



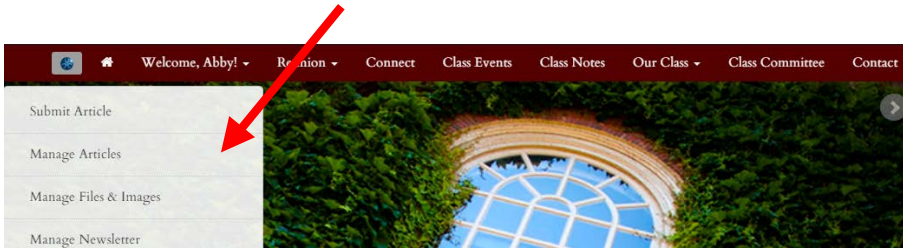
Class Site Administrator Manual

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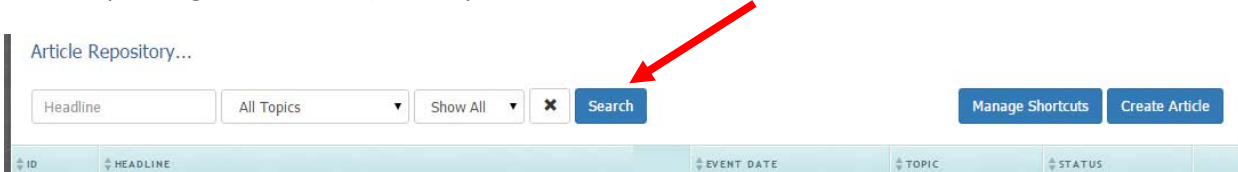
Manage Articles

All web pages and web page parts on your Class Site are referred to as ‘Articles’. Manage web pages from ‘Manage Articles’



Filter and Search

At the top of the ‘Manage Articles’ page is a search section. You can search by Headline, Article Topic, and/or status (such as pending/live/archived). Enter your search terms and click ‘Search’.



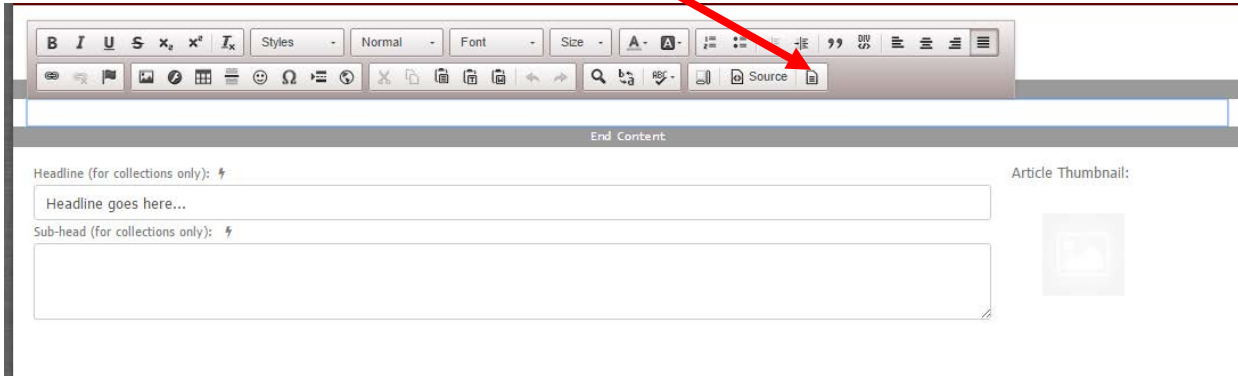
In the Article list, Articles with ID numbers 1 through 200 are reserved for pre-created template pages. See Article reference list

at: <https://docs.google.com/spreadsheets/d/1VcfdjLYq9yOK5Sa4Eet7TgN0xErdqnhEr6WGXPMHUS4/edit?usp=sharing>

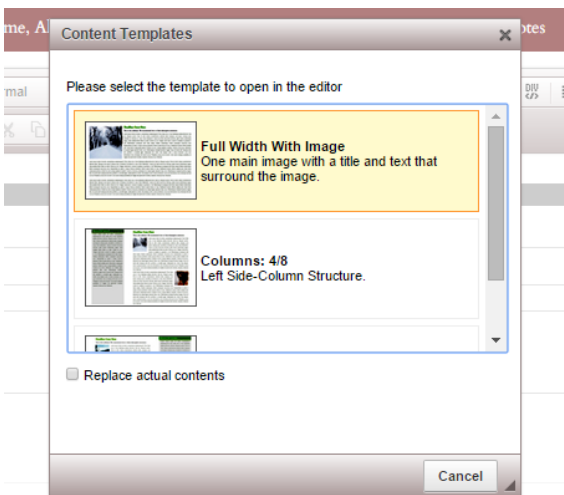
Create Article

To create a new Article, click the 'Create Article' button. A new Article template will open.

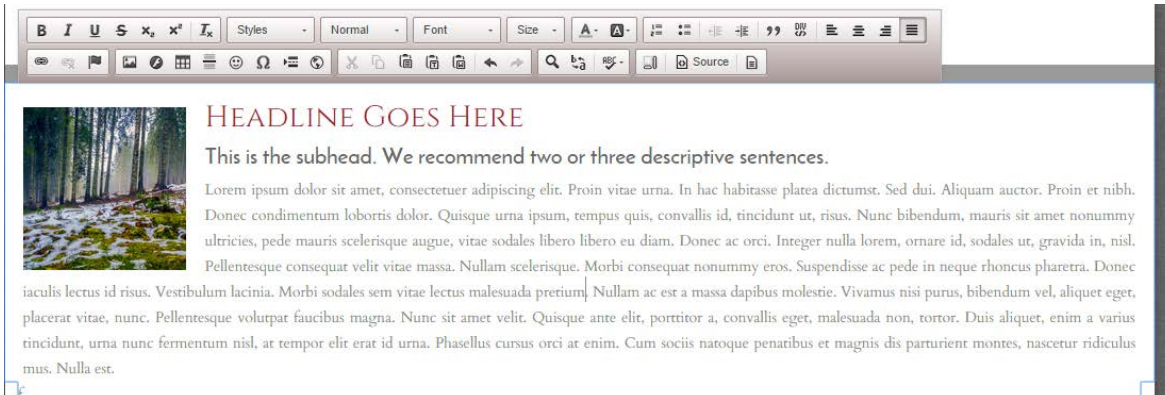
Click in the space between the 'Begin Content' and 'End Content' bars and an edit bar will appear. The icon on the bottom right will open the basic template selector.



Select the page format you'd like to use (full page text, right column or left column) by double clicking.

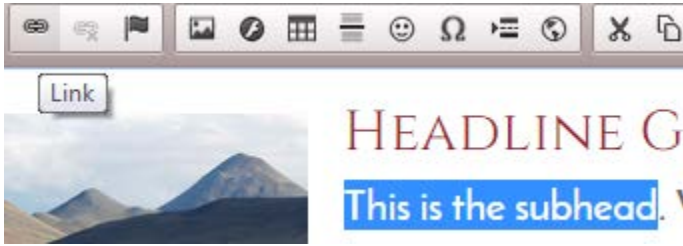


Placeholder text will be entered. Simply delete and type over existing text to create your content. Tools in the tool bar can be used to change font style, add bullets, links, etc.

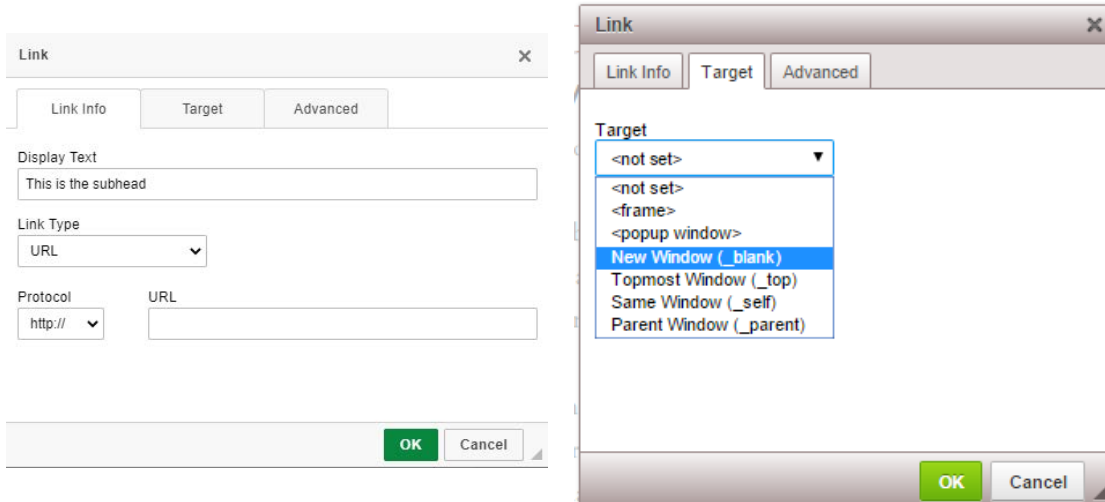


Links

To add links to your text, highlight text and then click the 'Link' icon on the bottom left of the toolbar.



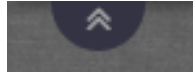
Add Link type (URL or email), destination (address), and then 'Target: New Window (_blank)' to open the link in a new window.



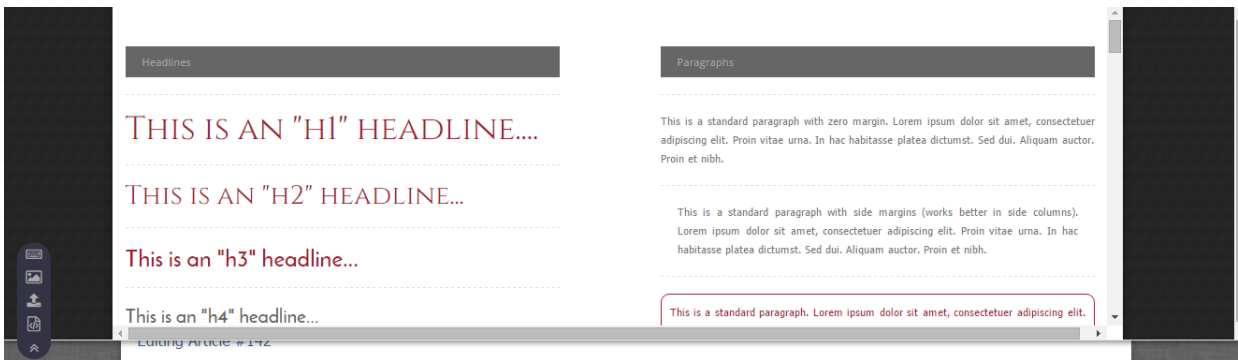
For additional template sections and photos, click the tool drawer icon at the very top left of your browser window.



The tool drawer will open.

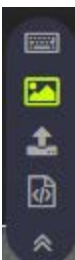
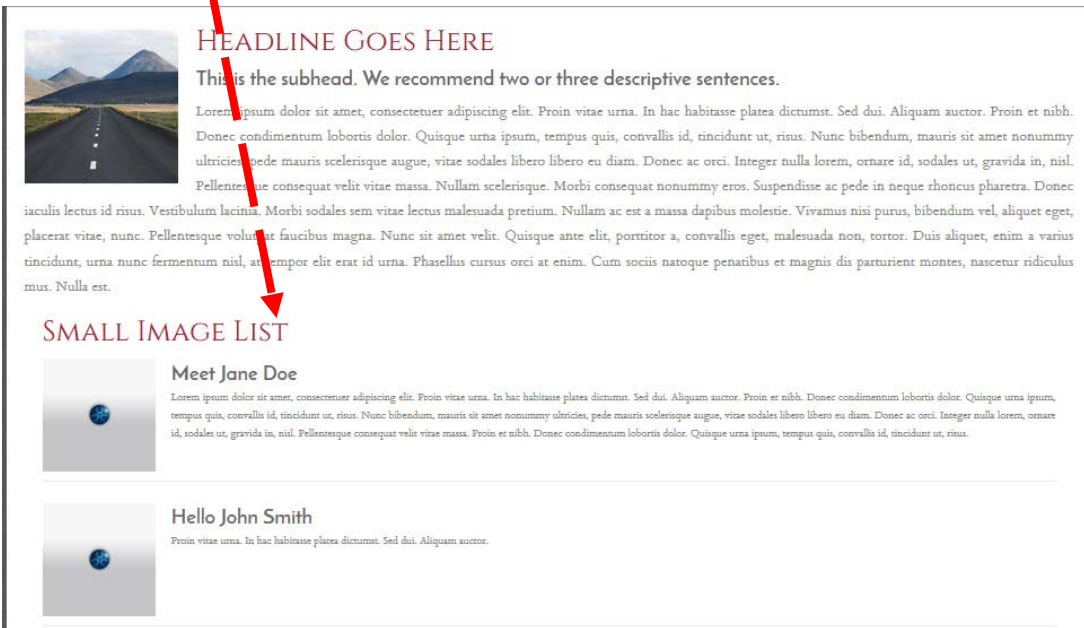
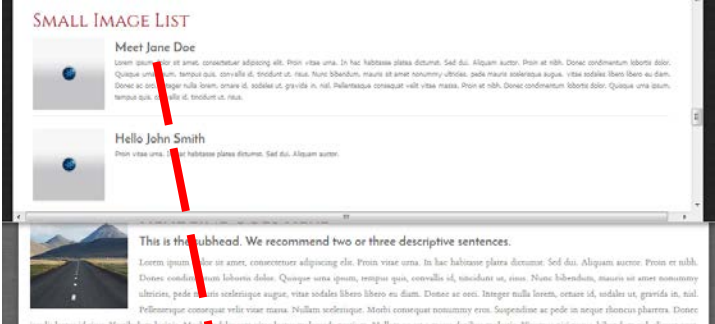


The tool drawer will close.

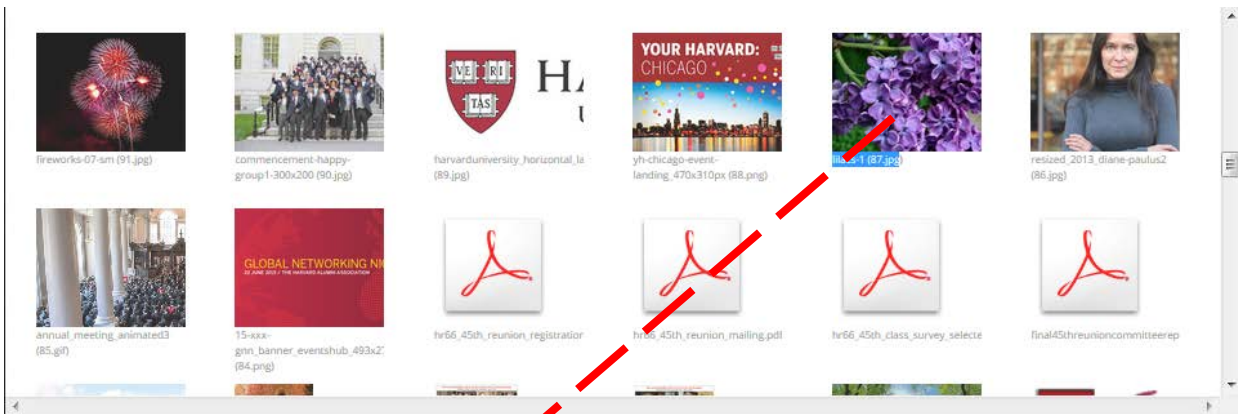




The first tool drawer icon indicates text section templates, including headline styles, text blocks, and image place-holders. To use a template section, hover over it with your cursor until a hand icon appears, then drag the section to the location you'd like it to appear in your page.



The second tool drawer icon indicates the image library. To use a photo, hover over it with your cursor until a hand icon appears, then drag the photo to the location you'd like to appear in your page.



This is the subhead. We recommend two or three descriptive sentences.

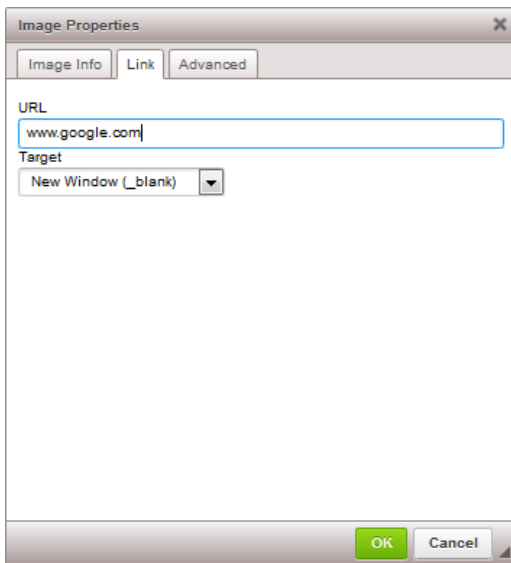
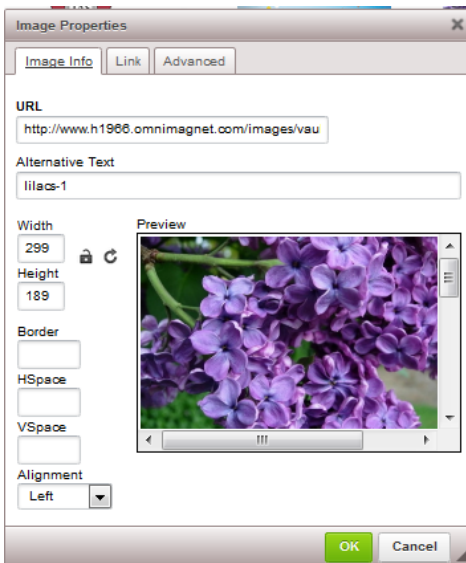
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin vitae urna. In hac habitasse platea dictumst. Sed dui. Aliquam auctor. Proin et nibh. Donec condimentum lobortis dolor. Quisque urna ipsum, tempus quis, convallis id, tincidunt ut, risus. Nunc bibendum, mauris sit amet nonummy ultricies, pede mauris scelerisque augue, vitae sodales libero libero euismod. Donec ac orci. Integer nulla lorem, ornare id, sodales ut, gravida in, nisl. Pellentesque consequat velit vitae massa. Nullam scelerisque. Morbi consequat nonummy eros. Suspendisse ac pede in neque rhoncus pharetra. Donec iaculis lectus id risus. Vestibulum lacinia. Morbi sodales sem vitae lectus malesuada pretium. Nullam ac est a massa dapibus molestie. Vivamus nisi purus, bibendum vel, aliquet eget, placerat vitae, nunc. Pellentesque volutpat faucibus magna. Nunc sit amet velit. Quisque ante elit, porttitor a, convallis eget, malesuada non, tortor. Duis aliquet, enim a varius tincidunt, urna nunc fermentum nisl, at tempor elit erat id urna. Phasellus cursus orci at enim. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Nulla est.



Images

Once placed, resize the image by clicking on it and dragging the corners to the size you desire. Delete the image by clicking on the image and then hitting your backspace or delete keyboard key.

Right click on the image and go to 'Image Properties' to change image title or add a link to the image. When adding a link, select 'Target: New Window (_blank)' to open the image in a new window.





The third tool drawer icon indicates a file upload section. If you find the image you'd like to use is not yet in your file vault, you can upload it here, rather than having to go to the File Vault. Add your image as you would in the 'Upload Files' section of your website, then return to the image icon to find the image and drag and drop into your Article.



The fourth tool drawer icon indicates an advanced code section. This functionality is reserved for advanced users who are experienced with HTML and should otherwise be ignored.

Article Settings

Below the Article creation section is the Article settings section.

Topic, Visibility, Headline, Thumbnail,

Topic:

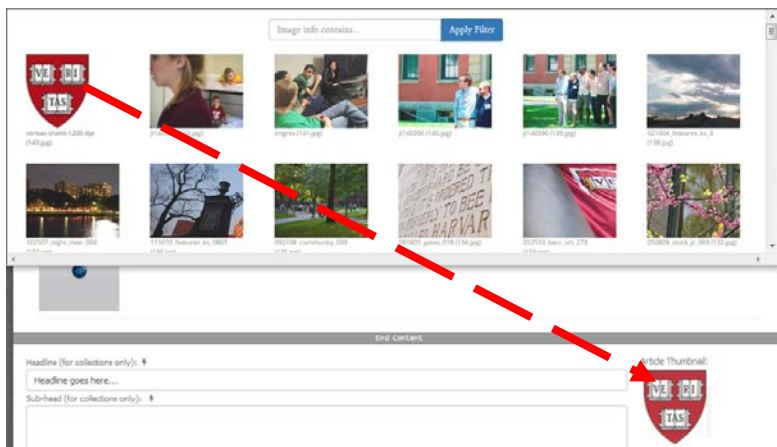
- Choose only one topic in the 'Topic 1' selection box. For Class Sites, use only Generic, News, or Events topics. The topic will determine how your Article will be displayed and these three topic types are in use for Class Sites.

Headline and Sub-head:

- The Topic will determine where the Headline appears.
 - If the Article topic is News or Events then the headline and sub-head will be used on the News and Events collection pages. Collection pages are pages that aggregate content for you.
 - If the Article topic is Generic then the headline is used only for display on the Mange Articles page for your reference.

Thumbnail:

- A thumbnail image will appear next to mention of an event or news item on collection pages. It is best practice to have a thumbnail for every Article you create. If you do not have an image for an Article use the Harvard shield icon from your image library. Drag and drop the icon to the thumbnail section.



Visibility

- By default, the visibility duration of Articles is set five years in the future. This is primarily useful for event and news items and can be used if you wish to have a news item or event taken off your website on a particular date.

News Articles

- Select a topic of 'News', and the Article you create will be added to your collection of latest news, and a link will be automatically added to the 'Latest News' section on your homepage.

LATEST NEWS

Lost Classmates



See a list of classmates we need to find on the [Lost Classmates](#) page. Please help if you can.

Event Articles

- Select a topic of 'Events', and the Article you create will be added to your collection of events, and a link will be automatically added to the 'Events' section of your website (Class Events navigation item; page with URL ending events.html).
- For Articles with 'Events' topic only, the 'Event Parameters' section should be filled out.
 - Start Date: select the start day and time of the event. The time is based on a 24 hour clock. Start time is required. If the start time of the event is TBD, select Jan 1, 2037 00:00.
 - End Date: select the end day and time of the event. This field may be left blank.
 - Timezone: Select the timezone for the event if it is different than the default timezone for your site.
 - Feature this Event: turn this on to have the event appear at the top of your event listing page.
 - Location – only fill in the information you would like

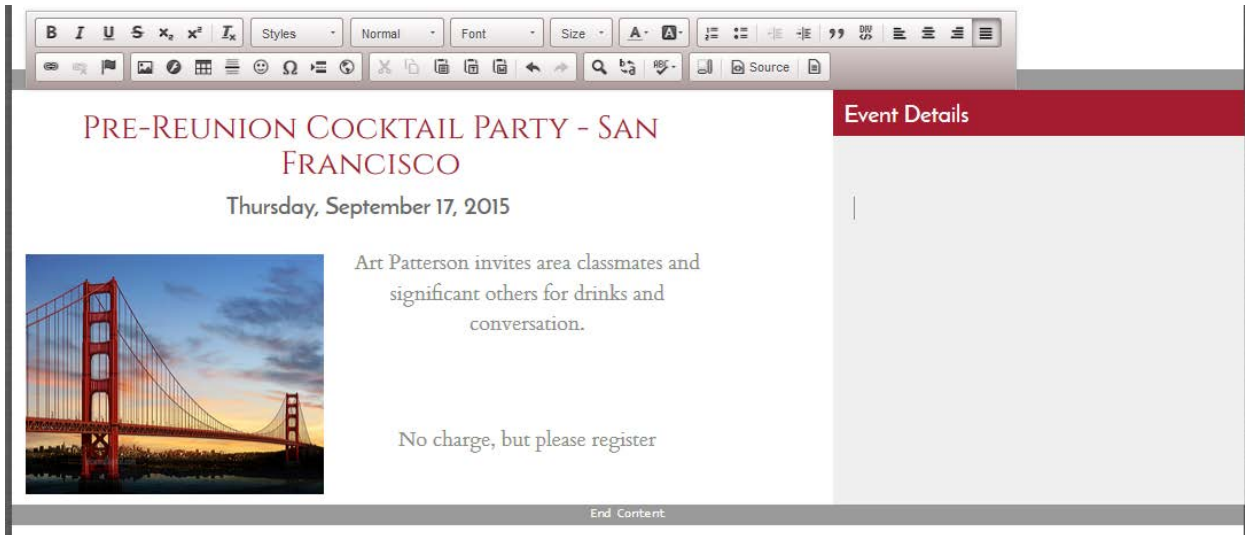
Event Parameters

Start Date	2020-08-24 19:00:00	
End Date	2020-08-24 20:00:00	
HiRez Timezone	Eastern Time (America/New_York)	
<small>Hint: Use the High Resolution Timezone for greater accuracy across more calendaring systems. This is optional and should automatically adjust to your Timezone above.</small>		
Feature	<input type="checkbox"/>	Feature this event
Include in all calendars	<input type="checkbox"/>	

Location

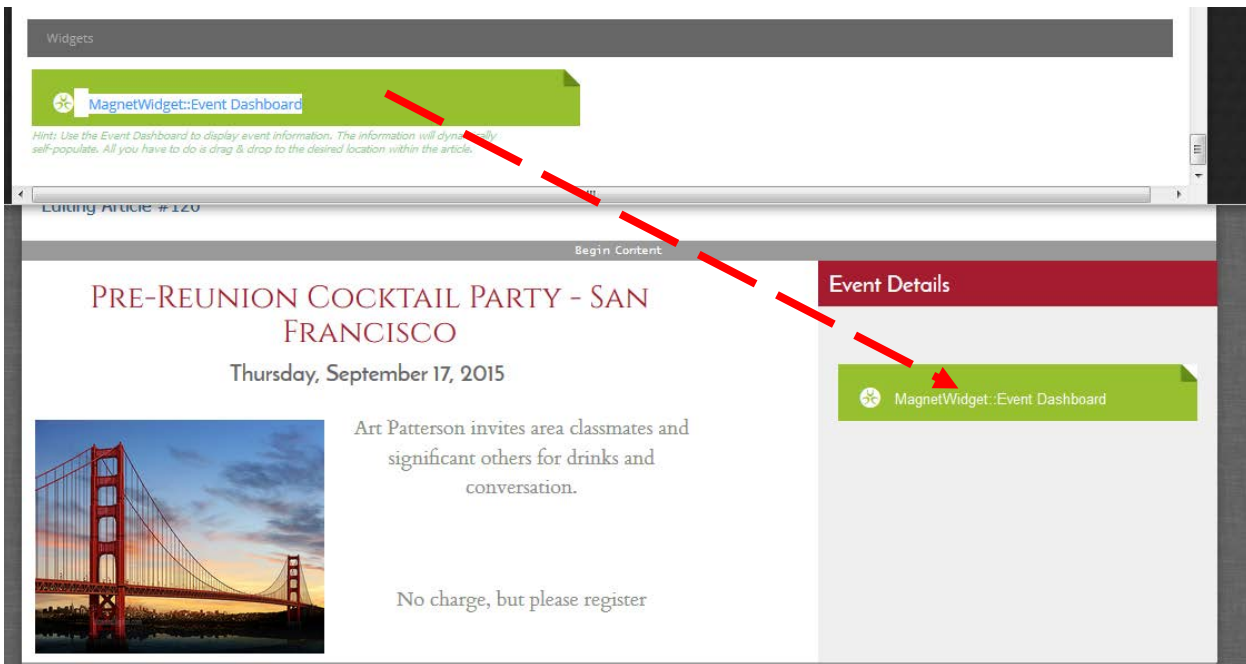
Location Name: <input type="text" value="My House"/>		
<small>Hint: For virtual events - enter 'Virtual'</small>		
Street 1: <input type="text" value="123 Best Street"/>	Street 2: <input type="text" value="Ex.: Suite A"/>	
City: <input type="text" value="Delray Beach"/>	State/Province: <input type="text" value="FL"/>	Zip: <input type="text" value="Ex.: 90210"/>
Country: <input type="text" value="Ex.: USA"/>	Latitude: <input type="text" value="Ex.: 29.615648"/>	Longitude: <input type="text" value="Ex.: -115.497"/>

- Google Map
 - If you wish to add a Google Map with Event details to your Event Article, In the article content, hit 'enter' to add some blank space to your article content.



Open up the tool drawer (upper left), and from the text section templates (first icon), scroll all the way to the bottom, until you see the 'Widgets' section.

Drag the Green 'Event Dashboard' widget to the area where you added blank space in your event article.



DO NOT edit the text, color, etc. of the Widget. Editing could affect how the RSVP functions for your event.

Scroll down and click 'Publish'.

When you visit your event, you will see that the Google Map is present to show the location of the event.

NOTE: The Event Dashboard widget is only compatible with the Firefox browser.

Flex Fields, Group Tags, Keyword Tags

These sections are not in use on Class Sites and should be ignored.

Admin Notes

If you wish to make notes on an Article that will be visible to fellow admins but are not visible to website visitors, you can do this in the Admin Notes section.

Edit Article

To edit a pre-created Article, or to edit an Article you created, click the gear icon to the right of existing Articles.



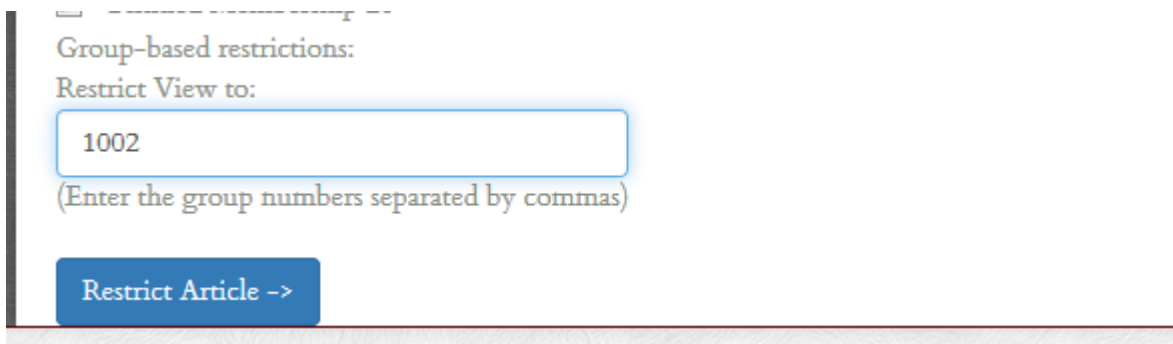
223	Zoom User Guide... Submitted by: Hutton, Abby on 8-10-20 @ 09:20 Last edited by: Hutton, Abby on 8-10-20 @ 09:31		Generic...	live	
222	Non-Reunion Event Support... Submitted by: Hutton, Abby Last edited by: Hutton, Abby on 8-5-20 @ 12:55		News...		Edit
221	Alumni Outreach Toolkit... Submitted by: Hutton, Abby on 4-21-20 @ 14:31 Last edited by: Hutton, Abby on 6-25-20 @ 10:19		Generic...		Duplicate
220	Conference Call Resources... Submitted by: Hutton, Abby on 2-4-20 @ 11:21 Last edited by: Hutton, Abby on 8-5-20 @ 12:55		Generic...		Restrict
219	Fall Fest 2019... Submitted by: Admin, Class on 8-8-19 @ 15:15 Last edited by: Admin, Class on 8-8-19 @ 15:23	2019-11-02 00:00:00	Events...		Generate QR Code
218	Welcome to Your City 2019... Submitted by: Admin, Class on 8-8-19 @ 15:03 Last edited by: Admin, Class on 8-8-19 @ 15:15	2019-10-02 00:00:00	Events...		Archive
216	Minimum Standards... Submitted by: Admin, Class on 8-8-19 @ 14:38 Last edited by: Hutton, Abby on 7-10-20 @ 08:30		Generic...		Delete
215	Annual Meeting Documents... Submitted by: Admin, Class on 5-16-19 @ 13:53 Last edited by: Admin, Class on 8-8-19 @ 14:50		Generic...		
214	119th AHCCS&T Annual Meeting... Submitted by: Admin, Class on 3-26-19 @ 15:57 Last edited by: Admin, Class on 3-26-19 @ 16:15		Events...		

You will be given the choice to edit, duplicate, restrict, generate QR code, archive or delete an Article.

Edit – Open the Article as when it was first created so you can edit content and settings.

Duplicate – Make an exact copy of the Article that you can alter.

Restrict – If you wish to put an Article behind alumni login, select ‘Restrict’. On the ‘Restrict Article’ page, scroll to the bottom of the page and in the box labeled ‘Restrict View to:’ type ‘1002’. Click Restrict Article. This Article/page will require login to view. If you wish to remove restriction from an Article, remove the ‘1002’ and click ‘Restrict Article’. This will remove the restriction.



Group-based restrictions:
Restrict View to:

(Enter the group numbers separated by commas)
[Restrict Article ->](#)

Generate QR Code – When scanned by a mobile device, the generated QR code will direct the device (smartphone, tablet, etc.) to the event page. The QR code can be attached to flyers, brochures, posters, printed newsletters, and other advertising materials to give people quick and easy access to the article's web page.

Archive – Mark the Article archived so that it will not be deleted from your Article list, but it will be no longer be visible to visitors to your website.

Delete – Remove the Article permanently from your Article list and website. It is recommended that you archive Articles instead. Please note that you will be unable to delete pre-created Articles.