Understand the Website Structure and Log In

Change History

Date	Version	Change Summary
11/12/2011	0.1	Initial Draft

Introduction

The purpose of this document is to describe:

1. the overall structure of the website, and the parts that will be maintained by website editors;

2. the process for logging in to the NGOC website.

The target audience for this document is:

1. Editors responsible for maintaining website content

2. Administrators who need an overview of the site and its components

Overview

The website consists of three main components

1. the website itself, built using WordPress

2. the Document library, which is a simple folder structure holding the documents available on the website, including all results, committee documents, reference material and so on;

3. the photo gallery on Flickr.

The Website

The website is hosted by Hostmonster (www.hostmonster.com) and built using WordPress version 3.2.1. (wordpress.org). The name ngoc.org.uk is registered through www.freeparking.com. This means that from a user perspective the club website is accessed as www.ngoc.org.uk, and freeparking redirects users to the real address of the site on Hostmonster – www.ngocweb.com. Editors and Administrators access the website directly on Hostmonster.

On HostMonster, we have two discrete environments – the live site, and a development site, which is used for testing new components, new releases of WordPress, and so on. Changes to content, including the addition of new posts and pages, are done directly on the live site, not the development one. From time to time the development site is refreshed by copying the live site into the development environment.

From an editor's point of view, WordPress consists of 7 main components:

1. The Dashboard, which provides access to all required facilities and settings etc – it is the Control Panel for WordPress;

2. Pages, which are used to present content which is largely static;

3. Posts, which present more dynamic content such as news items, and future events items;

4. Documents and Media. Most documents are stored outside the WordPress system, but icons and other display objects are stored in the WordPress media library;

5. Menus, which provide overall site navigation;

6. Widgets, which provide specific components such as the items which appear in the sidebar. These may do specialised jobs, or they may simply be devices to display posts in a particular manner;

7. Themes, which define the overall look of the website.

Editors will use the Dashboard to create new pages or posts, or to locate existing ones to update. Editors may also upload documents, though this process may be carried out by the website Administrators. They need not be concerned with Widgets and Themes, other than to be aware that they exist, and have a bearing on how their content is presented, nor with the Menu, unless changes to the menu structure are required.

The website uses the standard WordPress Twenty Ten theme, and the overall page layout is as shown in Figure 1. The Theme provides the header and footer areas for the website, and defines the overall page layout – in this case a simple page with a single sidebar on the right side of the page.

The sidebar contains 2 static text widgets – the logo one at the top and the 'Follow' widget at the bottom - plus two 'Post' widgets which display defined numbers of specific categories of Posts. The general idea behind the website design is that pages hold the more static information about the club, and orienteering, whilst more dynamic information is held in posts. Posts have different catageories, so that they can be published according to the nature of the post. See the Posts 'How To' guide for more information.

Document Library

The document Library holds all permanent documents available on the website. It does not hold event flyers and temporary content, which are held in the wordPress media library. It does hold all reference material, committee documents, and event results. Documents are uploaded to the document library using File Transfer protocol(FTP), for which a separate user id and password is needed, together with FTP client software installed on the users workstation.

The library consists of a simple folder structure shared by both development and live environments. More details are provided in the 'How To' document covering file upload.

Photo Gallery

The photo gallery available on the website is a standard Flickr gallery owned by the user ngococlub. See the 'How To' guide on Gallery maintenance for more information. For the time being maintenance of the gallery will be restricted to website administrators.

Figure 1: Website Design

Roles

WordPress provides a number of roles for users. The roles relevant to the NGOC website are:

1. Administrator, who has access to all the administration features; our intention is to have two or three administrators, who will be listed on the website, but one overall webmaster

responsible for the technical health of the site.

2. Editor, who can publish and manage posts and pages as well as manage other people's posts etc; most club members maintaining the website will be assigned the Editor role. Note that for uploading documents, and separate FTP account is required by Editors. See the 'Uploading Documents' How To guide for more details.

Editor Tasks

Editors are likely to be carrying out the following tasks on the website:

1. Adding new News posts;

2. Updating existing News and Future Event posts;

3. Updating pages;

4. Uploading documents and linking to them – for example committee minutes, event flyers and results, and general reference material etc.

A separate 'How To' document is provided for each of these tasks, together with some of the more complex specific update tasks such as updating Fixtures entries.

WordPress Log in

In order to log in to WordPress you will need a user id and password, provided by the webmaster.

Once you have these credentials, go to http://www.ngocweb.com/wpngoc-op/wp-login.php. Enter your userid and password and Click Login. You will be presented with the Dashboard. The only bits of the dashboard relevant to you as an Editor are the items towards the top of the left hand navigation sidebar – Posts, Media, and Pages. You can ignore the rest of the Dashboard, and should not tinker with any other components.
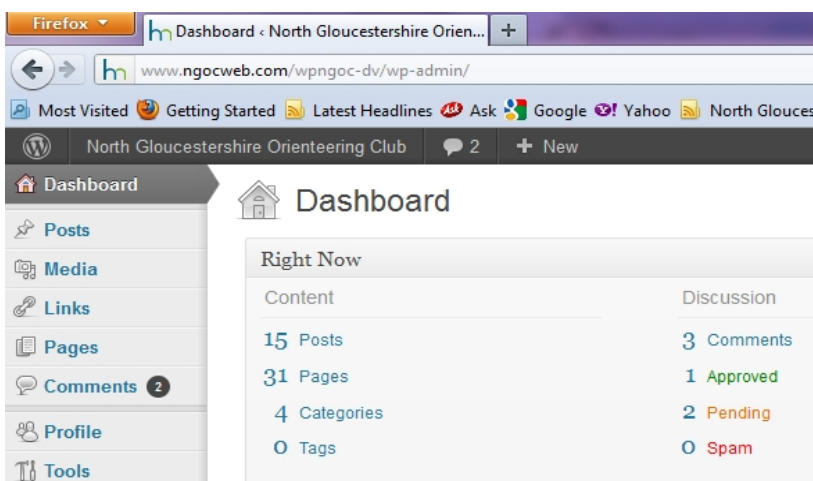
Your profile

You have a profile which holds various details about you, but more importantly allows you to change your password from time to time. Click on the profile item in the left hand menu to view and if necessary update your profile.

IMPORTANT: There is an item at the top of your profile called Visual Editor. This should be ticked(ie to **disable** the visual editor). It is important that you leave this ticked, and do not try to use the visual editor, which attempts to provide you with WYSIWYG capabilities for posts and pages. The visual editor is not very good, and it screws up some of our pages, so do not be tempted to enable and use it.

You should change your password from time to time, but otherwise there is no need to tinker with your profile.

Using the Dashboard

Hover over an item in the navigation sidebar and you will be shown two or more options – a list of existing objects, an option to add a new whatever it is you have selected – in this cases Pages, and maybe one or two other options as well.

Select the All pages option and you will be presented with a list of all the existing pages on the website:

The same process applies to Posts and Media.
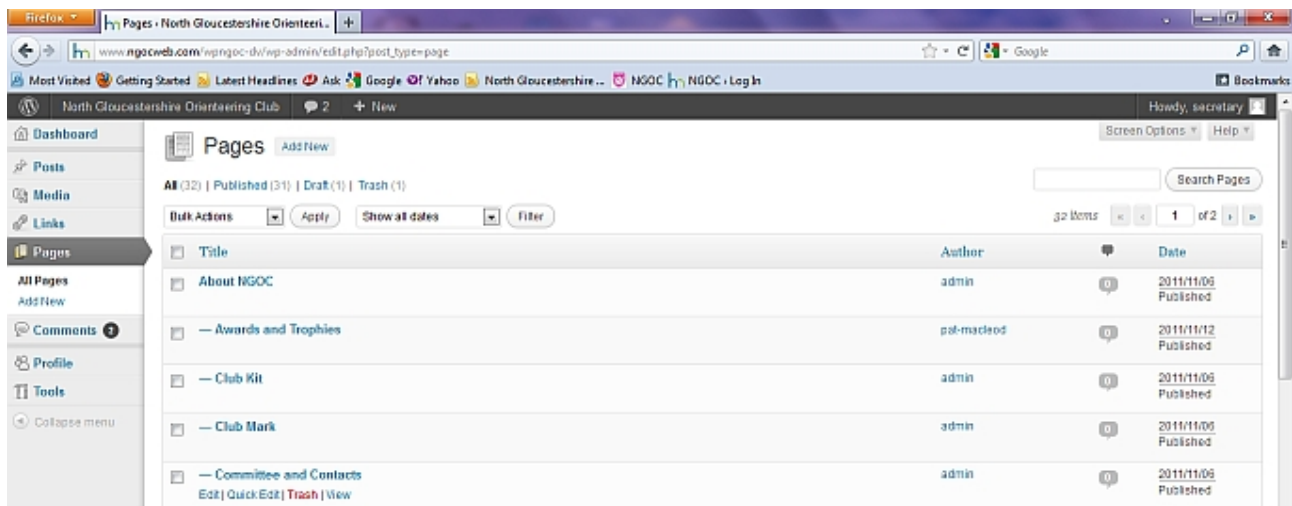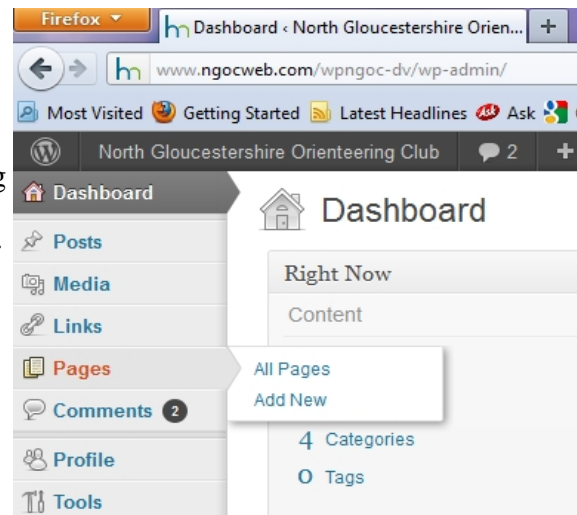
Updating the website without using the Dashboard

Once logged in to the website you can carry out page and post updates without using the dashboard, if you find that more convenient. All you need do is go to the website, in your current tab, in a new tab, or in a new window. The website will appear, with an added menu line above the main page:
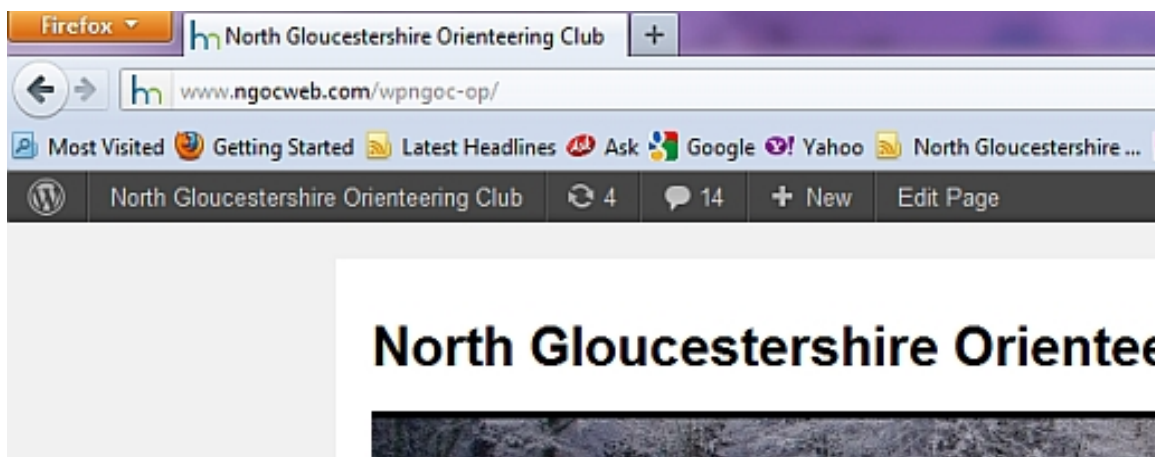
All you need do now is navigate to the page or post you want to update, and select the Edit Page item in the Wordpress menu bar. You can also create new posts or pages from the Wordpress menu bar by clicking on the +New item.

Website Work

You are now ready to carry out maintenance on the site. Refer to the 'How To' guides for help in doing this.

Logout

Once you have finished your updates, you should log out by hovering over the 'Howdy' greeting towards the top right corner of the screen, and selecting the log out option.