

BCS Website Content Management – HOW TO MAKE CHANGES TO THE SITE

Login

- Go to <http://www.bobsleighcanadaskelton.ca/AdminLogin.aspx>
- Type in UserName & Password
- To request a Username & Password email info@bobsleigh.ca.

File Uploading

- Click on **Administration** in the navigation bar (top grey bar).
- Then click on **File Manager** (last item in menu).
 - On the left hand side choose whether you are uploading an English (en-ca) file or French (fr-ca) file.
 - Then choose whether you are uploading a *file* or an *image*.
 - Click **upload** in the File Manager toolbar
- You are now ready to browse your computer for the file to upload, click **Select**.
 - Find, select file, click **Open** then click **Add**.
 - You are now ready to Hyperlink this file.

* For Hyperlink Instructions see *Insert a Hyperlink to a File* below.

Content Manager

- Click on **Administration** in the navigation bar (top grey bar).
- Then click on **Content Manager** (second last item in menu).
- Here you want to change your **CMS Mode** to **Active**.
 - To do this you must click the **Toggle CMS Edit Mode**
 - This will change CMS Mode between Inactive and Active
- You are now ready to change the content in most BCS website areas.

Content Management

- Once you are in Active CMS Mode, click on the BCS web page that you would like to update (i.e. FIBT Competition Calendar).
- There are two icons at the top of the content area. One is a letter “A”, the other a Paper & Pen. Click on the Paper & Pen.
- This will open up a content box in which you will be able to type and/or paste material and insert tables, hyperlinks (to pdf’s or websites) and much more.
- The standard font used on our website is **Verdana**, size **11**. For headings please use **Verdana**, size **13** in **Red (#c00000)**.
 - If you are going to type content into a content area, this font will be defaulted as if you were typing in Word.
 - If you are pasting text from a word document:
 - Select entire document and change the font to **Verdana 11**. Copy, then paste into content area.
 - Select content again, go to **Real Font Size** menu in content toolbar and reselect **11px**.
- The content toolbar can also be used to make text bold, change justification, insert a table, hyperlink, etc.
- Once you have completed your changes to a content area, click the **green arrow icon** just above the content area.
- You will now notice that there is a dark grey navigation bar along the top of your webpage (near your tabs) which says **Pending** on one side and **English** on the other, with a few additional icons. The number **Pending 0**, equals the number of changes you have made. To send these live to the site click the **green recycle icon** beside the English menu.
 - You will receive a prompt asking you if you would like to **Commit**, click **Ok**.

Insert a Table

- Please note that you are unable to **paste a table** from Word into these content areas. If you have a large table that you wish inserted, you will either have to retype it into a web table or **Hyperlink it to a PDF Document** (see instructions below).
- Click the **Insert Table** icon in the content toolbar.
- Select the number of rows and columns you would like – as you would in Word.
- Use the content toolbar to manipulate the size, color and shade of the text within your document by using the content toolbar.
- To alter table properties (i.e. cell size, borders, etc.), **right click on the table itself** and select the appropriate heading.

Insert A Hyperlink To Another Website

- Select the **text** that you want to have hyperlinked to another website (i.e. For more information visit the **BCS website**)
- Click on the **Hyperlink Manager** button (globe with closed chain) on the very right, second row of the content toolbar.
- A Hyperlink Manager box will pop up which is where you will input your hyperlink information.
 - In the **URL** box, insert the full URL (website address) of the page you want to link through to (i.e. <http://www.bobsleighcanadaskelton.ca>).
 - The **Link Text** box indicates the text you selected to be the link (i.e. BCS Website)
 - The **Target** box is where you can select how you would like your hyperlink to open (i.e. in a new window, in a new browser, etc.).
 - It is recommended that you open all hyperlinks in a **New Window**.
 - Click **OK** and check your hyperlink by clicking on it.
 - If you have finished entering your text, return to Content Management section above and continue directions from point #6.

Insert A Hyperlink To A Document

- Upload document to the server using *File Uploading* directions above.
- Select the text that you want to have hyperlinked to a PDF (i.e. Click **here** to view the BCS Athlete Handbook).
- Click on the **Hyperlink Manager** button (globe with closed chain) on the very right, second row of the content toolbar.
- A Hyperlink Manager box will pop up which is where you will input your hyperlink information.
 - In the **URL** box, first delete the word file:, then type **en-ca/files/** (for an English document) or **fr-ca/files/** (for a French document) and then paste the **file name** (exactly as you had it saved) after.
 - For Example: en-ca/files/08-09 Athlete Agreement_Final.pdf
 - The **Link Text** box indicates the text you selected to be the link.
 - The **Target** box is where you can select how you would like your hyperlink to open (i.e. in a new window, in a new browser, etc.).
 - It is recommended that you open all hyperlinks in a **New Window**.
 - Click **OK** and check your hyperlink by clicking on it.
- If you have finished entering your text, return to Content Management section above and continue directions from point #6.