# Content Manager | Overview

Last Modified on 07/12/2023 2:24 pm AEDT

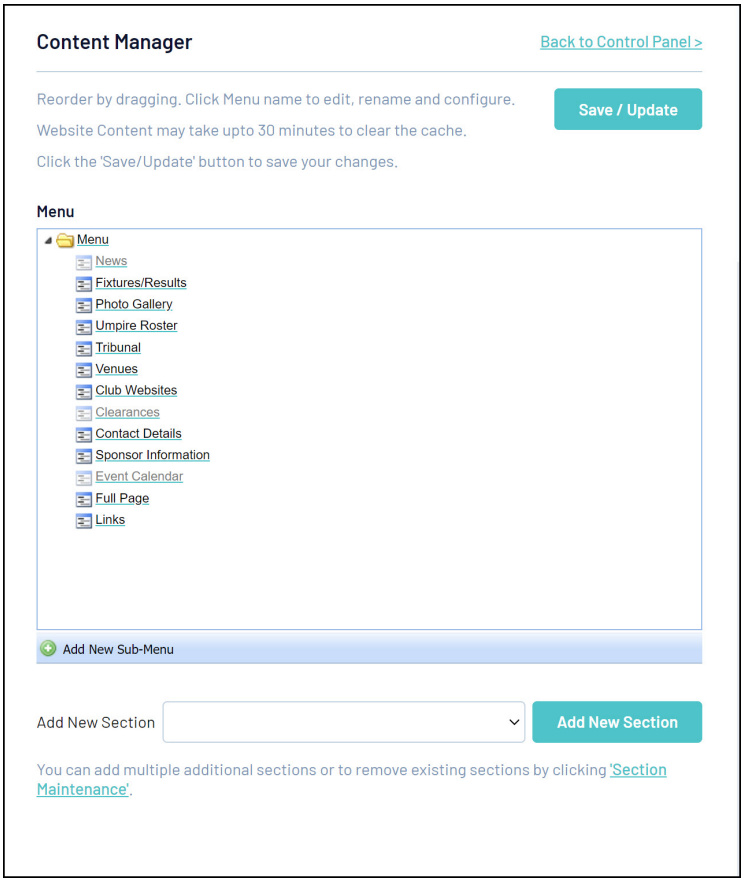
The below information explains different sections while editing your website.

Firstly, scroll down to the bottom of your website and click **Website Editor**.

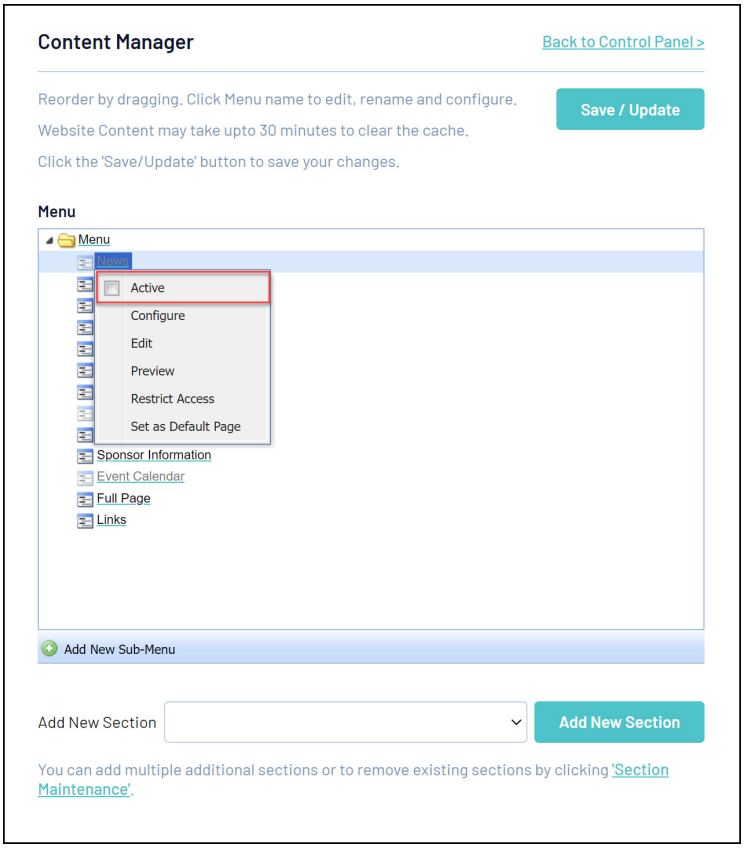
## Content Manager

1. From your Website Editor, click **CONTENT MANAGER**.

The Content Manager area displays a visual structure of what your website looks like at the front end. This allows you to arrange the structure of your site by creating sub-menus and adding new sections and pages to your website.

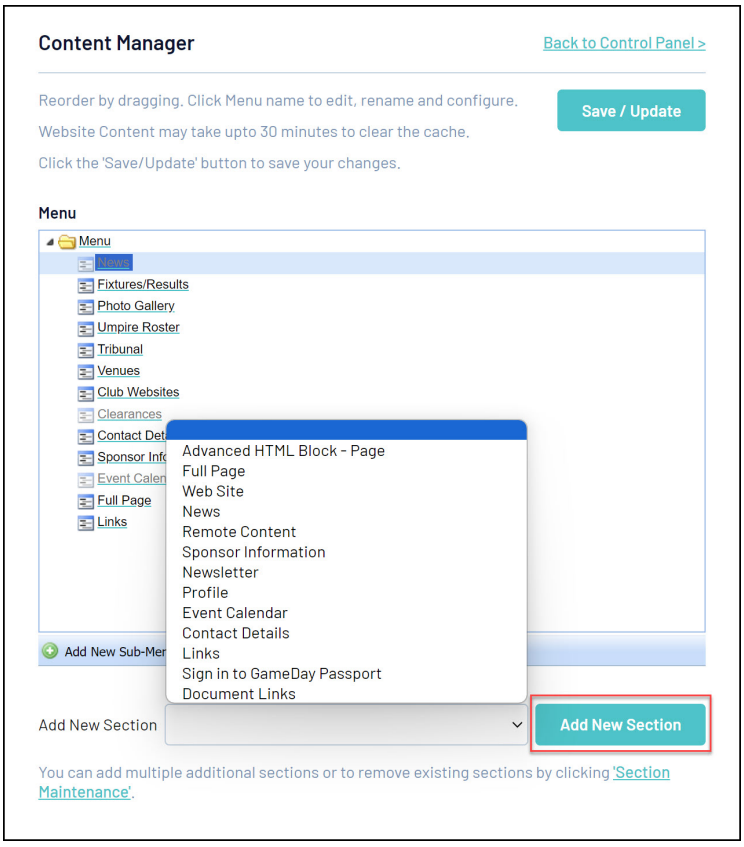



To activate a content section, right click that section and tick the **Active** checkbox.




You can also right click on any section to edit and add content to your website.

To add a new section to your website, select an option from the menu in the **Add New Section** field and click the **ADD NEW SECTION** button



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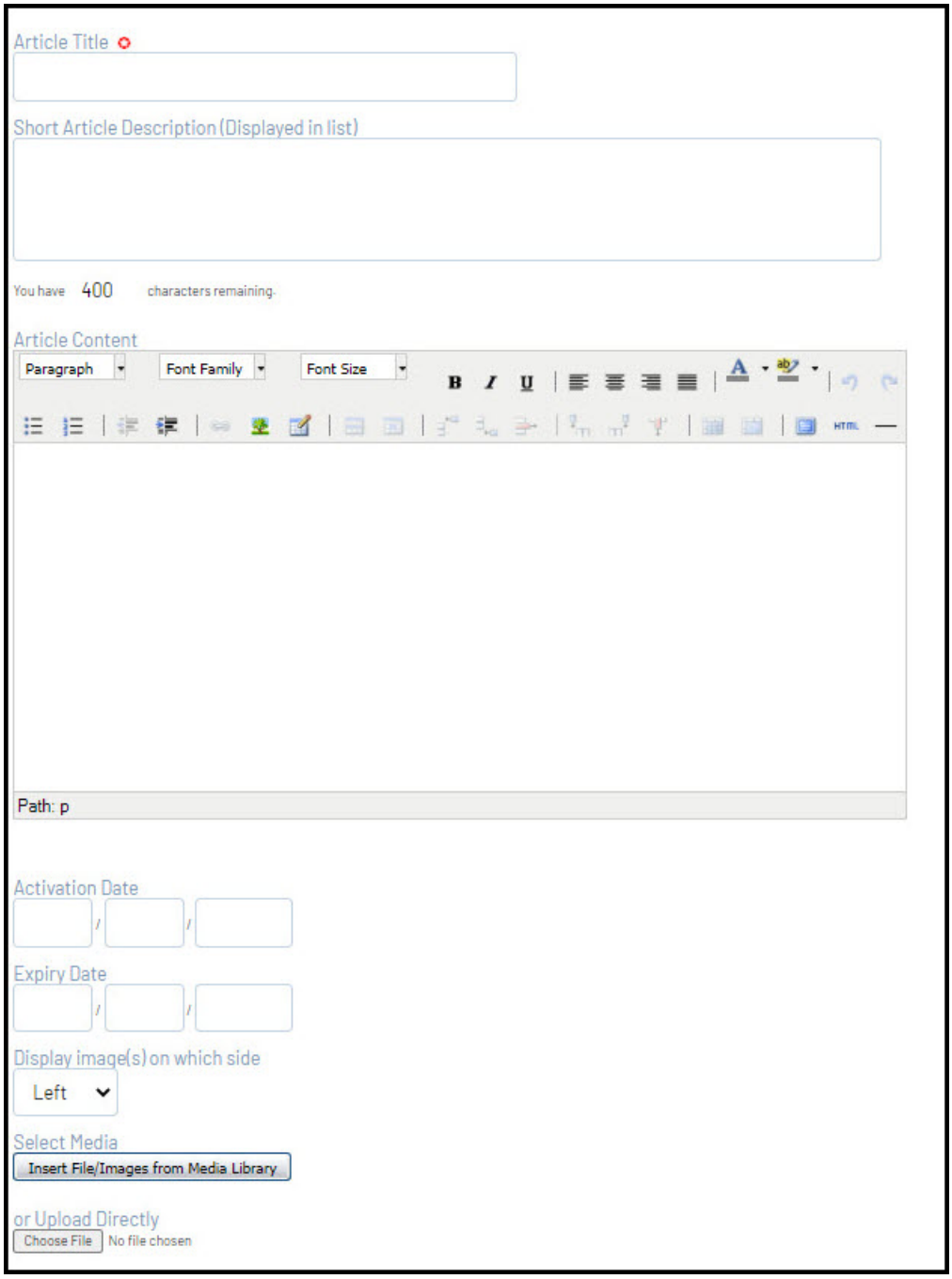
## News

This section allows you to add multiple news items. The box at the top of the screen displays your list of active news items. As with editing a Full Page, there are several options available – Edit an Item, Photo/File Admin and Delete an Item. The new option is 'Add New Item', because you can create multiple items (ie. news articles) to a news section.

**NOTE: to avoid a lot of old news articles displaying when viewing this widget, we recommend you add an expiry date to each of the articles so they hide/remove after a certain time and you don't have a long list of old articles when viewing this page, as deleting them cannot be done in bulk - only one by one.**

1. Add a News Item When you edit a News section from the Content Manager you will see blank fields for adding a new entry. You can add a new news item at any time by clicking on the Add New Item icon.




2. Enter the article title (compulsory field).

3.Enter a short article description of up to 400 characters. On your website, this will be displayed in the list of news items on the main news page.

4. Enter the article content. Here you can enter text, tables, images, bullet lists, hyperlinks, and format text using the WYSIWYG Editor.

5. If you wish, the article can both appear and be removed from the news display after a certain date. To set an activation or expiry date, enter the date in the fields provided. After the expiry date the article will be moved to the archives folder.

NOTE: we recommend putting in expiry dates, so this widget doesn't end up having a long list of articles that are no longer relevant.

6. If you intend to include images separately, select whether you want images to display on the

left or right of the article.

7. If you are finished, click on Save. Repeat this process for each news item.

8. If you wish to upload an image or attach a file to the news item, click on Save and Edit Images/ Attachments.

### Adding an Image or File

1. For instructions on adding files and images see the Media Library

2. To remove existing images and files click on ‘Delete Image’ or ‘Delete File’ above the thumbnail of the image/file.

### Edit a News Item

To make changes to an existing news item:

1. Highlight the news item you wish to edit by clicking on it. Click on ‘Edit Item’.

2. The existing article information and content will be displayed. Make the desired changes to the news item.

3. When finished modifying the news item, click on ‘Save’, or ‘Save and Edit Images/Attachments’ to add new or remove existing images and files.

### Delete a News Item

1. Highlight the news item you wish to delete. Click on the ‘Delete Item’ icon.

2. A message will appear saying ‘Are you sure you wish to delete this entry?’ Click on ‘yes’. This will permanently delete the news item.

### View archives

News items that have been given an expiry date will be moved into the archives folder once they reach their expiry date (when setting an expiry date it must be at least a day into the future). This means that the item is not deleted but stored for future reference or access. To view archived items:

1. Under the box displaying the list of news items, next to ‘Showing’, there is a drop down menu.

2. Click on the drop down menu and select ‘Archives’. Click on ‘Filter’. All archived items will be displayed. They can then be viewed, edited, deleted, or re-activated by changing the expiry date.

For options regarding sorting the date display, article list display and order of appearance of news items, go to Configure Sections.

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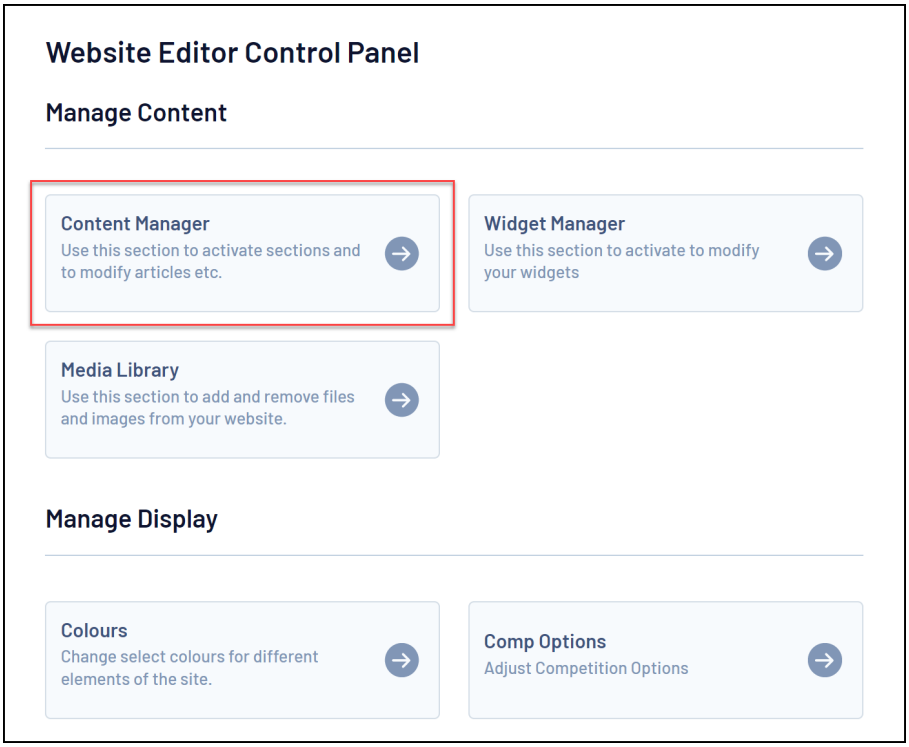
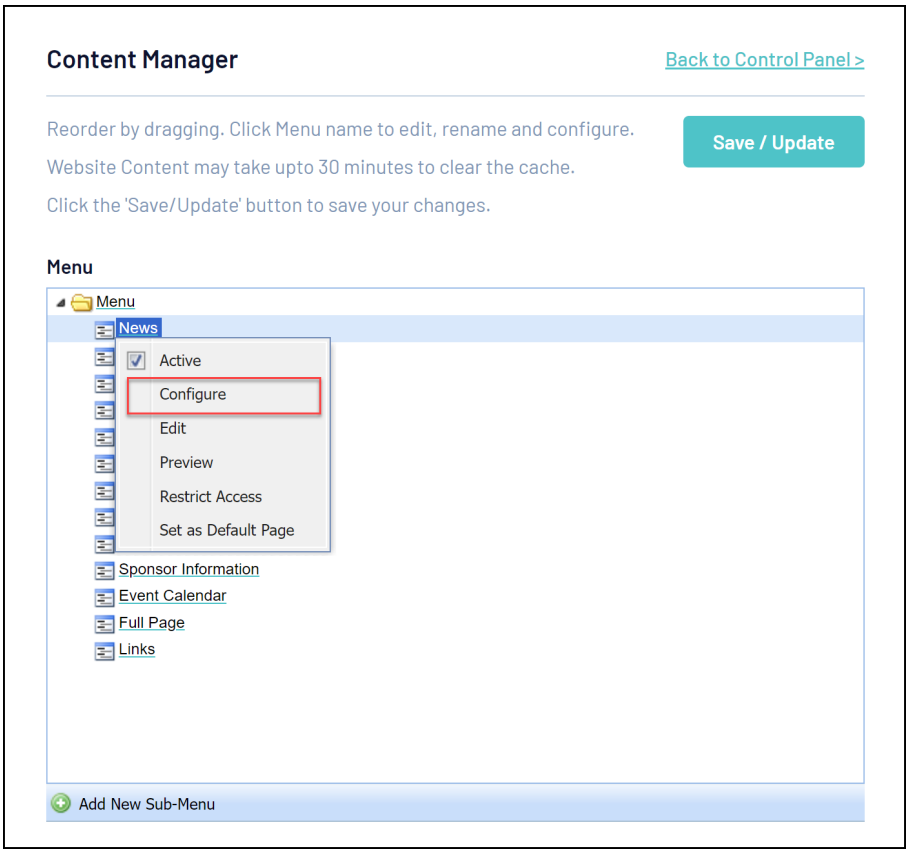
## Disabling News Article Comments

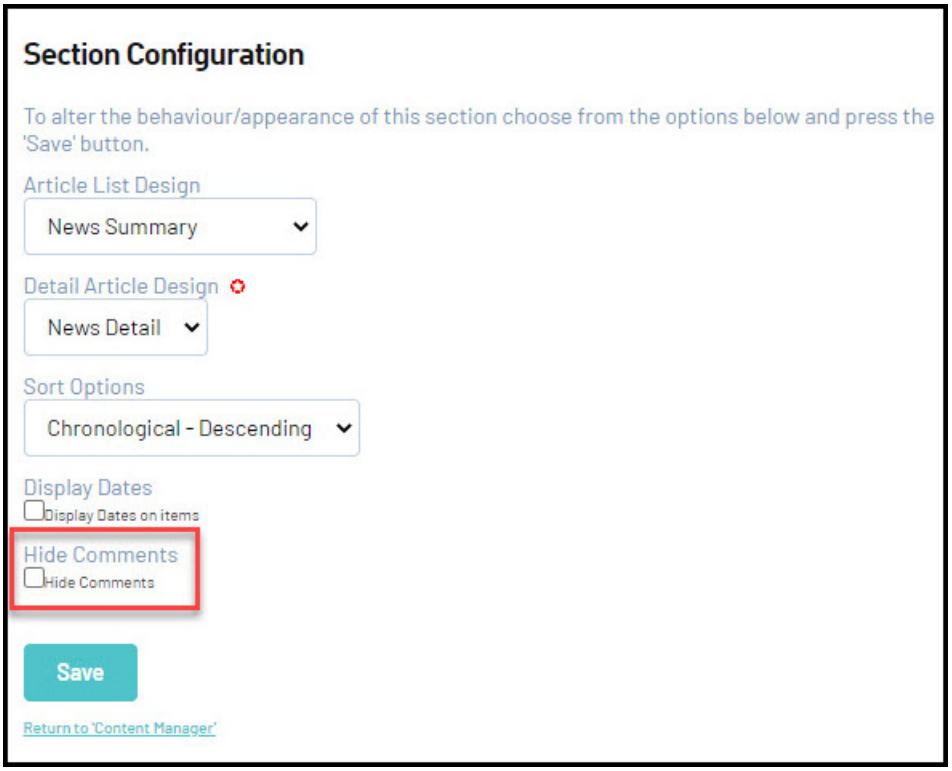
1. Click 'Content Manger'.




2. Right-click on 'News' and click 'Configure'.




3. Scroll to the bottom, tick the 'Hide Comments' box and click save.

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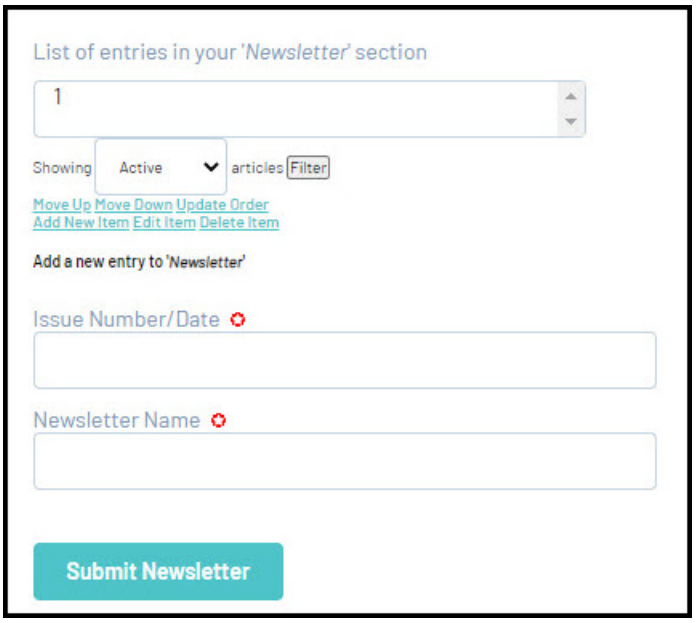
## Newsletter

This section type allows you to create newsletters that in turn are made up of multiple articles. Creating an article works in the same way as creating a news item in the news section.




To create a newsletter:

1. When you edit a Newsletter section from the Content Manager you will see a screen with blank fields for adding a new newsletter. You can also click on the Add New Item icon at any time when the List of Newsletter Entries is showing to create a new newsletter.

2. Enter the issue number and date (compulsory). This is what will appear in the drop down list of newsletters on your website’s main newsletter page.
3. Enter the newsletter name (compulsory).
4. Click on Submit Newsletter.
5. Repeat this process to continue adding new newsletters.

## Add and Manage Newsletter Articles

1. Highlight the newsletter in the list of entries that you want to add an article to (or edit) and click on the Edit Item icon.
2. Click on Manage Newsletter Articles.
3. Enter the article title (compulsory field).
4. Enter a short article description. On your website, this will be displayed in the list of article items on the page for that particular newsletter.
5. Enter the article content. Here you can enter text, tables, images, bullet lists, hyperlinks, and format text using the WYSIWYG Editor.
6. If you are including images separately, select whether you want images to display on the left or right of the article.
7. Follow the instructions in the Media Library to add images or files.
8. Click on Save.

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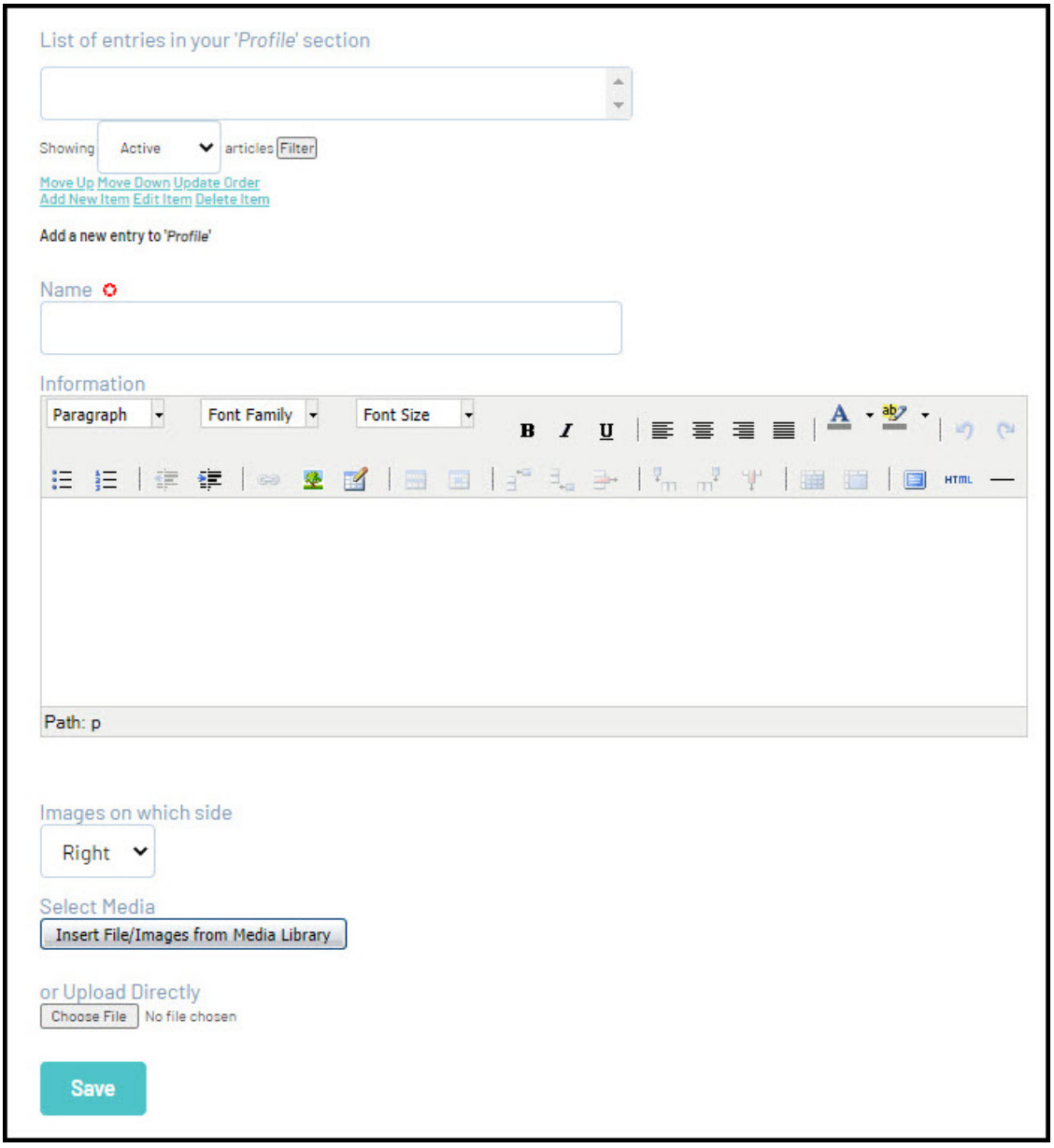
## Profile

A Profile section works similarly to the News section, only that instead of entering multiple article entries, you enter multiple profiles. Profile information is entered into up to 16 fields of your choice. For information on changing the names of each field, click here. You can upload one image per item (usually a photo of the person).

## Add a New Profile

1. When you edit a Profile section from the Content Manager you will see blank fields for adding a new entry. You can add a new item at any time by clicking on the Add New Item icon.




2. Enter the person's name in the 'Name' field (compulsory).

3. Enter text in the 'Information' field which can be formatted using the Editor.

4.If you intend to include an image, select whether you want the image to display on the left or right hand side and then follow the instructions in the Media Library to add the image.

5. If you are finished, click on Save. Repeat this process to add multiple profiles.

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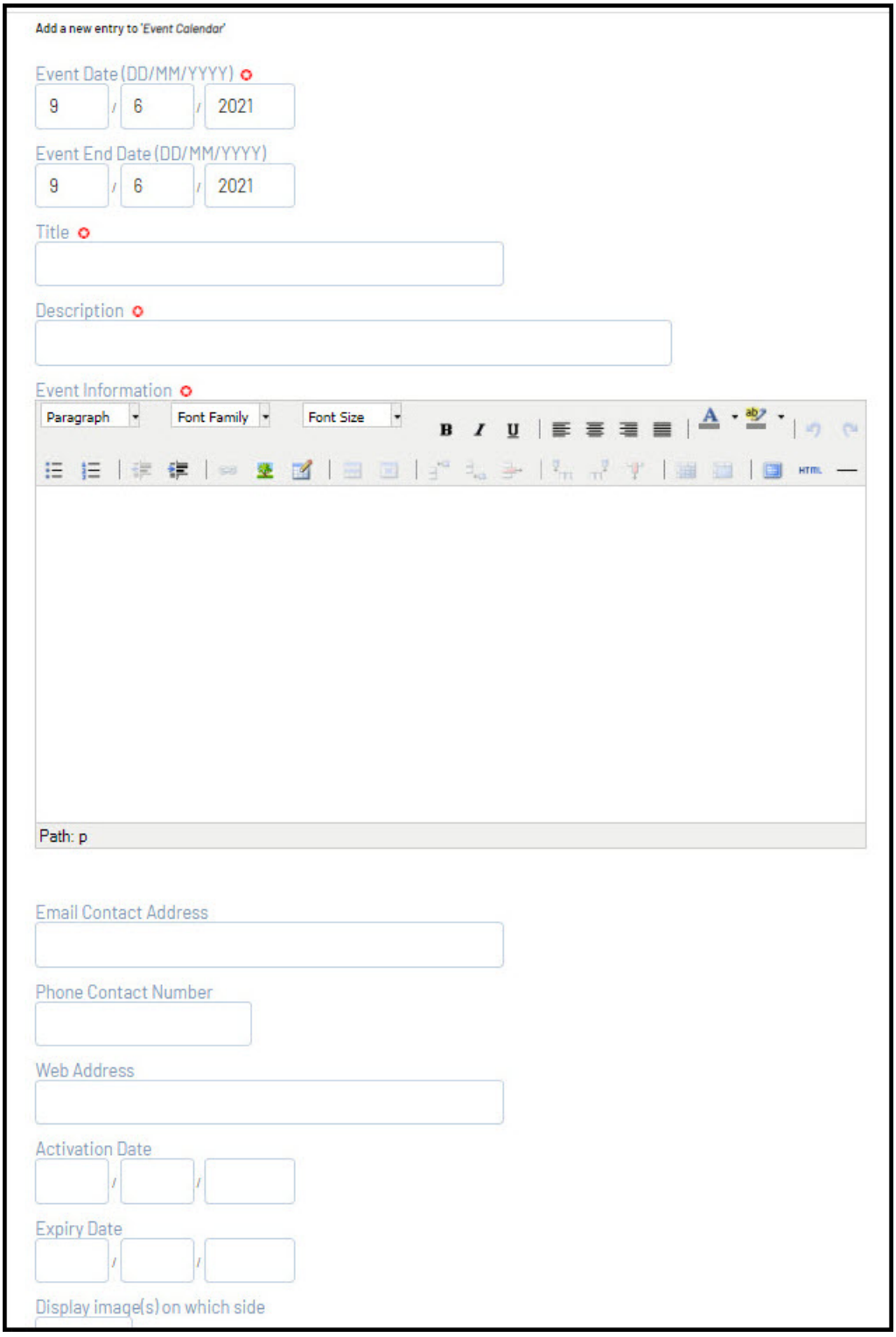
## Event Calendar

This section allows you to list multiple events into a calendar. Each entry must have a date, title, brief description and event information. You can add other non-compulsory information such as email address, phone number and web address, and insert one image and one document for each event.




### Add a New Event

1. When you edit an Events Calendar section from the Content Manager you will see a screen with blank fields for adding a new event. You can also click on the Add New Item icon at any time when the List of Event Entries is showing to create a new event.

2. Enter the event date (compulsory) and an end date (optional) if the event goes for more than one day.

3. Enter the event name and a brief description of the event in the fields provided (compulsory).

4. Enter detailed event information using the  Editor.

5. Enter email address, contact phone number, web address, activation date and expiry date (all optional)

6. If you wish to include an image, select whether you want the image to be displayed to the left or right of the text.

7. Click on Save.

**Add an Image or File to an Event Entry**

1. Follow the instructions in the Media Library to add an image or a file to an event entry.

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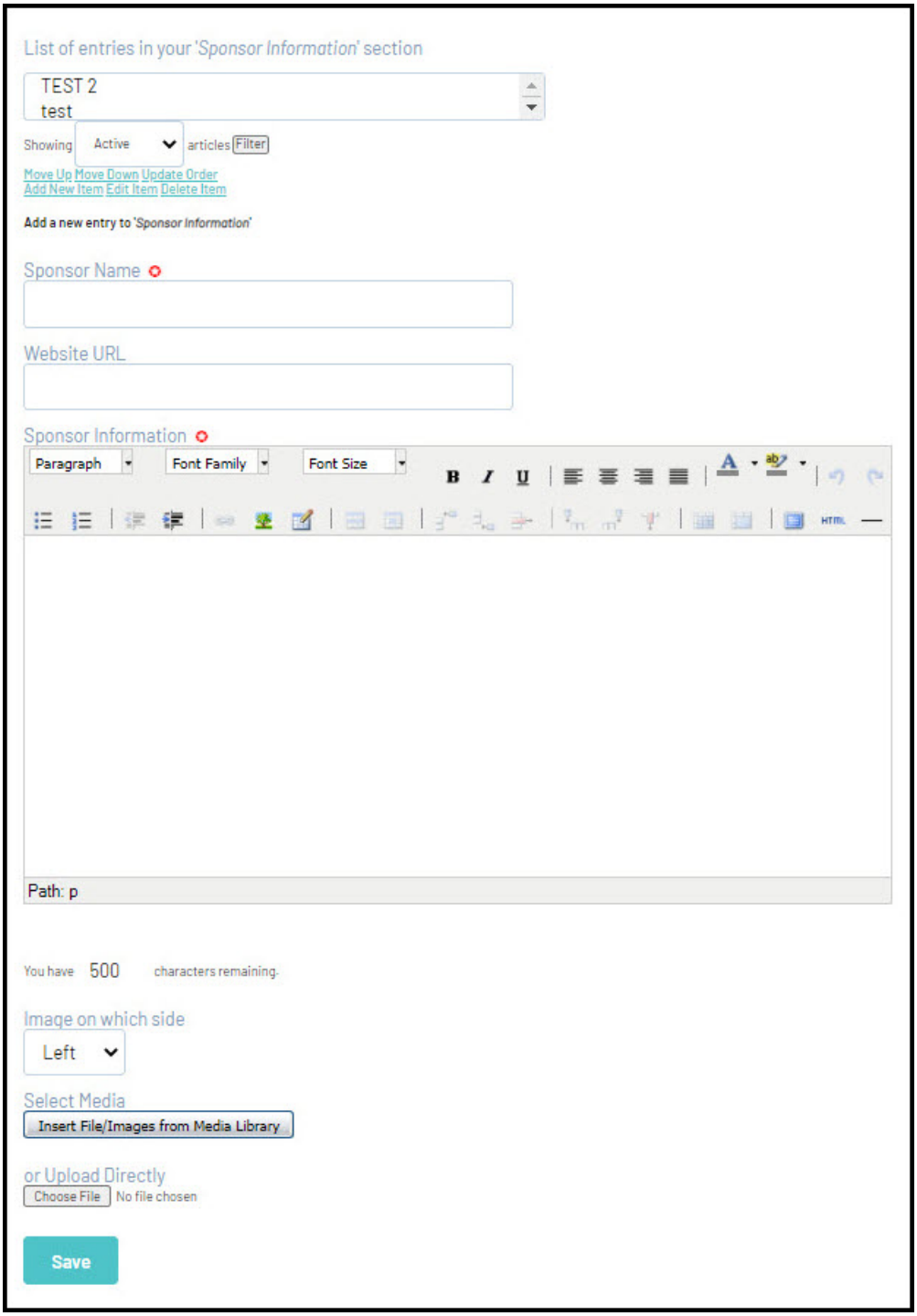
## Sponsor Information

This section allows multiple entries for sponsor information. One image (eg. Photo or sponsor logo) can be uploaded per entry. Each individual sponsor entry will display in a list on the sponsor page of your website, in a similar manner to a news page.

Add a new Sponsor Entry

1. When you edit a Sponsor Information section from the Content Manager you will see a screen with blank fields for adding a new sponsor.




2. Enter the Sponsor Name in the field provided (compulsory), their website address (optional) and any other information in the ‘Sponsor Information’ box. Similarly to a Full Page, this can be text, html, tables, photos, etc. and can be fully formatted in the WYSIWYG Editor.

3. If you wish to include an image separately, select whether you want the image to be displayed to the left or right of the text.

4. If you wish to upload an image for a sponsor, click on Save and Edit Images/ Attachments (go to the next section).

5. If you do not want to upload an image, click on Submit Sponsor Information. Repeat this process to add multiple sponsor entries.

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## Adding an Image/ Logo

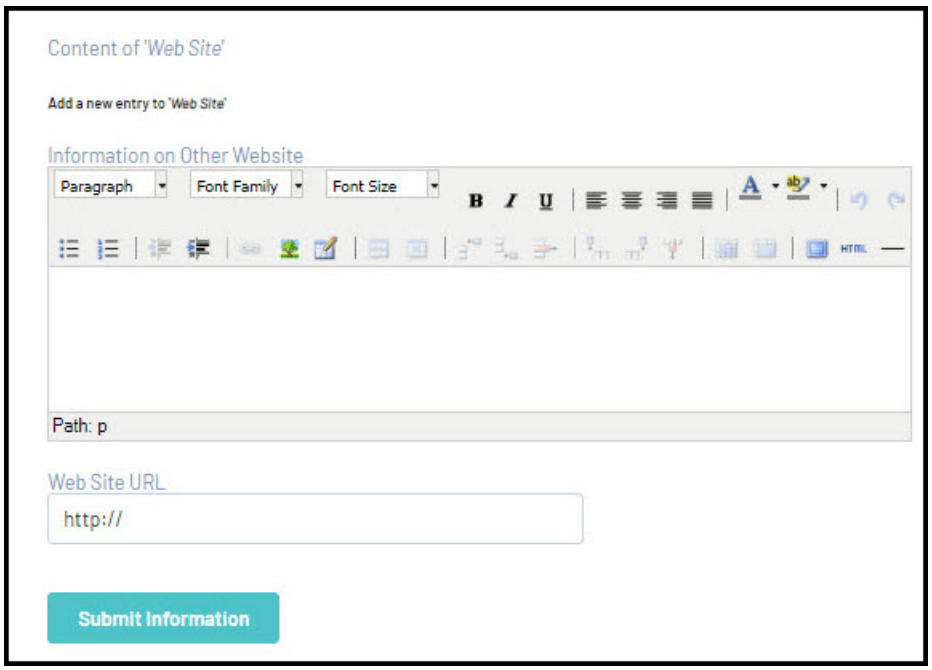
Follow the instructions in the Media Library to add an image or logo. This section allows for one entry and is specifically designed for an organisation to enter details about their other website, should they have one. This is often used by associations who use another website as their main site, and link to their Gameday Website to display uploaded competition information (fixtures, results and ladders) from Gameday Passport.

1. From the Content Manager, edit a 'Website' section.

2. In the first field, enter information on the other website.

3. In the second field, enter the website address.

4. Click on Submit Information.

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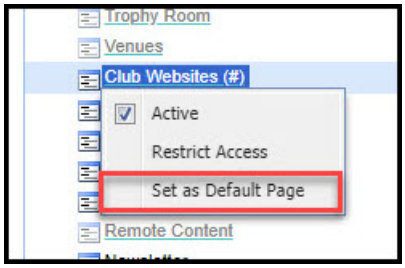
## Set the default (home) page

The default section is your home page (the page that opens when your website is first viewed).

1. Click Content Manager.

2. To set the default section, right click on the section that you want to make the default section and select ‘Default’. A hash (#) symbol denotes which section is the current default section.


Trophy Room
Venues
Club Websites (#)
Active
Restrict Access
Set as Default Page
Remote Content

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