



## Welcome to the SWVA Web site

The SWVA web sites performs a number of roles within our organisation, it is for advertising the sport and our services to our members throughout the region. It is also our business server, for SWVA officers and members etc, so secretary, Coaches, Official Sec etc can store their information in the public domain and in the members only section.

In the past, web sites were generally looked after by just one person, today sites like the SWVA site perform many different functions and hence everyone who is associated with the organisation needs access. This is done via logins and permissions, the SWVA web site has the following access:

The SWVA web site service is currently located on three different domains, at the top level is the [www.swva.org.uk](http://www.swva.org.uk) domain. Below this we also have the SW League software, which runs on the [www.ukvolleyball.co.uk](http://www.ukvolleyball.co.uk) server and the Junior Beach Tour information is located at [www.swjbt.co.uk](http://www.swjbt.co.uk). Each of these sites can be accessed independently but they are also all linked via the SWVA web site menu.

This document is the user guide for the [www.swva.org.uk](http://www.swva.org.uk) domain only, instructions for teams on how to upload SW league match results etc, will be in a separate user guide.

If I have not already given you a user name and password, then please email me for one, they are not limited or restricted. The web site uses a free software package called "Word Press" and with the package we can set the following permissions:

**Author:** Can add news items and create photo albums, available to anyone who wishes to use the site to promote the sport, e.g. local league secretaries, press officers, tournament organisers etc.

**Editor:** Can edit all pages on the web site, create news items and add photo albums, available to all SWVA officers and anyone else responsible for content displayed on the web site.

**Administrator:** Can edit the web site format and add new users etc, available to all members of the web site admin.

**Web Page Access:** In addition to the above, various pages will also be password protected, e.g. the Members Area (password only available to members) and club account pages, e.g. players registrations. In addition to the above, these pages will only be available to the Club Secretary / team contact etc.



## **Logging On**

Once you have your password, you can log on via the “Login” option on the main toolbar, you should first see the default “Dashboard” page. On this page there are a number of tools and menus for your use, what’s available depends on your access level.

## **Adding a News Items**

News items are automatically placed on the “News” page by anyone with an Author or Editor account. There are two ways to add news items:

Via the “Quick Press” option, once you have logged on to the web site, the site will take you to the default “Dashboard” page.

To add an item, enter a “Title”, then your “Content” and click the “Publish” button. You can add images or attach documents to the item via the “Upload/Insert” icons.

If you require more formatting options or you wish to use html code, then select the “Post – Add New” option from the left hand menu bar.

## **Web Page Content**

Web site page content can be added, edited and deleted by anyone with an Editor’s account. As highlighted above, everyone is responsible for their own content on the web site.

We have provided a number of default pages under the various headers, if you need another page, you can add / create a new one but you will be unable to add it to the menu. Email me or Rachel in my absence as you will not have permission to do that.

For everything else on the web site, you can edit (and delete pages – best not to use that one). It does not matter if you make a mistake or if the formatting is not perfect, you can’t do any damage (unless you hit the Trash button). Myself, Ali and Rachel will be looking at the site at various times to tidy things up.



### **To edit a page**

- Make a note of the page Name
- Login via the login link on the menu bar (user name and password required)
- Once logged in, you will see the Dashboard page.
- To edit a page, select the “Pages” menu button from the left hand column.
- This will open up and display all the web site pages.

Click on the page title of the page that you wish to edit, this will bring up the page within a text editor. The editor has two options “Visual” and “HTML” (suggest you select Visual unless you understand HTML).

Just type your text etc into the page, no changes are made to the web site until you click the “Update” button, so if it does not work out, just exit and re-open the page.

### **Adding a Image or Document within a web page**

This is the same process as for adding images and documents in a news item, use the “Upload / Insert” icons to select the required item from your PC (max 2MB - if larger, please email it to me to have it linked from another site).

### **External Links (to another web site)**

It is generally good policy to always have all external links, to open up in a new browser window. To set this option, highlight the required link and select the “Insert/Edit Link” icon on the editor tool bar and tick the “Open in a new Window/tab” option (no need to add a title).

### **Internal Links (to link to another page within the SWVA web site)**

To add an internal link to a page, item or to the calendar etc, you will need to add the http:// page address as a link. To find this address, go to the page you wish to link to, and at the top of the page you will see the permanent address listed e.g.

**Permalink:** <http://www.swva.org.uk/officials>

- Copy or note down the <http://www.swva.org.uk/officials> page address
- Go to the page you wish to insert the link in
- In the page editor, select the HTML option (to change from Visual)



- This will display the page text plus the HTML code, place your cursor approximately where you wish to have the link in the page.
- Then select the [link](#) button from the menu and insert the <http://www.swva.org.uk/officials> page address.
- Click OK and you will see the following code added to the page
- `<a href="http://www.swva.org.uk/officials">`
- Now add the link label, as you would like to see the link displayed on the web page and then following it with the following html code `</a>`
- For example e.g.
- `<a href="http://www.swva.org.uk/officials">Click for a list of Officials</a>`
- When completed, re-select the VISUAL option of the page editor, you will now see your link inserted in the page. If it is not in the right place, you can now cut and paste it to a new or correct location or copy it to another page. You can also use the bold and italic options to customise the link.

### **Adding a New Page**

If you are an Editor, you can create a new page for the web site. Under the "Pages" option in the Left Hand menu, select "Add New". Give the page a title and add your content etc, click the "Publish" button to complete your part of the process.

Only Administrators can complete the process by adding the new page to the web site menu structure. Please e-mail Dave or Rachel with the page name / title and what part of the menu you would like to have it added too.

### **Warning**

If you have Editor access, you also have access to page passwords and the Trash folder, for site continuity, can you please leave these item alone.



## **Don't Forget the Calendar**

If your item has a date, then please add it to the "Calendar" page as well (suggest one line per item).

## **Photo Album**

The web site photo album is for smaller size photos of about 1024 x 768 pixel with a file size of about 250 KB. Anyone with a user account can upload photos and create an album. If the photo is too large, the program will adjust it for you to the correct size.

## **Create Album**

Log in to the web site, the "Photo Albums" menu is in the bottom left of your Dashboard page. Click "Photo Albums" to create a new album, enter your details but please leave the "Order" blank, the "Parent Album" setting to "**none**" and I would suggest that you set "Order photos by" to "**Ramdon**", then "Create Album" to complete the process.

## **Add Your Photos**

Select the Upload Photo option from the Photo Albums menu, unless you have a really large photo that will overload the upload process, please ignore the upload warnings.

Select your photo via the Single Photos Browse button, select which album you wish to add the photo too and then click "Upload Single Photos" to start the upload.

Depending on your upload speed, you can upload several photos at once.

When you have finished uploading, re-select the "Photo Albums" option from the Photo Album menu and select the "Edit" command next to the required photo album. You can manage and edit all your photos from this page. Please note that the "Name" and "Description" will appear next to the photo on the web page and if the photo does not have a title etc, you may wish to leave it blank (otherwise the image file name will get displayed).

## **Large Photos**

The web site does not have the facility to store and display large photo files, please add to another photo file sharing site and then add the link (URL) to the "Photo Links" page or forward to the web administrator.



## Forms

Forms can be added to the web site to capture information from readers, the form is then automatically sent to one or several people who require the information and captured in a database. Forms can be used to provide notice of attendance, reply to items, upload scoresheets etc.

Unfortunately forms can only be configured by the administration staff, so if you require a form, please send in your request and a copy of the form you wish to have added.

That's about it, if you get stuck, then please let me know.

Regards

Dave Reece

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