Enter first & last name, email and mobile (to invite through TXT - optional)
- Click **Select** to select a role
- **Add another** to add multiple members at once
- **Save & finish** once complete

To edit a members details

- Click into **current members** menu
- Click the member to be updated and their profile will appear on the right
- Under Member Details hover over edit and click **edit contact details**

To delete a member same as above

- Under Member Details hover over edit and click **delete member**

Approving Memberships

All registrations require approval from a webmaster.

- Click into the Members menu
- Click **To Do** (this is highlighted when members require approval)
- A list of registrations requiring approval will appear

The screenshot displays the 'Matamata College Administration Area' interface. At the top, there's a navigation bar with tabs: Website, Members, Inbox, TXT Alerts, School Listing, and a 'Home Page' button. Below this, a sub-navigation bar highlights 'Add Members' under the 'Members' tab, with other options like 'Current Members', 'To Do... (11)', 'Groups', and 'Payments'. The main content area is titled 'INVITE NEW MEMBERS & SUPPORTERS TO JOIN YOUR WEBSITE'. It contains instructions for filling out the form, including a note about automatic database searches. Below the instructions are fields for 'First Name', 'Last Name', 'Email', and 'Mobile'. There's a checkbox for 'Invite to join TXT' which is checked. The 'Organisation' field is set to 'Matamata College', and the 'Role' field has a 'select' button. At the bottom right, there are two buttons: 'ADD ANOTHER' and 'SAVE & FINISH'.