

BCS - Self Managed Website

The screenshot shows the homepage of the Northwest Sydney Tennis website. At the top left is the logo for 'northwest sydney tennis'. To the right of the logo is a navigation menu with the following items: COURT HIRE, COMPETITIONS, SOCIAL TENNIS, MEMBERSHIP, ABOUT US, and COACHING. Below the navigation is a large banner image of a tennis ball on a court. The text on the banner reads: 'Welcome to North West Sydney Tennis, the new brand name for Eastwood Thornleigh District Tennis Association.' Below the banner is a row of four buttons: 'Book A Court', 'Weather News', 'Community Partners', and 'View Calendar'. The main content area is divided into three columns. The first column features a photo of a tennis player and the heading 'Tennis Sundays - in the afternoon', with a sub-headline 'Come and join in! Tennis, snacks & fun! Check out news and events for details. All welcome.' The second column features a photo of tennis gear and the heading 'Get your Zen on with Yoga', with a sub-headline 'Term 2 classes starting 4th March. Head to 'News and Events' to book your spot and further details.' The third column features a photo of a tennis player and the heading '30 plus Social Round Robin', with a sub-headline 'Save the Date: Friday 20 May - Singles Saturday 21 May - Age Doubles'. To the right of these columns is a 'UPCOMING EVENTS' section with a table listing events.

northwest sydney tennis

COURT HIRE - COMPETITIONS - SOCIAL TENNIS - MEMBERSHIP - ABOUT US - COACHING -

Welcome to North West Sydney Tennis, the new brand name for Eastwood Thornleigh District Tennis Association.

Book A Court Weather News Community Partners View Calendar

Tennis Sundays - in the afternoon
Come and join in! Tennis, snacks & fun! Check out news and events for details. All welcome.

Get your Zen on with Yoga
Term 2 classes starting 4th March. Head to 'News and Events' to book your spot and further details.

30 plus Social Round Robin
Save the Date:
Friday 20 May - Singles
Saturday 21 May - Age Doubles

UPCOMING EVENTS

7/05/2022	Winter Saturday Morning Junior Comp	More...
7/05/2022	Winter Saturday Afternoon Junior Comp	More...
28/05/2022	T2 Primary School Challenge	More...

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BCS self-managed website

Introduction to self-managed websites

A modern professional website benefits from an investment in good graphic design. Once your website is created, content management is key with an emphasis on , requiring updating to be beneficial to players and other interested parties. Calling on your designer to carry out this task may incur costs and be time consuming.

A self-managed web site provides the website owner with basic tools to make their own changes to website content. Web page content can be adjusted with new images and files uploaded to display, new pages can be added and dropdown menus reorganised.

This is an introductory manual describing how to use the content management features of your website including the uploading of new files and images and the use of hyperlinks.

Other documents will feature page and menu manager capabilities, the Event manager and Photo Gallery / Slideshow utility. These features are accessible via **Administer System**.

Entering Administrator Mode

Enter Administrator mode to access your site content management tools. Remember, the login for your website is separate to your Booking system.

To enter Administration mode

<p>Click the Login link found at the base of your Home web page</p>	
<p>Enter your assigned User Name and Password</p>	
<p>A number of Edit Content buttons appear on the page corresponding to each editable area.</p>	
<p>An Administer System button also appears above the footer at the base of the page.</p> <p>These features available under Administer System are outlined in a separate document.</p>	

Changing/Formatting Web Page Content

Change the content of an editable area

Click **Edit Content**

An edit panel opens displaying the content to change

Make text changes as required

Click **Save Changes** or **Cancel Changes**

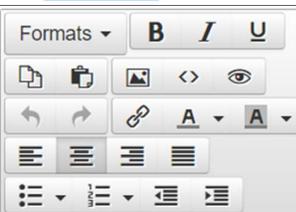
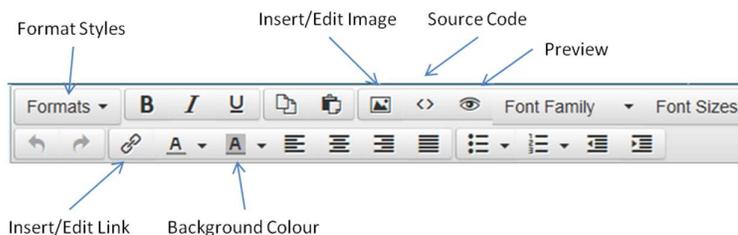
Friday
9:30 - 10.30am Tennis Gym

Saturday
9am - 12 noon Mixed Doubles



Edit Content

The Content Editor panel will also open at the top of the editable area providing a subset of commonly used editing tools



Friday
9:30 - 10.30am Tennis Gym

Saturday
9am - 12 noon Mixed Doubles

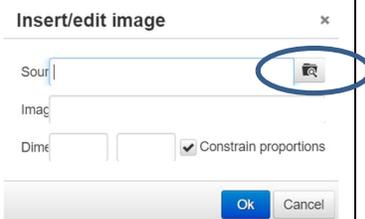
Inserting Images

Locate your cursor in the position on the page where the image is to be inserted

Click **Insert/edit image** button in Toolbar

An **Insert/edit image** window opens

Click the image selector icon adjacent to *Source*



Make Selection window opens

Insert a pre-loaded image - Browse Images

Under **Browse Images**, a list of pre-loaded images appears in your image library

Click **Select** button corresponding to required image

Click **Insert Link/Image**

You are returned to the initial **Insert/edit image** window.

Click **OK** to insert the image within the editable area

Make Selection

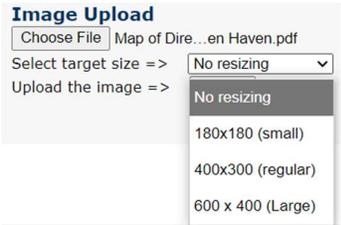
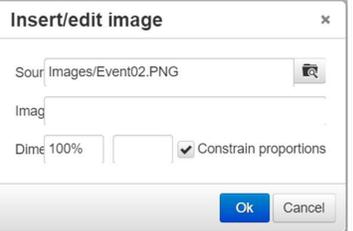
Image Selector

Browse Images

Select	Image
Select	Images/TennisBCS03.png
Select	Images/Event02.PNG
Select	Images/Event01.png
Select	Images/Book01.png
Select	Images/Bookings.png
Select	Images/Events2.png
Select	Images/InstaComp2.png
Select	Images/Membership2.png
Select	Images/Bookings2.png
Select	Images/Website01.png
Select	Images/Website02.png
Select	Images/InstaComp3.png

1 2

Insert Link/Image

<h2>Uploading Image / Text (pdf) Files</h2>	
<p>Insert a new image - Image Upload</p> <p>Click Choose File</p> <p>Locate your image in the File system</p> <p>Click Open to insert the selected file Carry out resizing as required</p> <p>Click Upload</p> <p>Your image is added to the Browse Images list</p>	
<p>Locate your image by navigating using the page numbers at the base of the image list</p> <p>Click Select button corresponding to required image</p> <p>Click Insert Link/Image</p>	
<h2>Deleting an Image file</h2>	
<p>To delete an image file</p> <p>Click Select adjacent to the image to delete</p> <p>Click Delete Link/Image</p> <p>Exit the screen by clicking the X in top right-hand corner</p>	
<h2>Adjusting Image Dimensions on the Page</h2>	
<p>Adjusting the dimensions of an image after placement into a page</p> <ul style="list-style-type: none"> - Select the image that you want to adjust - Enter new dimensions (in pixels) in the dimension boxes - Values are for <i>width & height</i> respectively - Constrain proportions when checked means that you can enter a single dimension only <p>Percentage As shown in the diagram, a percentage can be entered which will apply to the width of the active display device. Used when adjusting image width to suit mobile devices.</p>	

<h2>Preparing Images for the website</h2>	
<p>Images to be used on the website are prepared using image editing software such as Adobe Photoshop.</p> <p>Note: Image resolution and dimensions need managing to ensure they do not take an excessively long time to load.</p> <p>Suggested guidelines follow:</p> <p>Resolution 72 dpi</p> <p>Sidebar images 180 pixels wide x 410 pixels high</p> <p>Main content images 400 pixels wide x 300 pixels high</p> <p>Wide/panoramic 600 pixels wide by 130 pixels high</p>	
<h2>Inserting Hyperlinks – web pages and pdf files</h2>	
<p>Select text on the page to open a webpage hyperlink</p> <p>Click Insert/edit link button in Content Editor panel Insert link window opens</p> <ul style="list-style-type: none"> - Enter an URL address for a web page hyperlink - Text = the selected text for the hyperlink - Title = Hover text displayed when floating over the hyperlink text on your website page - Target = <i>New window</i> option is preferred - opens a separate tab/window to display the URL Target = <i>None</i> option overlays the current tab/window with the contents of the new URL <p>Click Ok or Cancel</p> <p>Click Save Changes or Cancel Changes</p>	
<p>Select text on the page to be open a file (pdf)</p> <p>Click Insert/edit link button in Content Editor panel Insert link window opens</p> <p>Click Image selector icon highlighted</p>	

<p>File Link Selector window opens</p> <p>Click Select adjacent to pdf file</p> <p>Click Insert Link/Image</p>	 <p>File Link Selector</p> <p>Browse Files</p> <table border="1"> <thead> <tr> <th>Link</th> </tr> </thead> <tbody> <tr> <td>Select Files/BCS Tennis Newsletter March 2022.pdf</td> </tr> <tr> <td>Select Files/R2 - Events.pdf</td> </tr> <tr> <td>Select Files/R2 - Memberships.pdf</td> </tr> <tr> <td>Select Files/R2 - Bookings.pdf</td> </tr> <tr> <td>Select Files/Membership Renewal Process 2022.pdf</td> </tr> </tbody> </table> <p>1 2</p> <p>Insert Link/Image</p>	Link	Select Files/BCS Tennis Newsletter March 2022.pdf	Select Files/R2 - Events.pdf	Select Files/R2 - Memberships.pdf	Select Files/R2 - Bookings.pdf	Select Files/Membership Renewal Process 2022.pdf
Link							
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Select Files/R2 - Memberships.pdf							
Select Files/R2 - Bookings.pdf							
Select Files/Membership Renewal Process 2022.pdf							
<ul style="list-style-type: none"> - URL = selected file from library appears - Text = the selected text for the hyperlink - Title = Hover text displayed when floating over the hyperlink text on your website page - Target = <i>New window</i> option is preferred - opens a separate tab/window to display the URL <p>Target = None overlays the current tab/window with the contents of the new URL</p> <p>Click Ok or Cancel</p> <p>Click Save Changes or Cancel Changes</p>	 <p>Insert link</p> <p>Uri: Files/BCS Tennis Newsletter March 2022.pdf</p> <p>Text: March 2022</p> <p>Title: Newsletter March 2022</p> <p>Target: None (dropdown menu open showing 'New window' selected)</p>						