Chamber Website Administration

1. Login

On any page of the website, you will be able to click on the button **Member Login** from the header.
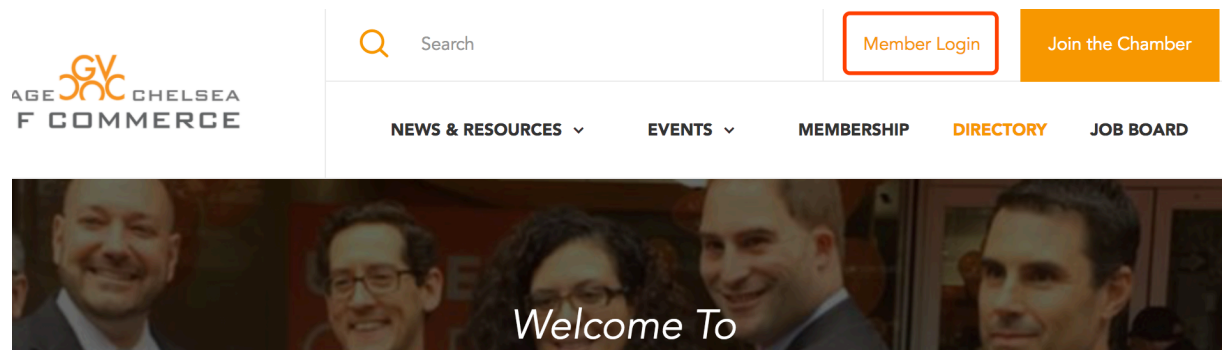
The modal with the login information will appear. Use the login information that was given to you.

Log in

Username*

Password*

Log in

In any case, you can also have access to the login form page at **<my_website>/user/ login**.

You will have have 2 logins information, one to login as **Admin**, one to login as **Webmaster**. Those accounts aren't link to the EventBank Platform

Admin should be used time to time, as you would need to use this account to set up configuration that should not change often, or not at all.

Webmaster should be used as your daily account to manage the website, to create and edit content.

In this document, we will specify which account should be used for each task.

2. Administration Menu

As **Admin**, the administration menu on the top of each page will look like this:
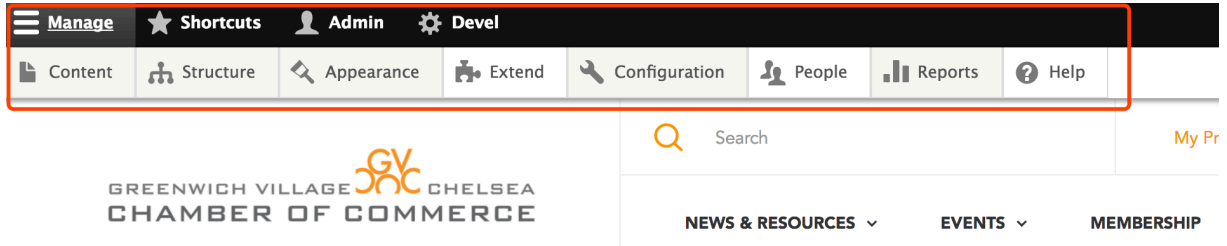
As **Webmaster**, the administration menu on the top of each page will look like this:
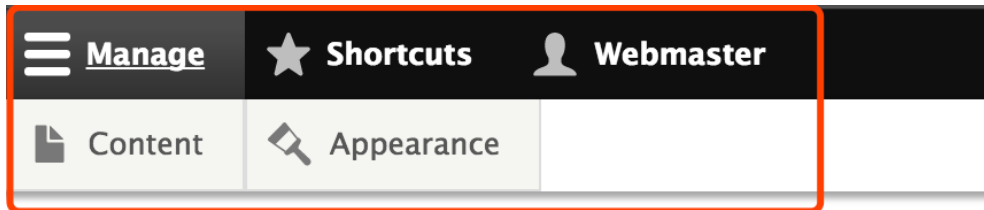
3. List all content - Webmaster

To access all the content of the website click on **Shortcuts** then **All content**
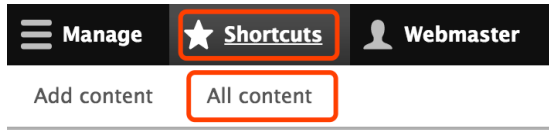
You will have access to a page that will look like this with the list of all the content.
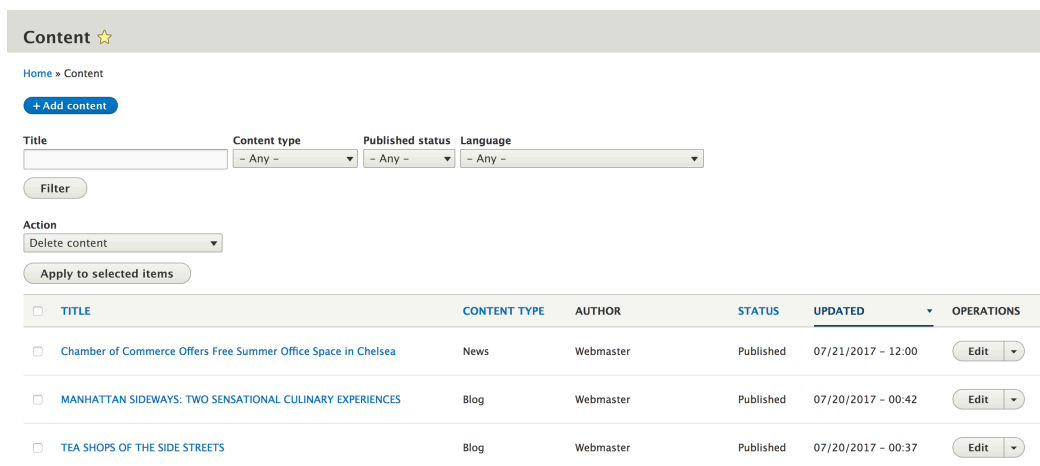
From there you can filter the list by **title**, **content type**, etc. For example, if you want to see only the **News**, you would select **News** from the **Content Type** filter and click on **Filter**.
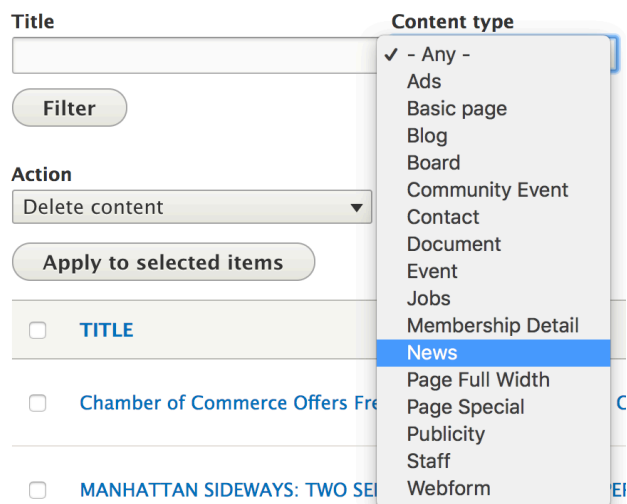
4. Create a Content - Webmaster

From the **administration menu** click on **Shortcuts** then **Add Content**.
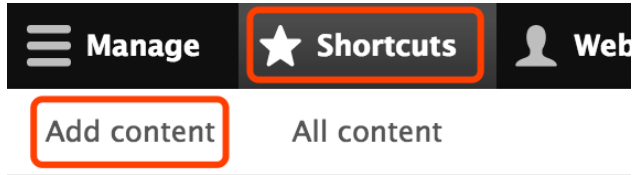
You will be on a page where you can click on any **content type** that you would like to create.
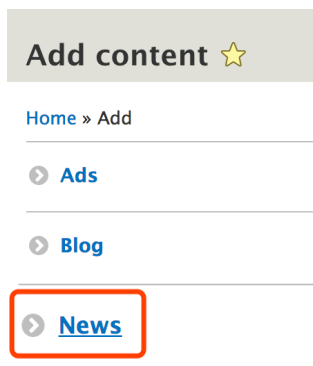
4.1. Create a News - Webmaster

In the **Add Content** listing page, select **News**.

- **Title**: Common to all content type. It will be the main title of the content and will be used to create the URL of this page.

- **Topic**: it will be used to tag each news topic. You can select one or multiple. Also, by selecting **Other**, you can create a new **Topic**.

Topic

☐ Finance

☐ IT

☐ Politics

☑ Other

[ ]

- **Source**: You can input a URL and text that will be used to display the **Source** for this content.

SOURCE

URL

[ ]

This must be an external URL such as *http://example.com.*

Link text

[ ]

- **Listing**: As **News** has a listing page. You are required to input information for the listing. This information will be a **Thumbnails** image and a **Summary**.

LISTING *

Thumbnails *

[Choose File] No file chosen

One file only.

8 MB limit.

Allowed types: png jpg jpeg.

Summary *

[ ]

- **Content**: this is the main part, it will include **Body** and **Image**.
- **Body**: it will be the text displayed on the page. It includes a text editor where you can format your text and add image.
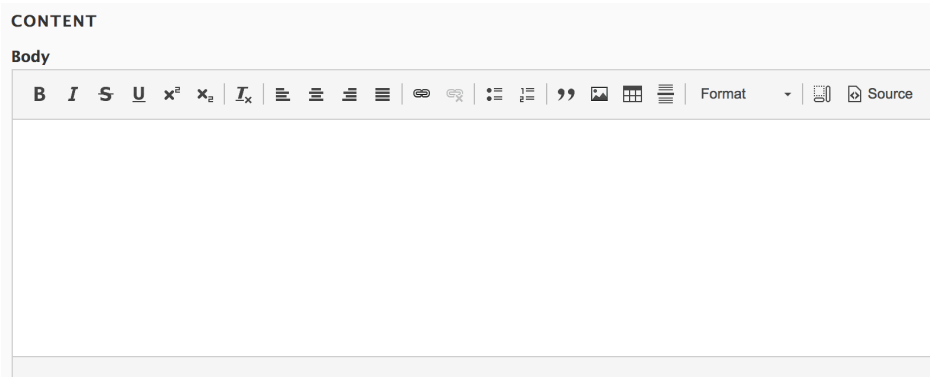
- **Image**: this field will help you to have one or multiple images at the top of the **Body**. If there are multiple images, it will automatically be displayed as a slideshow.
The main actions would be to add an image using the **Choose Files** button, delete an image using the **Remove** button and change the order by drag & drop using the cross on the left side of each image.
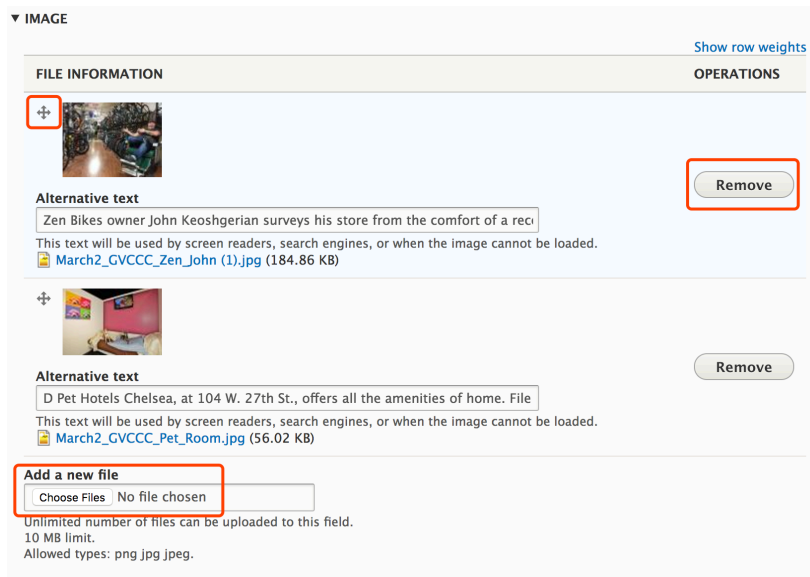
- **Feature**: you can select this option to have this content always display on the homepage next to the events list and on the **News** landing page. If you do so, you would have to upload a picture.

FEATURED

☐ Featured
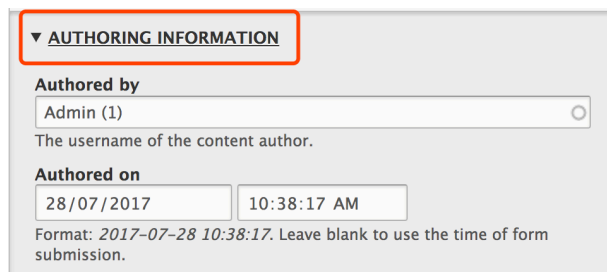
Featured Image

| Choose File | No file chosen |

One file only.

By default, any content that you create, will have the current date and the author will be the one who is creating the content.

You can change that information under **Authoring Information** from the right side block.

▼ AUTHORING INFORMATION

Authored by

Admin (1)

The username of the content author.

Authored on

28/07/2017   10:38:17 AM

Format: *2017-07-28 10:38:17*. Leave blank to use the time of form submission.

To save a content, click on **Save and publish** at the bottom of the page.

Save and publish   ▾

4.2. Create a Blog - Webmaster

In the **Add Content** listing page, select **Blog**.
You will find common fields with **News**, like:

- **Title**
- **Thumbnails**
- **Summary**
- **Image**
- **Body**

4.3. Create a Document - Webmaster

The **Document** content type is used to create item for the **Publication** and **Presentation** page.

In the **Add Content** listing page, select **Document**.

Included fields are:

- **Title**
- **Release Date**: Define the release date of the document. Click on the arrow to display the calendar.

- **Document Front**: The picture that will be display for this document.
- **Document File**: The file to be download by the user.
- **Category**: select which kind of document this content will be. When you select a **Category** you will be able to select the **Type** for this content.
- **Type**: type used for this document. It will change depend of the **Category** that was selected.

4.4. Create a Community Event - Webmaster

In the **Add Content** listing page, select **Community Event**.

Included fields are:

- **Title**
- **Summary**
- **Thumbnails**
- **Tags**: work the same as **Topic** from **News**.
- **Event Date**: set up the start and end date for this event.

- **Venue Name**
- **Venue Address**
- **Speaker**: you can add as many speakers as you want by clicking on the **Add another item** button and changing the order by using the cross on the left.

- **Image**
- **Body**

4.5. Create a Job - Webmaster

In the **Add Content** listing page, select **Jobs**.

Included fields are:

- **Title**
- **Summary**
- **Body**
- **Job Type**
- **Job Sector**
- **General Location**

For these fields- , **Job Type**, **Job Sector** and **General Location**, you can select the option **Other** to create a new entry.

- **Job Contact**: it will be used as link for the **Apply to this position** button on the job page. You can only input an **email** or **link**.
- **File**: any file that can be download by anyone.
- **Company Name**
- **Logo**: it will be also used on the listing page.
- **Location**
- **Website Link**
- **MAP**: to set up the map for your location, click on **Set Map**. Within the displayed modal, you can search for an address, and click on **Find** to center the map and set up the **pin**. You can also directly use the map to find the location and click on the location where you want to have your **pin**. On the right side, you have different options for the display. Click on **Insert map** to set up the map.

MAP
Use the "Set Map" button for more options.
Map Name

Latitude

Longitude

[Set Map]   [Clear]

Preview

Set Map Marker   ✕

Use the map below to drop a marker at the required location.

Map Zoom
13

Map Type
Map

Map Width
100%

Map Height
450px

Enable controls
☑

Enable marker
☑

Enter an address/town/postcode, etc., to center the map on:

[   ]   [Find]

InfoWindow Popup text: (optional)

[Insert map]   [Cancel]

- Posted: Displayed date on the job page. The current date will be set by default.

POSTED
28/07/2017   01:50:17 PM

4.6. Create a Board content - Webmaster

In the **Add Content** listing page, select **Board**.

Included fields are:

- **Title**
- **Order**: choose the display order. The lowest number will be first.
- **Position**
- **Company**
- **Company link**: it must be an external URL.
- **LinkedIn**: link to the LinkedIn profile.
- **Twitter**: link to the Twitter profile.
- **Picture**: picture of the board member.
- **Summary**
- **Body**

4.7. Create a Staff content - Webmaster

In the **Add Content** listing page, select **Staff**.

Included fields are:

- **Title**
- **Order**: choose the display order. The lowest number will be first.
- **Position**
- **Picture**: picture of the board member.
- **LinkedIn**: link to the LinkedIn profile.
- **Summary**
- **Body**

4.8. Create a Ad content - Webmaster

In the **Add Content** listing page, select **Ads**.

Included fields are:

- **Title**: not directly used for the display, but it will help you to find easily your ads in the content listing.
- **Link**: external URL**.**
- **Ads Position**: options are Horizontal or Vertical. When you select one or the other, 2 news field will be displayed.
- **Ads Horizontal/Vertical Location**: select where the ads will be . This field option depend of the previous selection of **Ads Position**.
- **Horizontal/Vertical Image**: Horizontal image should be **1162x200** pixels and Vertical image should be **200x292**.

- **Ads Mobile Image**: image for mobile, the size should be **768x320**.
- **Order**: if multiple **Ads** are on the same location, a slideshow will be displayed.
- **Display Date**: from when to when the ads should be displayed.

4.9. Create Publicity content - Webmaster

In the **Add Content** listing page, select **Publicity**. It will help you to create **Partners**, **Sponsors** and **Charities**. Mainly display before the footer.

Included fields are:

- **Title**
- **Publicity Type**: select which type of **Publicity** to use.
- **Website Link**: external link for this **Publicity**.
- **Logo**
- **Order**: choose the display order. The lowest number will be first.

4.10. Create a Basic Page content - Webmaster

In the **Add Content** listing page, select **Basic Page**. Those pages are used to create content that are not related to any other content type.

Included fields are:

- **Title**
- **Body**

4.11. Create a Page Full Width content - Webmaster

In the **Add Content** listing page, select **Page Full Width**. This will help you to create pages without any block on the side. It's basically the same as a **Basic Page**.
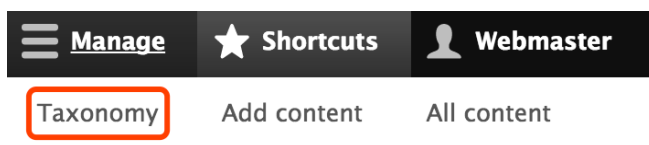
Included fields are:

- **Title**
- **Body**

5. Taxonomy

On some situation, some content on the back office (like **Topic**, **Job Sector** …) and on the front end display (like **Contact** on the top of the **Contact Page**) are not manageable through **Content Type** but through **Taxonomy**.

5.1. Access Taxonomy and Taxonomy Terms - Webmaster

From the admin menu, click on **Shortcut** then on **Taxonomy**.

To access the list of terms for a specific **Taxonomy**, click on **List Terms** on the right side of the chosen **Taxonomy**.

VOCABULARY NAME	DESCRIPTION	OPERATIONS
⊹ Topic		List terms ▾
⊹ Job Type		List terms ▾
⊹ Contact		List terms ▾
⊹ Document Category		List terms ▾

5.2. Create a Contact for the Contact page - Webmaster

On the top of the contact page, there is customize contacts information.
From the **Taxonomy** list page. Find **Contact** and click on **List terms** on the right side.

From here, you click on add a new **Contact** by clicking on **Add term**, edit an existing term by clicking on **Edit**. You can also change the order with drag & drop by using the cross. Click on **Save** if you changed the order.

Included fields are:

- **Name**: The contact full name

- **Position**: The contact job position
- **Email**
- **Phone**

+ Add term

NAME	OPERATIONS
✛ Andrea Lee	Edit ▾
✛ Riviere Frederic	Edit ▾

Save   **Reset to alphabetical**

6. Edit a Content - Webmaster

There is 2 ways to access the edition of a content.

In the administration menu click on **Shortcuts** then on **All Content**.

Then you will be able to have a fast access to the content itself by click directly on the title of the content, or an access to edit the content of the content by click on **Edit.**

	TITLE	CONTENT TYPE	AUTHOR	STATUS	UPDATED ▾	OPERATIONS
☐	Chamber of Commerce Offers Free Summer Office Space in Chelsea	News	Webmaster	Published	07/21/2017 – 12:00	Edit ▾
☐	MANHATTAN SIDEWAYS: TWO SENSATIONAL CULINARY EXPERIENCES	Blog	Webmaster	Published	07/20/2017 – 00:42	Edit ▾

Also, when you are on a content page, you will have access to the **Edit** button at the top of the content.

CHAMBER OF COMMERCE

View Edit Manage display Delete Revisions Devel

Home > News > **Chamber commerce offers free summer**

6.1. Page Special - Webmaster

There is a **Page Special** content type. You can use these to edit some information on the website.

In the administration menu click on **Shortcuts** then on **All Content**. In the content type filter select **Page Special** and then click on the button **Filter**.

If click on **Edit** on the right side to edit any of them.

For all the Page Special Content, never change the field Title.

The page special are:
- **Welcome To**: used to edit the banner on the homepage.
- **MD Home**: short for Membership Directory, it's used to edit the **MD** block on the homepage, next to **Join Chamber** block.
- **Join Chamber Home**: it's used to edit the **Join the chamber** block on the homepage

The fields are:
- **Title**: never change this entry.
- **Displayed Title**: title for the block.
- **Summary**: related text for the block.
- **Image**: only used the **Welcome To** and **MD Home**.

6.2. Contact Information - Webmaster

The contact information are manageable through one content from the **Contact** content type.
In the administration menu click on **Shortcuts** then on **All Content**. In the content type filter select **Contact** and then click on the button **Filter**.

Included fields in the edition page are:

- **Title**: keep the **Exclude title from display** option checked.
- **Body**: the text here will be displayed on the top of the page.
- **Contact Relation**: Select the contact which will be display on the page. This data are editable from the **Taxonomy Contact**.
- **Webform**: **do not change this setting.**
- **Location Name**
- **Location Summary**
- **Location Address**
- **Phone**
- **Email**
- **Map**: work the same way as on **Job**.

Location Name, **Summary** and **Address** are also used in the footer of the website.

7. SEO

By default, some of the content types will have **Meta Tags** integration.
It will automatically create the meta tags, with the title and description meta.
However you can edit or add more tags per page. When you create or edit a page, on the right side with additional information, you will see **Meta Tags**.

Published
Last saved: 10/21/2017 – 23:07
Author: Webmaster
☐ Create new revision

▶ MENU SETTINGS

▶ META TAGS

▶ URL PATH SETTINGS

▶ AUTHORING INFORMATION

▶ PROMOTION OPTIONS
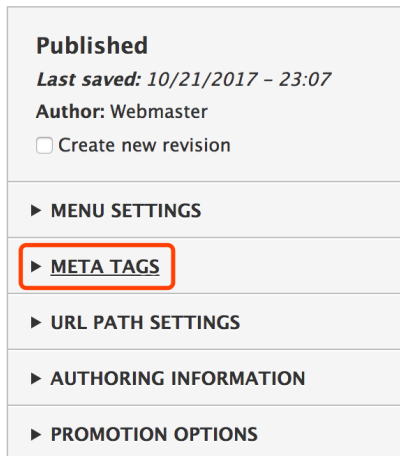
Most of the time, in **Meta Tags** you will want to edit the **Basic Tags** with the **Page title**, **Description** and **Keywords**.
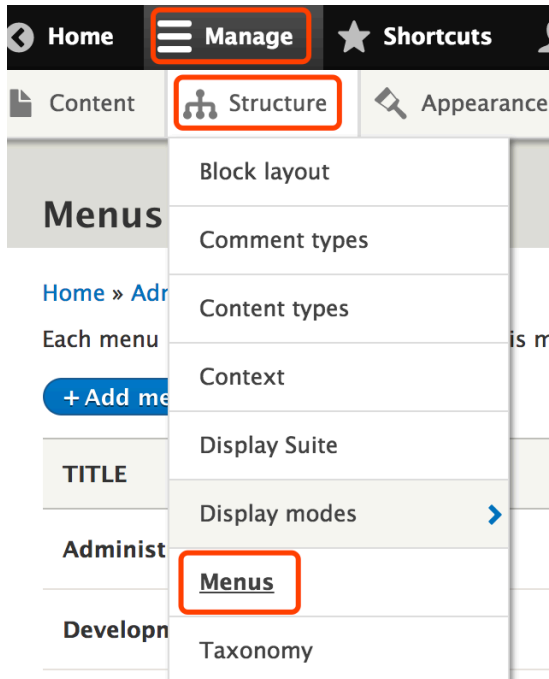
You have access to more option but those are the primary ones.

Do not forgot to check with your SEO expert for a better use of the **Meta Tags**.

8. Managing Menus - Admin

8.1. Header Menu

In the administration menu, under **Manage**, hover on **Structure** then click on **Menu**.

From this page, click on **Edit Menu** for **Main navigation**

TITLE	DESCRIPTION	OPERATIONS
Administration	Administrative task links	Edit menu ▾
Development	Links related to Devel module.	Edit menu ▾
Footer	Site information links	Edit menu ▾
Main navigation	Site section links	Edit menu ▾
Tools	User tool links, often added by modules	Edit menu ▾

You will see a list of all items from the **Main navigation** menu.
You can click **Add link** or **Edit** a link to either create a new item or change one.
You can also disable or enable an item using the checkbox under **Enabled**, or change the order with drag & drop by using the cross.
If you do change the **Enabled** option or change the order, click on **Save** at the end of the page.

+ Add link

Title *

Main navigation   Machine name: main

Administrative summary

Site section links

MENU LINK	ENABLED	OPERATIONS
✛ News & Resources	☑	Edit ▾
✛ News	☑	Edit ▾
✛ Blog	☑	Edit ▾

When adding or editing an item, you only have to fill the **Menu link title** and the **Link**. All the other option can be done on the listing page.

Link would be the path of the page without your domain.
So for **http://<my_website>/news** you only have to use **/news**.

If you want a **Link** without actual link, that would be used as parent item, you will need to put **route:<nolink>** in the **Link** field.
Click on **Save** at the end of the page to create or update this item

Menu link title *

News

The text to be used for this link in th

Link *

/news

Start typing the title of a piece of co

Menu link title *

News & Resources

The text to be used for this link in

Link *

route:<nolink>

Start typing the title of a piece of

8.2. Footer Menu

The management of the **Footer Menu** is the same as the **Header Menu**.
In the menu listing select **Footer** to edit this menu.

Footer	Site information links	Edit menu ▾
Main navigation	Site section links	Edit menu ▾

8.3. Manage Menu entry from content

When you create a new content, example, for a new basic page, you can specify the menu item of this page directly from the content edition.

On the right side of the page edition, you will find **Menu Settings**, click on it to open then click on **Provide a menu link**.

The field you need to change in order to create a menu item are:

- **Menu link title**: the text that will be displayed in the menu.
- **Parent Item**: where to place this menu item.

▼ MENU SETTINGS

☑ Provide a menu link

Menu link title

Description

Shown when hovering over the menu link.

Parent item
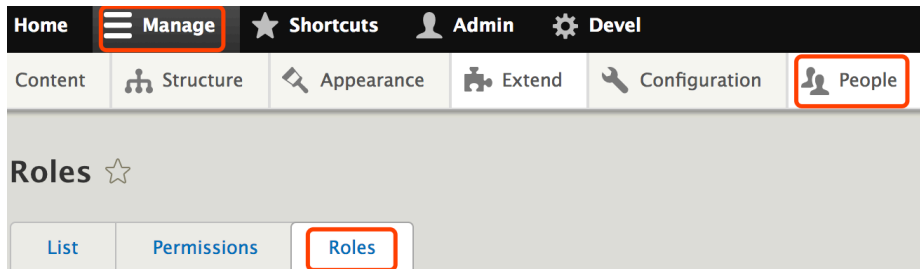
<Main navigation>   ▼

Weight

0

Menu links with lower weights are displayed before links with higher weights.

Save the content as normal for it to take effect.

9. Roles and User Management - Admin

9.1. Roles

Never edit the Administrator, Webmaster, Authenticated user and Anonymous user roles.

From the **administration menu** go on **Management**, **People** then **Roles**, you can add or edit existing roles. To add the roles corresponding to your membership type on the EventBank platform click on **Add role**.
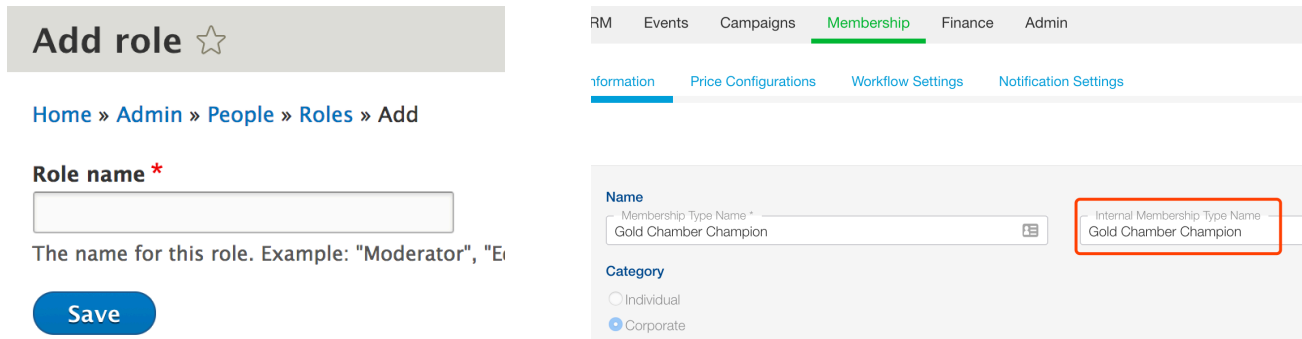
Type in **Role name** field the same name used as in **Internal Membership Type Name**. You can find the **Membership Types** on EventBank platform under **Membership** —> **Setup** —> **Membership Types**.
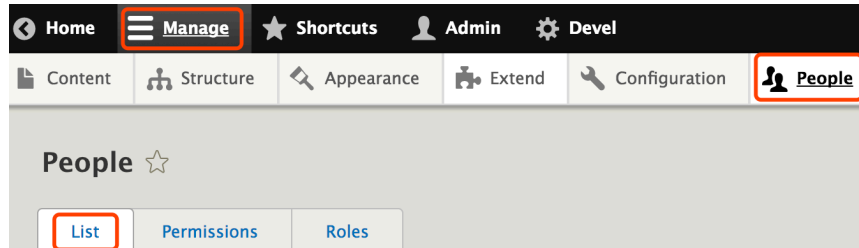
It **MUST** be exactly the same name.

You can also simply use the default "**Member**" role that every one will have if they are a member of your organization.
Membership Types are for a more in depth access management.

9.2. Users

Never delete the Admin and Webmaster account or changes their roles.

From the **administration menu** go on **Management**, **People** then **List**, you can edit existing users.
You shouldn't used this interface to add User.

The **Roles** which are the same as on the EventBank Platform will be automatically update on each login, you shouldn't have to use this interface to update those user's role.

You should use this interface to give the role **Webmaster** to the user who can edit content on your website.

You can see the **Roles** of each users under the **Roles** field. Use the **Edit** button to edit a user **Roles**. A user can have multiple **Roles**.

|	USERNAME	STATUS	ROLES	MEMBER FOR	▾	LAST ACCESS	OPERATIONS
☐	frederic.rivie...	Active	• Gold Chamber Champion	2 hours 30 minutes		2 hours 30 minutes ago	Edit ▾
☐	Webmaster	Active	• Webmaster	4 months 1 week		2 months 3 weeks ago	Edit ▾
☐	Admin	Active	• Administrator	6 months 1 week		32 seconds ago	Edit ▾

Take care to who you are giving the administrator access.
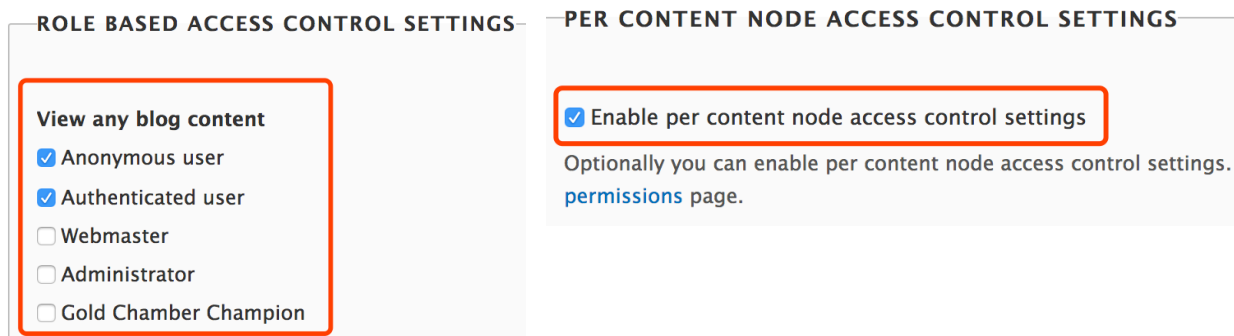
10. Access Control - Admin

10.1. Access Control per Content Type
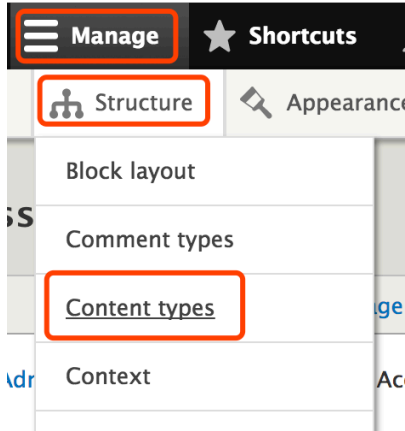
From the **administration menu** go on **Management**, **Structure** then **Content types**.
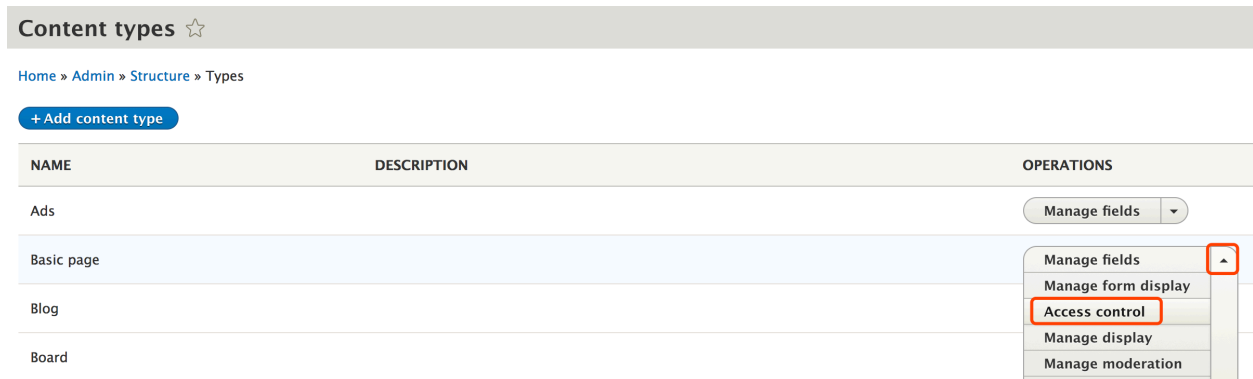
By clicking on the arrow next to **Manage fields**, you will be able to find, in the drop down list, **Access control**.

From here, the only option you should change are:
- **View any blog* content** in **ROLE BASED ACCESS CONTROL SETTINGS**
This will set the access for any selected **Roles** on each of the **blog* content**.

* it can be any content type on your website

- **Enable per content node access control settings** in **PER CONTENT NODE ACCESS CONTROL SETTINGS**
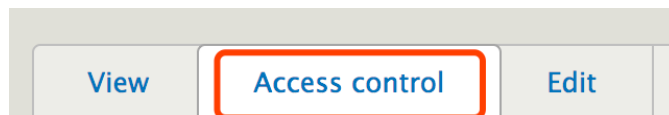This will enable the **ROLE BASED ACCESS CONTROL SETTINGS** on each content.

10.2. Access Control per Content

For each **Content** of a **Content Type**, if the **Enable per content node access control settings** is selected, you will be able to find the **Access Control** as a setting.
Note: **Access Control** isn't accessible at the creation.

When you edit a content, you will find the **Access Control** tab on the top of the edition page.

And set the **ROLE BASED ACCESS CONTROL SETTINGS** the same ways as previously seen.

10.3. Access Control Note & Examples

Access Control set on the **Content** will take priority on the **Content Type** settings.
Example:
- **Content type** have **View any** setting on **Anonymous user** but on **Content**, this setting is unselect, the specific content won't be accessible for anonymous user.

Authenticated user option will include any other custom **Roles**.
Example:
- **Content type** have **View any** setting on Gold Chamber Champion but on **Content**, the setting is also select for **Authenticated user**, the specific content will be accessible for any authenticated user with any roles.

11.EventBank API Module Settings - Admin

To access the **EventBank Settings**, from the administration menu, hover on **Configuration** then **Development** and click on **EventBank API module settings**.
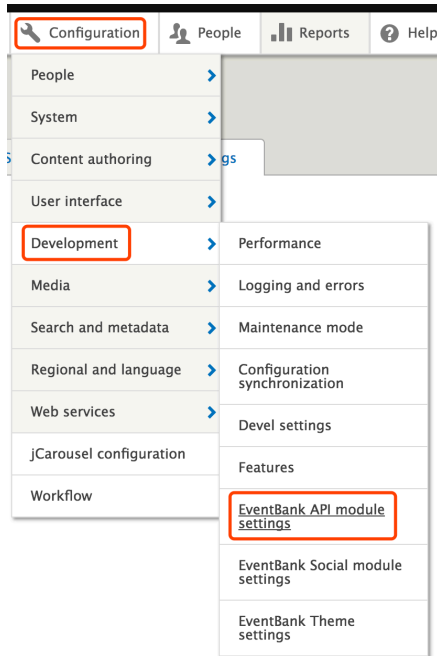
11.1. EventBank Settings

Input the different information that were given to you. Without those, features like **Events**, **Membership Directory**, **Newsletter** won't be accessible.
Fill all the fields and click on **Save configuration**.

11.2. Newsletter Settings

From the **EventBank Setting** page, click on **Newsletter Settings** link.
You will be able to select which **Newsletter**, from your **EventBank Campaign** management, will be hide to all user and also specifically to member user.

Click on **Save configuration** when you finish.

Newsletter to hide for all user

☐ Finance and more
☐ General News
☑ Healthcare

Newsletter to hide for member

☑ Events for Member
☐ News for Members

Save configuration

You can also decide if the newsletter popup should be displayed the first time a user open the front page. Uncheck the **Yes** option to disable this behavior.

Open modal on load?
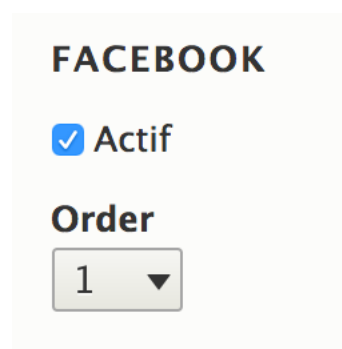
☑ yes

12. EventBank Social Module Settings - Admin

To access the **EventBank Social Settings**, from the administration menu, hover on **Configuration** then **Development** and click on **EventBank Social module settings**.

12.1. Social Media - Share

You can enable or disable which social platforms would be available for sharing content. Mainly display on content pages like **News** and **Jobs**.

The different options are:

- **Actif**
- **Order**: Decide in which order this **Social Media** link will be displayed.

12.2. Social Media - Follow

You can enable or disable which Social Media platform can be followed
The different options are:

- **Actif**
- **Follow link**: The link for the follow.
- **Order**: Decide in which order this **Social Media** will be displayed.

12.3. Social Media - Last Post

You can decide which last post from which **Social Media** will be displayed on the homepage or replace it by a picture and a link.

The options will depend of which **Social Media** you want to use. At the moment, this feature is only available for Twitter and Facebook. You would have to get ID and Keys from the respective developer website of those social media.

If you don't want to use this feature, you can have the **Image** option. It will let you replace the **Last Post** with an **image** and a **link**.

12.4. Feeds Settings

You can set up the feeds that will be displayed on your website.

The different options are:

- **Feeds Title**: This title will be displayed on the top of the **Feeds Block**.

- **Actif**
- **Feeds RSS URL**: the link of the **.xml** from the feeds.

Feeds Title

☐ Actif

Feeds RSS URL

Choose Image File

Choose File | No file chosen

Specify an image(s) to display.

Save configuration

- **Image**: image icon that will be displayed next to the title.

13. EventBank Theme Settings - Admin

13.1. Theme Settings - Custom

To access the custom **EventBank Theme Settings**, from the administration menu, hover on **Configuration** then **Development** and click on **EventBank Theme settings**.

From there you can change the **Global Color** of the website, and set the url link for the **Privacy Policy** and **Terms & Conditions** links that would be displayed in the footer.

To change the **Global Color**, click on the color icon and select the color you want to use. You can also set the color code directly with the **RGB** option for example.
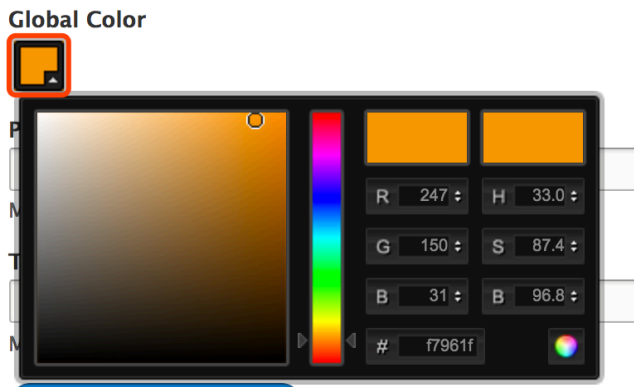
For the **Privacy Policy** and **Terms & Conditions** links copy-past the link of the page. If there is no page, the related link won't be display in the footer.

13.2. Theme Settings - Drupal

The **Theme Settings** from **Drupal** are accessible by clicking on **Appearance** from the administration menu.

From the list of **Installed Themes**, click on **Settings** for the theme **EventBank**.

EventBank (default theme)

Uses the Bootstrap framework Sass

Settings

Scroll down the page, and select either **Logo image** or **Favicon**, to change one or both.

Override Global Settings

Page element display	Your shortcut icon, or favicon, is displayed in the address bar
Logo image	☐ Use the favicon supplied by the theme
Favicon	**Path to custom icon**
	gcoc-favicon.ico

Examples: `gcoc-favicon.ico` (for a file in the public filesystem),

Upload favicon image

[Choose File] No file chosen

If you don't have direct file access to the server, use this field to u

For both, you will find an **Upload image link**. Use it and update your changes by clicking on **Save configuration**.

The **Favicon** should be a 32x32 pixel image.
The **Logo** should be a minimum of **360x70** pixel image or larger, but keep the proportion.