

## A Guide to Editing ACO's Website ([www.acontario.ca](http://www.acontario.ca))

**Before we start:** This is your guide to entering and changing information about your branch on the back end of the ACO website. If you just need to update your own personal info you can do that by logging in from the front end (go to [www.acontario.ca](http://www.acontario.ca) and click members → login).

**Login:** Go to <http://www.acontario.ca/admin/> and enter your username and password. This will take you to the Dashboard.

**If you cannot log in:** click 'Forgot Password' to set up a new password.

**When you log in** you will see your name appear in top right corner of the dashboard. This is the spot where you will log out later, when you are done.


The navigation is on the left side of your screen. We will work down the list from the top to the bottom:

### MEMBERS

If you click on 'Members' you will see three items below it:

- **Summary**
- **Add a New Member**
- **Download Excel**

#### Summary

All of your current branch members should appear here in a list, alphabetically by last name. You can search for members using the search field in the top right. You can edit information about any member by clicking on the blue edit icon next to their name. 

If you edit any member info, remember to click 'Save' before you leave.

#### Add a New Member

To add a member to your branch, simply click Members → Add a New Member and then enter their full contact info (including email address), leaving the top field (membership number) blank. This will be generated automatically. Remember to click 'Save' at the bottom of the page before you leave. When you are entering information, every field that is marked with an asterisk is required. If you are having trouble with a page refusing to save and close, check first to see if there is a required field that is empty (this applies to every section of the site).

## **Download Excel**

This allows you to download your member list in Excel. Please ignore the Branch Name field at the top (it reads 'Cobourg and East Northumberland' and is greyed out, so it looks confusing). If you click 'Create Excel' it will export an excel list for your branch.

## **YOUR BRANCH**

If you click on 'Your Branch' you will see four items below it:

- **Edit Branch**
- **Edit Branch About Page**
- **Carousel Images**
- **Add a Carousel Image**

### **Edit Branch**

This is where you can edit all the text that appears when web visitors click 'branch' and then select your branch. This includes your branch links such as social media links (if you have any), contact info for your executive, and text describing your branch's history or activities. When you are done editing or adding information, remember to click 'Update Branch' at the bottom of the page. Do not enter anything in the PayPal section, it is no longer the pay method on the site.

### **Edit Branch About Page**

Your branch's About Page is different from its main page. To see where it is (on the public front end of the website), go to [www.acontario.ca](http://www.acontario.ca) → Branches → (select the London Region branch) → go back to the upper navigation bar and click 'About' → (select 'About the London Region branch'). This is the example given because the London Branch has filled this out this page.


You may have noticed that when you selected the London Region branch, the logo in the top left corner switched to the logo for the London Region branch. Now, 'News and Events', 'Buildings at Risk', 'Resources' and 'Publications' will all be specific to the London Branch until you either select another branch or click 'Home' on the far left of the navigation bar.

After you've done this, select another branch and click on 'About'. You will see that if this page has not been filled out at the back end, you will not see anything specific to this branch under the 'About' tab.

You may choose to use this page or not, it is completely up to you. To add or edit information, click on 'Edit Branch About Page' and add text and/or images, whatever you like. Remember to save it before you leave.

## **Carousel Images**

When you click Your Branch → Carousel Images you will see the images that have been uploaded for your branch.

 Click on the blue edit icon to add or change captions, to add a link for the image (if you want it to link to a website), or to delete the image. You can also delete images by going to Your Branch → Carousel Images and then clicking on the red 'delete' icon next to the blue edit icon.

## **Add a Carousel Image**

This is where you upload images for your branch page. First off, the ideal size for a branch/carousel image is 984x400 pixels (horizontal). You do not need your images to be this exact size, but the closer they are, the better they will look. Try to use images that are at least a 2-1 ratio of width-height.

To add images, click Your Branch → Add a Carousel Image. Upload your file and add a title and caption. They will both appear at the bottom of your image; the title on the left and the caption at the right. Remember to click 'Add Photo' when you are done.

You are free to add multiple photos. They will appear as a slide show on your branch page. You can link URLs to your images by clicking 'Make image a link to a URL' while adding your image.

## **Delete a Carousel Image**

Changed your mind? No problem – you can delete images by going to Branch → Carousel Images and click the red delete icon next to the image you wish to delete.

**Congratulations!** You now know how to control the way your Branch Page looks. Once you have mastered this, you are ready to add news, events, resources and more for your branch.

## **RECEIPTS**

If the branch wishes to have access to receipting directly, they must have training on this feature. Normally, the Provincial staff take care of this.

## **MINUTES**

You may post minutes of your “board” or “executive” meetings in the minutes section by following the prompts.

## EVENTS

### Adding Events

To add an event, click Events → Add an Event

Time, date, location and contact info are very important for events. If you have a webpage, ticket buying page, or any other place you want people to go, please include an event URL. Even though some fields are not required, please fill out as many as you can to help people understand all the details of your event.

The images in this section (as well as in news and resources) do not have to be same dimensions as the carousel images. Horizontal images are best, but they can be standard horizontal dimensions.

When you are done entering your event info, go to the top of the page where it says ‘Approval Status’ and click ‘Approved’

Where will your event show up on the ACO website? On your branch page, your latest News and Events will show up at the bottom of your branch description. It will also show up on the ‘New and Events’ tab, both on the main province-wide page AND when your branch is selected.

## NEWS

### Adding or Editing News Items

In the lefthand column, click News → Summary and you will see all of the news items that have been added for your branch. To edit any news item, simply click on the blue edit button to the right of your selected item, edit as needed, and then click ‘Update News’ at the bottom when you are done.

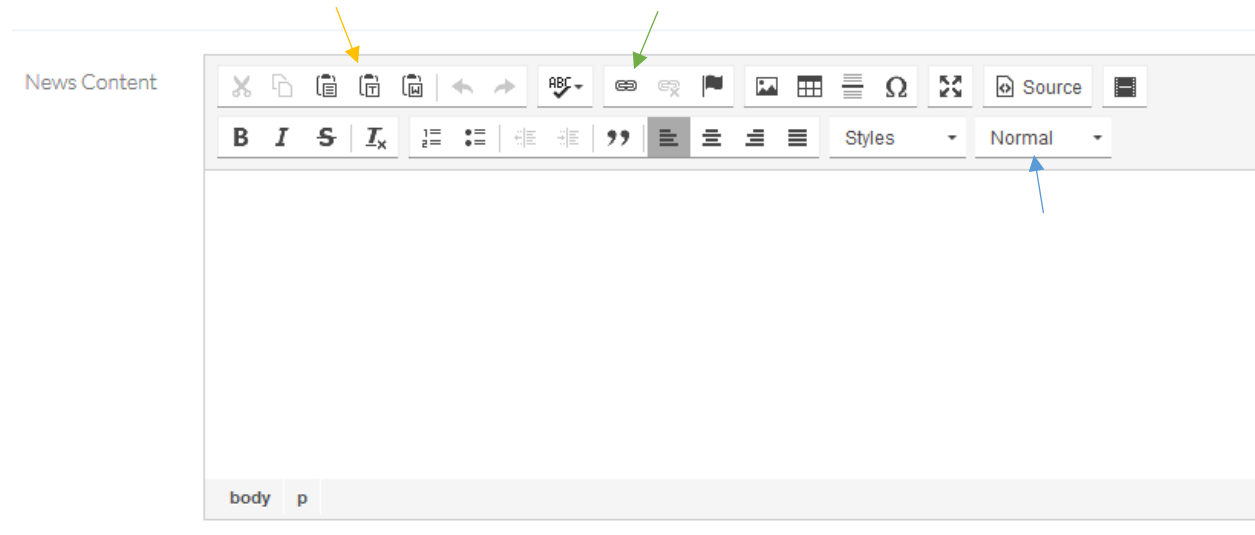
Note: you can control when your news item will be visible by using the ‘Show On Date’ field to control when it will show up (useful if you are adding an item in advance) and the ‘Expire News Date’ field if the item is time-specific or will become irrelevant after a certain date.

The images in this section (as well as in events and resources) do not have to be same dimensions as the carousel images. Horizontal images are best, but they can be standard horizontal dimensions.

When you are done entering your event info, go to the top of the page where it says ‘Approval Status’ and click ‘Approved’ or your news item will not appear.

To add news items, click News → Add a News Item.

A few notes about adding text to the News Content box (and all other text boxes that look like this (these are called a WYSIWYG, what you see is what you get)):



- If you are copying this text from Word (or anywhere else), before doing so, look at the two editing bars right next to the words 'News Content'. See those three little clipboard icons? **The centre one with the little 'T'** (yellow arrow) will let you paste in text from any source and remove the formatting. Please click on this icon, paste your text into the box, and then hit OK. You can then add any formatting you need, such as bold, italics, larger font for titles, etc. **If you click on the rightmost editing icon on the bottom row** (the blue arrow pointing to the word 'normal') you can select text and then apply heading styles to make it look good (and consistent with the website formatting).
- If you want to include links in your text, select the text that you want linked (this might say something like 'click here' or it might be a website URL), then **click on the little 'link' icon** in the editing bar where the green arrow above is pointing (this looks like a horizontal paper clip). In the URL box, paste in the URL you want to link to. Before you leave, click on the little tab called 'Target' and select 'New Window (\_blank)' then click OK. This means that when people click on your link, it will open in a new tab, so that you are not taking people away from the ACO website.
- If you have any questions about using this text box and its many functions, you may contact Devorah at [development@arconserv.ca](mailto:development@arconserv.ca) or Elizabeth at [branchcoordinator@arconserv.ca](mailto:branchcoordinator@arconserv.ca) and one of us will help you.

When you have finished adding your news item, click on 'Add News' – then go to the website, see how it looks, and edit as desired.

Where will your news show up on the ACO website? On your branch page, your latest News and Events will show up at the bottom of your branch description. It will also show up on the 'New and Events' tab, both on the main province-wide page AND when your branch is selected.

## RESOURCES

### Adding Resources

What is a Resource? On our site, it's information that is free. Documents, listings, anything that is helpful to our members (but not books that we are selling; those are publications).

To add a resource, click Resources → Add a New Resource. By now you should be familiar with the back end, but here are a few notes specific to this section:

- Where it says 'image', that's the image that will appear on the site to illustrate the resource. This can be a logo, a photo or graphic, but it is not a document. You can only upload an image file here.
- Documents must be in .pdf format and they can be uploaded where it says 'Document'.
- If your resource is not a document, you can enter it directly in the box called 'Resource Content'.

Where will your resource show up on the ACO website? On your branch page, your Resources DO NOT appear at the bottom of your branch description. When your branch is selected, it appears in the 'Resources' tab.

## PROGRAMS

What is a Program? It's an ongoing project, not a specific event. Examples include PreservationWorks! for the provincial office, and the plaque program for the Stratford-Perth County branch. If your branch has program descriptions to enter, you can do it in this section.

Where will your resource show up on the ACO website? On your branch page, your Programs DO NOT appear at the bottom of your branch description. When your branch is selected, it appears in the 'Programs' tab.

## PUBLICATIONS

The instructions for this section will come soon in Part Two.

## BUILDINGS AT RISK

In the lefthand column, click Buildings at Risk → Summary and you will see all of the Buildings at Risk that have been added for your branch. To edit any building's information or status, simply

click on the blue edit button to the right of your selected item, edit as needed, and then click 'Update Building' at the bottom when you are done.

To add a building, click Buildings at Risk → Add a New Building. When you are done entering your building info and image, go to the top of the page where it says 'Approval Status' and click 'Approved' or your building will not appear.

Where will your Buildings at Risk show up on the ACO website? On your branch page, your Buildings at Risk will appear below your branch description. It will also show up on the 'Buildings at Risk' tab, both on the main province-wide page AND when your branch is selected.

## **SPONSORS ADS**

ACO's province-wide sponsors will appear on every branch's page, to the right of the main carousel image(s). This default will be overridden if you have your own sponsors you'd like to recognize. If this is the case, first gather logos (ideally square images, 80x80 pixels), and then click Sponsors Ads → Add a New Sponsor. In the URL field, enter the sponsor's website so that people can click through and visit our sponsors.

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Thank you for your patience as we all learn to navigate this new website. We will send you more instructions soon, as well as ongoing suggestions to make the website work well for you and your branch. If you have any questions or require help with the website you can contact [tai@acountario.ca](mailto:tai@acountario.ca) and we will help you.