INSTRUCTIONS FOR USING THE CRE WEBSITE CONTENT MANAGEMENT SYSTEM

Dear Council/Committee Member,

You have been authorized to access the portion of the CRE website that pertains to your Council or Board. The portion you will be able to make changes to is the **Member & Priesthood Education** section, under the **Ministries** tab, on the CRE home page. As such, you are granted permissions and privileges to enter and edit content on appropriate pages, insert media files and links, and create new pages associated with your council or board.

The CRE website is a **content management system** (CMS) website. What this means is that the site is equipped with a user friendly content management interface that allows users with no, or limited *html* experience to publish, edit and modify content such as:

- Adding or editing information on pages on a website
- Adding or editing media files, such as pictures or videos
- Adding or editing links to documents, other pages or other websites
- Adding new pages to the website, and
- Doing maintenance of the website through a central interface.

Below is the address/link to *NetApprentice,* the content management system for the CRE website where you will be making the changes to the website.

Control Panel: https://events.eldersconference.org/sys

If for some reason you have a problem accessing *NetApprentice*, contact Vim Horn at vhorn7@gmail.com

Once you have accessed the *NetApprentice* website, you will be prompted to provide a *user name* and a *password.* **The username is:** EDCManager—**The password is:** Edu401. Please make note of both since you will be using them each time you access *NetApprentice*. The exhibit below is where you will enter both.
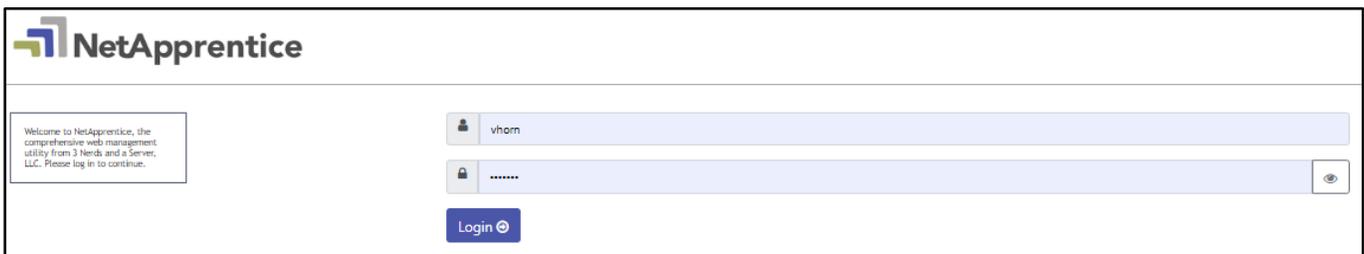
After entering your login information, select *Login* and you will be taken to a page that looks like *Exhibit A*. All of the work you will be doing to publish, edit, and modify content on the website will done through the 4 icons in the middle of the page that are part of the *Content* tab (The area surrounded by the dashed outlined). We will address 3 of the icons here. The **"Page Update"** icon will not be addressed.

Exhibit A – CMS Opening Screen
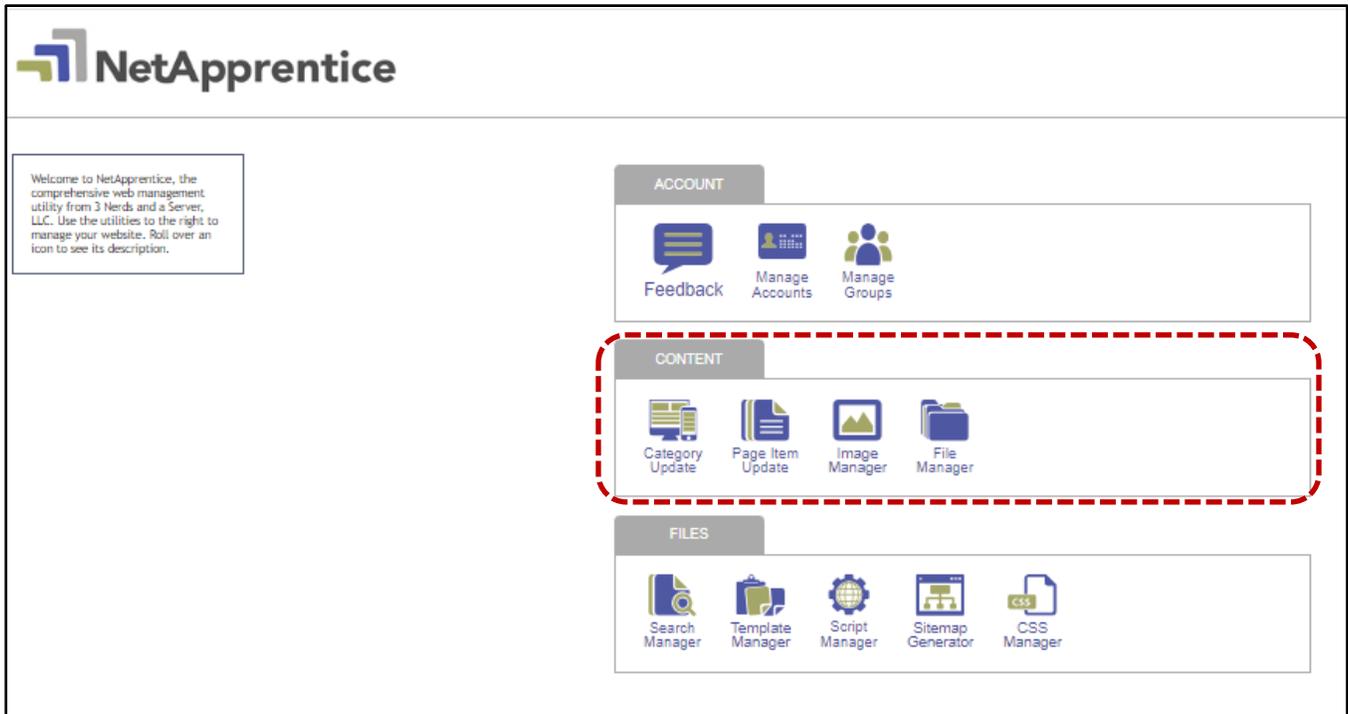
CATEGORY UPDATE

Let's start with the icon titled, **Category Update.** When you click on this icon, the **Category Manager** will open. Most of your work will be done in through the Category Manager. The term "Category" in this instance is synonymous with what is generally referred to as a "page" or "web page." The *Category Manager* is what you will use to enter in or edit the content of your Council or Board's web pages, it's what you will use to create new pages, and it's what you will use to sort your existing pages.

The *Category Manager* opening page looks like the exhibit below. As you can see there are four functions that are part of the manager, *Modify This Category, Add New Category, Sort Children,* and *Promote Selected File*. We will cover each one separately.

Exhibit B – Category Manager

MODIFY THIS CATEGORY

This is the place where you will enter and edit the content of each of your web pages. This includes written content as well as pictures and links. In the dropdown box click on the down arrow and scroll to the page you want to enter content in and click the *Modify This Category* button.
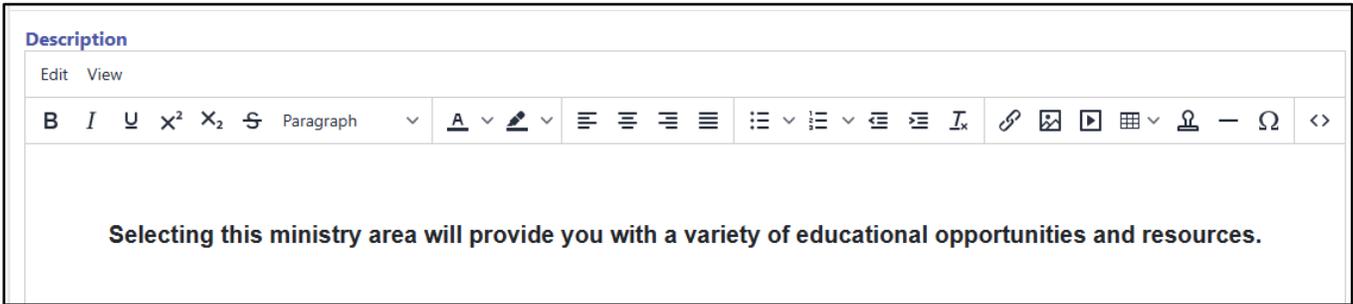
After the *Modify This Category* button is clicked the **Edit Category Page** is opened with the category/page you selected to modify. Once the Page is opened, the top part of what you will see is **Exhibit C**. The very top part above the QR Code is essentially the same as the screen you just left. Generally, you won't be doing anything with this part of the page.

The area below the QR Code, is also an area that you won't do anything with, unless you need to change the "File Name" or "Display Name" of the Category or Page you are modifying. If you need to change either, simply do so in the appropriate box. (Remember, "File Names" cannot have any spaces in them) The "Parent Category" box shows where you page is located in the website. In the example below, it shows the "Member & Priesthood Education" page being a child under "Ministry" the parent category/page. The rest of the boxes, for the most part, will not be used at all unless you need to change the sorting value of the page.

Exhibit C – Edit Category

Exhibit D – Description Boxes, are located right below the *Exhibit C* area. Usually there will be two or three *Description Boxes* that look exactly like *Exhibit D* on each page. Each of the Description Boxes controls what content goes in the different parts of your webpage. There are different webpage templates that can be used to create a webpage. For our purposes, we will just be using the *default* template. As you can see in Exhibit D, there is an area where you will enter in the written information for the webpage. This is also the place where you will create links to documents, pictures, other pages, or other websites.

Description

Edit   View

B   *I*   <u>U</u>   x²   x₂   S   Paragraph   ⌄   A ⌄   ✎ ⌄   ≡ ≡ ≡ ≡   ⋮≡ ⌄ ⋮≡ ⌄ ≖ ≖ I∗   🔗 🖼 ▶ ⊞ ⌄ Ω — Ω   <>

Selecting this ministry area will provide you with a variety of educational opportunities and resources.

The tool bar at the top has some basic formatting tools that you should be familiar with. If you hover your pointer over a tool bar icon you should see a basic description of the function of that option. Some important icons that you may not be familiar with include these: The chain icon 🔗 is what you would use to create a link on the webpage to a document, another page or another website. In order for you to link to a document, you will need to download the document to the *File Manager*. (We will cover how to do this later) In order to link to another page, you will need the file name of that page. (i.e.,) In order to link to another website, you will need the website address, often referred to as URL. (i.e., www.centerplace.org) The "mountain" icon 🖼 is what you will use to place a picture on the webpage. In order for you to place the picture you want on the page, you will need to first download it to the "Image Manager" from your computer. (We will cover how to do this later)

While you can type your information directly into the "Description" box, it is sometimes easier to compose your information in a program such as MS Word and copy and paste the information in the "Description" box. To do so, copy the information you want to past, click where you want to past it, and use CTRL+V to past it. Or, select *Edit* from the menu bar and click on *Paste*.

Tip: Hitting "enter" or "return" on your keyboard when you are working in the area above will function as creating a new paragraph. If you simply want to move a single space, press the "shift" key when you hit the "enter" or "return" key.

Exhibit E

Picture

Select an Image

Publish?

Yes

Display Macro (Leave blank to use default template)

default.php

Meta Tag Keywords (suggest):

Meta Tag Description:

Title Tag:

The Conference of Restoration Elders - Education Council

Exhibit E, represents the screen area right below the *Exhibit D* areas. The first area labeled *Picture,* is where you select the banner image for the page, if you want to have one. Currently, the default picture is part of the default template. However, your Council or Board can certainly select a different picture to use if they want. The main picture is set from the Category Picture. Any images that you want to appear in that list should be uploaded to images/category in the Image Manager.

The *Publish* area right below the *Picture* area should be left as *Yes.*

The next area labeled *Display Macro* is dropdown menu where you select what webpage template you want to use for the page you are working on. As mentioned earlier, for your purposes, you will be using the *default* template.

The remaining three areas, *Meta Tag Keywords*, *Meta Tag Descriptions*, and *Title Page*, will not be covered here, and should be left blank for now.

The final step on the *Modify This Category* page is one of the most important ones. At the side of the screen is button labeled ***Save Content****.* **You must click on this button for the modifications you have made to the page/category to take effect.** If you do not push this button, you will be asked whether you want to leave or stay on the page.

The *Delete*, waste paper can icon, is to be used if you want to delete the entire page from the website.

When you click on the *Save Content* button, your modifications are pushed to a ***staging area***. The staging area is a place where you can review the modifications you made before they are promoted to the website where anyone can view them. The address for the staging area is, http://stg.eldersconference.org. We will cover how to promote the changes to the website when we review the "Promote to Production" function.

ADD NEW CATEGORY (PAGE)
The next area we will discuss is how to add a new category/page to the website. To add a new page, click on the continue button and you will see Exhibit F.
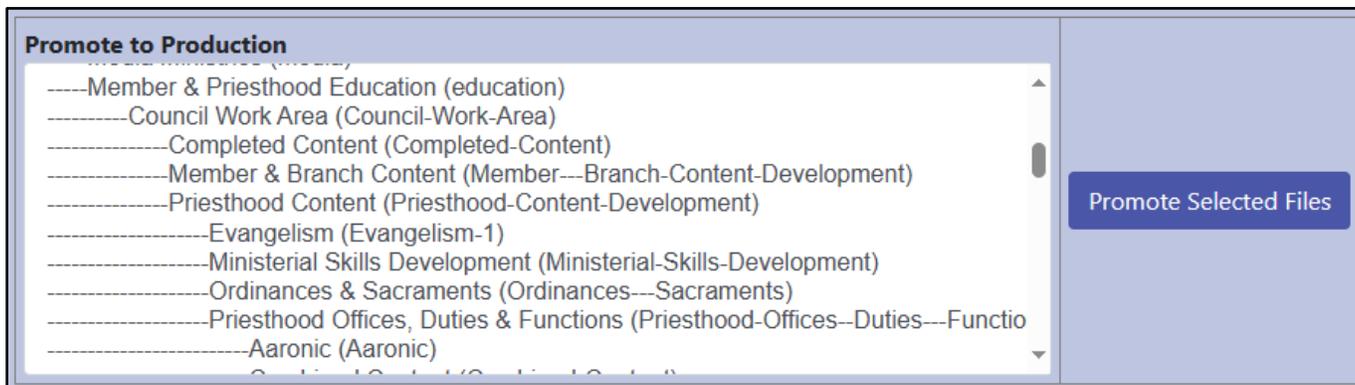

The first thing you will do is select the *Parent Categor* for the new page. Since your permissions are limited to your Council or Missionary Board pages, in the dropdown box you will only see those pages. Select the page that you want the new page to fall under.

In Exhibit F the *Member & Priesthood Education* has been selected as the *Parent Category*. Next you will need to give the new page a *File Name*. Enter in the name for the file and then type a *Display Name* for the new page. Once you have completed these steps, you will then enter the content for the new page. **Remember to click on** ***Save Content*** **at the side of the page to save the new page and its content to the staging area.**

Exhibit F – Add New Category

Parent Category

-----Member & Priesthood Education (education)

Sort Value

File Name

Priesthood Resources

Display Name

Priesthood Study Courses and Lessons

Link (this field is used if a category points to another page)

Parameters

Description

Edit   View

B   I   U   x²   X₂   S   Paragraph   ∨   A ∨   ✎ ∨   ≡ ≡ ≡ ≡   ⦂ ∨ ⦂ ∨ ⇤ ⇥ Iₓ   🔗 🖼 ▶ ⊞ ∨ Ω — Ω   <>

CATEGORIES WITH CHILDREN

Categories with Children

Top Level Categories   ∨   Sort Children

The *Categories with Children* section is where the order of the pages under your Council's or Board's opening page can be sorted. Do not use this section without agreement within your Council or Board. To do this, in the dropdown box select the top-level category/page associated with your Council or Board and click on *Sort Children.* The *Category Sort Manager* (Exhibit G) will open, and you will be able to sort your pages/children in the order you want them to appear in the navigation on your Council or Board opening page.

Exhibit G – Category Sort Manager

Category Sort Manager
To sort this category list, click on the item name in the list and use the corresponding up and down arrows to move it. Manager.

Up-Coming Training Events (Training-Opportunities)
Priesthood Study Courses and Lessons (Priesthood-Resources)
Member Study Courses & Lessons (Member-Resources)
Study Materials & Resources (Materials-and-Resources)
Council Work Area (Council-Work-Area)

Move Up

Move Down

Alphabetize

Save This Sort

PROMOTE TO PRODUCTION

The final function in the *Category Manager,* is the *Promote to Production* function. This is where you will select and promote the files to the Conference website (www.eldersconference.org). When you are ready to promote a new page, please coordinate with your Council/Board in order to ensure that there is awareness and agreement with promoting the new page. To promote a file, select the file and click on the "Promote Selected Files" button. Be sure to review modified pages in the staging area before you select them to be promoted. Each time a page is modified, it will need to be promoted again.
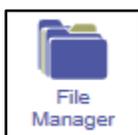
FILE MANGER

The File Manager is what you will use to import and manage the files that you want to link to a webpage. Multiple file formats can be linked to a webpage, but it is recommended that whenever possible, a PDF format be used. When you click on the *File Manager* icon, the *File Manager* will open (Exhibit H). In order to link a file to a webpage, the file first has to be uploaded into the *File Manager*. To upload a file, click the *Add files* button, select the file from your computer you want to upload, and click on the *Start upload* button. The file will then appear in list as a *current file*, and is ready to be linked to pages in the website.

Exhibit H – File Manager
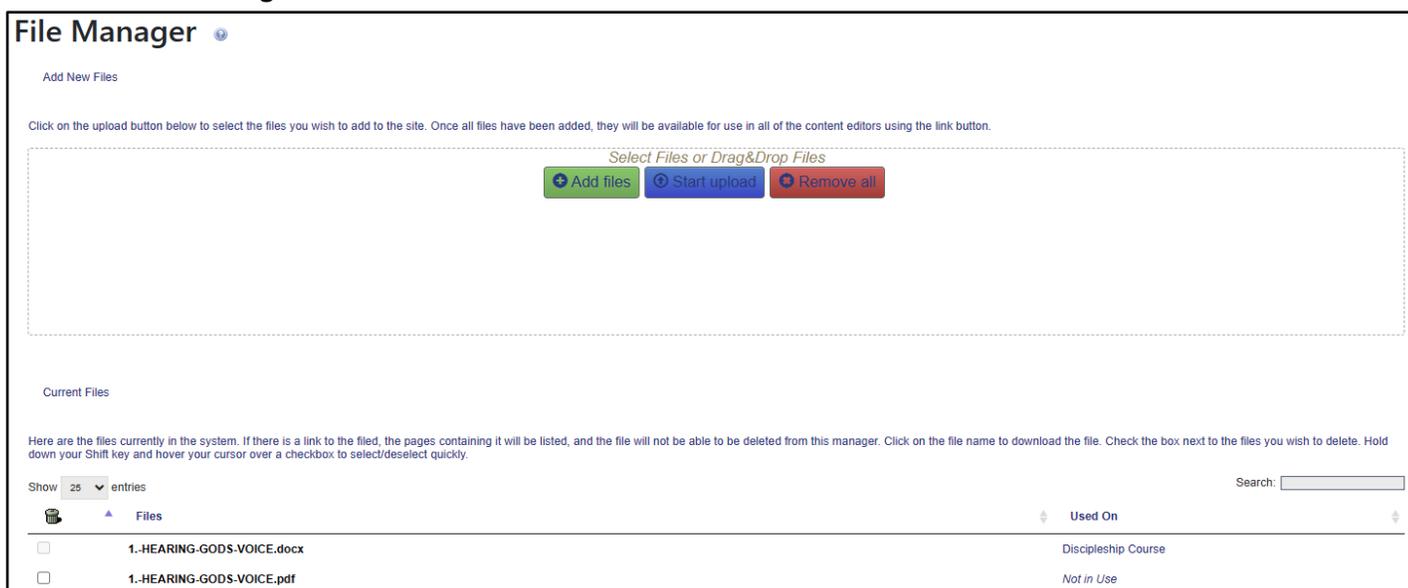
To link a document to a webpage, you will need to highlight words or a picture in a *Description Box*, like the one below (Exhibit I), select the *chain icon* and then select the file from the list of files available. (Exhibit J)

Exhibit I

Exhibit J – Insert/Edit Link

From the *Link List* dropdown box select the file you want to create a link for, and click on the *Save* button at the bottom of the *Insert/Edit Link* dialogue box. (Not shown in Exhibit J)

If you are linking to a different category/page, or another website, you will need to copy that URL, and past in the *URL* box, in the URL portion of the *Insert/Edit Link*.
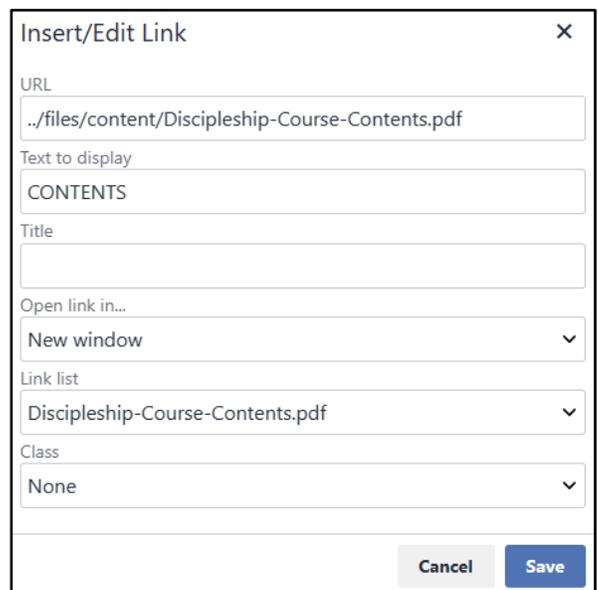
IMAGE MANAGER

The Image Manager is what you will use to import and manage images that you want to place on a webpage. When you click on the Image Manager icon, the Image Manager will open (Exhibit K). In order to place a picture on a webpage, the picture first has to be uploaded into the Image Manager. To upload an image, click the *Start Upload* button, select the image you want to upload from your computer, and click on the save button. The file will then appear in list as a *Current image*, and is ready to be placed on pages in the website.

Exhibit K – Image Manager

To place an image on a webpage, you will need to click on the *Mountain* icon in a *Description Box*, like the one below (Exhibit L).

Exhibit L

Exhibit M – Insert/Edit Image

From the *Image List* dropdown box select the image you want to place on a page, and click on the *Save* button at the bottom of the *Insert/Edit Link* dialogue box. (Not shown in Exhibit M) The image is now on the webpage, and its size or location can be adjusted using the editor.

IN CLOSING

The above information is provided as a starting point for knowing how to modify content on CRE web pages. It is not intended to convey all that would be useful to know about the *NetApprentice Content Management System (CMS).* If you have any questions, or have any insights on how to use the CMS not covered here, please share them with Vim Horn at vimhorn7@gmail.com.