

The Unit Website & Portal

Help Manual

1. Logging in

From the home page please log in as follows:

1. Fill in your user name and password in the boxes on the left hand side under the subheading 'Log in'.
2. Then click the button marked '**Log in**'.

If you have forgotten your password:

1. click '**Request New Password**'.
2. Fill in the username or email address which you used to sign up and
3. click the button marked '**E-mail new password**'.

2. Adding an event

Who can see events?

All logged in users can see all events.

Visitors who are not logged in cannot see events tagged as Private, Boardroom Private or Unit Private.

If you create an internal event and would like external users NOT to be able to see an event, then please make sure you do categorise it as one of the Private categories. You can use more than one category for an event.

To add an event

1. In the left sidebar click **Create Content**
2. Choose **Event**
3. Fill in the **Start date** and time (using the 12 hour clock - remember to specify am or pm)
4. Fill in the **End date** and time (essential)
5. Give the event a descriptive **Title** - this is important because it is what people see first.
6. Choose an **Event category** from the list
 - You must choose at least one.
 - You can choose more than one by holding down the CTRL key and clicking each category that is appropriate
 - If the event is private within the Unit please choose Boardroom Private or Unit Private as one of your categories
7. Add your **Business Name**
8. Add the **Contact** person's name
9. Complete the **Body** section with all the rest of the details of the event including, e.g., venue, speaker, and pictures, price, weblinks or email addresses for more information or bookings.
10. Click **Preview** if you wish to view what the event will look like
11. When ready, click **Submit**

To edit an event

If you have created the event OR you are a designated editor you will be able to edit it.

1. Open the event (e.g., via the calendar, or Upcoming events)
2. Click the tab for *Edit*
3. Make your changes and click *Preview* if you wish
4. When ready, click *Submit*

If you are an Editor you will be able to click *Publishing options*, and set the event to be *published* and if appropriate placed on or *promoted to front page*.

3. How do I submit a News item?

1. In the left sidebar click on '*Create Content*'.
2. Click on '*News Item*'.
3. In the '*Title*' text box give your news item a name.
4. In the '*News Category*' assign your news item an appropriate category.
5. In the '*Body*' section write the contents of your news item.
6. Click on the '*Preview*' button at the bottom of your screen to see what the post will look like before it is published on the site.
7. When you are satisfied with your post click the '*Submit*' button at the bottom of the page.

4. How do I submit a Gallery item?

In this section you can upload video and images almost like a photo album.

1. In the left sidebar click on '*Create Content*'.
2. Click on '*Gallery Item*'.
3. On this page you can see a help section on how to submit images with your gallery post.
4. In the '*Title*' text box enter the title of your gallery post.
5. In the '*Gallery Category*' click on the pull-down list to reveal options for submitting your gallery post under. Click on the most appropriate for your gallery item.
6. In order to embed video click in the '*EmbedVideo*' text box and enter the URL for the video you wish to add.
7. In the '*Content: Photo and its description*' text box is where you add your image/images and also any related text to the post. Follow the instructions at the top of the page to upload images into this section.
8. Click on the '*Preview*' button at the bottom of your screen to see what the post will look like before it is published on the site.
9. When you are satisfied with your post click the '*Submit*' button at the bottom of the screen.

5. How do I submit Resources?

1. In the left sidebar click on '*Create Content*'.
2. Click on '*Resource*'.
3. In the '*Title*' text box give your resource a name.
4. In the '*Resources Category*' list box assign your resource into the appropriate category.
5. In the '*Body*' section write the contents of your resource.
6. To add files to your resource click the '*File Attachments*' button above the '*Preview*' and '*Submit*' buttons on the bottom of the page. Click on '*Browse*' and look for the required file. Click '*Attach*' to attach the file to the post.

7. Click on the '**Preview**' button at the bottom of your screen to see what the post will look like before it is published on the site.
8. When you are happy with your post click the '**Submit**' button at the bottom of the page.

6. How do I write and submit a blog entry?

1. In the left sidebar click on 'Create Content'.
2. Click on 'Blog Entry'.
3. In the 'Title' text box give your post a title.
4. In the 'body' section add details of your post. You can also format your text as you like as in a Word document.
5. Click on the 'Preview' button at the bottom of your screen to see what the post will look like before it is published on the site.
6. When you are satisfied with your post click the 'Submit' button at the bottom of the page.

7. How do I submit an entry to the Directory?

The Directory can be looked upon as being similar to the Yellow Pages. It should be used a business directory with all company contact information for the businesses connected with the Unit.

1. In the left sidebar click on 'Create Content'.
2. Click on 'Directory Entry'.
3. In the 'Title' text box enter the company name.
4. In the 'Company Website Title' text box enter the name of the website.
5. In the 'Company Website URL' text box enter the website address.
6. In the 'body' section enter the details of the company. For example, what the business is and what they do.
7. Click on the 'Preview' button at the bottom of your screen to see what the post will look like before it is published on the site.
8. When you are satisfied with your post click the 'Submit' button at the bottom of the page.



8. How to add images or videos to your content

Number and size of files

Note that there are limits on the number and size of files you can upload. Please resize and/or compress your pictures to an appropriate size for the Web before uploading.

Each user has a maximum of 2 MB of space for all uploaded files including pictures.

To add a photo or picture:

- In the text input form click the image button 
- If your picture is elsewhere on the Web, then copy the URL into the input box
- Type in an image description if wished and click INSERT
- If you need to upload your image, click the Upload icon 
- Select your file from your directory OR click BROWSE (bottom left) to find your file on your computer, then click UPLOAD FILE.
- Under operations click ADD
- Add text

You can embed video in Gallery Items by using

Create Content > Gallery Item

There is a special field for embedding video from Google or YouTube.

You can edit your own Gallery item (or any other item) at any point.

Your contribution will go into the editorial queue until it is approved.

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Your contribution will go into the editorial queue until it is approved.

9. How do I submit a Forum topic or message?

1. In the left sidebar click '**Create Content**'.
2. Click on '**Forum Topic**'.
3. In the '**Subject**' text box give your topic or message a subject.
4. In the '**Forum Categories**' pull-down box choose the most appropriate category that relates to your subject.
5. In the '**Body**' section write details of your message.
6. Click on the '**Preview**' button at the bottom of your screen to see what the post will look like before it is published on the site.
7. When you are satisfied with your post click the '**Submit**' button at the bottom of the screen.

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