



Tips for Using Standard Websites

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Here are some useful tips and hints that will help you utilise some of the additional features of Standard Websites.

- Trial and error is the best way of working and learning about your website. It is easy to edit, hide and delete your work, making it possible to regularly change information.
- Mandatory fields are marked with a red arrow. These fields must not be blank in order for your submission to be saved.
- Make sure you go back to your website occasionally to look at your work, through the 'return to your website' button, located in the top toolbar. It is a good idea to work with two tabs open in your web browser - one with the back end of your website and one with the front end, so you can quickly flick between the two.
- If it appears that your work has not updated, hit the 'Refresh' button in your web browser. If you change an image, it may not immediately look like it has been saved - don't worry, chances are that it has!

Using Different Sections

Each section type has different characteristics and functions. Click on 'Section Maintenance' to see a list of sections and their descriptions. Here you can add, remove or swap sections.

Full Page

A 'Full Page' provides maximum flexibility in creating a page - it allows you to include combinations of text, images, documents, links and html. Even add videos and animated GIFs.

Hide Sections

Want to work on a section without it appearing on your website, or remove a section from appearing on your website without permanently deleting it? Hide a section by going to Content Manager > select a section > right click > uncheck the 'Active' box.

Configuration Options

Alter the way some sections display on your website. Go to Content Manager > select the section from nav bar > right click > select 'Configure'. Available for News, Profile, Social Calendar, Logo, Photo Gallery and Remote Content.

WYSIWYG Editor

Use the WYSIWYG (What You See Is What You Get) Editor to format text, create tables, bullet lists,

hyperlinks, and much more.

Archive News Items

To set an activation or expiry date for a news item, click on Content Manager > edit a News section > select a news item from the list > enter the date in the field provided. After the expiry date the article will be moved to the archives folder. NOTE: this takes effect at midnight each day.

Tables

Embed simple spreadsheets into a news article or full page with the WYSIWYG Editor. Copy and paste the spreadsheet into the appropriate section. If you have multiple sheets or a very wide spreadsheet, it is more effective to attach the document using the "Photo/File administration" in the news sections.

Add Images and Attachments

Most section types allow you to add or edit an image or attachment by clicking on the 'Photo/File Admin' icon. Click on 'browse' > select the file > click on 'Upload new image/attachment'. If you want to set a caption you can do this after uploading the image.

Change the Colour Scheme

Click on 'Customise Your Website'. 'Simple Configuration' allows you to choose from over 10 pre-configured colour schemes. 'Advanced Configuration' > 'Color Scheme' allows you to customise the exact colours for each component of your website. Use hexi-decimal colour system to get an exact match of your clubs colors, for example.

Table Options - Right Click

You can make quick changes to your tables in the WYSIWYG interface by right clicking on the table. Options include changing text alignment, inserting/deleting rows/columns, and using Table Properties to alter width/height and borders.
