



# AIMS

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Website Content Management System

Manual for Users

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# Technical Support Information

District AIMS support person;

Name:  
Phone:  
Email

Literature: Manual for Users ( specific to each Module)  
User Guide (complete system manual)

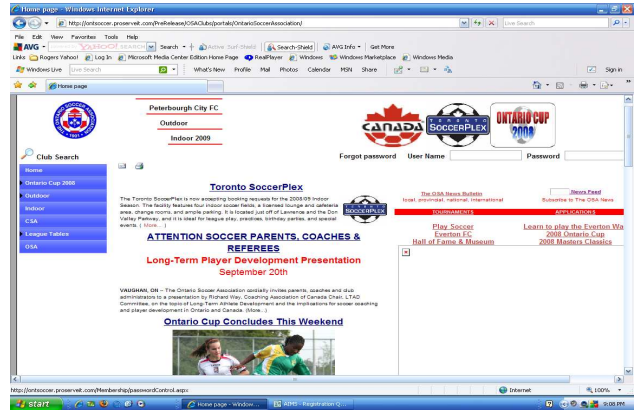
Websites; www.soccer.on.ca/AIMS  
www.district address.com

# How To Start

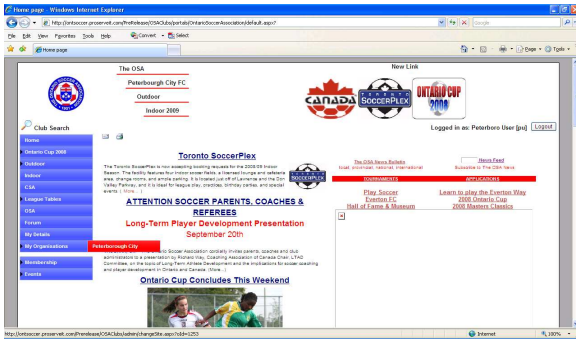
This process is for training purposes only. A different link will be provided when operational.

Follow the link: www.soccer.on.ca/AIMS. From the list provided select the first option entitled 'CMS'. This will bring you to the following window (right).

In the top right hand corner you will enter the Training User Name: pu and then the Training Password: pu

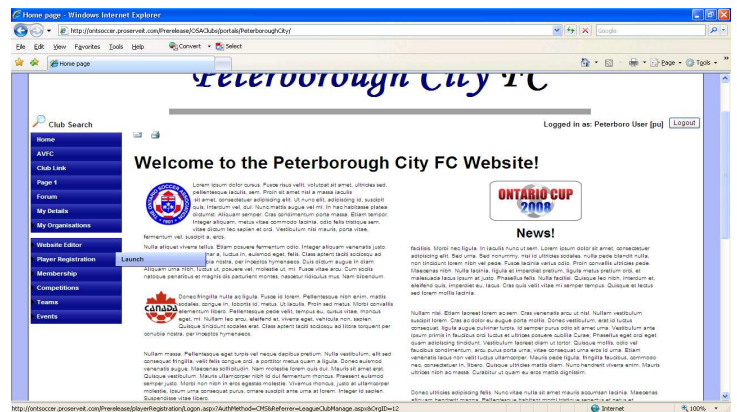


From the expanded Menu select 'My Organizations' and then "Peterborough City". Name.

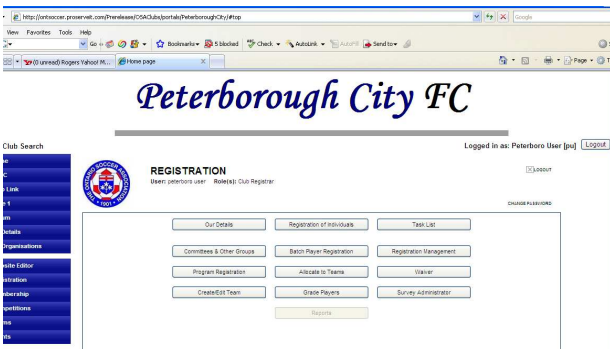


From the expanded Menu select 'Registration' and then "Launch".

You will need to re-enter the same User Name (pu) and Training Password (pu).



The menu in the Registration Portal will then be available for you use  
 Ontario Soccer Association  
 Martin Grove Road  
 Vaughan, Ontario  
 L4L 9E4  
 www.soccer.on.ca  
 OSA@soccer.on.ca



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# Learning Objectives

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On completion of this Manual you will be able to build a website using AIMS Website Content Management System Module including:

- Creating and editing pages
- Updating the menu
- Creating links to external websites
- Uploading documents and images

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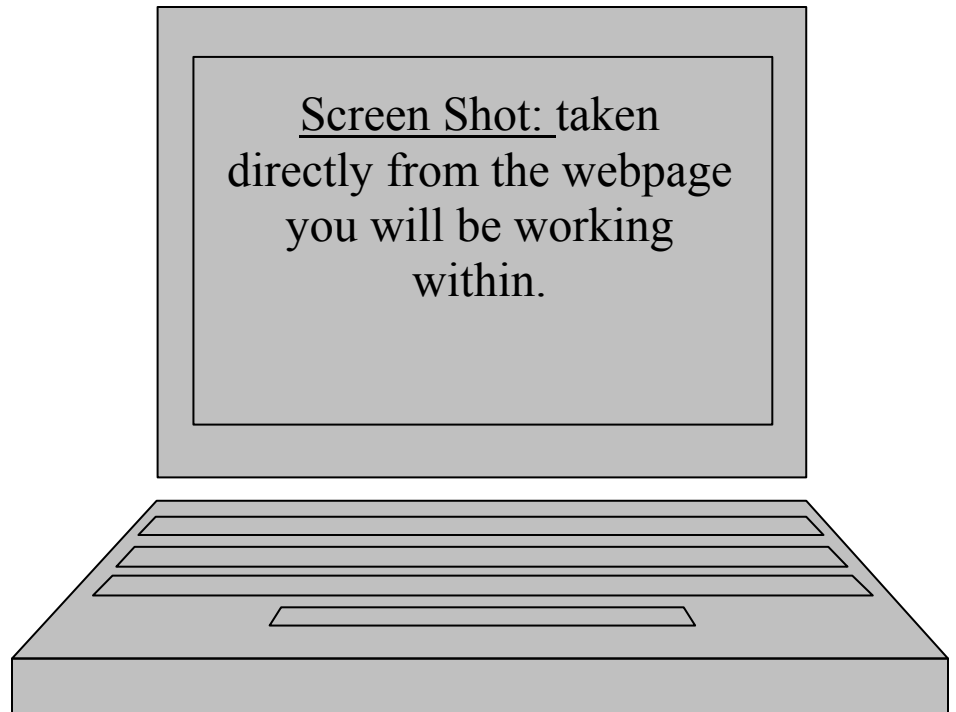
## Page Layout for Manual

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Function Notes:  
identifying  
information  
provided on the  
Screen Shot.



Area for your  
own notes!



Screen Shot: taken  
directly from the webpage  
you will be working  
within.

Introduction: To the area you will be  
working in.

Navigation: How to get to this specific  
area from the Registration Menu.

Process: A prompt to each process that  
can be run from this page and how this  
can be done.



# Website CMS Navigation

## Function Notes

1. Webpage content area
2. Masthead
3. Menu
4. Logged in context menu
5. Login fields/Logged in details
6. Printer Friendly / Email links



<http://ontsoccer.proserveit.com/PreRelease/OSAClubs/portals/OntarioSoccerAssociation/>

pu and pu

Peterborough City

'Website Editor' is now visible for use.

## Introduction

This will provide a short description of the navigation scheme for the CMS. Please refer to the image and bullets above to understand where different parts of the CMS tool are located. When working in Website CMS we will always navigate from this page.

## How to Navigate to this Function

<http://ontsoccer.proserveit.com/PreRelease/OSAClubs/portals/OntarioSoccerAssociation/>

Log In as: pu and pu

Click on the top menu for 'Peterborough City'

'Website Editor' is now visible for use.

## Process

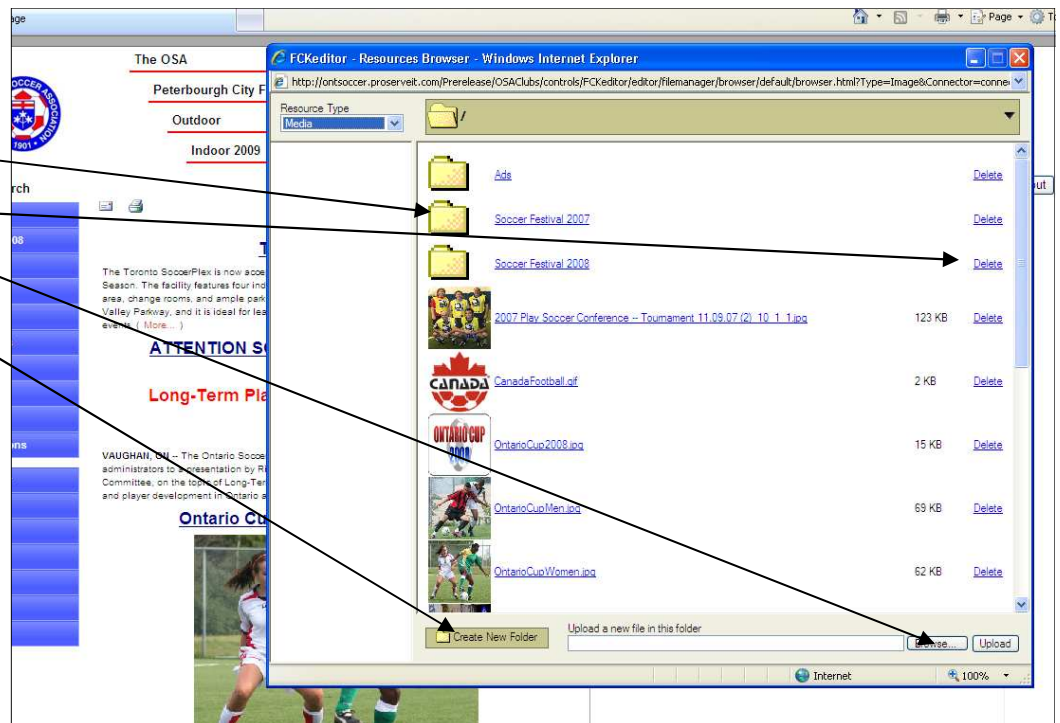
- **By running the cursor over "Website Editor" you will notice four further options: Photo Library, create, Edit Menu and Website Settings.**



# Photo and Document Library

## Function Notes

1. List of files in library
2. Delete link to delete files
3. Browse and Upload buttons
4. Create New Folder button



## Introduction

This is the part of the website in which you can store photos, documents, and other files for use in creating your website. This page will provide information on how to upload files to the website, organize them, and insert these items within a page for use by your members.

## How to Navigate to this Function

To access the photo and document library click on 'Website Editor' and then across to 'Photo Library'

*(The library will open in a new window or new tab separate from the main website editor. You may close this window/tab when you have finished working within the library)*

## Process

- To upload files
  - From the Photo & Doc Library (main page pictured above)
  - Click on the Browse button and locate the file on your computer
  - Double click the file to return to the photo library
  - Click the Upload button to upload the file to the server
- To create folders within the Library click on the Create New Folder button
  - Provide a name for the folder and click OK
- To delete a file click on the Delete link adjacent to the file in question



# Create a New Page

## Function Notes

1. Navigation to create page
2. Content Templates
3. Webpage Edit tools



## Notes/Summary, Rules, Tips, etc

The default templates option will appear as a "pop-up" window which may be blocked by your web browser and/or other pop-up blockers. You may wish to allow pop-ups for the session or white list the domain to always allow pop-ups.

## Introduction of process/function, short description

This process will explain how to create a new webpage to help fill out your website. This page will provide information on how to create a page, add text, insert photos and other content, set the webpage options and save the page to your site.

## How to Navigate to this Function

To create a web page click on 'Website Editor' and then across to 'Create' and then to 'Webpage'. A new window will open up asking you which content template you would like to use. Templates can be used to create pre defined layouts. You can click on any template you wish or simply hit the cancel button which will bring up the existing editor.

## Process

- Click into the page content area and start typing to add text
- Use the tool bars to format the text, insert tables, links, photos, and more
- Set the options in the Webpage Settings area to determine how your page will be displayed on the site.
  - Should this page be accessible to the public –This page will still be visible during site maintenance but not to the public
  - Menu name—This will appear as the title in the left hand column of your site
  - Root Menu Item—the subsection you may want this page to appear under
- Click the Save Changes button to submit your page and save it.



# Create a Forum

## Function Notes

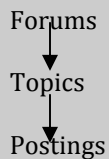
1. Forum Title and Description
2. Edit a posting
3. Delete an posting
4. Delete an entire topic
5. Lock a topic



## Notes/Summary, Rules, Tips, etc

The default templates option will appear as a "pop-up" window which may be blocked by your web browser and/or other pop-up blockers. You may wish to allow pop-ups for the session or white list the domain to always allow pop-ups.

Flow of Forums:



## Introduction of process/function, short description

This process will allow you to create, edit and lock a Forum. The Forum can contain a variety of subtitles where members can discuss/promote their activities.

## How to Navigate to this Function

To create a forum click on 'Website Editor' and then across to 'Create' and then to 'Forum'

The first window will open up asking you to identify a 'Name' and 'Description' for your Club Forum (above). Do this each time you want to create a new forum.

## Process

- Once you have created a forum title you can add subtitle to that forum (For example, the forum may be Technical and then the subtitle may be Coaching, Referee, Player). Once saved this page will refresh to show your new forum and any others you may have created. At this point you can delete any forums should you want to.
- Click on any forum title to view the Topics it covers. At this stage you have the option to delete a Topic, edit a Topic or create a new Topic
- Click on any Topic to view its content. As with Forums, you can now 'Edit' or 'Delete' a chosen topic or an individual posting.
- It is also possible to 'Lock' a topic so that no additional postings can be made to that particular topic.



# Editing the Website Menu

## Function Notes

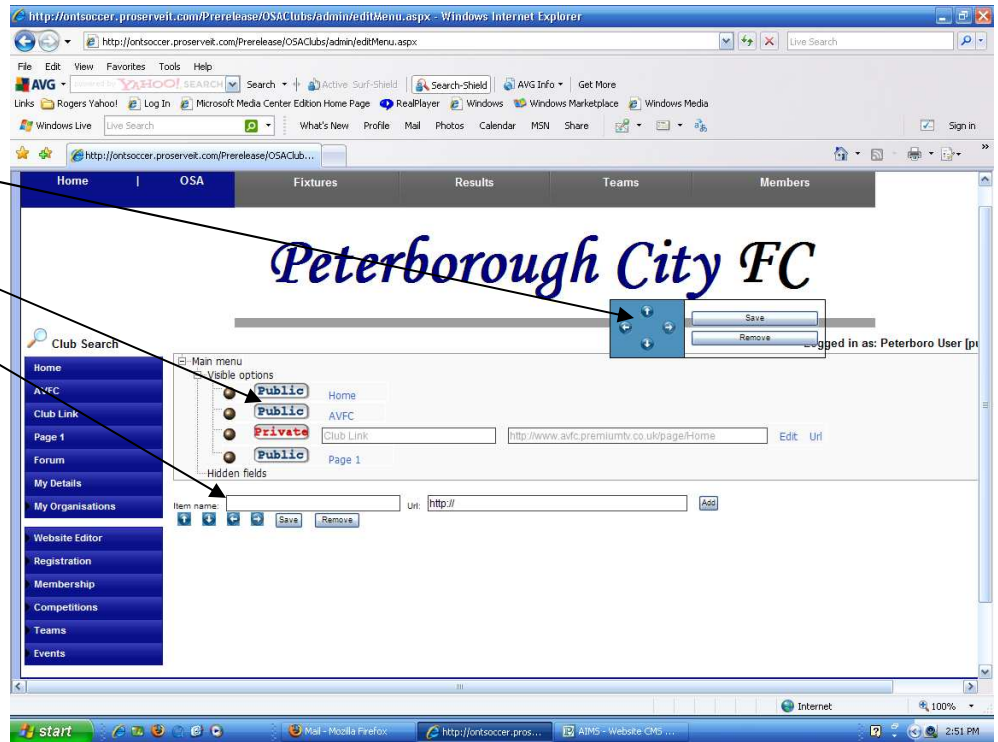
1. Menu Movers
2. Menu Tree
3. New website links



Public/Private boxes can quickly indicate what is visible online or not.

Item Name will appear in left hand menu directing users to link (leagues/OSA etc)

Thin blue line will identify the page being moved/ edited.



## Introduction of process/function, short description

This page will explain how to edit items in the menu by moving them within the menu tree and how to add new entries to the menu without pre-existing pages. The Menu tool is designed to show Webmasters the positioning of published pages and allow menu items to refer to external published pages (URLs.)

## How to Navigate to this Function

To edit the Menu click on 'Website Editor' and then across to 'Edit Menu'. (

## Process

- To relocate items in your menu enter this area
- Click on the bullet point next to any menu item you wish to relocate (Clicking on the text will change the status of the page from 'Private' to 'Public')
- Use the 'Menu Movers' (at the bottom of the page or floating) to move the item up and down in the menu or left and right to make it a submenu option of another item in the menu
- To add additional items to the menu without pages add the text in the Item Name fields along with the URL for the page you wish to link to and click the Add button.



# Website Settings—Header

## Function Notes

1. Header Item to Edit
2. Preview, reset, delete, save
3. Edit Header attributes (colour)
4. Edit Header attributes (text)



## Introduction

This will explain the process of selecting from one of the default website templates and updating the content of the website masthead. The 'Header' section applies and manages predefined templates to the Website header area, which include banner images, links, and menu items in the top of the Website.

## How to Navigate to this Function

To edit the Header click on 'Website Editor' and then 'Website Settings' and then the 'Header' tab at the top of this page.

## Process

- From the floating menu in the top left hand corner of your screen select the area to edit
- Edit attributes and styles values (colour, font size and style)
- Select "Preview" before saving changes
- Click Save to submit your changes.



# Website Settings—Gateway

## Function Notes

Club Search

Logged in as: Peter

Header | Table Layout | Main Body

Table	Header
ItemStyle	Row
Alternating Style	Row
ItemStyle	Row
Alternating Style	Row

Choose Property

- Page Body
- Grid Header
- Grid Row
- Alternating Grid Row
- Control Titles (events)
- Detail Panel

click here to move

Please select the sections you want visible in your header

Section

- Top Section

Select the item to edit

This is an example detail panel. This is used as the background of tabbed pages like edit member details.



## Introduction

This will explain the process of ...

## How to Navigate to this Function

To edit the Header click on 'Website Editor' and then 'Website Settings' and then the 'Gateway' tab at the top of this page.

*Gateway manages the attributes of the predefined data tables*

## Process

- 



# Website Settings—Club

## Function Notes

1. Preview, reset, save
2. Choose attribute to edit
3. Edit color

h

Logged in as: Peter!

Header Table Layout Main Body

### Club Styles

Preview

Global background A8BBF0

Content background

Header background

Header font colour

Menu background

Menu highlighted background

Menu font colour FFFFFFF

Menu border colour 05128A

Content font colour 000000

Highlighted menu font colour 000000

Logo image

Banner image

Banner image uri

First sponsor image

First sponsor banner uri

Second sponsor image

Second sponsor banner uri

click here to move

Please select the sections you want visible in your header

Section

Top Section

Select the item to edit



## Introduction

This will explain the process of changing the websites global colour schemes. Once you have finished reading this page you should be able to change the default colours for the menus, background, page content background, and other parts of the site.

## How to Navigate to this Function

To edit the Club colours click on 'Website Editor' and then 'Website Settings' and then the 'Club' tab at the top of this page.

## Process

- Click on the field which will open the color picker.
- Click on the preferred color area on the left panel which will populate different shades on the color of the right panel.
- Click Save to submit your changes.

