

TVOC Website Content Management

This document provides guidance on managing content on the website.

Contents

Introduction.....	2
Wordpress Editor	2
Content Management.....	2
General Advice	3
Media	3
Content.....	3
Logging In.....	3
Editing Page Content	3
Email Addresses.....	4
Static Page Descriptions	4
Home Page	4
Downloads	4
Mailing Lists	5
Contacts.....	5
Events.....	5
Results.....	5
Summer Series Page	5
News	5
Posting Content.....	5
News Items.....	5
Event Items	6
Results Items	6
Minutes Items.....	6
AGM Minutes Items	7
Media Management	7
Enhanced Media Library.....	7
Enable Media Replace	7
Storage Locations.....	7
Categories	7
Site Assets.....	7

Downloads	8
Maps.....	8
Event Documents	8
News	8

Introduction

To edit or create content, you must be logged as an Editor or Administrator. When logged in each page has an ‘Edit page’ button. In some case there are two edit buttons, for example the Saturday Series page, where there are separate edit buttons for the main content at the top of the page and the series description after the events table.

When editing a page, it can be viewed before finally updating the page, using the view button next to the Update button.

You cannot do any damage by publishing a page and then noticing an error, simply edit it again.

The only thing to be careful of is where the content contains links, make sure you don’t inadvertently delete these.

Wordpress Editor

Wordpress has introduced the concept of a block editor. There are sets of blocks installed via plugins, the Spectra blocks and the PublishPress blocks. Note that this system is constantly being updated by Wordpress, so this documentation may not be up to date, but the general principles still apply.

There are numerous block types available, the most common of which is the paragraph block. Other block types that will be useful are the table block and the columns block. Note that there are literally hundreds of block types available through the plugins. An Administrator can in some circumstances enable a block should experience show it would be useful.

No attempt will be made in this document to describe in detail the operation of the editor.

Please note however, that this editor is only enabled when editing pages. Posts, i.e. event, results and news, still use the conventional editor. This is perfectly adequate for post content.

Content Management

Content management comprises two distinct modes.

1. Editing static page content, i.e. the Home, Contact, Membership pages for example.
2. Creating new posts, i.e. News, Events and Results etc.

The content structure displayed by the various widgets, for example the content at the bottom of the home page, and the sidebar menus etc, is not user editable and can only be modified when logged in as an Administrator.

General Advice

Media

When uploading Event or Result files make sure that they are named uniquely, i.e. do not simply upload a file named results.pdf. Although the site will work correctly, it will make life difficult if, in the future, a user needs to search the media for a specific file.

Therefore, please name files in a consistent manner, i.e. Shotover250818 for example, before uploading.

When files are uploaded, they can be assigned a category, i.e. Events, Maps, Site Assets etc. If you remember please do this as it makes searching the media simpler by filtering the media on category. This is not mandatory, just makes life simpler.

Some uploads can be left uncategorized, if they are likely to be used elsewhere. For example, a featured image on a News post could be used as the featured image on an Event post.

If you wish to replace an item you have two choices.

1. Select the current item in the media library and use the Media Replace option. This ensures that the uploaded file replaces the original keeping the same name in the media. This means that page links do not need to be changed. Note though that the original file in the library will be lost.
2. Upload the new item and change any page links accordingly.

If you're not sure what is the correct way, ask for advice.

Content

Generally, you can format the content as you require.

However, do not insert HTML or formatting, in the page or post title, or text fields within the custom fields, as these will be stripped out on display. This is a strict security feature.

Logging In

The log in/out link is available on every page. Ninety percent of the time logging in works as expected and leaves the user on the page they logged in from.

However, on the News, Events, Events Archive, Results, Results Archive pages, the user is redirected to a specific post of the type. I've not been able to resolve this yet, so the user needs to navigate back to the required page for editing.

Editing Page Content

Editing page content is generally done via the page editor. Content consists of the main page text and data entered into custom fields if applicable. A page can be edited by clicking the Edit link when viewing the page, or by selecting 'Pages' from the dashboard menu.

Some pages have content containing links as follows:

1. Links to internal pages. These should never need editing.

2. Links to media files. These should never need editing providing the correct procedure on media replacement is followed. See section on media management later in this document.
3. Links to external sites. Obviously, these will need editing if the target changes.

Some pages have a simple image as part of the content. Changing this is not very intuitive in the block editor. Google ‘how to add image to paragraph block in Gutenberg’.

The page can be previewed before finally updating the page, using the Preview button next to the Update button.

To save any changes, press the Update button.

Email Addresses

By default, email addresses defined in custom fields are obfuscated (protected) by the use of a Wordpress function.

However, email addresses set in the main content area of a page are not. To overcome this a shortcode is used around the address:

[email]me@somewhere.com[/email]

An email address as a link cannot be protected at the moment, so for example a link with the text ‘the secretary’ with the underlying link of secretary@tvoc.org.uk, will appear as plain text in the page source.

It is recommended that email addresses are not used in the page main content. If it absolutely necessary, use the shortcode format, which automatically creates the link.

Static Page Descriptions

Most pages are relatively simple and mostly contain text, although some have a small image embedded in the first paragraph and some have images elsewhere in the content.

Some pages use tables as part of the content, again these are straightforward to edit. Most pages have links, most of which point to internal pages and will not require changing. Other links will only require changing if the target address has changed.

Only pages that are slightly different are described here.

Home Page

The home page has the capability of displaying an important message immediately below the initial content. This is controlled by the Flash News custom field.

Downloads

The majority of the page links are to files in the media library stored under the Downloads category. If one of these documents needs updating, use the Replace Media option, so that the link does not need to be edited.

Mailing Lists

Note that the two subscribe links are included in the main page text, be very careful when editing the page text.

Contacts

Custom fields are provided to supply the data for the table.

Events

Content is provided from posted event items. Edit links are provided for each entry to allow direct editing of the relevant event. Files are stored in the media library in the Events category.

Results

Content is provided from posted result items. Files are stored in the media library in the Events category.

Summer Series Page

Edit links are provided for each entry to allow direct editing of the relevant event.

Custom fields are provided to allow the URL of the results document to be edited, to allow the Results button to be hidden if required, i.e. when there are no results yet, to allow the organiser to add an end of season report, and to allow that report to be displayed or hidden.

Note this page is probably no longer used in the way it was intended.

News

The news page is not user editable; it is only there as a placeholder for the menu item. Content is provided from posted news items.

News items provide individual edit links when viewed from the news page or viewed as a single page.

Posting Content

The following content types are created by new posts. News, Events, Results, Champions, Minutes, and AGM Minutes.

News Items

When logged in select New TVOC News,

Enter a post title and add text as required. A featured image may be set, which is displayed as a thumbnail in the latest new widget, as a medium size image in the news page, and as a full-size image on the actual item page.

You may optionally provide 1 or 2 attachments files. May be documents or images.

Attachments are not shown in the Latest News widget or in the main news page output. Attachments are only shown when the news item is viewed as a single page.

When finished don't forget to Publish the post.

For editing a current item either select the Edit link on the news item, or select TVOC News from the left menu and then select the required item from the list.

When finished don't forget to Update the post.

Event Items

When logged in select New TVOC Event.

Enter a post title and add text as required. A featured image may be set which is displayed as a full-size image on the actual item page.

The available custom fields vary depending on the event type set by the user.

Attachments are not shown in the Upcoming Events widget or in the main events table. Attachments are only shown when the event item is viewed as a single page.

When finished don't forget to Publish the post.

For editing a current item either select the Edit link on the event item, or select TVOC Events from the left menu and then select the required item from the list.

When finished don't forget to Update the post.

Results Items

When logged in select New TVOC Result.

Enter a post title and add text as required. A featured image may be set, which is displayed as a full-size image on the actual item page.

Attachments are not shown in the Latest Results widget or in the main results table. Attachments are only shown when the event item is viewed as a single page.

When finished don't forget to Publish the post.

For editing a current item either select the Edit link on the result item, or select TVOC Results from the left menu and then select the required item from the list.

When finished don't forget to Update the post.

Minutes Items

When logged in select New TVOC Minutes.

Enter a title of the form Month / Year, i.e. May 2019. This is the link text.

Use the date picker to enter the meeting date.

Use the Add File button to manage the file uploading.

When finished don't forget to Publish the post.

For editing a current item, select TVOC Minutes from the left menu and then select the required item from the list.

When finished don't forget to Update the post.

AGM Minutes Items

Identical to the above, but select New TVOC AGM Minutes.

Media Management

Media stored in the system comprises media used as site assets and media used as part of posts and pages. Media management depends on the category of the item.

Media can be managed by a user logged in as an Editor or Administrator.

Do not delete any media unless you are absolutely sure it is not being used anymore. Unfortunately, Wordpress does not provide an easy means to identify items that are not being used. If in doubt, leave it.

Two plugins are installed to help manage media.

Enhanced Media Library

This plugin provides the ability to assign media to categories and to filter by category to simplify searching for a particular item. This is not strictly necessary but is recommended.

Enable Media Replace

This plugin provides the ability to replace an item whilst keeping the filename the same, irrespective of the name of the file being uploaded. This is important when media is referenced from a menu or custom field and allows updates to be made without needing an Administrator to make template changes.

To replace a document, hover over the item and select Replace Media, or if in tile view, select the item and then Upload New File. Ensure the first option, 'just replace the file' is enabled. Select Browse to navigate to the file to be uploaded (normally on your local machine), and then Upload.

Note that this will replace the old version, and no copy will be retained on the server.

Storage Locations

Wordpress is set to store uploaded media items using a year/month folder structure. There is no need to interact with the server file system as the Media Manager provides facilities for filtering items, hence the recommendation to use categories wherever possible.

Categories

Although assigning an item to a category is not necessary, it is worthwhile doing as it simplifies the task of searching for a particular item. Categories currently assigned are:

Site Assets

Site assets are the various images used on pages. Some are referenced in the page content and some are referenced in template files (via custom fields). There should be no need to change any of these on a regular basis, if ever. Those referenced in page content can be edited by an Editor user, otherwise they can only be changed by an Administrator.

Downloads

These files are linked with pages that provide a download option. All files here should be replaced using the Replace Media option.

Maps

These files, images and documents, are linked to the permanent course page. All files here should be replaced using the Replace Media option. Not currently used.

Event Documents

These files are linked to events and comprise flyers, final details, and results. Simply upload and do not use Replace Media.

News

These are any attachments related to News posts and are simply uploaded, so do not use the Replace Media option.