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# INTRODUCTION

The ParishCouncil.net Site Administration Section (SAS) has been designed to allow you to amend and edit selected parts of your website without having to learn website ‘coding’ or other complex technical operations. In addition, the SAS is secure, and will not let anyone else edit your website without your consent. You can navigate around the SAS using the buttons in the top-right of the screen, with forward, back, close and help buttons (which will take you to the Customer Service / Update Request Tool pages):



Where you see the red ‘spanner’ symbol, it means that you can change the settings for that particular section by going through to the main SAS Settings page. You do not normally have to do this, and if in doubt about any of it, just contact us.

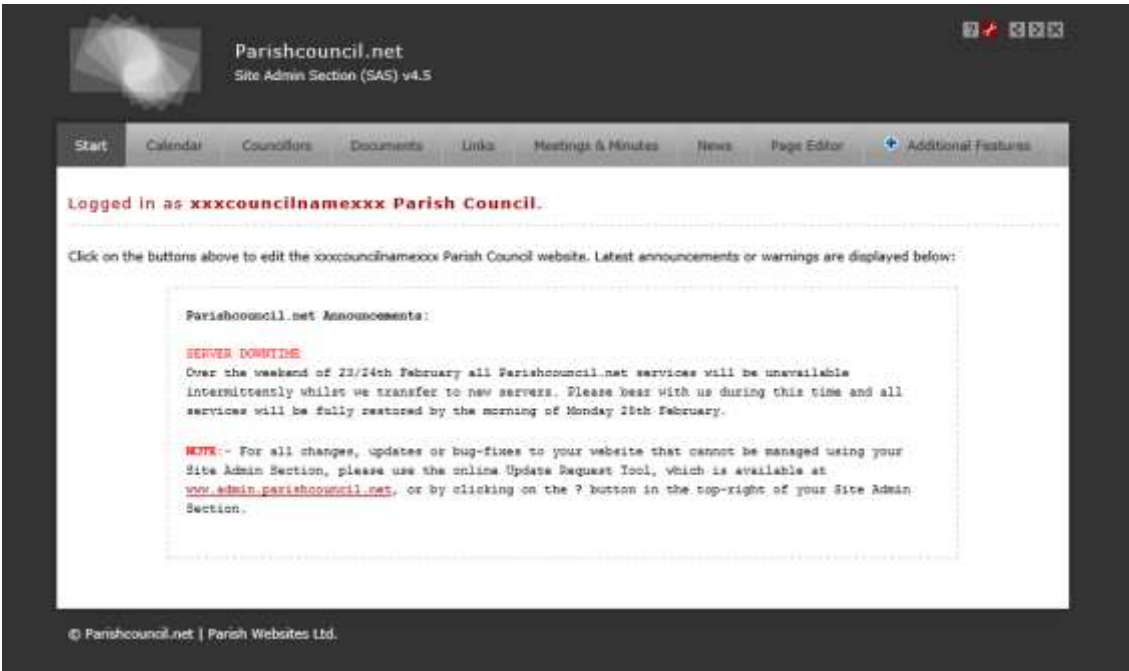
# THE START SCREEN

You can access the start page of the administration section by clicking on the small admin key in the bottom-right of your website home page and entering your username and password:



**Username:** [refer to site administrator]  
**Password:** [refer to site administrator]

This will load the start screen:



This screen lets you access all the features that come with your website (actual features available depends on your contract and package level with ParishCouncil.net). You can access these feature by clicking on their names at the top of the screen or the Additional features button on the right of the screen.

You can also view the Network Announcements from ParishCouncil.net. These are automated messages that appear on the SAS screen of all Parish Councils on the ParishCouncil.net network.

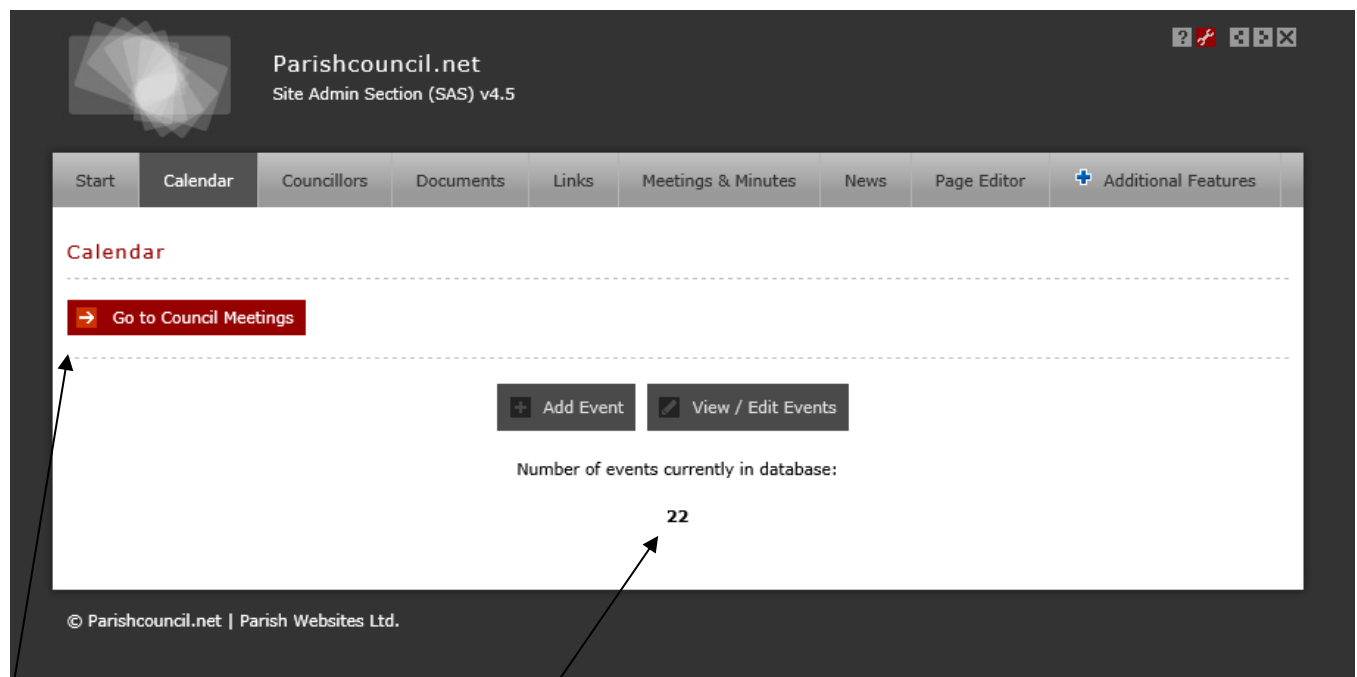
## CALENDAR OF EVENTS

The **CALENDAR** is one of the core features of the SAS system, and is used to add content for the following features:

- Calendar (Standard Feature)
- Village Hall Events Calendar (Additional Feature)
- Calendar Xtra (Additional Feature)

### Standard Calendar

By clicking on **CALENDAR** at the top of the screen you start the online calendar program. You will see a loading screen. This screen will appear whenever you go to load the different site features and applications.



You will then be taken to the main calendar screen. This screen tells you how many Events there are in the database. This calendar has 22 events listed. You are also presented with two options. You may **add a new event**, **View / Edit Events** (to edit or delete).

**IMPORTANT** – The Calendar is only for listing events that are happening in the village or local area. For Council meetings, click on the **Meetings** button at the top of the page.

## Adding a New Event

Click on 'Add Event', and you will bring up the following screen:

Start Date:	29 ▾	3 ▾	2013 ▾	dd-mm-yyyy
Event Length:	1 ▾	no. of days		
Event Reoccurs:	Does not reoccur ▾			
Start Time: (optional)	<input type="text"/>			
Title of Event	<input type="text"/>			
Description:	<div><div></div><div></div></div>			
Show Event:	<input checked="" type="checkbox"/> (tick to show event)			

+ Add Event

x Cancel Add

Complete all the details of the Event, including a title, and press **Add Event**. 'Event Length' is used when your event lasts more than one day (e.g. a village fete etc.), and you can also add a start time if applicable (just click in the TIME box to bring up a pop-up time-selector). You can also choose to add an 'End Time' to your listings. For details of how to add 'End Times' to Events and Meetings, refer to the '**Manage Site Settings**' section.

You will then be asked to confirm the details of the Event:

Confirm Event Addition:

Start Date:	15-07-2011
End Date:	15-07-2011
Start Time:	7:30 PM
Title:	New Event
Description:	<div>Description of the Event...</div>

+ Save Event

- Edit

x Cancel Add

Click on **Save Event** to continue, **Edit** if you have made a mistake that you want to correct, or **Cancel Add** to cancel the adding of a new meeting / Event.



You will then receive confirmation that your event has been added, and you may proceed to add a new event, or to use a different program on the SAS.

## Recurring Events

You also have an option to reoccur events if they happen weekly, monthly or even on the same day of the month (e.g. every second Monday, third Thursday etc.).

Where it says 'Event Reoccurs', choose from the options:

- Reoccurs Weekly (i.e. the same day of the week)
- Reoccurs Monthly (i.e. the same calendar day of the month)
- Reoccurs on the (i.e. the same day of the month)

For events that occur on the same weekday or calendar day each, you set the number of weeks/months that you want it to reoccur:

Event Reoccurs: Reoccurs Weekly for 1 reoccurrences.

For events reoccurring on a given day of the month (such as second Monday of the month), you have more options:

Event Reoccurs: Reoccurs on the second Monday for 6 months.

It is really important that when you have reoccurring events the start date is correct. As with non- reoccurring events, you will be asked to confirm the addition before it is saved:

### Confirm Event Addition:

Start Date:	08-04-2013
End Date:	08-04-2013
Start Time:	7:00 PM
Reoccurs:	Reoccurs on the <b>second Monday</b> of the month for <b>6</b> months
Title:	Yoga Classes
Introduction:	Yoga classes will take place in the Village Hall at 7pm. For more information please call on 01234 567890.
Show Event:	<input checked="" type="checkbox"/>

+ Save Event

- Edit

x Cancel Add



## Editing an Existing Event

This is very similar to adding a new event. Click on **VIEW / EDIT EVENTS**. You will then get a list of all the events in your database shown in date order from the current date (this is so that you do not have to view all the old / past events). If you do want to view / edit the past events, you can do so by clicking on the link just underneath the buttons. Please note that there is no need to go back and delete old events, as the database automatically archives them for you.

+ Add Event

✏ View / Edit Events

Below are all events from **15-07-2011** onwards. [Click here](#) to view past events.

Edit	Delete	Start	Days	Time	Title
 Edit	 Delete	23-07-2011	1	9:00 AM	Summer Event

Click on **EDIT** to edit an event. Then follow the onscreen instructions as with adding an event. Events will show up as blue squares on the live website immediately.


## Deleting an Existing Event

To delete an existing event, follow the instructions above to **view/edit**, and either click on the 'Delete' button where all events are listed, or you can go in to edit the event (useful to view all the details and make sure it is the right one) and click on **DELETE EVENT** at the bottom of the editing screen.

**Edit Event:**

Type:	Event
Title:	<input type="text" value="Cougars Football Match"/>
Start Date:	<input type="text" value="1"/> <input type="text" value="5"/> <input type="text" value="2011"/> dd-mm-yyyy
Event Length:	<input type="text" value="1"/>
Description:	<div>9.30am</div>

+ Change Event x Cancel Changes

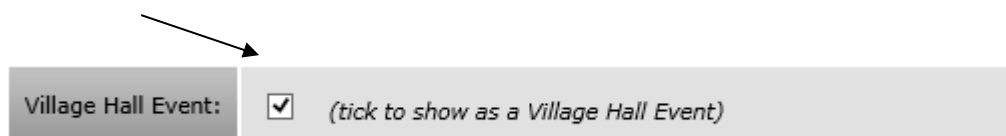
 Delete Event

## VILLAGE HALL EVENTS (Additional Feature)

If you have subscribed to the Village Hall additional feature, you will see a new option appear when you add or edit Events. By ticking this option the event will be added to the standard calendar AND the dedicated Village Hall calendar and page (so that people can see when the hall is booked out). If you have two or more Village Halls / Amenities then you will get a drop-menu to choose which one the event is for.

### Adding / Editing an Event

Here you can see the tickbox to denote that the event is to be held in the Village Hall:



A screenshot of a form element. On the left, a grey box contains the text 'Village Hall Event:'. To its right is a checked checkbox. Further right, in parentheses, is the text '(tick to show as a Village Hall Event)'. An arrow points from the top left towards the checkbox.

### Viewing Events

Here you can see which events have been listed to take place in the Village Hall (red ticks means they are Village Hall Events):

[+ Add Event](#) [+ View / Edit Events](#)

Below are all events from **01-05-2011** onwards. [Click here](#) to view past events.

Edit	Start	End	Days	Hall	Title
Edit	01-05-2011	01-05-2011	1		Cougars Football Match
Edit	03-05-2011	03-05-2011	1		Mother & Toddlers Group
Edit	03-05-2011	03-05-2011	1		Chobham Poors Meeting
Edit	03-05-2011	03-05-2011	1		Terri Jayne School of Dance

You add / remove the 'Hall' element from any event by editing it in the normal way for the Standard Calendar

## CALENDAR XTRA (Additional Feature)

Calendar Xtra is a series of additional plug-ins for the Calendar application which include:

- **Events Xtra** – where you can add additional content and details to certain calendar events;
- **Featured Events** – where you can tick events to show top of the list on the homepage feed and with a different colour.

### Events Extra


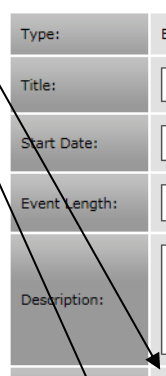
If you have subscribed to the Events Xtra additional feature, you will see a new option appear when you add or edit Events. By ticking this option you will see an additional WYSIWYG content box where you can add much more complete content, including different fonts, images, documents etc. These events will be shown in the main calendar page with a special icon to let visitors view the additional content.



Events which have been denoted as Events Extra will be shown in red in the standard calendar screen:



 Edit	 Delete	13-05-2013	1	7:00 PM	<input checked="" type="checkbox"/>	Yoga Classes	<input checked="" type="checkbox"/>	 Xtra	<input checked="" type="checkbox"/>
--	--	------------	---	---------	-------------------------------------	--------------	-------------------------------------	--	-------------------------------------

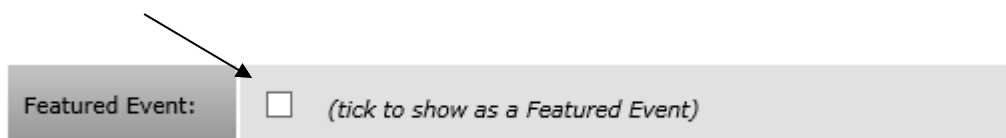
You can add or edit events in the same way as the Standard Calendar, but by ticking the 'Events Extra' button the new editing box will appear:



Type:	Event
Title:	<input type="text" value="Cougars Football Match"/>
Start Date:	<input type="text" value="1"/> <input type="text" value="5"/> <input type="text" value="2011"/> dd-mm-yyyy
Event Length:	<input type="text" value="1"/>
Description:	<input type="text" value="9.30am"/>
Events Xtra	<input checked="" type="checkbox"/> (tick to including in Events Extra section)
Xtra Description:	<div><div>  Format Font Size A A This is where the Xtra Description about the event would go. Here you can add images, documents and rich text formatting.</div></div>

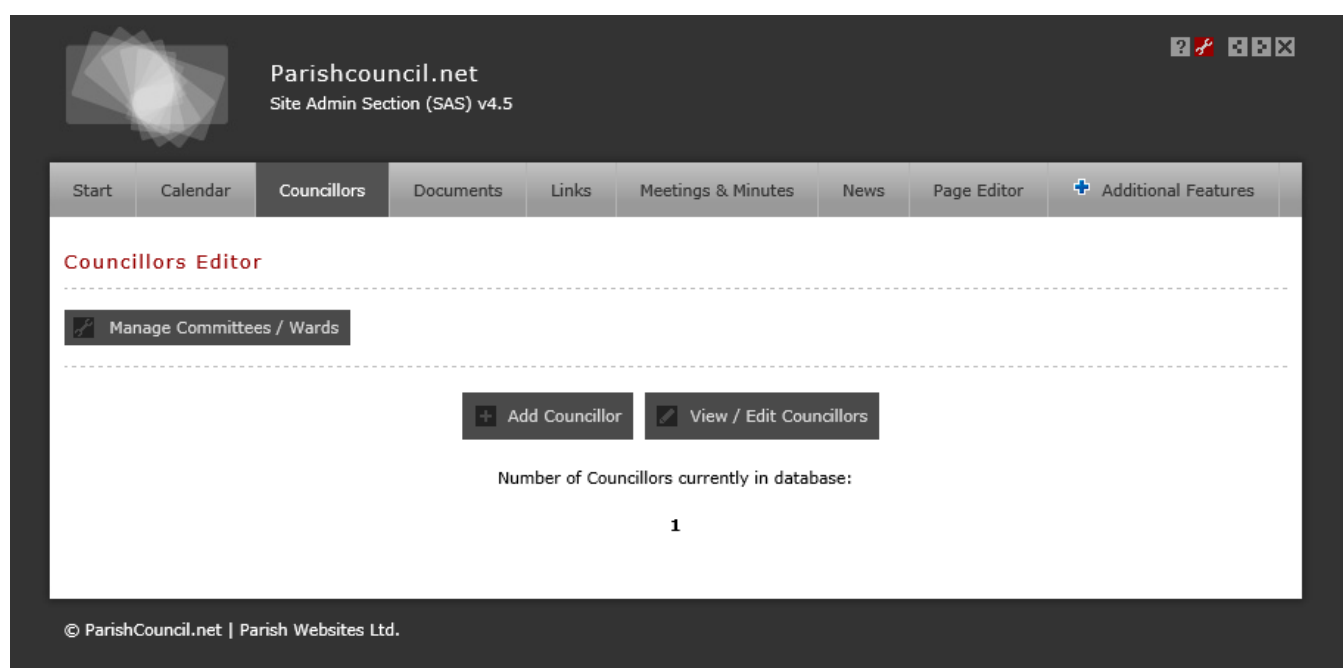
## Featured Events

Simply tick the box to set your event as a Featured Event. It will show up top of the list of events on the homepage feed, and will have a different coloured background too.

A screenshot of a form element. On the left, the text "Featured Event:" is displayed. To its right is an unchecked checkbox. Further right, the text "(tick to show as a Featured Event)" is shown in a lighter grey font. An arrow points from the top left towards the checkbox.

## COUNCILLORS

You can add or amend your Councillors details at will. To do so, click on **Councillors** at the top of the screen. This will give you the options to **add** a new councillor, or **edit** or **delete** an existing councillor entry. Also, if your Councillors are in separate Committees or represent different Wards in your Parish area, you can edit the list of Committees and Wards that are shown both in the SAS and the live website:



## Adding a Councillor

Click on **ADD COUNCILLOR** and complete the Councillor's details. You must enter the Councillor's firstname, surname, type (you can just have Parish Councillors, but the system will also let you add the Clerk, District, County Councillors etc., and even MPs or MEPs if you want), their Position within the Council (i.e. Chairman, Vice-Chairman – or you can leave blank if just a standard Councillor), and email (if you do not want the Councillor's personal address shown, you can just input the clerk's email address, and the live site will automatically set an email subject that this the email is for that Councillor).

**NOTE** – The system lists all Councillors automatically by surname. Therefore, to get one Councillor to appear at the top of the list (i.e. if a Chairman or Vice-Chair) simply add a space before their surname (as a space comes before letters in alpha-numeric order). To get to the very top, just add more than one space and so on. The additional spaces are not shown on the live site.

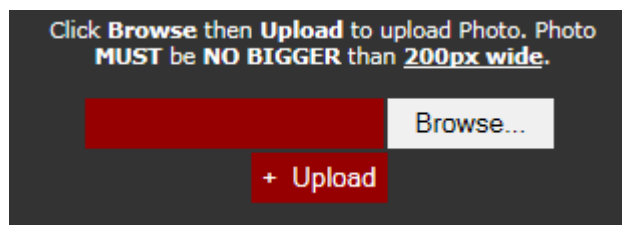
**Add Councillor:**

Name (firstname / surname)	<input type="text"/> <input type="text"/>	<input type="button" value="Hint"/>
Type:	Parish Councillor <input type="button" value="v"/>	
Position:	<input type="text"/>	
Email:	<input type="text"/>	
Optional Details:	Tick from the selection below to include in the Councillors' Details on the live site: <input type="checkbox"/> Show Wards <input type="checkbox"/> Show Committees <input type="checkbox"/> Show Address <input type="checkbox"/> Show Telephone <input type="checkbox"/> Show Photo <input type="checkbox"/> Show Resume <input type="checkbox"/> Show Interests	

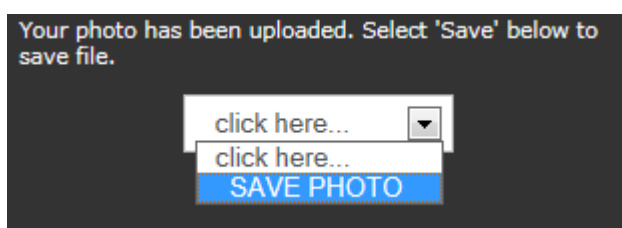
You will note that there is a list of **OPTIONAL DETAILS** with tick-boxes. Clicking on one of these will bring up a text-box for you to complete. All ticked details will also show up on the live site.

The **WARD** and **COMMITTEES** must be selected using the drop-menu (which is filled in depending on what you have added to the Wards and Committees lists – see below). With **COMMITTEES**, simply select the committee and it will appear in the text-box below. For more than one committee, just select again and it will appear below the first one. Do not edit in the text-box itself, as the system needs the committees to be spelt exactly right to be able search on the live site. **ADDRESS**, **TELEPHONE** and **RESUME** are standard text boxes to complete.

To add a **PHOTO**, left-click your mouse into the photo text-box (where it says 'coming\_soon.jpg') and a pop-up window inviting you to upload a photo will appear:



Click on BROWSE to find the photo on your PC, and then UPLOAD to add it to the site. The photo must be in a standard format (such as .jpg, .jpeg, .gif, .png) and must be no bigger than 200px wide. Once it has been uploaded, click on SAVE PHOTO to save it to the Councillor's details:










Once you have added all the required Councillor's details and pressed **ADD COUNCILLOR**, you will be asked to confirm the addition before proceeding.

## Editing / Deleting a Councillor

Clicking on **View / Edit Councillors** brings up the list of added Councillors. Click on **Edit** to edit or delete the Councillor:

+ Add Councillors

+ View / Edit Councillors

Edit	Name	Position
 Edit	Graham Alleway	Chairman
 Edit	Adrian Page	Vice Chariman
 Edit	Tony Dredge	
 Edit	Dave Elliott	
 Edit	David Gubbins	
 Edit	John Medhurst	
 Edit	Allen Moss	

This will bring up the main editing screen, which is very similar to the add screen:

Name (firstname / surname)	<input type="text" value="Jo"/> <input type="text" value="Bloggs"/> <input type="button" value=" ? Hint"/>
Position:	<input type="text" value="Chairman"/>
Email:	<input type="text" value="clerk@exampleparishcouncil.org.uk"/>
Optional Details:	<p>Tick from the selection below to include in the Councillors' Details on the live site:</p> <p> <input type="checkbox"/> Show Wards  <input checked="" type="checkbox"/> Show Committees  <input type="checkbox"/> Show Address  <input checked="" type="checkbox"/> Show Telephone  <input checked="" type="checkbox"/> Show Photo  <input checked="" type="checkbox"/> Show Resume </p>
Committees:	<div> <input type="text" value="Select from drop-list to add to text-box:"/> <input type="button" value="x Clear Committees"/> </div> <div> Highway and Transport  Full Parish Council </div>
Telephone:	<input type="text" value="01234 567890"/>
Photo:	<div> </div> <div> <input type="text" value="20110501-12-12.coming_"/> <span>(click in text-box to add/change photo)</span> </div>
Resume:	<div> <div> <b>B</b> <i>I</i> <u>U</u> <div> <div></div> <div></div> <div></div> </div> <div> </div> </div> <div> Example resident for 28 years, married with 3 children. Professional engineer working locally in Example. Served as Parish Councillor for Example since 2007, last 2 years as Chairman. Previously served as Vice Chairman Example village Society, continue to be committee member as Parish representative. Committee member Example Social Club since 2007. </div> </div>

Make the changes the same way as you would when adding a councillor, and you can clear the committee list by clicking the 'Clear Committees' button. Left-click in the WARD box or the PHOTO box to bring up small pop-ups which give you instructions on how to add this information.

At the bottom of the screen you will have an option to Make or Cancel the changes or to **DELETE** the Councillor's details. Please note that once deleted the details cannot be recovered.

**+ Make Changes**

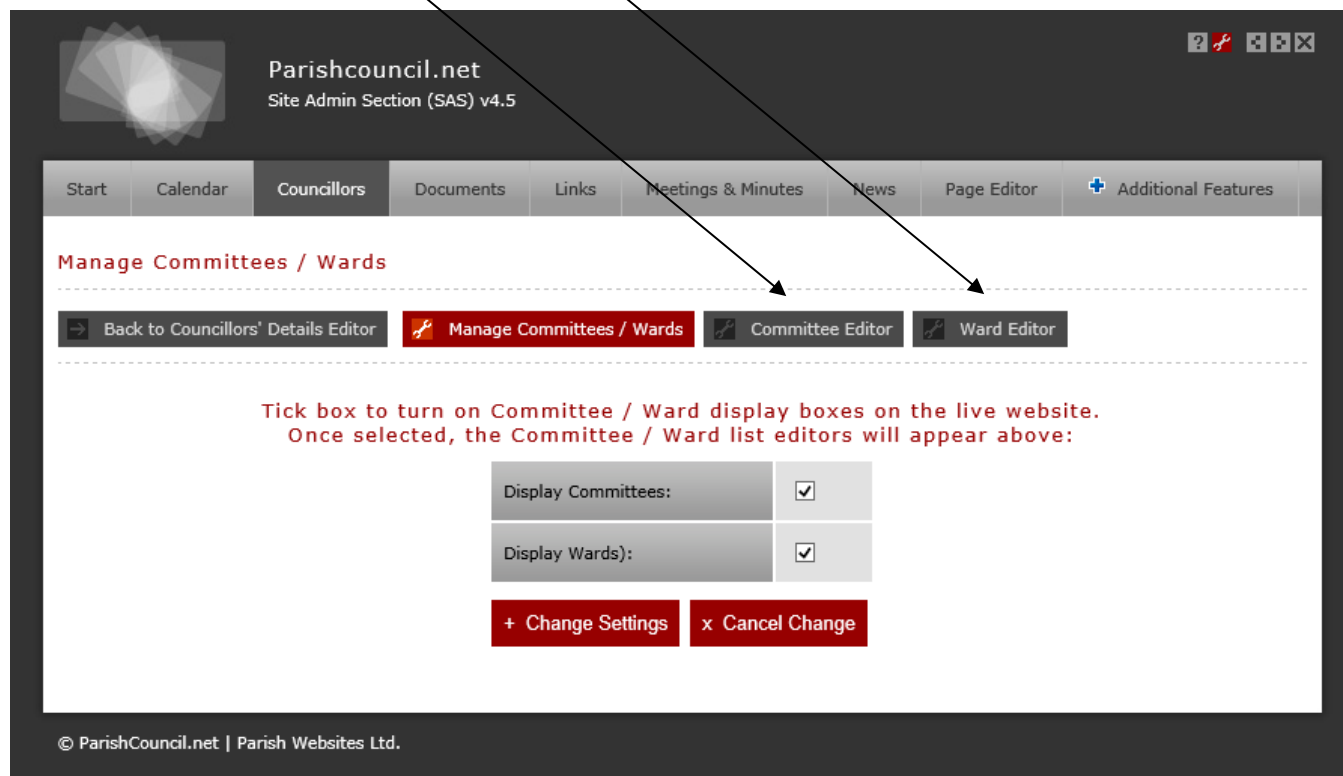
**x Cancel Changes**

**X Delete Councillor**



## Managing Committees / Wards

A useful part of the Councillors' Details tool is the ability to search and list Councillors by Ward or Committee (as applicable). The initial list of committees will be created for you by us during the website development phase, but you can add and edit Committees by clicking on **MANAGE COMMITTEES / WARDS** at the top of the screen. Here, you can choose whether your website shows Wards or Committees at all (in practice you will very rarely need to change this, but to do so, tick on untick the box and press '+ CHANGE SETTINGS'). To change the list of Wards of Committees, click on either '**COMMITTEE EDITOR**' or '**WARD EDITOR**'.



Parishcouncil.net  
Site Admin Section (SAS) v4.5

Start Calendar **Councillors** Documents Links Meetings & Minutes News Page Editor + Additional Features

**Manage Committees / Wards**

Back to Councillors' Details Editor **Manage Committees / Wards** Committee Editor Ward Editor

Tick box to turn on Committee / Ward display boxes on the live website.  
Once selected, the Committee / Ward list editors will appear above:

Display Committees:	<input checked="" type="checkbox"/>
Display Wards):	<input checked="" type="checkbox"/>

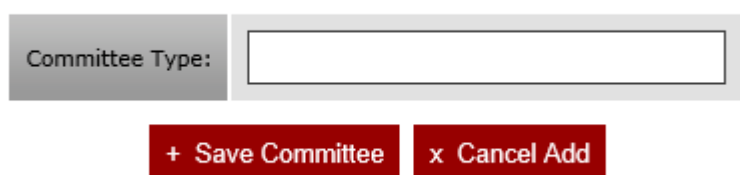
+ Change Settings x Cancel Change

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Click on **ADD WARD or COMMITTEE** to add a new entry, or **VIEW / EDIT WARD or COMMITTEE** to view, edit or delete wards. The editing and adding of wards and committees uses the same process:

Simply type the name of the new Ward or Committee and press **SAVE**, e.g.:

**Add a new Committee below and press SAVE:**



Committee Type:

+ Save Committee x Cancel Add

**NOTE** – The system will not allow certain characters in the Ward name, such as '&'. However, it will automatically convert this to 'and' for you.

**NOTE** – Please take care when editing or deleting Ward and Committee types, as the system does not automatically cross-reference to existing Councillors' details, so it could result in them not appearing in any searches on the live site. We recommend that if you are planning on editing the spelling or wording of a Committee you first make a list on the live site of all Councillors listed to that Committee and editing their details after changing the Committee name.

## DOCUMENTS

Council documents used on site can be uploaded using this section, whether they be the Newsletters, Committee Reports, Accounts or anything else that the Council publishes other than **Minutes and Agendas** – these are uploading using the **Meetings** tool as described later in this User Guide.

Each 'section' of the site has its own **FOLDER**. These main folders have been hard-coded by us, and are required to make the site work correctly. **Therefore, please do not delete these first folders!** Generally they are:

- **PUBLIC > (Document Archive)**
- **PUBLIC > NEWSLETTERS** (Newsletter Section)
- **PUBLIC > STATUTORY DOCUMENTS** (Statutory Documents)

You may also have a first folder called **PRIVATE** for secure access areas.

The document archive allows you to 'upload' documents of any type to your website for visitors to read or even print off. It is an ideal application for storing and publishing electronic versions of Parish Newsletters, or indeed whatever material you wish to make available for members of the local community.

The document archive works in the same way as your PC or home computer – with a list of folders, and documents, or 'files' available in those folders. The exact copy of what you set using this administration section can be seen by visitors to the website, but without the ability to upload new or edit existing documents.

By clicking on **DOCUMENTS** at the top of the screen you start the online document archive program. You will see the following screen:

### Document Archive

Directory: /Public

Back Search Move/Rename Delete Upload New Folder... Create

Name ▲	Size	Type	Modified	Perm's	Actions
Minutes and Agendas	75 Bytes	Directory	2011/04/03 10:05	drwxr-xr-x	
Miscellaneous	6 Bytes	Directory	2011/04/03 10:05	drwxr-xr-x	
Newsletters	17 Bytes	Directory	2011/04/05 19:37	drwxr-xr-x	
Statutory Documents	138 Bytes	Directory	2011/04/03 16:23	drwxr-xr-x	
4 Item(s)	236 Bytes				

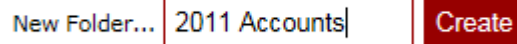
These are the Folders, or 'Directories'

These buttons allow you to control the folders and files

This allows you to create new folders

## CREATING A NEW FOLDER / DIRECTORY

Type the name of your intended directory / folder in the box and click on **CREATE**. This will create a folder at the same 'level' of the folders or files shown underneath.



New Folder...

## Uploading Documents

Click on **UPLOAD** to bring up the following screen:

### Document Archive

Upload file(s)

**Note:** **Minutes and Agendas** are now uploaded using the [meetings application](#).

**Note:** You **must not** have the character '&' in your document title - use 'and' instead, as will cause site to crash.

	<input type="button" value="Browse..."/>
	<input type="button" value="Browse..."/>
	<input type="button" value="Browse..."/>
	<input type="button" value="Browse..."/>
	<input type="button" value="Browse..."/>

You must select documents from your computer to upload to the website. To do this, click on **BROWSE** and select the correct document. Then click on **UPLOAD** to upload them. You may upload up to 5 documents at a time, though note that the larger, or greater quantity of documents that you upload will take more time. Please take note of the warning that you cannot use punctuation in your filenames or folder names.

## Deleting Documents / Folders

Select the document / folder that you want to delete by ticking the box next to its title. Then click on the **DELETE** button.

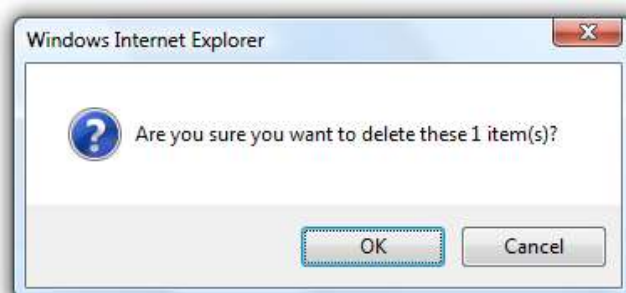
### Document Archive

Directory: /Public/Minutes and Agendas

Back Search Move/Rename **Delete** Upload New Folder... Create

	Name ▲	Size	Type	Modified	Perm's	Actions
<input checked="" type="checkbox"/>	Finance and General Purposes	6 Bytes	Directory	2011/04/03 10:05	drwxr-xr-x	
<input type="checkbox"/>	Full Council	6 Bytes	Directory	2011/04/03 10:05	drwxr-xr-x	
<input type="checkbox"/>	Planning	6 Bytes	Directory	2011/04/03 10:05	drwxr-xr-x	
3 Item(s)		18 Bytes				

You will be asked to confirm that you wish to delete the document before proceeding.



If you are sure you want to delete the document, click **OK**. To cancel the delete at this point, click **CANCEL**. Once a document has been deleted, it cannot be recovered.

## Moving / Renaming Documents or Folders

Select the document or entire folder that you want to move or rename by ticking the box next to its title. Then click on the MOVE / RENAME button. This will bring up the following screen (here we are moving or renaming one of the Statutory Documents):


Move / Rename item(s):

▶ Move from **/Public/Statutory Documents** to **/Public/Statutory Documents**

Select where you want to move the item(s), confirm the name and press '**SAVE CHANGES**'.

⬆ Back up

✎ Rename item(s):

 PCNET.Model Code of Conduct.pdf

+ Save Changes x Cancel

This screen lets you both move and / or rename the document at the same time. By clicking on SAVE CHANGES the system will save both the MOVE and RENAME elements (but will leave these the same if left unchanged).


### MOVING


Click on BACK UP to view the folder-tree for that file / folder. When you click on SAVE CHANGES, the item will be moved to the folder you are currently in, which is shown in the red title-bar next to MOVE. Here we are moving the item from **/Public/Statutory Documents** to **/Public**


▶ Move from **/Public/Statutory Documents** to **/Public**


Select where you want to move the item(s), confirm the name and press '**SAVE CHANGES**'.

⬆ Back up

 [Minutes and Agendas](#)

 [Miscellaneous](#)

 [Newsletters](#)




 [Statutory Documents](#)

### RENAMING

Enter the new name for the document (**NOTE – no punctuation permitted, such as '&'**) and press SAVE CHANGES.

## LINKS

Click on **LINKS** to start the Links Editor. You can click on **ADD LINK** or **VIEW / EDIT LINKS** to bring up the list of existing links:

<div><div>+ Add Link</div><div>+ View / Edit Link</div></div>					
Edit	Delete	Name	Link	Thumbnail	Show
 Edit	 Delete	Parishcouncil.net	www.parishcouncil.net		<input checked="" type="checkbox"/>


Links shown with the red tick under SHOW will be shown on the live site, whilst a black cross will not be shown.

### Adding / Editing a Link


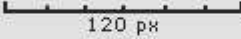
Adding or editing a link brings up the same screen. You must enter the **NAME** (where each link is displayed in alphabetical order); the **LINK**, a short **DESCRIPTION** of the link / website that you are linking to, and finally a small thumbnail **IMAGE / LOGO** of the website.

**Important – this image must be small – no larger than 120px wide. Left-click in the THUMBNAIL box to bring up the image uploader.**

Tick the SHOW button to make sure that the link is shown on the live site:

Name:	<input type="text" value="Parishcouncil.net"/>
Link:	<input type="text" value="www.parishcouncil.net"/> <span>? Hint</span>
Thumbnail:	<div></div> <div><input type="text" value="20110412-18-18.pcnet_lo"/> (click in text-box to add / edit thumbnail)</div>
Description:	<div><div>The website of Parishcouncil.net. Leading supplier of websites for Parish and Town Councils.</div></div>
Show Link:	<input checked="" type="checkbox"/>

You will be asked to confirm the addition / change, and a small ruler will appear to let you confirm that you have uploaded a photo that is the correct size:

Name:	Parishcouncil.net
Link:	www.parishcouncil.net
Thumbnail:	
Thumbnail Test:	 Your thumbnail should be no wider than 120px. If it is larger than this ruler, re-edit the thumbnail and re-upload by clicking 'EDIT' below.
Description:	The website of Parishcouncil.net. Leading supplier of websites for Parish and Town Councils.
Show Link:	<input checked="" type="checkbox"/>
Last Update:	01-05-2011

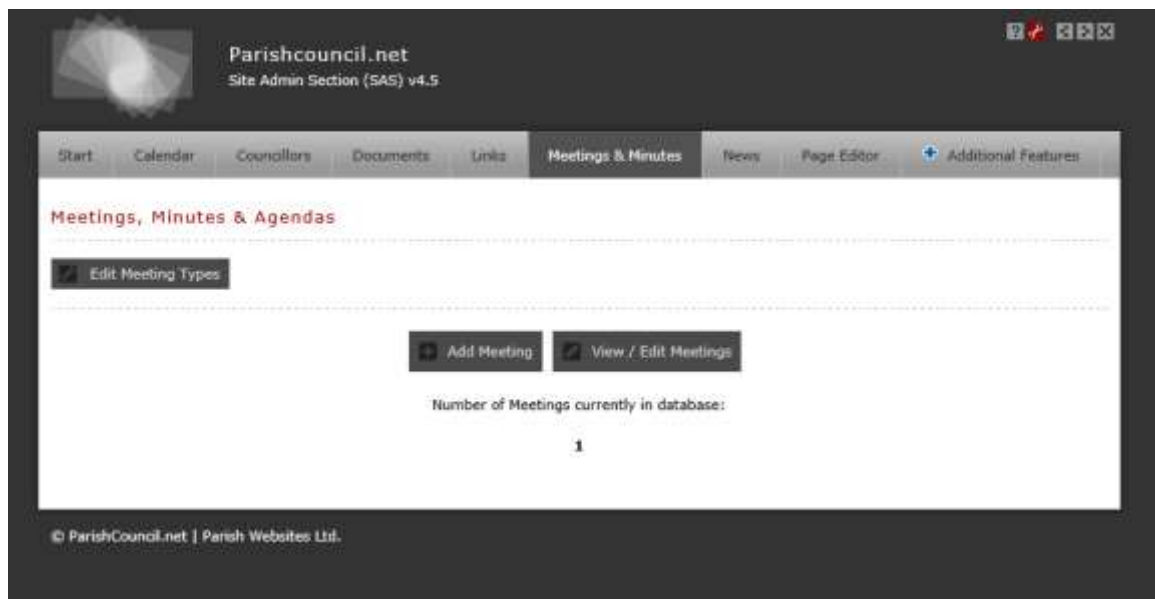
+ Save Changes
- Edit
x Cancel Changes

## Local / National Links

By clicking on the red SETTINGS SPANNER in the top-right of the screen you will bring up the Settings page which will let you tick the box for Local/National links. When this is saved, return to the LINKS EDITOR and you will have an option to tick a box to designate each link as a LOCAL LINK, which will then be shown on a different partition on the live website.

## MEETINGS, MINUTES & AGENDAS EDITOR

By clicking on **MEETINGS** at the top of the screen and starting the Meetings, Minutes & Agendas editor, you will see the following:



The application is based heavily on the Calendar application, so it is very easy and intuitive to use. However, it differs in that you are able to upload Minutes and Agendas next to meeting dates so that users can view dates and times of meetings as well as download any associated documents at the same time. You can also edit **MEETING TYPES** (more below), which are used both in the SAS and the live site to search for specific meetings.

### Adding a New Meeting

Click on 'Add Meeting', and you will bring up the following screen:

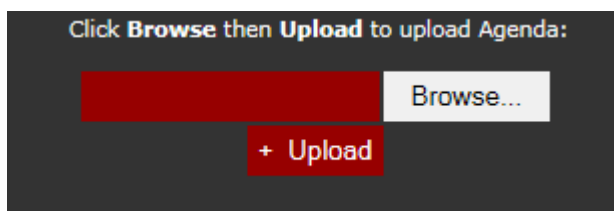
Start Date:	29 ▾	3 ▾	2013 ▾	dd-mm-yyyy
Meeting Reoccurs:	Does not reoccur ▾			
Start Time:	<input type="text"/>			
Meeting Type	Parish Council Meeting ▾			
Venue/Details:	<input type="text"/>			
Agenda:	<input type="text"/>	(click in text-box to add document)		
Minutes:	<input type="text"/>	(click in text-box to add document)		
Show Meeting:	<input checked="" type="checkbox"/>	(tick to show meeting)		

[+ Add Meeting](#) [x Cancel Add](#)

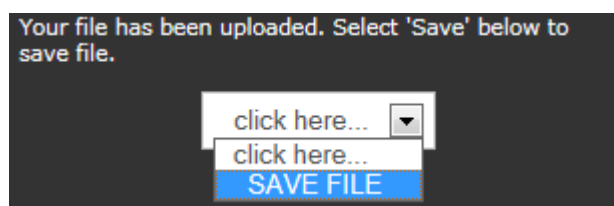


Enter the date and select the **MEETING TITLE** (this is set using the **MEETING TYPES EDITOR** below). The default **Parish Council Meeting** will show up first. Next add the **VENUE/TIME/DETAILS**.

To upload an agenda or minutes left-click your mouse into the **AGENDA** or **MINUTES** text-boxes to bring up the uploader pop-up (**NOTE – Please make sure that your browser allows pop-ups for this feature to work**):



Follow the on-screen instructions to upload the Agenda, including clicking on SAVE FILE once it has been successfully uploaded. **NOTE – You should not attempt to upload large documents using this system – please ensure that they are no larger than 1MB.**



If you have the Village Hall additional feature selected, you can also tick a box to say that the meeting will be held in the village hall on that date (so other people cannot book it).

Meeting in Village Hall:	<input type="checkbox"/> (tick to show meeting held in Village Hall)
--------------------------	--

Finally, click on 'ADD MEETING' to save it to the database. The meeting will then be added both to the calendar on the front-page of the website, the calendar on the main Calendar page of the website, and also to the list of meetings on the Meetings page of the website. Where you have specified documents to be available, visitors will be able to download them.

## Recurring Meetings

Like with the Events Calendar, you also have an option to reoccur meetings if they take place on a monthly basis or on the same day of the month (e.g. every second Monday, third Thursday etc.).

Where it says 'Meeting Reoccurs', choose from the options:

- Reoccurs Weekly (i.e. the same day of the week)
- Reoccurs Monthly (i.e. the same calendar day of the month)
- Reoccurs on the (i.e. the same day of the month)

For meetings that occur on the same weekday or calendar day each, you set the number of weeks/months that you want it to reoccur:

Event Reoccurs:	Reoccurs Weekly ▼	for	1 ▼	reoccurrences.
-----------------	-------------------	-----	-----	----------------

For meetings reoccurring on a given day of the month (such as second Monday of the month), you have more options:

Event Reoccurs: Reoccurs on the  second  Monday  for 6  months.

It is really important that when you have reoccurring meetings the start date is correct. As with non-reoccurring meetings, you will be asked to confirm the addition before it is saved:

### Confirm Meeting Addition:

Start Date:	08-04-2013
End Date:	08-04-2013
Start Time:	7:30 PM
Reoccurs:	Reoccurs on the <b>second Monday</b> of the month for <b>12</b> months
Title:	Parish Council Meeting
Venue/Details:	A Parish Council meeting will be taking place at the Village Hall at 7:30pm. All members of the public and press are welcome to attend.
Agenda:	<input checked="" type="checkbox"/>
Minutes:	<input checked="" type="checkbox"/>
Show Meeting:	<input checked="" type="checkbox"/>




+ Confirm Save

- Edit

x Cancel Add

## Editing an Existing Meeting

This is very similar to adding a new meeting, but is important if you want to add Minutes or Agendas to an existing meeting listing. Click on **VIEW / EDIT MEETINGS**. You will then get a list of all the meetings in your database:

Edit	Date	Title	Details	Agenda	Minutes
 Edit	25-05-2011	Parish Council Meeting	Parish Council Meeting to be held at the Sports Pavilion, Benner L	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Edit	10-05-2011	A.G.M.	Parish Council AGM to be held at the Sports Pavilion, Benner Lan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Edit	03-05-2011	Parish Council Meeting	Example Meeting at 8pm.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click on **EDIT** to edit a meeting. You can see from the ticks and crosses which Meetings have Agendas and Minutes available to download from the live website. Once you click on EDIT, follow the onscreen instructions as with adding a meeting. Meetings will show up on the live website immediately.

## Deleting an Existing Meeting

To delete an existing Meeting, follow the instructions above to **EDIT**, and click on **DELETE** at the bottom of the editing screen.

**IMPORTANT** – All Agendas and Minutes associated with deleted meetings will be erased from the database.

## Meeting Reports

In addition to adding Agendas and Minutes, you may want to upload a Meeting Report to the meeting entry. By default this feature is turned off, but to turn it on, click on the settings spanner icon in the top-right of the SAS screen when in the Meetings editor:



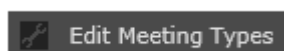
This will bring up the master settings page, and from here you just tick the 'Reports' box and click the SAVE SETTINGS button:

Show End Time ( <i>Calendar &amp; Meetings</i> ):	<input type="checkbox"/>	<a href="#">? Hint</a>
News Headline Thumbnails ( <i>News</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Display Committees ( <i>Councillors' Details</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Display Wards ( <i>Councillors' Details</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Local / National Links ( <i>Links</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Meeting Reports ( <i>Meetings &amp; Minutes</i> ):	<input type="checkbox"/>	<a href="#">? Hint</a>
Search Engine Optimisation ( <i>Page Editor</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Ticker On All Pages ( <i>Page Ticker</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>

Now, go back to the Meetings editor, and Reports will be just below Agendas and Minutes.

## Meeting Type Editor

When in this section, you will see a button that lets you edit the Meeting Types.



Click this to access the Meeting Type Editor:

Add Meeting Type

View / Edit Meeting Type

Number of Meeting Types currently in database:

2

Adding and View/Edit bring up very similar screens:

Simply add / change the meeting type and save the changes:

Meeting Type:

+ Save Meeting Type

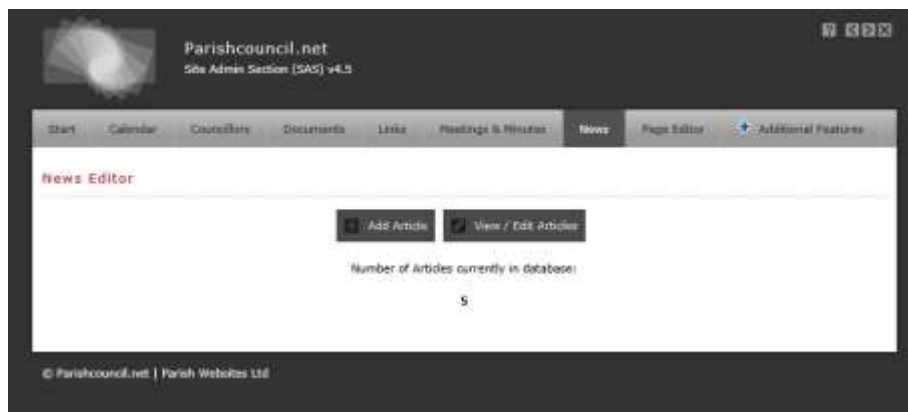
x Cancel Add

**NOTE** – The system will not allow certain characters in the Meeting Type name, such as '&'. However, it will automatically convert this to 'and' for you.

**NOTE** – Please take care when editing or deleting Meeting Types, as the system does not automatically cross-reference to existing Meetings, so it could result in them not appearing in any searches on the live site. We recommend that if you are planning on editing the spelling or wording of a Meeting Type you first make a list on the live site of all Meetings listed to that Meeting Type and editing their details after changing the Meeting Type.

## NEWS EDITOR

The opening News editor screen tells you how many articles are in the database. You can choose to ADD a new article or VIEW / EDIT existing articles. You can delete existing articles using the VIEW / EDIT function:



### Adding New Articles

Click on ADD to bring up the new article screen:

Add new article:

Date:	<input type="text"/> (click in text-box to show date selector)
Headline:	<input type="text"/>
Thumbnail:	<input type="text" value="icon_home_rss.jpg"/> (click in text-box to add thumbnail)
Introduction:	<div><div> <b>B</b> <i>I</i> <u>U</u> </div><div></div></div>
Full Story:	<div><div><div> </div><div><b>B</b> <i>I</i> <u>U</u> <b>S</b> <i>I</i> </div><div>Format Font Size A+ A-</div></div><div></div></div>
Show Article:	<input checked="" type="checkbox"/>

+ Add Article x Cancel Add

To add the date of the article, left-click your mouse in the **DATE** box. This will open a pop-up calendar, and you simply have to click on the day to add it to the news story. This is required as the live site orders articles by date, and require the correct format to search from:



Next you will have to enter the **HEADING** for the news story. The content in **INTRODUCTION** will form a ‘taster’ of the news article on the main news page. Therefore, do not enter the entire story in here. We recommend that you enter only the first sentence or so of the news story. You must then copy what you have written in the **INTRODUCTION** to **FULL STORY** and complete the rest of the news article. If you want to paste text into the **INTRODUCTION** or the **FULL STORY** section, we very strongly recommend that you use the **PASTE AS PLAIN TEXT** option by clicking into the editing box and pressing this button:








**FULL STORY** uses our new WYSIWYG (which stands for What You See Is What You Get) editor. See the end of this manual for instructions on how to use the WYSIWYG editor.

Once you have completed the article to your satisfaction, make sure that the **SHOW ARTICLE** tick-box is ticked, and click on **ADD ARTICLE**. This will publish it. If you do not want the article to be displayed straight away, untick the **SHOW THIS ARTICLE** box. This is useful if you want to prepare it in draft first.

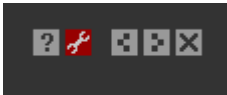
### Editing and Deleting Articles

Click on **VIEW / EDIT ARTICLE** to see the complete list of articles shown on the site. To edit an article, click on **EDIT**, and to delete, click on **DELETE**. The red tick or black cross on the right of this screen says whether the article is displayed on the live site or not:

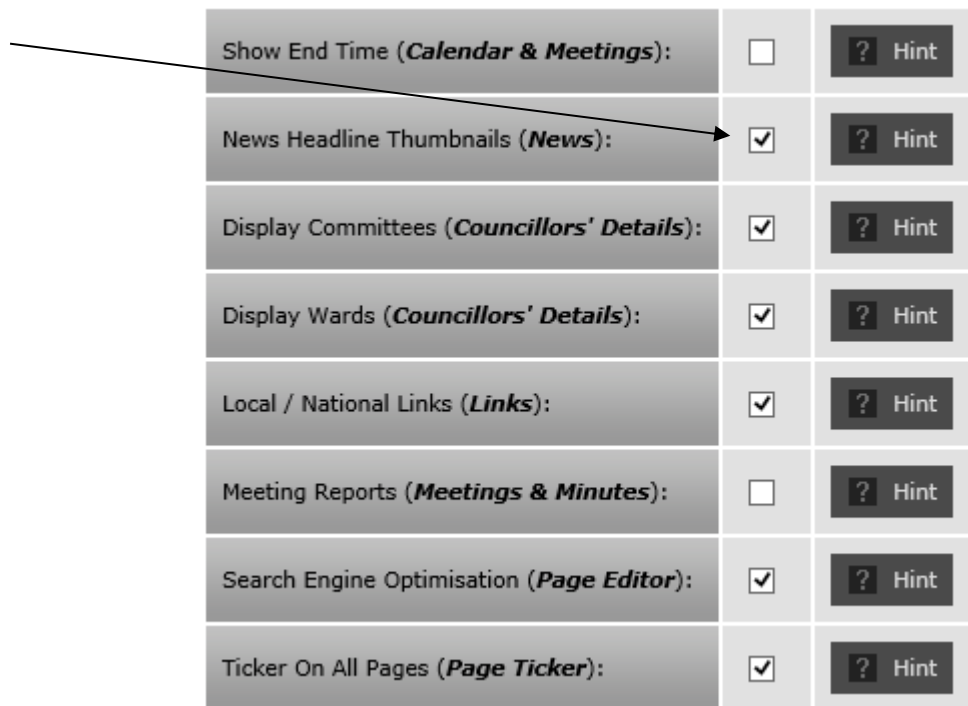
Edit	Delete	Date	Headline	Show
 Edit	 Delete	21/04/2011	New West End Parish Council website	
 Edit	 Delete	27/04/2011	Citizen Of The Year	

### Thumbnail Images

You can also include a thumbnail image for your news article that will appear on the homepage news feed. This option is turned off by default when we set up your website, but you can turn it on by clicking on the settings spanner icon in the top-right of the SAS screen when in the Meetings editor:

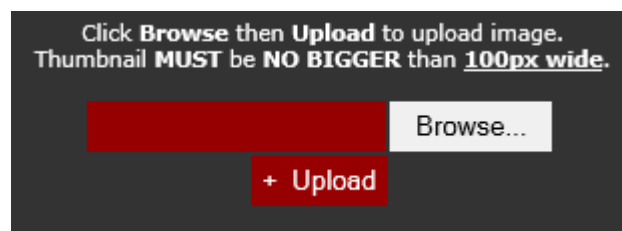


This will bring up the master settings page, and from here you just tick the **NEWS HEADLINE THUMBNAILS** box and click the SAVE SETTINGS button:




Show End Time ( <i>Calendar &amp; Meetings</i> ):	<input type="checkbox"/>	? Hint
News Headline Thumbnails ( <i>News</i> ):	<input checked="" type="checkbox"/>	? Hint
Display Committees ( <i>Councillors' Details</i> ):	<input checked="" type="checkbox"/>	? Hint
Display Wards ( <i>Councillors' Details</i> ):	<input checked="" type="checkbox"/>	? Hint
Local / National Links ( <i>Links</i> ):	<input checked="" type="checkbox"/>	? Hint
Meeting Reports ( <i>Meetings &amp; Minutes</i> ):	<input type="checkbox"/>	? Hint
Search Engine Optimisation ( <i>Page Editor</i> ):	<input checked="" type="checkbox"/>	? Hint
Ticker On All Pages ( <i>Page Ticker</i> ):	<input checked="" type="checkbox"/>	? Hint

Now, go back to the News editor, and thumbnails will be an option just below the article title. By default the thumbnail will be set as a News/RSS icon, but if you left-click your mouse into the **THUMBNAIL** box the following pop-up will appear and allow you to add the image. Please make sure you follow the on-screen instructions, **and do not try to upload an image bigger than 100px wide**:



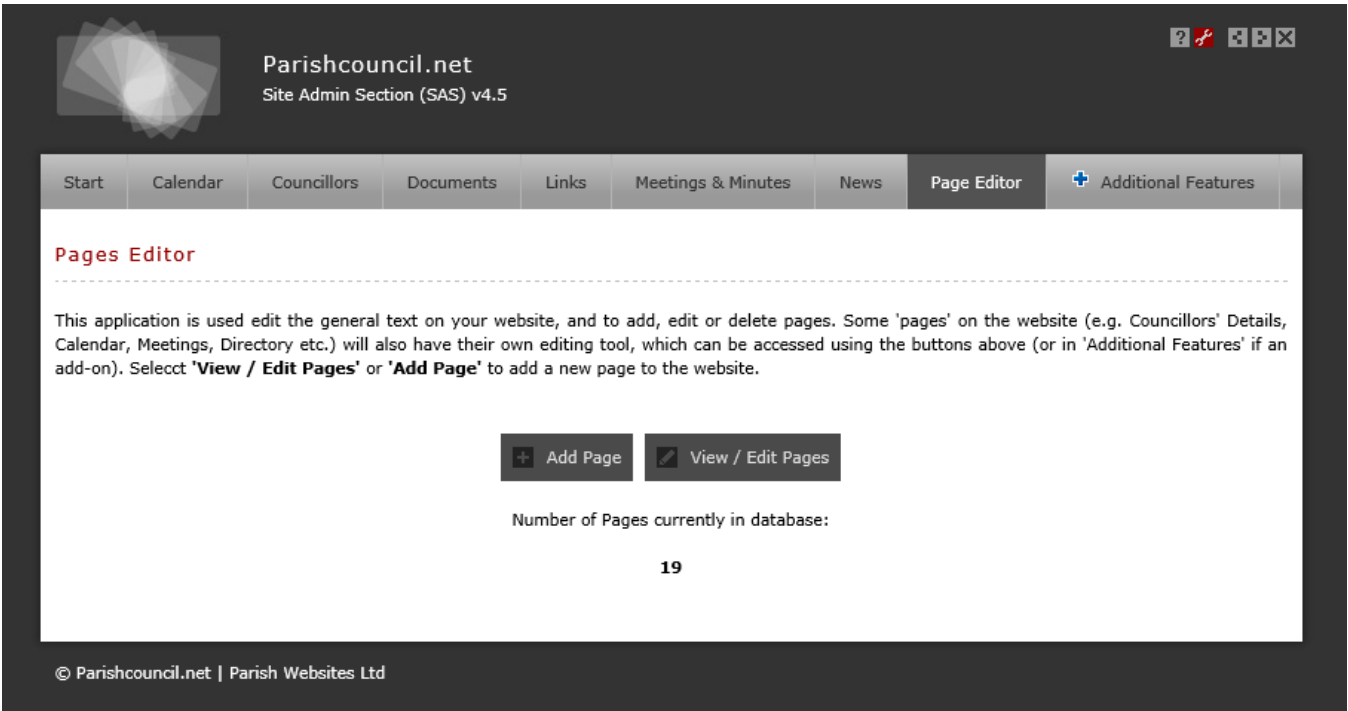
Click **Browse** then **Upload** to upload image.  
Thumbnail **MUST** be **NO BIGGER** than **100px wide**.



# PAGE EDITOR

The Page Editor is a very important part of the SAS that lets you organise all the pages on the site into different orders, as well as edit the text that appears on those pages. However, it is important to note that where a page has a specific **FEATURE** associated with it (e.g. the Calendar, Local Directory or Councillors' Details) the content of these sections are all edited using their dedicated sections in the SAS (either in the main navigation if a standard feature, or under 'Additional Features' if an additional feature. However, the Page Editor is still used to move the pages into new orders, or to edit any introductory text that may be on that page.

Pages on the website are split into **TOP LEVEL PAGES** (e.g. those that appear top on the live site menu such as 'Home Page' or 'Parish Council') and **SUB PAGES**, such as Local History or Councillors' Details. When you click on the Page Editor you get this as a start screen:



This tells you how many pages there are plus gives you the option to add a new page or view / edit old pages.



## Adding a New Page

Please note that you can only add new sub-pages. To add a new Top-Level page to the website, or to convert an existing Sub-Page to a Top-Level page, please use the Update Request Tool at [www.admin.parishcouncil.net](http://www.admin.parishcouncil.net) or click on the link on the page

Click on Add Page to bring up the following screen:

**Add new page details**

Full Page Heading:	<input type="text" value="Local History"/>	<a href="#">? Hint</a>
Menu Title:	This will be what is shown in the navigation menu: <input type="text" value="Local History"/>	<a href="#">? Hint</a>
Parent Page:	<input type="text" value="Local Information"/> <input type="button" value="v"/> <input type="text" value="Local Information"/>	<a href="#">? Hint</a>
Page Order:	<input type="text" value="1"/>	<a href="#">? Hint</a>
Content:	<div> <div> </div> <div> <p>Normal <input type="button" value="v"/> Font <input type="button" value="v"/> Size <input type="button" value="v"/> <input type="button" value="A-"/> <input type="button" value="A+"/></p> <p>                     Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed nunc arcu, sodales at faucibus ut, euismod eu ligula. Suspendisse auctor erat sit amet urna luctus luctus. Fusce non lacus nunc, eget molestie dolor. Morbi eu enim dignissim augue dapibus malesuada. Duis vulputate nisi rhoncus erat tristique nec porta nisl tristique. Mauris ullamcorper libero sit amet augue eleifend aliquam. In sed malesuada lacus. Nunc eu lectus felis, ut convallis arcu. Curabitur tempor orci quis nisl blandit interdum. Etiam et purus ut quam elementum scelerisque. Aliquam tincidunt erat sit amet neque ultrices iaculis. Ut vehicula eleifend urna id tincidunt. Vestibulum nec erat purus, in condimentum ligula.                 </p> <p>                     In eget nulla ac leo aliquam mollis et ut arcu. Proin tempor consequat fringilla. Vestibulum turpis nunc, euismod sed pretium at, convallis in elit. Praesent faucibus turpis vel magna                 </p> <p>body p</p> </div> </div>	
Show Page:	<input checked="" type="checkbox"/>	

There are hint-boxes to give you advice on what each field does, but essentially it is as follows:

- **FULL PAGE HEADING** is the main title shown on the live website
- **MENU TITLE** is the page name as shown in the website menu – for this reason it is limited to just 24 characters
- **PARENT PAGE** is the TOP LEVEL PAGE under which this new will sit. Left-click in this box to bring up the list of Parent Pages. All TOP LEVEL PAGES are set to be Parent Pages, but if you want a new one, please contact us using the Online Update Request Tool.
- **PAGE ORDER** sets the order that the pages will appear in, with 1 first and 9 last. Please only enter numbers here.

- **CONTENT** allows you to post full rich text, photos, images and documents. Please refer to the WYSIWYG editor for advice and information on using the WYSIWYG editor.
- **SHOW PAGE** lets you archive the page without having to delete it.

## View / Edit Pages

Clicking on View / Editor Pages brings up all the pages that you have installed on the website (including those that are selected to not currently show). Please note that the below screenshot is only a part of the pages on show. At the bottom of the page list will be pages that sit at the footer of the website, such as Terms and Conditions and Sitemap (which is also updated automatically, so no need to edit it yourself):

+ Add Page
✎ View / Edit Pages

Top-Level Page
Sub-Page

Edit	Order	Title	Parent	Show
 Edit / Delete	1	Home Page	Top-Level	
 Edit / Delete	2	Parish Council	Top Level	
 Edit / Delete	1	Councillors' Details	Parish Council	
 Edit / Delete	2	Meetings & Minutes	Parish Council	
 Edit / Delete	3	Document Archive	Parish Council	
 Edit / Delete	4	Planning Applications	Parish Council	
 Edit / Delete	3	Local Information	Top Level	
 Edit / Delete	1	Local History	Local Information	
 Edit / Delete	2	Newsletters	Local Information	
 Edit / Delete	3	Local Maps	Local Information	
 Edit / Delete	4	Local Weather	Local Information	
 Edit / Delete	5	Local Travel	Local Information	

Clicking on EDIT brings up a screen very much like the 'Add Page' screen, and lets you set whether the page is to be shown live or not. This is useful if, say, you have an event that occurs once a year, as you can simply archive the page detailing that event by unticking the 'Show' box until it is next needed.

You will note that sub-pages that you create yourself (like the Local History example we used above) can be deleted, but some pages include core functions and so cannot be deleted (e.g. Maps, Local Weather etc.). However, you can untick the 'show' box so that the page does not appear on the live website:

 Edit / Delete	2	Newsletters	Local Information	<input checked="" type="checkbox"/>
 Edit / Delete	3	Local Maps	Local Information	<input type="checkbox"/>
 Edit / Delete	4	Local Weather	Local Information	<input checked="" type="checkbox"/>

Those pages that do not have any text to edit and have other associated editors (such as Councillors' Details or Meetings and Minutes) will include a link to quickly access the content for those sections:

#### Pages Editor

The text on this page is not editable, but you can change the Page Order and the Parent Page. Click on the button below to access the editing tool for this feature.

 Launch Councillors' Details Editor

#### Edit Page:

Full Page Heading:	<input type="text" value="Councillors' Details"/>	 Hint
Menu Title:	This will be what is shown in the navigation menu:	
	<input type="text" value="Councillors' Details"/>	 Hint
Parent Page:	Select from drop-list: <input type="text" value="Parish Council"/>	 Hint
Page Order:	<input type="text" value="1"/>	 Hint
Show Page:	<input checked="" type="checkbox"/>	

## Text Editor


















For more details on how to use and get the best from the WYSIWYG Text Editor, please refer to the guide at the end of this manual.

## ADDITIONAL FEATURES

Click on the Additional Features button to bring up the list of additional features and applications that you have installed on your website. However, some additional features (such as Calendar Xtra, Directory Sponsored Entries, Online Contact Form etc.) may only exist as live-site features, or may be integrated into other buttons in the Site Admin Section.

 Additional Features

To start an application, click on the name from the list that appears.

 launch...	A-Z of Services
 launch...	Blogs editor
 launch...	Chairman / Mayors reports editor
 launch...	Community Pages editor
 launch...	Online Consultations editor
 launch...	Directory editor
 launch...	Site Registration / Emailer system
 launch...	Frequently Asked Questions editor
 launch...	FLITE (Forum Lite)
 launch...	Pinboard
 launch...	Online Poll / Vote system
 launch...	Page Ticker
 launch...	Photo Gallery application
 launch...	Planning Applications editor
 launch...	Secure / Private section
 launch...	Walks editor
 launch...	Youth / Youth Council section

# A-Z OF SERVICES






This feature works in two ways:

- 1. It automatically indexes all pages on the website and lists them under the letter that the page description starts with (e.g. 'C' for 'Councillors' Details').
- 2. It lets you add new services that will show up alongside all the other pages on the site.

## Add a New Service

All new pages are added automatically, so there is no need to do anything for these, but to add a new stand-alone service, click on ADD SERVICE and enter a title and description.

Enter Service details:

Title:	<input type="text"/>
Description:	<div><div><div><b>B</b><i>I</i><u>U</u></div><div></div><div></div></div><div><div></div></div></div>
Show Service:	<input checked="" type="checkbox"/>

+ Add Service



x Cancel Add

If you want to paste text into the **DESCRIPTION** section, we very strongly recommend that you use the **PASTE AS PLAIN TEXT** option by clicking into the editing box and pressing this button, as this means that incorrect formatting will not be carried over that could distort how the site looks:



## Edit / Delete Services

Simply click on EDIT or DELETE for the service that you want:

Edit	Delete	Title	Show
 Edit	 Delete	Footpaths	<input checked="" type="checkbox"/>

## BLOGS

The start screen for Blogs shows you how many you currently have in the database. You can either add a new blog or view / edit / delete existing blogs.

### Adding a New Blog

Adding a new blog brings up the following screen:

**Add Blog:**



ID:	#3
Date:	<input type="text" value="2013-03-29"/>
Title:	<input type="text" value="Example Blog..."/>
Blog:	<div><div><div><div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div><b>B</b></div><div><b>I</b></div><div><b>U</b></div><div><b>S</b></div><div><b>I<sub>x</sub></b></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div>Normal</div><div>Font</div><div>Size</div><div>A</div><div>A</div></div></div><div><p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam vestibulum, eros id varius facilisis, nibh nisi malesuada est, a interdum magna nisl eu arcu. Curabitur venenatis nisi nec metus posuere mattis. Aenean velit purus, luctus a faucibus ac, mattis vitae magna. In posuere ligula non felis ultrices laoreet imperdiet nisi eleifend. Sed lacinia, elit vel mollis auctor, lorem urna pharetra tellus, sagittis feugiat mi arcu at odio. Sed vehicula, ante a luctus vehicula, sapien mi ornare nulla, quis posuere metus nulla in lacus. Nulla vel leo ut tortor convallis luctus. Nam tempus adipiscing mi in iaculis. Aliquam blandit euismod mi sit amet interdum. Sed ullamcorper consectetur quam at convallis. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Duis gravida arcu quis massa tincidunt interdum. Morbi ut tellus elit, nec porta felis. Vestibulum mauris nisi, mattis sit amet commodo sit amet, posuere eget turpis. Donec est velit, malesuada ut venenatis et, ornare in leo.  </p><div>body p</div></div></div></div>
Include Response Form:	<input checked="" type="checkbox"/>
Show Blog:	<input checked="" type="checkbox"/>

+ Add Blog x Cancel Add

You can choose to include a Response Form at the bottom of the blog (and the target email for the form will be the clerk's email address, but please contact us to change this). Once you have completed the blog, press 'ADD BLOG' and confirm the addition on the next page.

### Editing / Deleting Blogs

The main blog page shows all the blogs and whether they have the response form loaded or not:

Edit	Delete	Date	Title	Form	Show
 Edit	 Delete	29/03/2013	#2 - TEST	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
 Edit	 Delete	27/02/2013	#1 - First Blog	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Simply click on EDIT to edit a blog and DELETE to delete it. You can also untick the 'SHOW' button if you want to hide the blog from view but not delete it.

## CHAIRMAN'S / MAYOR'S REPORTS


This feature works in exactly the same way as the BLOGS EDITOR. Please refer to that for instructions, substituting the Blogs for Reports.

## COMMUNITY PAGES EDITOR

This is an advanced feature that has its own User Guide. Please refer to [PCNET.Community Pages User Guide](#) for more details.

## ONLINE CONSULTATIONS EDITOR

This feature lets you hold online consultations that people can post responses to. The start screen tells you have many consultations you have in the database and gives you the option to add a new consultation or edit / view existing consultations:



Parishcouncil.net

Site Admin Section (SAS) v4.5

?

⌵

⌵

⌵

⌵

Start

Calendar

Councillors

Documents

Links

Meetings & Minutes

News

Page Editor

+ Additional Features

Consultations Editor

+ Add Consultation

✎ View / Edit Consultations

Number of Consultations currently in database:

1

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## Adding a New Consultation

Enter the date by clicking into the date box and a title for the Consultation. STATUS shows whether the consultation is still live or not, but does not remove it from the website. Next, enter the details for the consultation into the main text editing box, and state whether you want to include a response form (the email address is set by default to the clerk's email, but you can contact us to change this using the Update Request Tool at [www.admin.parishcouncil.net](http://www.admin.parishcouncil.net)). Finally, SHOW CONSULTATION sets whether the consultation is live on the site or not. You will need to confirm the addition after pressing 'ADD CONSULTATION'.

**Add Consultation:**

ID:	#2
Date:	2013-03-29
Title:	Example Consultation
Status:	Open ▼
Consultation:	<div> <p>This is the text for the example consultation... </p> <p>body p</p> </div>
Include Response Form:	<input checked="" type="checkbox"/>
Show Consultation:	<input checked="" type="checkbox"/>

+ Add Consultation

x Cancel Add

## Editing a Consultation

The Edit Consultation screen is the same as the Add Consultation screen, except that you have an additional box in which you can include updates or responses received to date.



## DIRECTORY

By clicking on **DIRECTORY** at the top of the screen you start the Local Directory services program. You will see the following screen:



You can either choose to ADD a new entry, or EDIT / DELETE existing ones, or manage the directory categories.

### Adding a New Entry

Select the required category from the drop menu at the top and complete the relevant fields. Do not worry if you do not have all the information, as any incomplete fields will not be shown on the live website, and can always be added later.

Then click **ADD ENTRY** to add it to the database.


The form is titled 'Name of Entry' with a text box containing 'Example Business'. Below this is a 'Category:' section with a dropdown menu set to 'Businesses'. The main body of the form is a rich text editor for the 'Description', containing 'Example Business Description...'. Below the editor are several input fields: 'Website:' with 'www.test.com', 'Name of Contact:' with 'Mr Example', 'Telephone:' with '01234 567890', 'Email:' with 'test@test.com', and 'Address:' with a multi-line text box containing 'Example', 'Example', and 'Example'. A 'Submit' button is located to the right of the website field.















Once you press **SUBMIT**, you will get a confirmation page.

## Editing / Deleting an Existing Entry

Click on VIEW / EDIT ENTRIES to bring up the full list. This page lets you edit or delete the entries, and shows the titles and category of each. All entries are listed alphabetically.

+ Add Directory

 View / Edit Directory

Edit	Delete	Name	Category
 Edit	 Delete	Allotments (Chobham Poor Allotments)	Charity
 Edit	 Delete	Bisley & West End Parish Magazine	Church
 Edit	 Delete	Bisley & West End World Affairs Group	Church
 Edit	 Delete	Cameroons Badminton Club	Club
 Edit	 Delete	Chobham and West End Medical Practice	Doctors
 Edit	 Delete	Church	Church
 Edit	 Delete	Compass	Church

Editing is done the same way as adding an entry.

## Category Editor

Click on EDIT CATEGORIES to access the Category Editor:

+ Add Category Type

 View / Edit Category Type

Number of Category Types currently in database:

6

Adding and View/Edit bring up very similar screens:

Simply add / change the category and save the changes:

Category Type:

+ Change Category Type

x Cancel Changes

**NOTE** – The system will not allow certain characters in the Category name, such as '&'. However, it will automatically convert this to 'and' for you.



**NOTE** – Please take care when editing or deleting Categories, as the system does not automatically cross-reference to existing Categories, so it could result in them not appearing in any searches on the live site. We recommend that if you are planning on editing the spelling or wording of a Category you first make a list on the live site of all entries listed to that Category and editing their details after changing the Category in the SAS.

## Sponsored Listings (Additional Feature)

If you have subscribed to the Sponsored Listings Additional Feature, a new tick-box will appear when you add or edit Directory Listings. Simply tick this box to set the listing as a Sponsored Listing:

Sponsored Entry:	<input checked="" type="checkbox"/>
------------------	-------------------------------------

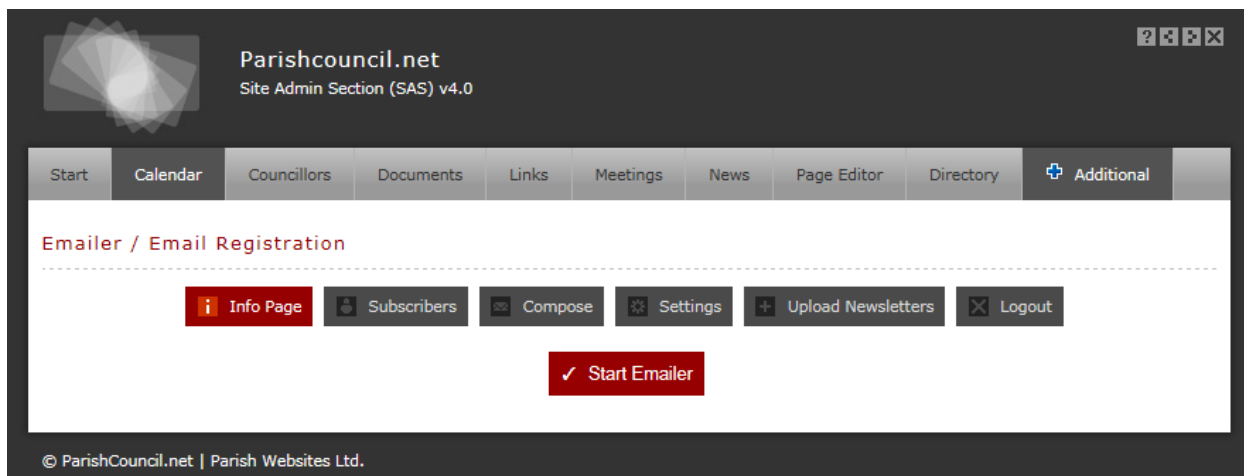
A red tick or black cross will also appear on the main VIEW LISTINGS page to denote whether the listings are Sponsored or not:

Edit	Delete	Name	Category	Sponsored
 Edit	 Delete	Allotments (Chobham Poor Allotments)	Charity	
 Edit	 Delete	Bisley & West End Parish Magazine	Church	

Those listings set as Sponsored will then appear above all other listings on the main Directory page (as well as the normal search results) in a special coloured box to give them more prominence. You can then sell these sponsored placements to businesses or organisations in the directory, along with an extended listing with images or documents etc.

## EMAILER / SITE REGISTRATION

Once the Emailer / Site Registration section has loaded you must click on the START EMAILER button to initiate the application:



Users can add their email addresses to the website so that you can email them when new things are available to see, or for updates and information about the Parish Council or village. You can also add users manually using the SAS.

### Info Page

This is the first page of the Newsletter Emailer that simply gives you brief instructions on how it works:

### Subscribers

Here you can add new subscribers or select and delete existing subscribers:

Add a subscriber

Email

+ Add

Delete a subscriber

Email

x Delete

### Compose Email

Here you can write the emails that will be sent out to all registered recipients. You will need to add a SUBJECT for the email, along with a MESSAGE (such as “visit the website to view and download the latest version of the ‘Example’ Village Newsletter... etc.).

Once you go to the **Compose** screen, you will have a choice of writing the newsletter as a **PLAIN TEXT** newsletter (chosen by default), which is **RECOMMENDED** by the Government Office of the e-Cabinet for Parish Councils, but you may want to select to write HTML emails. Click on HTML to bring up the options if this is what you have chosen

to do. Using this application, you can write just as if you were writing in any word processor. Remember to include a **SUBJECT** for your email newsletter, and when it is complete, go to the bottom of the page and press **SEND**.

**\*PLEASE NOTE – we strongly recommend that all email newsletters are sent as PLAIN TEXT.**

The image displays two versions of an email composition form. The top form is for plain text email, featuring a 'Subject:' field, a 'From:' field pre-filled with 'xxx@councilxxx Parish Council <xxx@mailxxx>', a large 'Message:' text area, and a 'Send' button. To the right of the message area are two buttons: 'TEXT email' (selected) and 'HTML email'. The bottom form is for HTML email, showing the same fields but with a rich text editor toolbar (containing icons for bold, italic, underline, list, link, and image) above the message area. The 'HTML email' button is selected in this version.

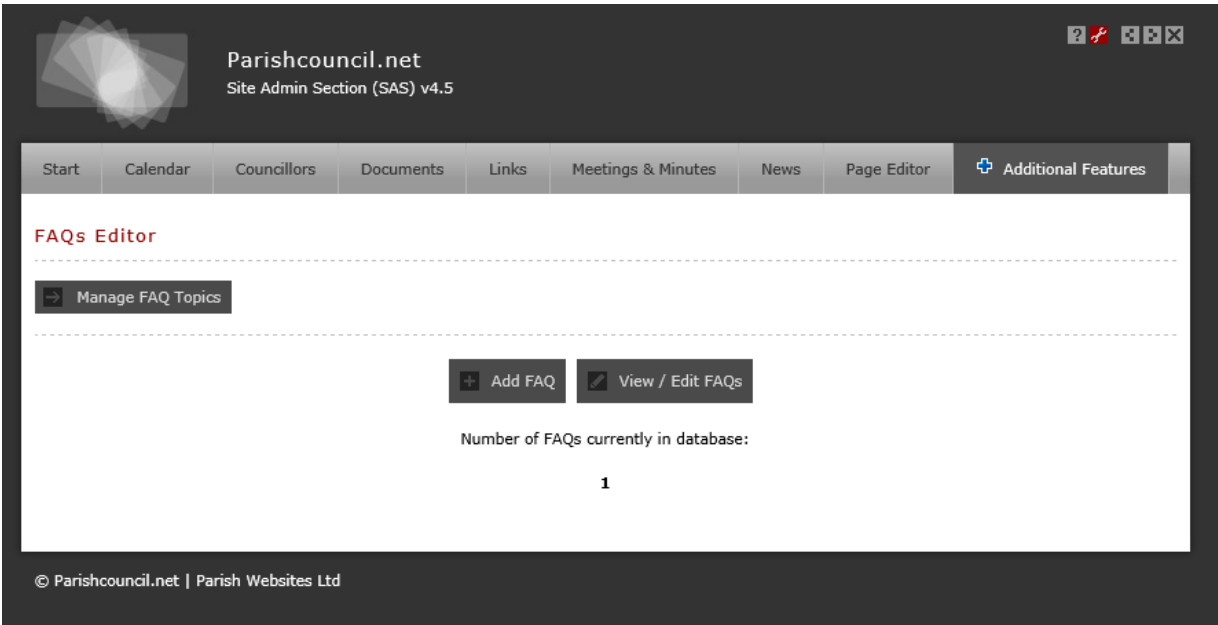
**[PLAIN TEXT EMAIL AND (BELOW) HTML EMAIL]**

## Settings

We recommend that you do not change the email settings unless you know what you are doing. Please contact us for more information.

# FREQUENTLY ASKED QUESTIONS (FAQs)

The FAQs start page gives you the option to ADD a new FAQ, VIEW/EDIT existing FAQs, or to edit the FAQ TOPICS:



## Adding a New FAQ

Add the question that you want to answer, select the topic from the drop-menu and add the answer:

Add new FAQ:

Question:	<input type="text"/>
Topic:	Select from droplist: <input type="button" value="v"/>
Answer:	<div><div><div><div>📄</div><div><b>B</b></div><div><i>I</i></div><div><u>U</u></div><div><div>1=</div><div>2=</div></div><div><div>🔗</div><div>🔗</div></div></div></div><div></div></div>
Show FAQ:	<input checked="" type="checkbox"/>

+ Add FAQ

x Cancel Add

If you want to paste text into the **DESCRIPTION** section, we very strongly recommend that you use the **PASTE AS PLAIN TEXT** option by clicking into the editing box and pressing this button, as this means that incorrect formatting will not be carried over that could distort how the site looks:



## Editing / Deleting a FAQ

The editing screen for the FAQs are the same as the ADD screen, and click on DELETE and confirm the deletion to remove a FAQ:

+ Add FAQ		✎ View / Edit FAQs		
Edit	Delete	Topic	Question	Show
 Edit	 Delete	The Parish Council	When is the Parish Council office open?	

## Manage FAQ Topics

You can edit FAQ Topics using the FAQ Topic tool or clicking on the 'SETTINGS SPANNER' in the top-right of the screen.

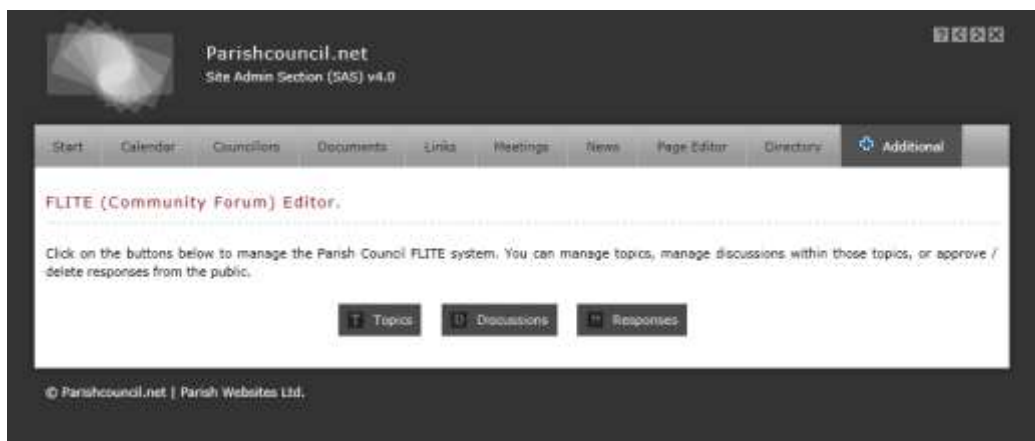
## FLITE (Form Lite)

FLITE is a very adept system to allow you to maintain and control a Forum for your local community. The benefits that FLITE have over traditional web-forums is that you, as administrator, are notified of all responses / comments that are made, and can then authorise them in order to publish them to the website. You are also in total control over what topics and discussions are posted to the site.

FLITE has three main areas:

1. TOPICS - These are the main topic areas for discussion. Each Topic can have any number of corresponding Discussions. We recommend having only a few main topics, such as 'Parish Council', 'Local Area' etc.
2. DISCUSSIONS - Discussions are self-contained and sit underneath the Topics. You can have any number of discussions in a topic. Only you can start a new discussion.
3. RESPONSES / COMMENTS - You can make comments, and can publish / authorise comments made by members of the public.

The main FLITE screen looks like this:



## Topics

You can add new topics, or edit / delete existing Topics. Please note that if you delete a topic, all corresponding Discussions will not be shown on the site, until you allocate them to a new topic.

[+ Add Topic](#)
[✎ View / Edit Topics](#)

Edit	Topic
<a href="#">✎ Edit</a>	General Discussions
<a href="#">✎ Edit</a>	Newsletter
<a href="#">✎ Edit</a>	Website

## Discussions

You can add new discussions, or edit / delete existing discussions. Please note that if you delete a discussion, all corresponding Comments / Responses will not be shown on the site.

Select Topic:	<div style="border: 1px solid #ccc; padding: 2px;">Select from drop-list ▼</div>
Discussion Title:	<div style="border: 1px solid #ccc; height: 20px;"></div>
Show Discussion:	<input checked="" type="checkbox"/>

[+ Add Discussion](#)
[x Cancel Add](#)

You can also 'Hide' Discussions, by unticking the 'SHOW DISCUSSION' box:



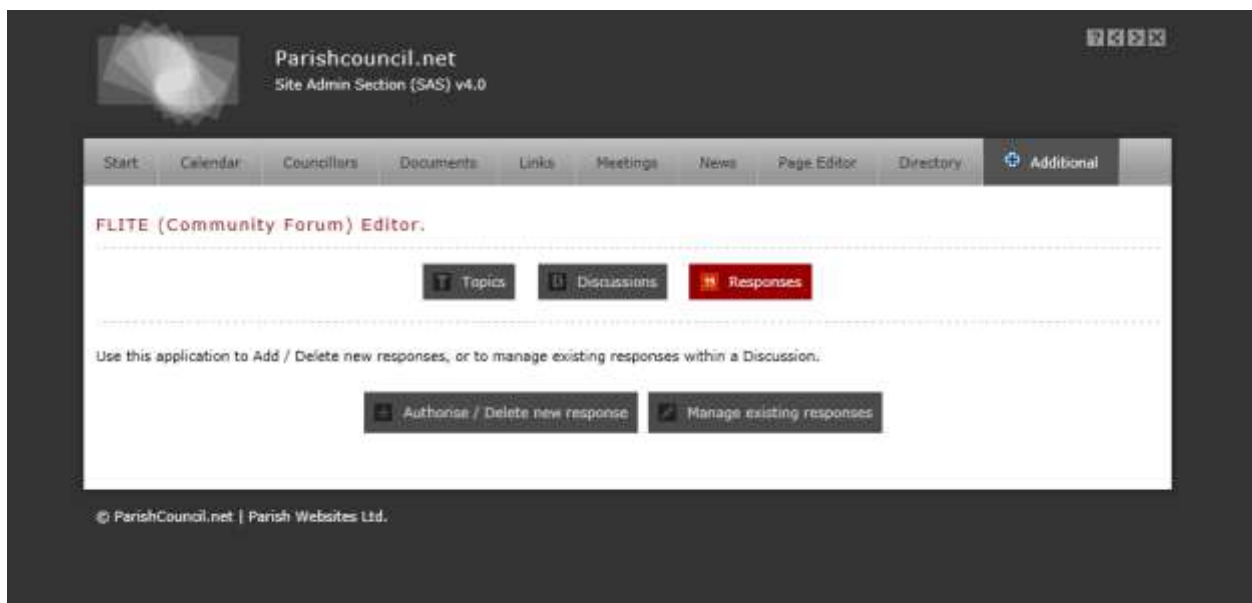
[+ Add Discussion](#)

[View / Edit Discussions](#)

Edit	Delete	Topic	Discussion	Show
 Edit	 Delete	General Discussions	A space for anything councillors want to say!	
 Edit	 Delete	Website	A space to discuss the new website	
 Edit	 Delete	Newsletter	Anything you want to say about the newsletter - content or delivery?	
 Edit	 Delete	General Discussions	Notice Boards	

## Responses

Under RESPONSES you can Authorise or Delete a response sent by a member of the public through the live site (which you would have been notified about), or can manage existing responses:



## Managing Existing Responses

Firstly click on the Discussion in which you want to manage responses:






View	Topic	Discussion	Show
 View	General Discussions	A space for anything councillors want to say!	
 View	Website	A space to discuss the new website	
 View	Newsletter	Anything you want to say about the newsletter - content or delivery?	
 View	General Discussions	Notice Boards	

This will bring up the list of all corresponding responses:

Edit	Delete	User	Date	Discussion	Quickview
 Edit	 Delete	Gillian	28/06/2011 at 21:16:17	A space for anything	
 Edit	 Delete	Gillian	28/06/2011 at 10:24:13	A space for anything	

On this screen you can see the User who posted the response, the date and the Discussion title. Hovering over the 'QUICKVIEW' icon brings up a small window with the text of the response. To edit the response, click on EDIT:

**Edit Discussion:**

Date:	28 June 2011 at 10:24:13
User:	Gillian
Email:	gillian@mccalden.com
IP Address:	86.157.11.131
Discussion:	5FHJ17
Comment:	<div> <div> <b>B</b> <i>I</i> <u>U</u> </div> <div>    </div> <div>   </div> </div> <div> It's great to have a Forum on our website. Let's play with it and see how we can best use it. </div>
Show Comment:	<input checked="" type="checkbox"/>

+ Change Comment
x Cancel Changes

Here you can see all the details of the Response, including the email address and IP address of the person who submitted the response, which can be useful for dealing with persistent breaches of the Forum rules.

# Authorising / Deleting New Responses

Users will have submitted a response using a form on the live website such as this:

Send your response

Please enter your details and response below and press submit. By entering a response you are agreeing for it to be published on this website. [Click here](#) to read the Forum Terms & Conditions.

Name	<input type="text" value="Anonymous"/>
Email Address*	<input type="text"/> (required for moderation, but not published live)
Your IP Address	80.68.33.177 (for security only - not published live)
Feedback	<div>[click here to enter comment]</div>

✓ Submit

They then will receive an email telling them that the response is awaiting moderation, and the moderator will receive an email saying that a response requires moderation. The response will then show up in the SAS. Click on VIEW to see the details of the Response:

✚ Authorise / Delete new response

🔍 Manage existing responses

View / Approve	Delete	Date	User	Discussion
<div>🔍 View</div>	<div>✕ Delete</div>	15/07/2011 at 14:08:07	Neil Pfister	A space for anything councillors want to say!

You can then choose to make any changes to the Response (such as removing bits that are not suitable to be published – though we always recommend telling people if you are doing this) and you can also see the name, email address and IP address of the person submitting the response.

## COMMUNITY PINBOARD

The Community Pinboard lets members of the local community submit notices to the webmaster to be added to the website. The public website would look something like this:


**Community Pinboard**


 Show / Hide info...





[Example Listing Title](#) » (20 July, 2011)


[This is the test listing title](#) » (14 July, 2011)


[Test Pinboard Entry](#) » (13 July, 2011)

[\[+ go to Community Pinboard pages...\]](#)

As administrator, you have the option to Add New Notices (called 'Listings') directly, Authorise Listings submitted by the Public, or manage existing ones:




 Add Listing
  Authorise Submitted Listings
  View / Edit Listing

Number of Listings currently in database:

**3**

## Adding a Listing

Enter the DATE that the listing is to go live, the TITLE, the NAME of the CONTACT adding the listing, and then the DESCRIPTION of the listing. You can also choose to set it not to show using the 'Show Listing' tick-box:

 Add Listing
  Authorise Submitted Listings
  View / Edit Listing

Date:

Title:


Contact:



Description:

Show Listing: ☒

July 2011
 

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						







 Add Listing
  Cancel Add

## Authorise / Delete New Listing

Clicking on this button will show all the listings waiting to be authorised:

View / Approve	Delete	Date	Contact	Title
 View	 Delete	15/07/2011	Neil Pfister	Test Listing

You can either delete it outright, or click on VIEW to see and authorise the listing:

Title:	Neil Pfister
Live Date:	15/07/2011
Contact Name:	Neil Pfister
IP:	80.68.33.178
Email:	neil.pfister@parishcouncil.net
Description:	<div> <div> <div><b>B</b></div> <div><i>I</i></div> <div><u>U</u></div> <div></div> <div></div> <div></div> <div></div> </div> <div>Please ignore - system test.</div> </div>
Show Listing:	<input checked="" type="checkbox"/>

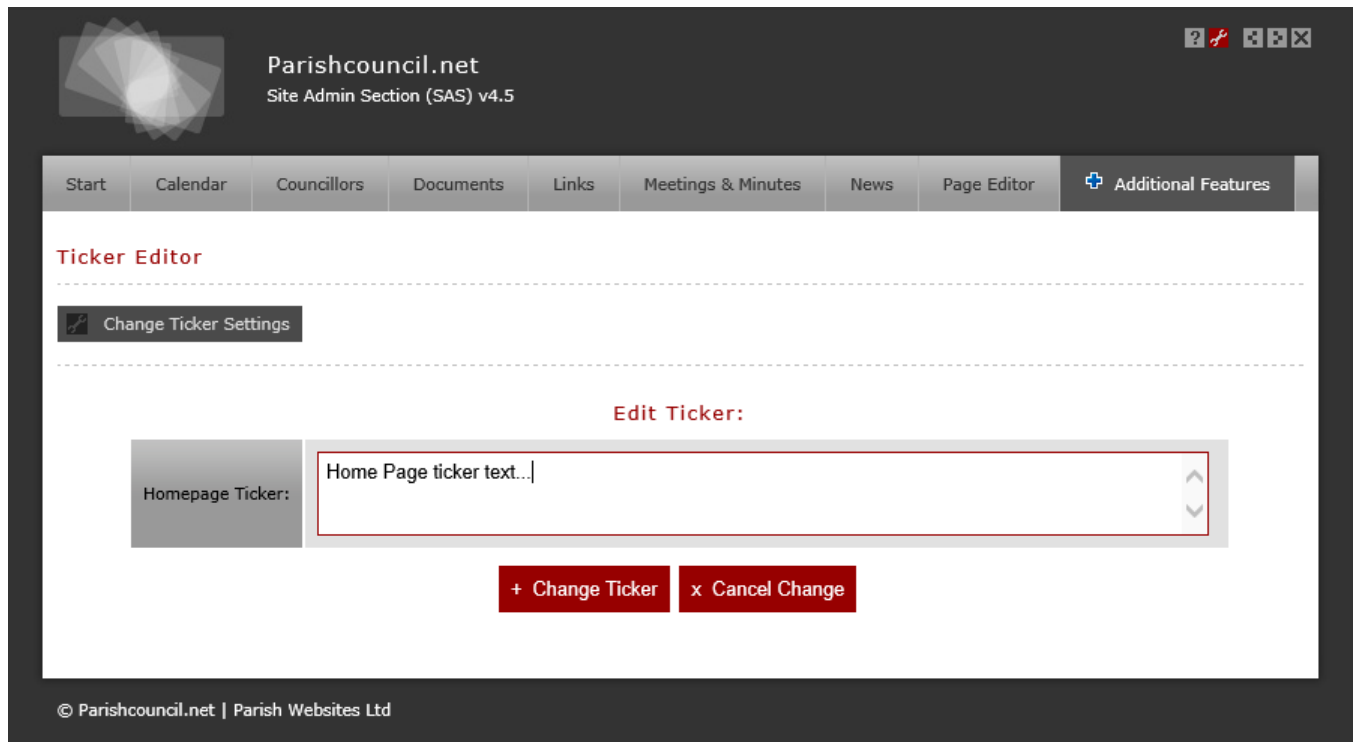
The screen should show all details about the person who submitted the listing, and you can edit the text before publishing live. All listings on the live site are shown in date order.

## ONLINE POLL

This feature is currently unavailable. Please contact us for further details.

## PAGE TICKER

The Page Ticker application lets you add a ticker to either the homepage, or to every page on the website. Once you have this Additional Feature installed on your site, you will have control over whether it appears on just the homepage or on all other pages too. By default it will be set to just appear on the homepage, and when you load the feature it will look like this:



Enter new text for the ticker and then press 'CHANGE TICKER' to make the change.

## Add Ticker to All Pages

Click on CHANGE TICKER SETTINGS or the red SETTINGS SPANNER in the top-right of the screen to access the Ticker Settings page. From here, tick the box to have the ticker showing on all pages of the website.

Leave the box unticked if you only want the ticker to appear on the HOMEPAGE.

Tick the box if you want a different ticker to appear on every page of your website - when ticked these will be editable from the main Pages Editor.



When the ticker has been added to all pages, you no longer edit it in the Ticker application, but instead the ticker box will appear in all pages in the PAGE EDITOR application:

**Edit Page:**

Full Page Heading:	<input type="text" value="Meetings, Minutes &amp; Agendas"/>	<a href="#">? Hint</a>
Menu Title:	<p>This will be what is shown in the navigation menu:</p> <input type="text" value="Meetings &amp; Minutes"/>	<a href="#">? Hint</a>
Parent Page:	<input type="text" value="Select from drop-list: ▼"/> <input type="text" value="Parish Council"/>	<a href="#">? Hint</a>
Page Order:	<input type="text" value="2"/>	<a href="#">? Hint</a>
Content:	<div> <div> </div> <div> <p>In this section you can view past Agendas and Minutes (from January 2012 onwards), and view dates and agendas for upcoming meetings. <a href="#">Click here</a> to access Minutes and Agendas before January 2012.</p> </div> </div>	
Ticker:	<div style="border: 1px solid red; height: 40px; width: 100%;"></div>	

# PHOTO GALLERY

Once loaded, you will be taken to a main screen which has a gallery selection menu, a main menu across the top, a quick-menu at the bottom, and edit and delete options for each photo.

Gallery Selection

Main Menu

Photo Edit / Delete buttons

Parishcouncil.net

Site Admin Section (SAS) v4.0

Start

Calendar

Councillors

Documents

Links

Meetings

News

Page Editor

Directory

Additional

Photo Gallery (v4.0)

Show All Galleries

✓ Show this Gallery




+ Add Photo

✕ Delete Gallery

✎ Rename Gallery

🖼️ Recreate Thumbnails

🔄 Reorder Photos

ID	Title	Image	Gallery	View	Preview	Action
1	Test Photo	UPL_11coming_soon.jpg	Test Gallery	✓		<div>✎ Edit</div> <div>✕ Delete</div>
2	Test Photo	UPL_1coming_soon.jpg	Test Gallery	✓		<div>✎ Edit</div> <div>✕ Delete</div>
3	Test Photo	UPL_coming_soon.jpg	Test Gallery	✓		<div>✎ Edit</div> <div>✕ Delete</div>

Quick-menu

Add New Photo <<

Delete a Gallery <<

Rename a Gallery <<

Recreate Thumbnail Images <<

Reorder Photos <<

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## Choosing a Gallery

You can choose a gallery in the SAS in the same was as on the live website to see what photos are in it. Choose a gallery to edit from the Gallery Selection menu and press the button next to it called 'SHOW THIS GALLERY':

Show All Galleries

✓ Show this Gallery

Parish Websites Limited    Company No. 05417450    Director. Neil C Pfister BA(Hons),LLB  
Registered Office: 3 Great George Street, Godalming, Surrey, GU7 1EE

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## Adding Photos

Adding Photos is the function that you will use the most in the Photo Gallery. It is done as follows. Firstly, click on the 'ADD PHOTOS' button:

You will get the following screen, which must be completed:

Title	<input type="text"/>	Enter the title of the Photo
Descriptive Text	<div><div></div><div></div></div>	Enter a description about the photo
	<div><div></div><div></div></div>	Click here to browse your PC to find the photo to upload
File	<div><div></div><div>Browse...</div><div>(NOTE - filename <b>must not</b> contain any spaces and <b>must</b> have a unique name)</div></div>	Next, choose the Gallery you want it to appear in. If you want to create a new Gallery, tick the <b>New Gallery</b> box and enter the name.
Gallery	<div><div>Test Gallery</div><div>New Gallery <input checked="" type="checkbox"/></div><div>New Gallery Name: <input type="text"/></div></div>	Leave this ticked to include the date and time of the photo
Include Date / Time	<input checked="" type="checkbox"/> Yes	
Visible	<input checked="" type="checkbox"/> Yes	
<div><div>✓ Submit</div><div>x Cancel</div></div>		

Tick **SUBMIT** to add the photo to the Gallery

Tick this box to make the photo visible on the live website.

**IMPORTANT** – The thumbnails are created using the **NAME** of the photo. Therefore, you **MUST** ensure that all photos uploaded have unique names. To avoid any problems, **DO NOT INCLUDE SPACES IN YOUR PHOTO NAME**:

e.g. **BAD** = **St James Square.jpg**  
**GOOD** = **St\_James\_Square.jpg**

## Photo Sizes

The two most common errors with the Photo Gallery are the names of the image files (see above), but also when people try and upload photos that are too large. You should not try and upload photos that are any bigger than 800px wide (which is much, much smaller than any digital camera or mobile phone takes by default). Please use Photo Editing software to reduce the size of the photos you are trying to upload.

## Deleting a Gallery

Click on the 'DELETE GALLERY' button:

You will get the following warning message. If you want to delete a gallery, **First SELECT IT FROM THE DROP-MENU** and click the confirm button, but all the photos will be lost. If you do not want to delete the gallery, click the back button (in the top-right of the screen).

**Warning! Deleting a gallery will remove ALL pictures associated with it.**  
If you're not sure, [click here to go back](#). Otherwise, select the gallery you want to delete and press the button below:

Select Gallery and press DELETE

Test Gallery ▼

x Delete Gallery

## Renaming a Gallery

Click on the 'RENAME GALLERY' button.

Choose the Gallery to rename from the drop-down, enter the new name and press 'SUBMIT'.

Gallery:	Test Gallery ▼
New Gallery Name:	<input type="text"/>

✓ Submit x Cancel

## Recreate Thumbnails

If for whatever reason the photos are not appearing properly on the live website, it could be that the photo thumbnails need recreating. Click on this button to perform this action:

Width (pixels)	<input type="text" value="250"/>
Height (pixels)	<input type="text" value="250"/>

+ Create Thumbnails x Cancel

## Reorder Photos

You may want your photos ordered on the live site in a different way (i.e. by date, title etc.). To change the order, click on the reorder button and complete the following screen:

Order by	Title ▼
Order	321 ▼
<input checked="" type="button" value="Submit"/> <input type="button" value="x Cancel"/>	

## Edit or Delete Photos

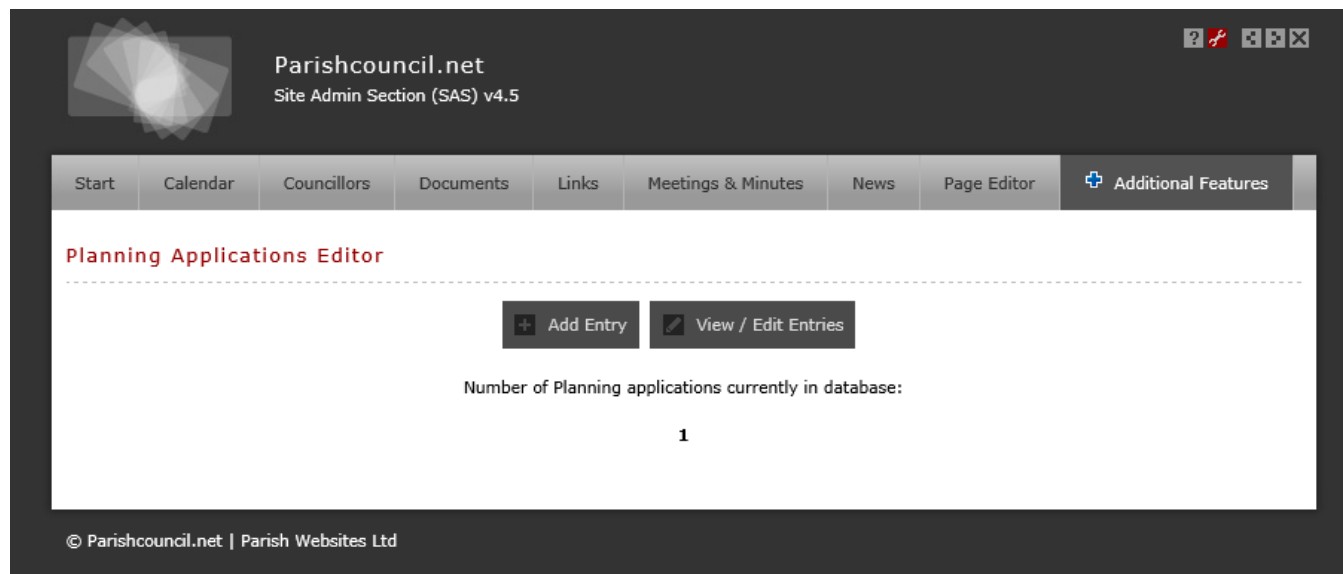
To edit a photo and its details, click on the **EDIT** button to the right of its entry on the main screen. You will get the same screen as the **ADD PHOTO** screen, and need to change whatever needs changing before pressing SUBMIT.

ID	Title	Image	Gallery	View	Preview	Action
1	Test Photo	UPL_11coming_soon.jpg	Test Gallery	<input checked="" type="checkbox"/>		<input checked="" type="button" value="Edit"/> <input type="button" value="X Delete"/>

To delete a photo, click on the **DELETE** button. Please note – there is no warning message here – once pressed the photo will be permanently deleted.

## PLANNING APPLICATIONS

This popular feature lets you add and edit planning application listings on your Parish Council website. The start screen gives you the following options. The method is the same for both:



Parishcouncil.net  
Site Admin Section (SAS) v4.5

Start Calendar Councillors Documents Links Meetings & Minutes News Page Editor + Additional Features

**Planning Applications Editor**

+ Add Entry View / Edit Entries

Number of Planning applications currently in database:  
1

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### Adding an Entry

You will doubtless receive through a weekly list of planning applications from your local borough or district council. You can therefore either copy and paste the details from this email, or go to your local council's planning portal to copy and paste direct from there. The ADD screen is as follows:

**Add Planning Application:**

Application No:	<input type="text"/>
Hyperlink:	<input type="text"/> ? Hint
Location:	<input type="text"/>
Proposal:	<input type="text"/>
Date:	<input type="text"/> (click in text-box to show date selector)
Status:	Registered <input type="button" value="v"/>

+ Add Entry x Cancel Add

- **Application Number** is where you put the unique number of the Application.
- **Hyperlink** is where a link to the full application details on the local council website should go. Include all the link, as well as the http:// bit.
- **Location Address** is where you put the address of the application.
- **Proposal** is where you put brief details of the proposal.
- **Date** is where you put the date of the application.
- **Status** is where you put whether the application is just **Registered**, **Pending** or **Approved**. These will show up as different colours on the live website.
- If you require more fields, please let us know and we will incorporate them for you.

## Editing / Deleting Planning Applications

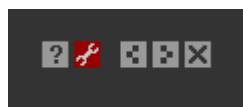
Click VIEW / EDIT ENTRY, and then EDIT to edit the entry, or DELETE to delete it. Once deleted it cannot be recovered. Editing an entry is done in the same way as Adding an Entry.

+ Add Entry
✏ View / Edit Entry

Edit	Delete	Application No.	Location	Date	Status
<div style="background-color: #555; color: white; padding: 5px; width: 40px; margin: 0 auto;">✏ Edit</div>	<div style="background-color: #555; color: white; padding: 5px; width: 40px; margin: 0 auto;">✕ Delete</div>	1234	Address 1 Address 2 Address 3	18/02/2013	<div style="background-color: #008000; color: white; padding: 5px; width: 60px; margin: 0 auto;">Approved</div>

## Changing the Planning Link on the Website

All our websites have a standard planning page with a link through to your district or borough planning portal. If you need to change this for any reason you can do so yourself by clicking on the red SETTINGS SPANNER:



This will bring up the master website settings page where you can change the link to the local planning authority. This is useful if they change their website structure for any reason:

Planning Link ( <i>Planning</i> ):	<input style="width: 95%;" type="text"/>	<div style="background-color: #555; color: white; padding: 5px 10px; width: 40px; margin: 0 auto;">? Hint</div>
------------------------------------	--	---

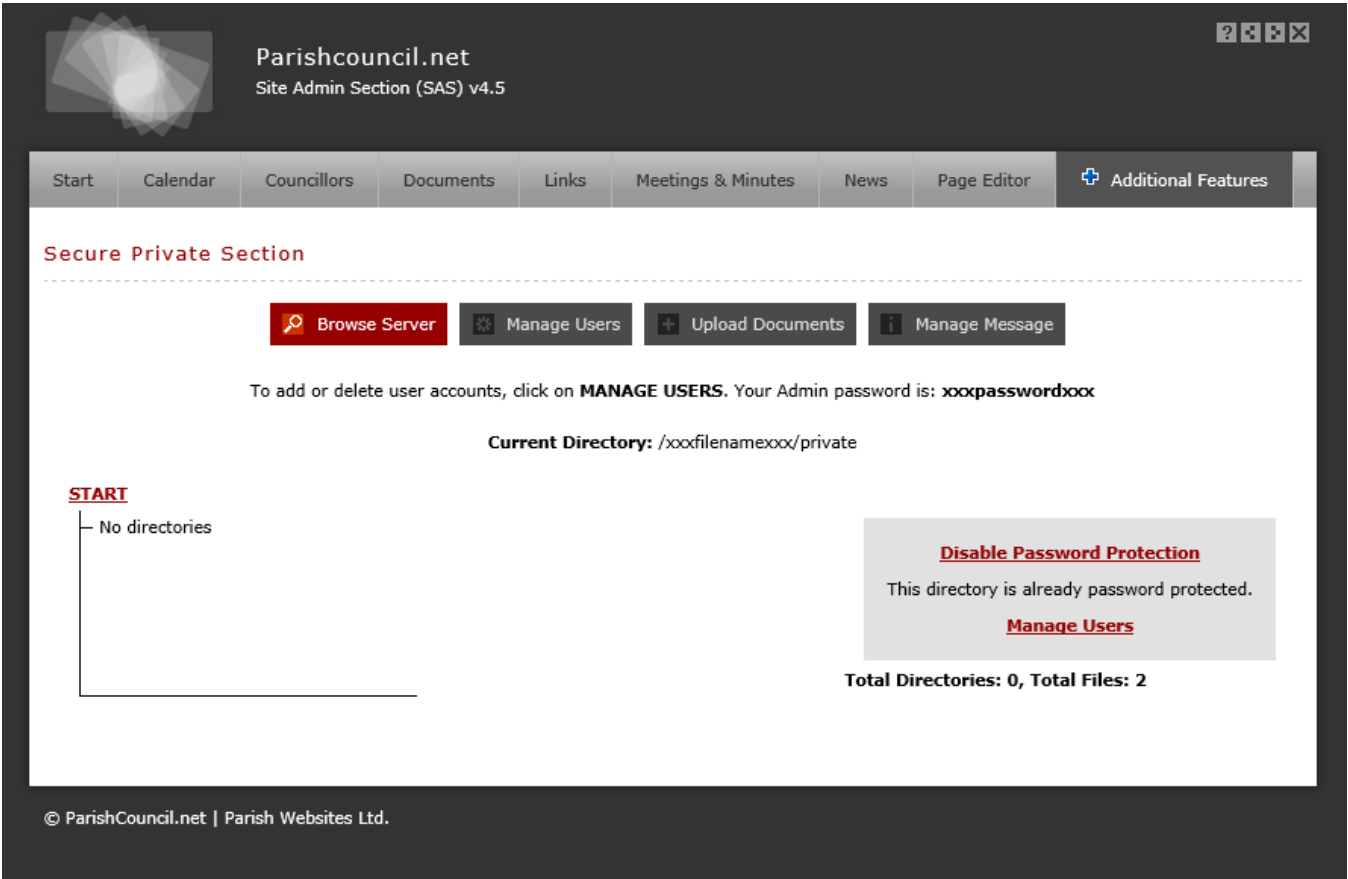
# SECURE / PRIVATE SECTION

The contents of the Secure / Private Section are accessible from the live website by clicking on the **Private Area** link on your website, or [www.yourdomain/private](http://www.yourdomain/private).

Once you have accessed the Secure / Private Section, you will be taken to a live version of the **DOCUMENT ARCHIVE (see above)**, which is accessible to the whole Council, but not to the public.

## Secure / Private Area Admin

The Admin Section of the Secure / Private Section is accessible by clicking on the button from the start page of the SAS. You will be taken to the following page:



The buttons across the top let you view the directory that has been password-protected, manage users, upload documents, and manage the introduction message that users will see when they access the Private / Secure Area from the live site.

## Managing Users

To add a new user fill in the new username, chosen password, confirmation of chosen password and then the admin password (shown at the top of the screen). Then click **Add New User** to confirm and save.

## Add New Users

Username:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>
Admin Password:	<input type="password"/>

[+ Add New User](#)

To remove a user account, select the one you want from the drop-menu and enter the Admin Password to confirm and save.

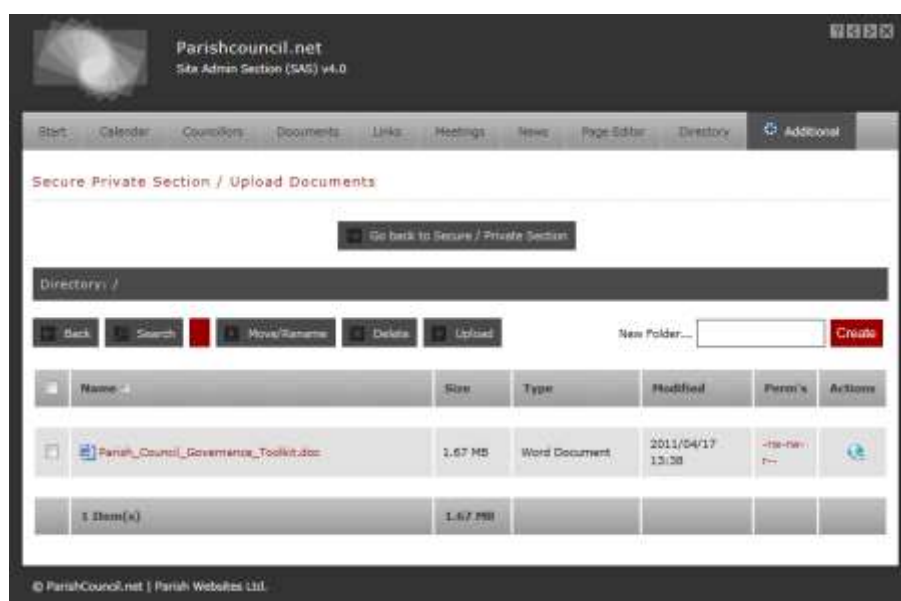
## Remove User

Username:	<input type="text" value="Gavin"/>
Admin Password:	<input type="password"/>

[x Remove User](#)

## Managing Documents

This works in much the same way as the Documents Editor (see above):



## Manage Message

This is an extension of the **PAGES** editor tool. Edit your message and press 'CHANGE PAGE' to confirm. Once confirmed you will be taken back to the Secure Private Section start screen.

Go back to Secure Private Section Editor

Edit Page:

Full Page Heading:	Secure Private Section	Hint
Menu Title:	This will be what is shown in the navigation menu: Secure Private Section	Hint
Content:	<div><div>X</div><div>Copy</div><div>Paste</div><div>Undo</div><div>Redo</div><div>Link</div><div>Unlink</div><div>Image</div><div>Table</div><div>Source</div><div>Fullscreen</div><div>Format</div><div>Font</div><div>Size</div><div>A-</div><div>A+</div></div> <div>Secure Private Section message..</div>	
Show Page:	<input type="checkbox"/>	

+ Change Page x Cancel Change



## WALKS EDITOR

The Walks Editor lets you manage walks in the local area, and the live-site includes a feedback form to allow people who have been on the walks to let you know how they fared. The SAS brings up this screen to tell you how many walks you have submitted:



Number of Walks currently in database:

6

## Add a Walk

The ADD A WALK screen lets you enter a walk title, description (including linked documents and images) and also lets you choose whether to add a response form or not. Unticking this section turns off the feedback form on the live site.

ID:	#7
Walk Name:	<input type="text"/>
Description:	<div> <div> Source                </div> <div> <b>B</b> <i>I</i> <u>U</u> abc <math>x_2</math> <math>x^2</math> <math>\frac{1}{3}</math> <ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul> <ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> </ul> </div> <div> Format Font Size         </div> <div></div> </div>
Include Response Form:	<input checked="" type="checkbox"/>
Show Walk:	<input checked="" type="checkbox"/>

You can also choose whether the Walk is shown on the live site or not by unticking 'SHOW WALK'.

# YOUTH SECTION

The Youth Section lets you manage articles for the young people in your the local area, and the live-site includes a feedback form to allow them get in touch with you. The SAS brings up this screen to tell you how many articles are on the site:

+ Add Entry

 View / Edit Entries


















Number of Entries currently in database:

1

## Add an Article

The ADD AN ARTICLE screen lets you enter an article title, description (including linked documents and images) and also lets you choose whether to add a response form or not. Unticking this section turns off the feedback form on the live site.

Add an article:

Date:	<input type="text"/>
Title:	<input type="text"/>
Content:	<div><div><div><div><div></div><div><b>B</b> <i>I</i> <u>U</u> <del>S</del> <i>I</i><sub>x</sub><div><div><div><div><div>1=</div><div>: =</div><div>+ =</div><div>- =</div></div><div><div><div><div></div><div></div><div></div><div></div></div><div><div><div><div></div><div></div><div></div><div></div></div><div><div><div><div></div><div></div><div></div><div></div></div><div><div><div><div></div><div></div><div></div><div></div></div></div></div></div></div></div></div><div>Format<div></div>Font<div></div>Size<div></div><div><div>A<div></div></div><div>A<div></div></div></div></div></div><div><div></div></div></div></div></div></div></div></div></div></div></div>
Include Reply Form:	<input checked="" type="checkbox"/>
Show Entry:	<input checked="" type="checkbox"/>

+ Add Entry

x Cancel Add

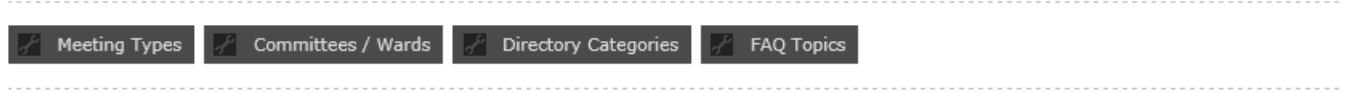
You can also choose whether the article is shown on the live site or not by unticking ‘SHOW ENTRY’.

# SITE CONFIG SETTINGS

A change in SAS4.5 was the introduction of a centralised ‘Settings’ section. Throughout the SAS you will see the red SETTINGS SPANNER appear on some pages:



Clicking on this will bring up the main settings configuration screen:



**Tick the boxes to turn on website features. Hover over the hint boxes on the right to find out more about these settings.**

Show End Time ( <i>Calendar &amp; Meetings</i> ):	<input type="checkbox"/>	<a href="#">? Hint</a>
News Headline Thumbnails ( <i>News</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Display Committees ( <i>Councillors' Details</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Display Wards ( <i>Councillors' Details</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Local / National Links ( <i>Links</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Meeting Reports ( <i>Meetings &amp; Minutes</i> ):	<input type="checkbox"/>	<a href="#">? Hint</a>
Search Engine Optimisation ( <i>Page Editor</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>
Ticker On All Pages ( <i>Page Ticker</i> ):	<input checked="" type="checkbox"/>	<a href="#">? Hint</a>

Planning Link ( <i>Planning</i> ):	<input type="text"/>	<a href="#">? Hint</a>
Village Hall Name ( <i>Calendar</i> ):	<input type="text" value="Village Hall"/>	<a href="#">? Hint</a>
Local Weather RSS Feed ( <i>Feeds</i> ):	<input type="text"/>	<a href="#">? Hint</a>
Local Travel RSS Feed ( <i>Feeds</i> ):	<input type="text"/>	<a href="#">? Hint</a>

[+ Change Settings](#) [x Cancel Changes](#)

From here you can change or access the following settings:

- Meeting Types
- Council Committee Types
- Council Ward Types
- Directory Categories
- FAQ Topics
- Turn on/off End Times in the Calendar and Meetings list
- Turn on/off News Thumbnail images
- Turn on/off Committees in the Councillors’ Details application
- Turn on/off Wards in the Councillors’ Details application
- Turn on/off the ability to designate links as Local Links

- Turn on/off Meeting Reports in the Meetings application
- Turn on/off SEO MetaKeywords and MetaDescriptions in the Page Editor
- Change the Local Planning Links
- Change the name of the Village Hall
- Change the Local Weather / RSS Feed
- Change the Local Travel / RSS Feed

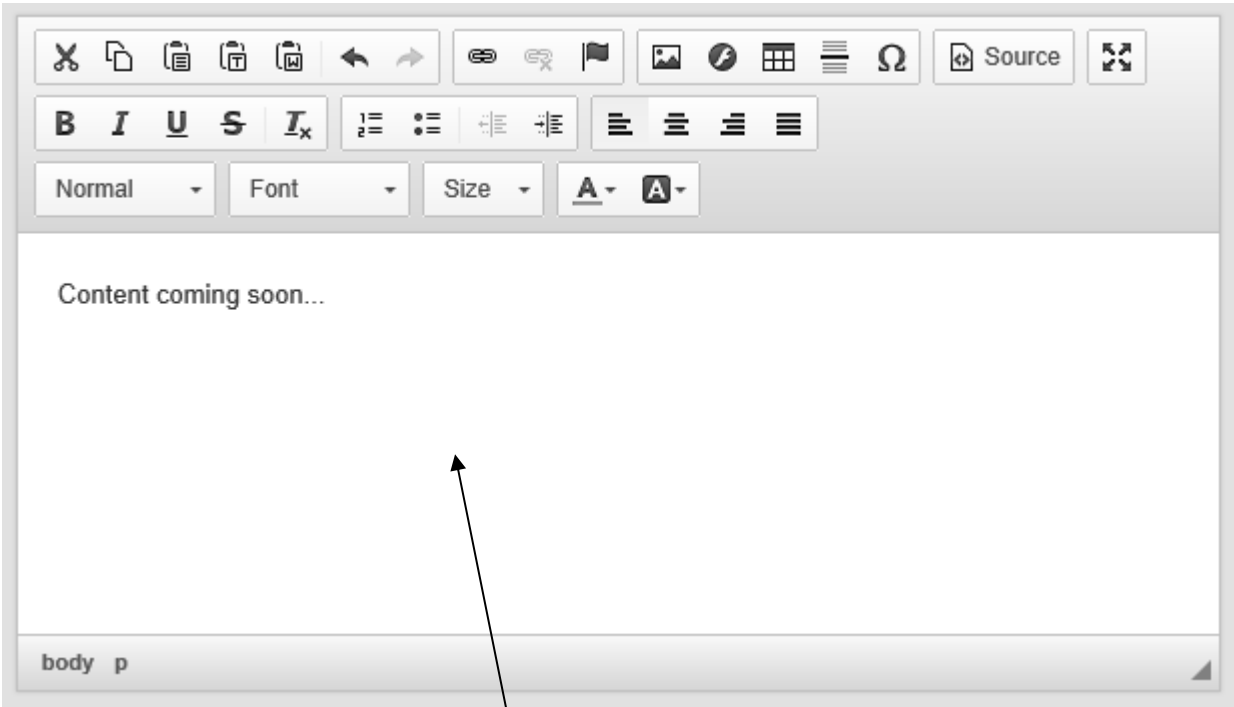
These are relatively advanced features, and we recommend that you speak with us before using them.

# WYSIWYG EDITOR

Throughout the SAS you will get the option to use our **WYSIWYG** editor. This is a very powerful and simple CMS (Content Management System) which stands for **What You See Is What You Get**. Therefore, what you see when you type it into the box is what you will see on the live website.

## Editing Area




The editor looks like this:












Most of the buttons work in exactly the same way as Microsoft Word, but hovering over them tell you what they do. The bit where the text goes is called the **EDITING AREA**. Below is a short description (from left to right).














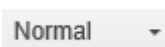



## WYSIWYG Functions

**FIRST LINE:**

	<b>CUT</b>	When you have highlighted / selected text clicking this adds it to your clipboard.
	<b>COPY</b>	Copies selected text to the clipboard.
	<b>PASTE</b>	<p>When you have text copied to the clipboard from elsewhere (e.g. a Word document or email), clicking this pastes it to the editor. You must have clicked in the editing area (the bit above with 'Content coming soon...') at the point where you want the text pasted prior to clicking it.</p> <p><b>NOTE:</b> Pasting in this way can carry over unwanted formatting. We strongly recommend that for all pasting content you use the 'PASTE AS PLAIN TEXT' option.</p>

	<b>PASTE AS PLAIN TEXT</b>	This does similar to PASTE, but it removes all unwanted formatting. Most word processor add hundreds of lines of unwanted code to text (which can't be viewed on the page) which will almost certainly make your website appear incorrect. Therefore, we <b>STRONGLY</b> recommend using this option whenever pasting content to the site.
	<b>PASTE FROM WORD</b>	Again, we recommend you use PASTE AS PLAIN TEXT, but if you do insist on pasting from Word, please use this option, as it removes *most* of the nasty, unwanted code. However, please note that you cannot copy and paste images – these are treated as separate files and <b>MUST</b> be added using the IMAGE button below.
	<b>UNDO</b>	Undoes the previous change.
	<b>REDO</b>	Redoes a change previously undone.
	<b>ADD/EDIT A LINK</b>	Adds or edits a link. Highlight some text (e.g. 'click here to download') and press the link button to link to other websites, pages within your websites or to upload and link to documents on the server.  <b>NOTE: For more information please refer to the guides on <a href="#">LINKING</a> and <a href="#">UPLOADING DOCUMENTS</a> below.</b>
	<b>UNLINK</b>	Removes a link from selected text
	<b>ANCHOR</b>	Adds an anchor link to where your cursor is in the Editing Area. For more information please refer to the guide on <a href="#">LINKING</a> .
	<b>IMAGE</b>	This is where you add images (or if clicked when on an existing image, lets you edit it). This is the only way to show images embedded in the text on the website.  <b>NOTE: For more information please refer to the guide on <a href="#">UPLOADING IMAGES</a> below.</b>
	<b>FLASH</b>	If you know how to use Flash files, this button lets you embed them into your page.
	<b>TABLE</b>	Lets you create a table on the page. When clicked, a pop-up will appear with all the table properties. You can re-edit a table at any time by clicking on the same button when your cursor is inside the table in the Editing Area.
	<b>HORIZONTAL LINK</b>	Inserts a horizontal line into your text.
	<b>SPECIAL CHARACTER</b>	Inserts one of over 200 special characters into the text (such as symbols / accented letters etc.)
	<b>SOURCE</b>	Clicking this shows the HTML / source code for the page that you are editing. This is not recommended for people who do not know what they are doing.
	<b>MAXIMISE EDITING AREA</b>	The Editing Area expands to a certain extent when you are editing, but pressing this button actually expands it to the width of the whole screen, giving you a much bigger area to edit in.

**NOTE:** You must press it again to go back to the SAS and save any changes.

	<b>BOLD</b>	Makes selected text bold.
	<b>ITALIC</b>	Makes selected text italic.
	<b>UNDERLINE</b>	Underlines selected text.
	<b>STRIKETHROUGH</b>	Add a strikethrough line through the selected text.
	<b>REMOVE FORMATTING</b>	Removes all added formatting to selected text. Useful if you have made mistakes or pasted unwanted formatting along with the text.
	<b>NUMBERED LIST</b>	Adds a numbered list, starting with the line that your cursor is on in the Editing Area. To start a new numbered list, press RETURN/ENTER to go to a new line and press it there. Pressing it again on an existing numbered list removes it.
	<b>BULLETED LIST</b>	Adds a bulleted list, starting with the line that your cursor is on in the Editing Area. To start a new bulleted list, press RETURN/ENTER to go to a new line and press it there. Pressing it again on an existing bulleted list removes it.
	<b>DECREASE INDENT</b>	Decreases the indent of a paragraph. If it is already decreased the full amount, it will be greyed-out.
	<b>INCREASE INDENT</b>	Increases the indent of a paragraph.
	<b>ALIGN LEFT</b>	Aligns selection to the left of the page.
	<b>ALIGN CENTRE</b>	Aligns selection to the centre of the page.
	<b>ALIGN RIGHT</b>	Aligns selection to the right of the page.
	<b>JUSTIFY</b>	Justifies selected text.
	<b>FONT STYLE</b>	We have two basic recommended font styles: <b>NORMAL</b> and <b>SUB-HEADING</b> . Normal should be used for all general text on a page, and Heading 3 should be used for sub-headings. Each site uses different fonts and styles, so do not worry if the Sub-heading here appears different – here it will simply be larger text, but when published to your website it may be underlined / have a coloured background etc.
	<b>FONT TYPE</b>	Your website will have a pre-determined font-type, and if you do nothing in the Editing Area it will default to this font. However, you can force a change if you want different fonts for certain content.
	<b>FONT SIZE</b>	This changes the font size for your selected text. It is not recommended to use this, as the site already has a pre-determined font size. If you want larger text as a header, consider using 'Sub-Heading' in the Font Style menu above.
	<b>TEXT COLOUR</b>	Changes the colour of the selected text.



## BACKGROUND COLOUR

Changes the background colour of the selected text.

## Adding / Editing Links

Links are automatically parsed in the WYSIWYG editor. This means that if you type a website address or an email address it will automatically appear as a link. However, you can use text as the link but not actually show the address, such as:

[Click here](#) to visit the website...

To do this, highlight the text that you want to appear as the link and press the 'Insert/Edit Link' button:

[Click here](#) to link to the order form.



You will get the following screen:

Simply enter the link that you want in the 'URL' box, and press OK.

## Other Link Functions

There are lots of other options for this links editor, including:

### LINK TYPE

You can choose between a normal link, a link to an ANCHOR in the text (see below) or an email link.



TARGET

Target

<not set>

<frame>

<popup window>

New Window (\_blank)

Topmost Window (\_top)

Same Window (\_self)

Parent Window (\_parent)

Target (across the top) Lets you choose whether the link opens in a pop-up or new window. The most popular of these is **NEW WINDOW**, and is recommended for any external links.

BROWSE SERVER

Browse Server

This allows you to upload images and documents to your server, and is covered below.

ANCHOR LINKS

This lets you ‘jump’ to a certain point on the page you are on (rather than to another page). Where you want the ‘JUMP TO’ point to be, press the flag/anchor button (left). Then enter the name of the ‘ANCHOR POINT’. You can have as many ‘ANCHOR POINTS’ on a page as you want.

Next, select text to create a link as normal and click on the link button then select LINK TYPE and select ‘LINK TO ANCHOR IN THE TEXT’. You can now choose from any of the anchor points you previously created.

## Linking / Uploading to Documents

There are two ways to link to documents using the LINK function:

1. Link to a document that is stored in your public DOCUMENT ARCHIVE (see DOCUMENTS at page 18).
2. Upload a document to the server and link to it.

### Step 1

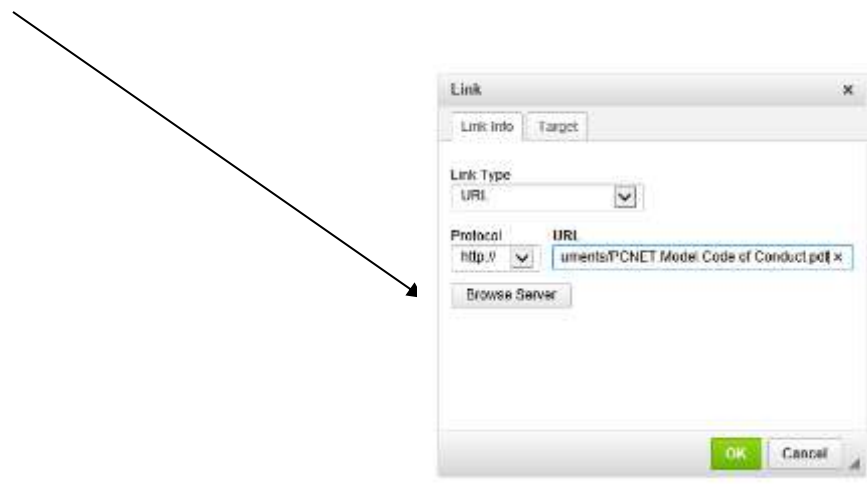
Type some text to act as the link to the document followed by the LINK button, e.g.

[Click here](#) to link to the order form.



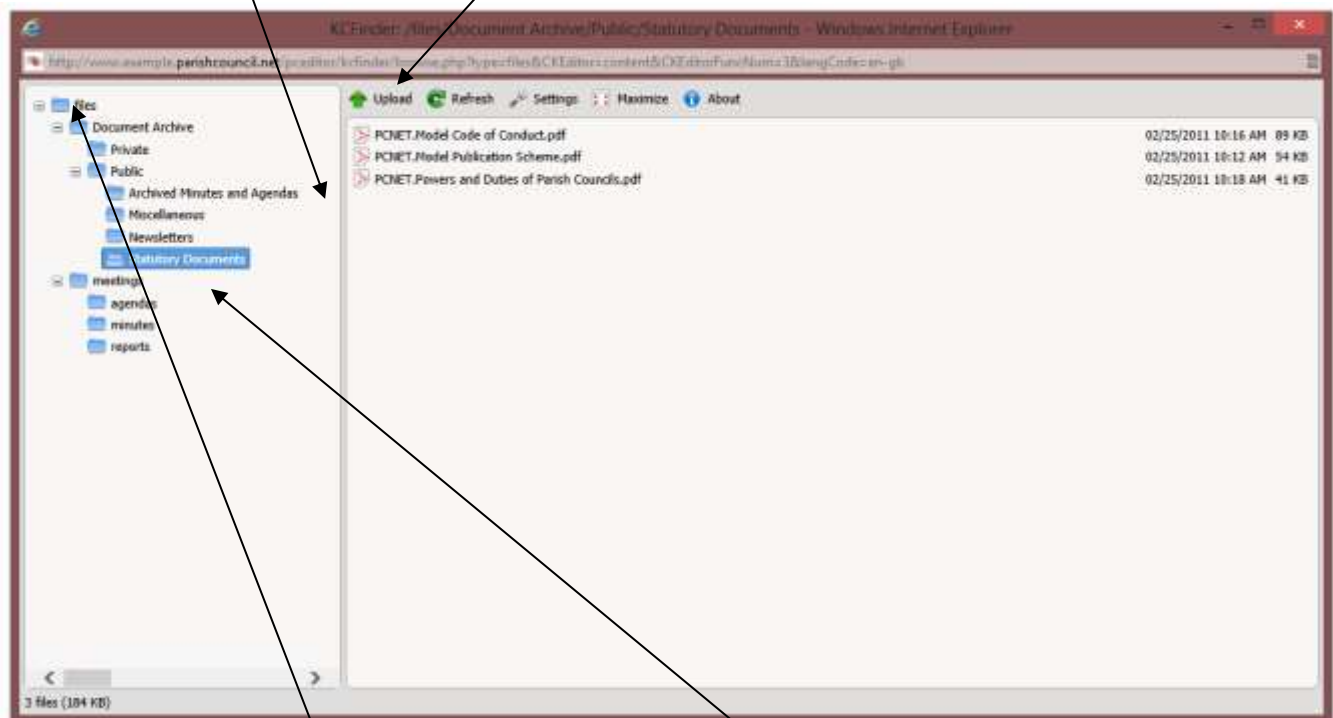
### Step 2

Click on BROWSE SERVER:



### Step 3

Click on an existing document or press the upload button to upload a new document.



You can also look at all the documents that are stored in the DOCUMENT ARCHIVE as well as any MEETING MINUTES or AGENDAS.

**IMPORTANT NOTE:** IF YOU UPLOAD ANY DOCUMENTS, MAKE SURE THAT YOU ARE AT THE 'ROOT' OF THE DOCUMENT STORE BY CLICKING ON '**FILES**'. IF NOT, THE DOCUMENTS WILL BE UPLOADED TO WHICHEVER FOLDER YOU ARE CURRENTLY IN, WHICH MAY BE A PUBLIC FOLDER.

## Uploading Images

The only way to add images to the main text areas of the website is using the IMAGE UPLOAD tool. If you copy and paste from Word it may appear that they are there in the EDITING AREA, but this is because your PC is looking back at the Word document, and the image will disappear as soon as it is saved to the website server.

To add an image, click in the EDITING AREA and get the cursor to the point where you want the image to appear. Then, click on the IMAGE button:



The following pop-up will then appear:

Click on **BROWSE SERVER** to upload an image (as with uploading documents above) or to select an image you have already uploaded.

You can add **Alternative Text** which is the text that shows when you hover over an image. You can also change the alignment, border width or size of the image. Also, using the **LINK** button at the top, you can use the image as a link to other websites. Once finished, click **OK**. However, once uploaded you can simply click and drag the image from one place to the next, much as you would using a word-processor.

**IMPORTANT NOTE:** YOU SHOULD **ONLY** UPLOAD IMAGES THAT HAVE ALREADY BEEN RESIZED FOR THE WEBSITE. DO NOT UPLOAD IMAGES TO STANDARD PAGES THAT ARE LARGER THAN **500px WIDE**. USE PHOTO EDITING SOFTWARE SUCH AS PHOTOSHOP OR MICROSOFT PAINT TO DO THIS.

## UPDATE REQUEST TOOL

The Update Request Tool is an online facility to allow you to request changes to your website that cannot be made using the SAS functions listed above. There is no limit to how many requests you can make, and all requests are time-stamped and stored online in your account so that you can keep track of all the changes made and actioned on the site. We normally guarantee changes will be made within 5 working days (and often sooner), unless the change is significantly difficult or time-consuming. However, we will advise you of this as soon as it is posted by you.

To access the Update Request Tool, go to [www.admin.parishcouncil.net](http://www.admin.parishcouncil.net) and enter your **Site Admin Section Password**.

Parishcouncil.net  
Customer Services Section v4.0

enter password to proceed...

Welcome to the Parishcouncil.net Customer Services Section. Here you can **request changes** to your website, **download** the latest SAS User Guide and other documents, and use the **Frequently Asked Questions** section for helpful hints and tips on maintaining your website.

To start, please enter your **SAS password** into the box below (*passwords are case sensitive*):

Enter Password and press 'Submit' below

Submit

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You will have the option of accessing the Update Request Tool, viewing our FAQs, accessing site documents (such as this User Guide), viewing our Account Details, or requesting an upgrade to your package:

Parishcouncil.net  
Customer Services Section v4.0

Start Page | Update Request Tool | FAQs | Documents | Accounts | Upgrade Package

Welcome [redacted] Parish Council to the Parishcouncil.net Customer Services Section. Please select your service from the buttons above.

**Please note:** above services will open in a new browser window. Please check all open browser windows if it does not immediately appear.

Parishcouncil.net Amendments:

**NOTE FOR .GOV.UK DOMAIN WEBSITES:** We have recently upgraded our .gov.uk server to a new VPS system. In the unlikely event that you notice errors parts of the Site Admin Section, please let us know through an urgent update request at [www.admin.parishcouncil.net](http://www.admin.parishcouncil.net).

Kind Regards,  
Parishcouncil.net

**NOTE:** For all changes, updates or bug-fixes to your website that cannot be managed using your Site Admin Section, please use the online Update Request Tool, which is available at [www.admin.parishcouncil.net](http://www.admin.parishcouncil.net), or by clicking on the ? button in the top-right of your Site Admin Section.

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You will then bring up the Update Request Tool Screen. Simply follow the onscreen instructions to post a request. At any time you can revisit requests and re-open them, or add new content to existing requests. We are automatically informed immediately each time that you add a new request or edit an existing one.

Please note that the Update Request Tool is for changes to non-dynamic content of the site. Structural changes to the site or complete changes to the style and layout are not sanctioned Update Requests, and we will discuss the requirements or costs of such changes with you as they arise.

Complete the form and press 'ADD' below

Name	<div>██████████ Parish Council</div>		
Client Code	<div>██████████</div>		
Contact Tel.	<div></div>		
Contact Email <div>* Required</div>	<div></div>		<div>? Hint</div>
Update Request	<div><div><div><div>B</div><div>I</div><div>U</div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div><div></div><div></div><div></div></div></div><div></div></div>		
Associated Documents	<div><div><input type="checkbox"/></div> Tick to upload associated documents to this Request</div>		
Urgent Update	<div><div><div><input checked="" type="radio"/></div> Normal</div><div><div><input type="radio"/></div> Urgent</div></div>		

+ ADD

x CANCEL

## FURTHER HELP AND SUPPORT

In the first instance, please ask for help via the **UPDATE REQUEST TOOL** listed above. In the Customer Services area of the website we also have a Frequently Asked Questions section and a copy of this user manual.

For all other enquiries, please contact us at [info@parishcouncil.net](mailto:info@parishcouncil.net).