BVIT: myWebsite - quickstart guide
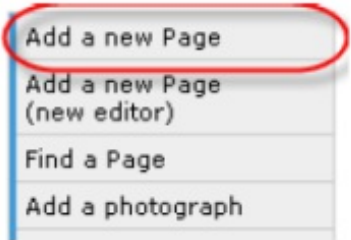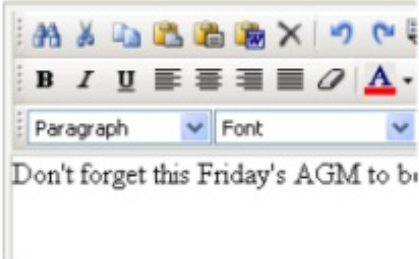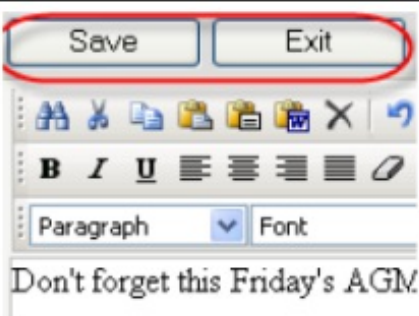
Last Modified on 15/06/2016 3:25 pm AEST

This document provides a simple tutorial of how to load a news item, image, file and update the menus. There is an extensive manual available to assist you in maintaining your website (available as a menu link when you logon), but if you are the sort of person who doesn't read manuals, this is the quick start guide to get you going. Even if you do intend to read the manual, print off these pages, following the instructions will give you a quick overview of how to maintain the system. Included in the full manual are some strategies to help you plan and launch your site. In this document, it is assumed that the URL of your site and your sport is www.XXX.yoursport.com.au. This could be

www.RBYC.yachting.org.au, or www.Eagles.baseball.com.au, etc.

Logging on

From your browser, go to www.XXX.yoursport.org.au/admin (this is referred to as the Admin screen in the rest of the document)	**Login** **User ID** [　　　　　] **Password** [　　　　　] (Logon) Don't know your password? Click here
Logon using the User ID / password that you used to request the website	

Your first News item

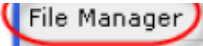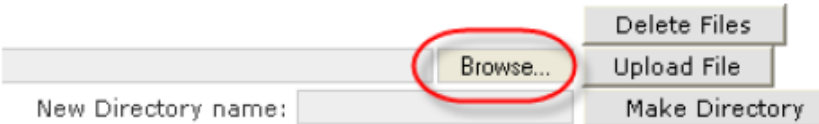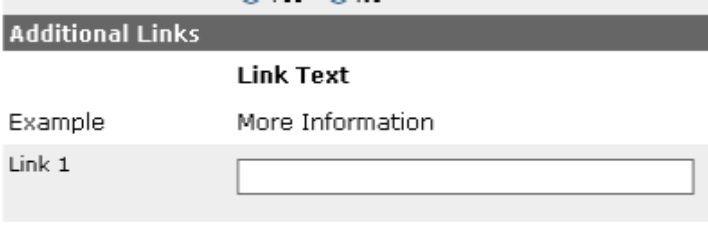|		
1.	From the Admin screen, click on "Add a new Page" from the menu on the left hand side.	Add a new Page Add a new Page (new editor) Find a Page Add a photograph
2.	Enter some text in the body of the page	Paragraph Font Don't forget this Friday's AGM to bi
3.	Scroll down and enter some text in the Headline	**Additional Information** Type of Page ⦿ News ○ Web Page Template Page ▾ Headline AGM this Friday
4.	Click on the Save button at the top of the screen	
5.	Click on Exit, then Home, and your news item should be on the front page in the News section	Save Exit Paragraph Font Don't forget this Friday's AGM
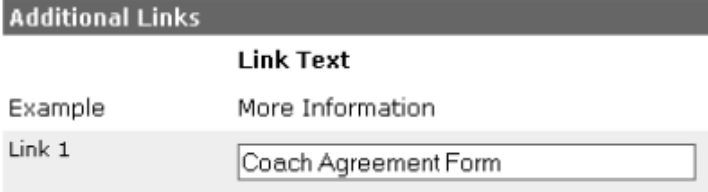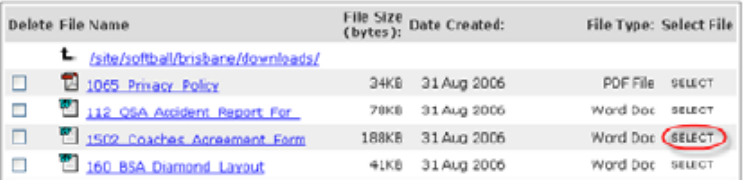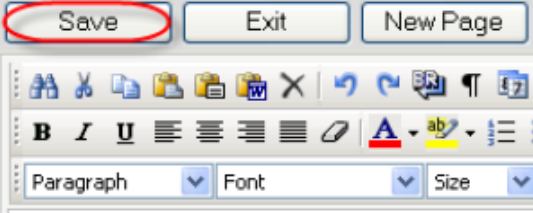
Your first Image

From the front page of the website, click on the headline of the news item that you just entered	
In the top of the body of the page will be a link 'Edit Page 9999'. Click on this link and the system will open up a new window and will put you back in the editor to change your page.	**Mens Finals** Edit Page 13058 Edit Page 13058 - New Editor Tuesday, 22 August 2006 Mens Finals start this weekend 12:00pm 116 Gel
Scroll down to find Main Image Number under the heading Main Image	
Click on Search the image library	**Main Image** Main Image Number 0 Search the Image Library

	Image Caption	[ ]
		Override the standard caption for this image
	Image Size	○Thumbnail ○Fullsize
	Image Alignment	○Left ○Centre ○Right (Only for fullsize imag

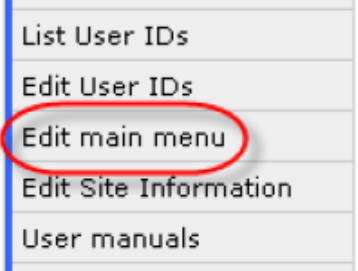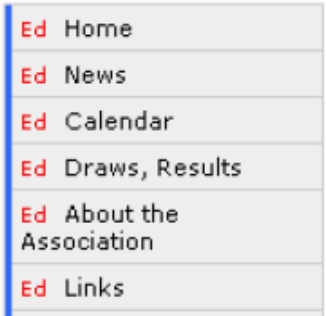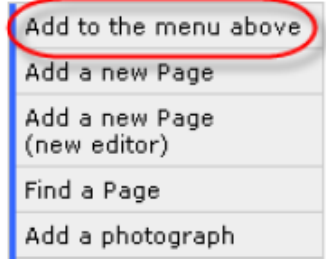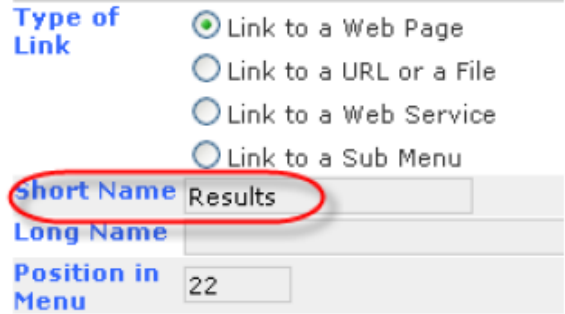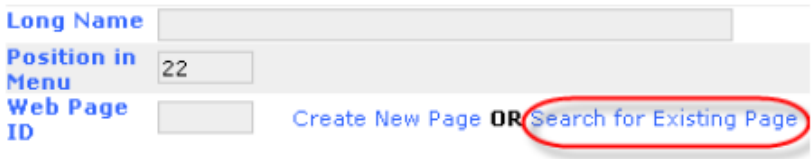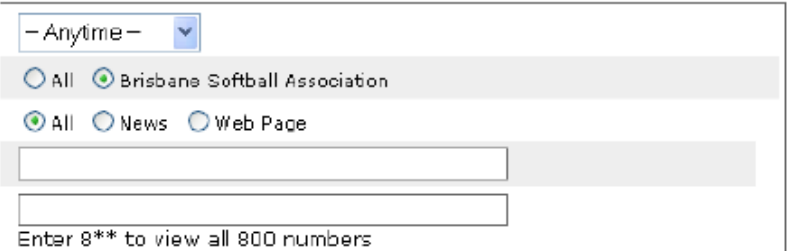|	
From the popup window, select Changed 'Today', and Site 'All' to find all the images added to the system in the last day. If none appear, increase the 'Changed' drop down (don't select too long a time!)	Changed in the last [0 days (today) ▼] Site ⦿All ○Brisbane S
Next to an image, click on the SELECT button on the right of the popup	Image Caption Select Image STREETS New Sponsor (SELECT)
The image number will appear in the 'Main Image Number' box on the main screen	**Main Image** Main Image Number [14560] Search the Image Library Image Caption [ ] Override the standard caption for this image Image Size ○Thumbnail ○Fullsize Image Alignment ○Left ○Centre ○Right (Only for fullsize imag
Click on Save, and swap back to the window that displayed your page. Click on refresh and you should have a thumbnail image in the page	Edit Page 13058 | Edit Tuesday, 22 August 20 Mens Finals start this w click here STREETS New Sponsor
To upload your own image, from the Admin Menu[1], click on 'Add a photograph', and follow the prompts to upload an image. To include this image in your page, following the same directions as above.	Add a new Page Add a new Page (new editor) Find a Page Add a photograph Find a Photograph File Manager

Upload and Link to your first File

To upload a PDF, Word document, Excel spreadsheet, or perhaps a flat HTML file produced from a PC based results program, from the Admin menu, click on File Manager	Add a new Page Add a new Page (new editor) Find a Page Add a photograph Find a Photograph

	File Manager
Click on the Browse button, find the file on your PC to upload	Delete Files Browse... Upload File New Directory name: Make Directory
Click on 'Upload File'	
To create a link from your page, display the page, click on the Edit Page 9999 to start the editor.	**Mens Finals** Edit Page 13058 Edit Page 13058 - New Editor Tuesday, 22 August 2006 Mens Finals start this weekend 12:00pm 116 Gel
Scroll down the page in the editor and find 'Additional Links'	**Additional Links** **Link Text** Example More Information Link 1
Add in some text in the Link 1 box to describe the link	**Additional Links** **Link Text** Example More Information Link 1 Coach Agreement Form
Click on Select URL in the right hand side of the page	**URL** www.google.com Select URL
Find your file using the File Manager, and click on SELECT at the right of the screen	Delete File Name File Size (bytes) Date Created: File Type: Select File 　　 /site/softball/brisbane/downloads/ □ 　1065_Privacy_Policy 34KB 31 Aug 2006 PDF File SELECT □ 　112_QSA_Accident_Report_For 78KB 31 Aug 2006 Word Doc SELECT □ 　1502_Coaches_Agreement_Form 188KB 31 Aug 2006 Word Doc SELECT □ 　160_BSA_Diamond_Layout 41KB 31 Aug 2006 Word Doc SELECT
The URL will be returned to the main editor screen	**URL** www.google.com /site/softball/brisbane/downloads/2006/15 Select URL
Click on Save	Save Exit New Page B I U ⋯ A ⋯ Paragraph Font Size
Swap windows back to your main page, click on Refresh and there should be a link to the file	**Other Links**

Your first menu update

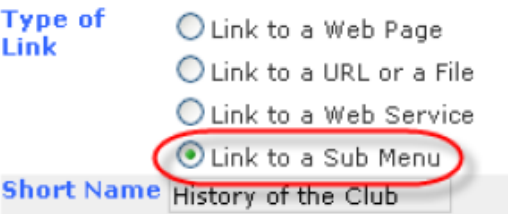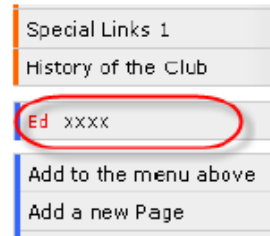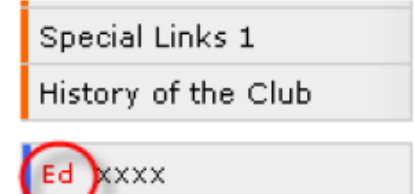|	
From the Admin Screen, click on Edit main menu	List User IDs Edit User IDs Edit main menu Edit Site Information User manuals
A second "editable" copy of the main menu will be displayed on the left margin (in most templates)	Ed Home Ed News Ed Calendar Ed Draws, Results Ed About the Association Ed Links
Click on "Add to the menu above" in the menu at left	Add to the menu above Add a new Page Add a new Page (new editor) Find a Page Add a photograph
Enter some text in the Short Name field	**Type of Link** ◉ Link to a Web Page ○ Link to a URL or a File ○ Link to a Web Service ○ Link to a Sub Menu **Short Name** Results **Long Name** **Position in Menu** 22
Next to Web Page ID, click on Search for Existing Page	**Long Name** **Position in Menu** 22 **Web Page ID** Create New Page **OR** Search for Existing Page
In the popup window, just leave everything and click on Search	– Anytime – ○ All ◉ Brisbane Softball Association ◉ All ○ News ○ Web Page Enter 8** to view all 800 numbers
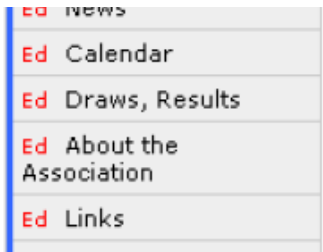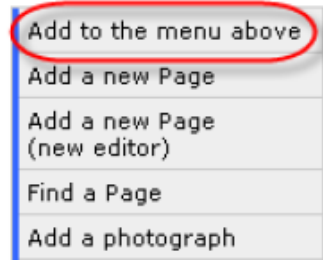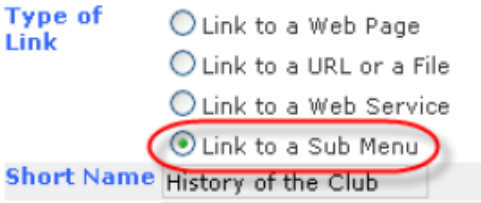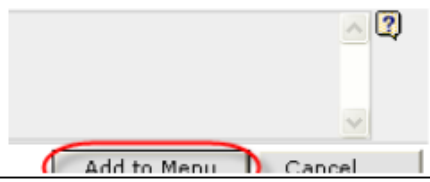
Search | Cancel

Find the page that you created above, and click on SELECT at the right of the screen					
	Type of Article	**First Publish**	**Last Publish**	**Publish**	**Action**
	News	13 Mar	12 Apr	Yes	SELECT
	News	22 Mar	21 Apr	Yes	SELECT
	News	16 May	15 Jun	Yes	SELECT
	News	31 May	30 Jun	Yes	SELECT

The page number will have appeared in the Web Page ID input box	**Short Name** Results **Long Name** **Position in Menu** 22 **Web Page ID** 12479 Create New Page
Click on Add to Menu button	Add to Menu | Cancel
The new menu item should now be on the Main Menu	Additional Links 14 Results Special Links 1
The usual thing to do from the Main Menu is to create a 'Sub Menu' and have this 'Sub Menu' link to various pages	

Popup "sub menu"

Most websites are big enough to require menus within menus. The BvIT system uses JavaScript popup menus (see www.canoe.org.au and mouse over the main menu along the top). To setup a popup "sub menu" do the following:

From the Admin Screen, click on Edit main menu	List User IDs Edit User IDs Edit main menu Edit Site Information User manuals
The main menu will be displayed on the left margin (in most templates)	Ed Home Ed News

	Ed News Ed Calendar Ed Draws, Results Ed About the Association Ed Links
Click on 'Add to the menu above' in the menu at left	Add to the menu above Add a new Page Add a new Page (new editor) Find a Page Add a photograph
Next to "Type of Link" select Link to Sub Menu	**Type of Link** ○ Link to a Web Page ○ Link to a URL or a File ○ Link to a Web Service ◉ Link to a Sub Menu **Short Name** History of the Club
Enter some text in the Short Name field	**Type of Link** ○ Link to a Web Page ○ Link to a URL or a File ○ Link to a Web Service ◉ Link to a Sub Menu **Short Name** History of the Club
Click on Add to Menu	Add to Menu · Cancel
Now click on Home and Refresh and your new popup menu should now be available with one dummy entry with a title of XXX.	Additional Links 14 Results Special Links 1 History of the Club · xxxx Ed Home
Click on the name in the main menu, e.g. "History of the Club". NOT the popup part, but the static text in the main menu.	Additional Links 14 Results Special Links 1 History of the Club · xxxx Ed Home
This will then display in the left menu all the items in this menu. At present there will only be one, the dummy entry of XXX.	Special Links 1 History of the Club Ed xxxx Add to the menu above Add a new Page
Click on "Ed" link to the left of the XXX and go through the routine to edit this link to be something meaningful.	Special Links 1 History of the Club Ed xxxx

	Add to the menu above
	Add a new Page
Keep adding more items to the menu and you will see them appear on the popup menu.	Additional Links 3 History of the Club Additional Links 5 Additional Links 6 Additional Links 7 Additional Links 8 Additional Links 9 Additional Links 10 Additional Links 11 Additional Links 12 History of Softball Awards Olympic Team Members & Australian Mens Board Roll of Honour Season Team Awards
You can then put further "sub menus" under this "sub menu". There is no limit to the number of levels of menus.	

If you followed all of that, then you understand about 90% of the system. To learn more, it is suggested that you now go back and try out the various different options at each of the steps above.

Related Articles

[template("related")]