

Broomfield Bands Web Site Support Guide

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Introduction

This User's Guide is to document the methods used to create and maintain the Broomfield High Schools Band's web site. The domain name is BroomfieldBands.org which was established with the web site hosting company.

Procedures

Who does what.

Web Site Updating and Maintenance Tasks

The Broomfield Bands web site is managed and updated by accessing the host site's administration pages. Access is restricted to those granted with a valid userid/password as managed by the Broomfield

The web site can be managed and updated by accessing the link broomfieldbands.org/admin . The current site was built using a JustHost.com's web site template and then adding/modifying pages as appropriate. This method allows for web site updates from any computer anytime anywhere with the required web site credentials.

Admin Access

Access the admin site via the link broomfieldbands.org/admin from any browser window. A valid userid/password is required. The primary panel show here will be presented.

News Items

Adding

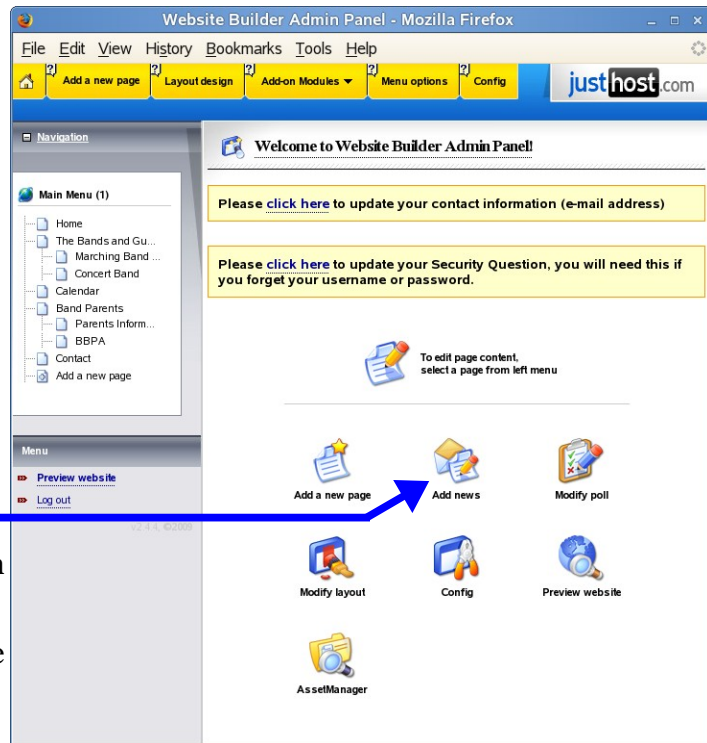
To add a News item click on the “Add news” icon.

The Add news panel creates a news items in four fields:

1. Header: This text is only used in the Add news panel where all the currently displayed news items are listed. It will not be seen on the web site.
2. Date: Select the 'Month dd, yyyy' format.
3. Short text: This is the headline text shown in the news column along side the item's date. This becomes the click-able text to bring up the full news item.
4. Long text: Here is where the complete news item is composed and created. It will be seen as the primary panel whenever the item is selected from the news column.

Editing

To modify an existing news items click on the Add news icon and scroll to the bottom of the resulting page. The “News currently displayed on the website” section is displayed where the heading field and short text of each item is shown. Click the “Edit” button beneath the item to be changed. Make the modifications and save the changes.



Deleting

News items eventually become, well, *not* news. To remove an item from the web site click the Add news icon, scroll to the bottom, and select the “Archive” button on the news item to be removed.

Calendar

The Broomfield Band's calendar is hosted by an external site <http://my.calendars.net/> and is only a link from the BroomfieldBands.org site. Calendars.net is a free online web calendaring service made available by the Policy Initiatives Group and Public Online Group of Portland, Oregon.

Viewing

The calendar can be viewed from the Calendar link in the BroomfieldBands.org menu. Alternatively the calendar is accessible directly from any browser using the URL my.calendars.net/broomfieldbands. From the calendar BroomfieldBands.org is accessible via a link embedded within a heading in the Calendar.

Other than these two cross-referenced links the Band site and the Calendar are completely independent of one another.

Events

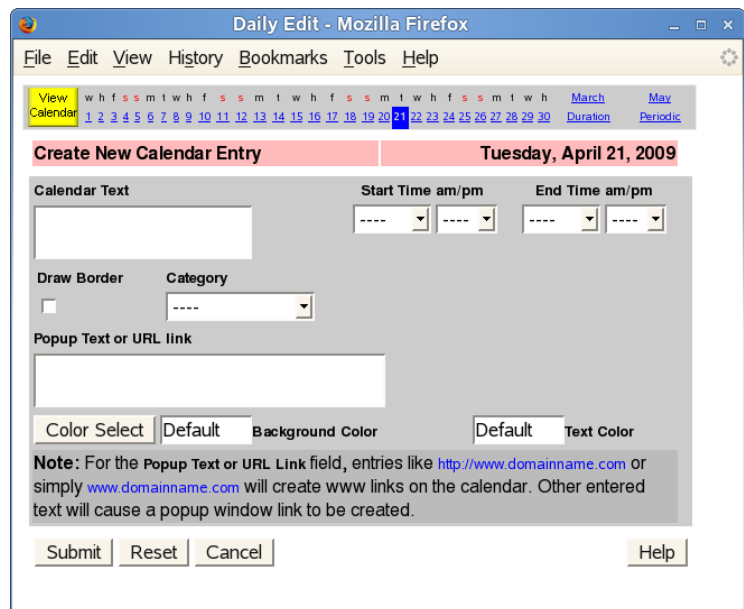
Adding Events

Events can be added by simply viewing the calendar and double-clicking on the day the event is to occur. After entering a valid userid and password a page similar to the right will be displayed.

The “Calendar Text” field is the text to be displayed when the calendar is viewed.

The “Popup Text or URL link” field is the text to be seen when someone clicks of the event in the calendar.

Select the Start and End times from the drop-down boxes or simply leave blank for an all day event. Click the Submit button and the event will be added to the Band's calendar.

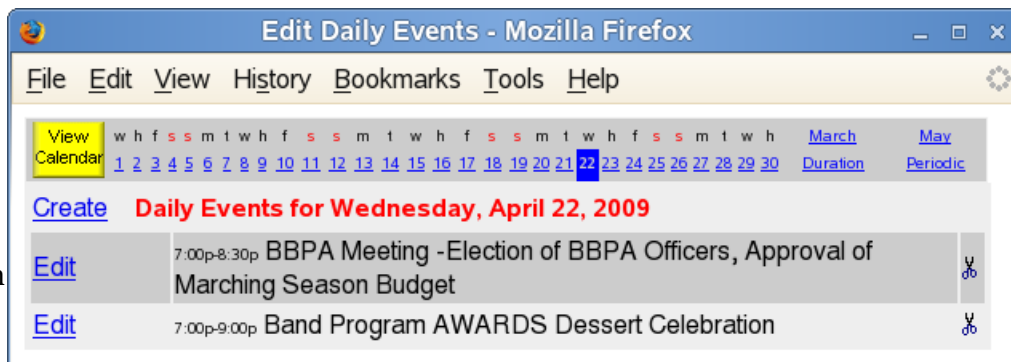


Categories

Events can be categorized by any defined categories and will be displayed in the calendar with that category's selected color. Categories are not used in the Band's calendar and should be avoided until reasonably defined.

Editing and Deleting Events

Events can be modified or deleted by selecting that day from the calendar bringing up a web page similar to this. Click “Edit” to change the event entries or click the scissors icon at the right to delete the event from the calendar.



Calendar Administration

Overall calendar settings and options are managed by clicking on “Administer: [This Calendar](#)” at the bottom of the Band's web calendar. Administration requires what my.calendars.net refers to as the *Settings Level* userid and password. This userid/password combination is the same as that of the BroomfieldBands.org web site administration userid/password.

Security in my.calendars.net is relatively simple. The Administrator or Settings level userid/password has authority to administer the calendar and manage events. The Add/Delete Events level userid/password combination only has the authority to manage events. These are the only two userids defined for the Band's web calendar.

Web Site Administration Tasks

Web site administration tasks are performed using the link broomfieldbands.org/cpanel .
Administrative tasks include user definitions, file maintenance and site backups.