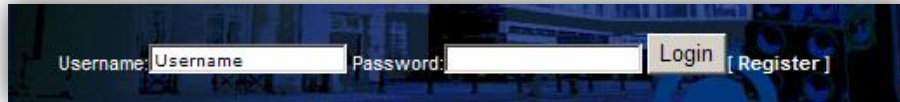


Logging In as an Admin

1. Log in as normal by entering your username and password



Username: Password: [\[Register \]](#)

2. If you are an admin for your minisite, click 'My BAMboard' which should appear at the top of the page.



3. Enter your secret word. If this is your first time logging in as an admin, create a word that is easy to remember.



Minisite Example

Secret Word Confirmation

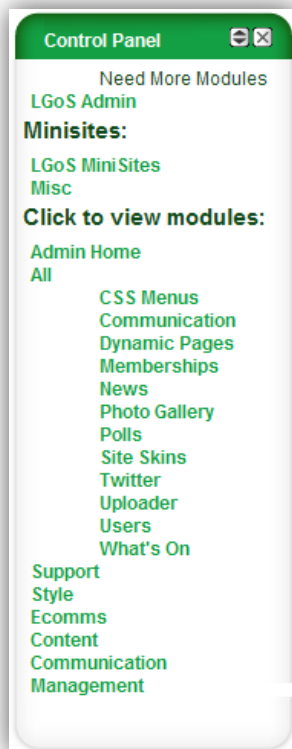
Please enter the following characters of your security key: 1st and 2nd

Admin Page

You will now see the BAM system website admin.

You should see the Control Panel on left or right hand column.
Click on 'LGoS Minisites'. The name of your activity group should appear. Click on it.

Under the heading 'Click to view modules:' click on '**All**' to view which modules are available to you.



CSS Menus – create cascading menus (e.g. on the lgos homepage left menu 'Activity Groups')

Communication – send emailshots to your members.

Dynamic Pages – create pages that can be organised so that they are easy to navigate.

Memberships – view your members and export lists.

News – stories that can be timed in advanced and also appear on the lgos.org frontpage

Photo Gallery – upload your society photos.

Polls – Ask a simple multiple choice question.

Site Skins – customise the look of the top image, left and right navigation backgrounds.

Twitter – display a Twitter feed on your minisite.

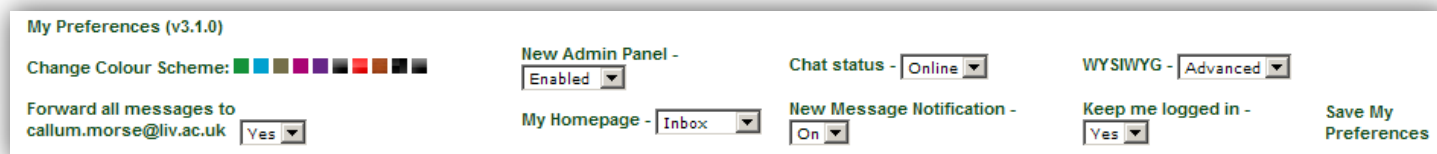
Uploader – upload images, Word documents, PDFs or other files you may want to share.

Users – search and manage users on your minisite.

What's On – create and manage events/online tickets

Preferences

Before you get started, it's useful to make sure you're always logged in so the system doesn't time out and you end up losing your all your hard work.

A screenshot of a 'My Preferences (v3.1.0)' settings page. The page is divided into several sections. The first section is 'Change Colour Scheme' with a row of color swatches. The second section is 'New Admin Panel -' with a dropdown menu set to 'Enabled'. The third section is 'Chat status -' with a dropdown menu set to 'Online'. The fourth section is 'WYSIWYG -' with a dropdown menu set to 'Advanced'. The fifth section is 'Forward all messages to callum.morse@liv.ac.uk' with a 'Yes' dropdown. The sixth section is 'My Homepage -' with a dropdown menu set to 'Inbox'. The seventh section is 'New Message Notification -' with a dropdown menu set to 'On'. The eighth section is 'Keep me logged in -' with a 'Yes' dropdown. There is a 'Save My Preferences' button on the right side of the page.

1. Click on 'My Preferences'
2. Where it says 'Keep Me Logged In' select 'yes'
3. Click on 'Save My Preferences'

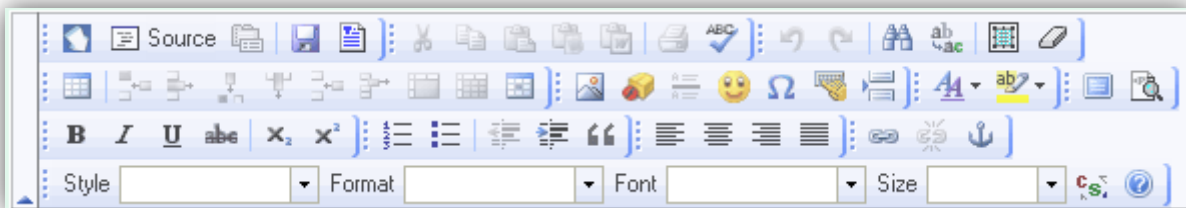
Minisite Format

Default format is similar to the frontpage with a top news story, news on the left and events on the right.

You can use a dynamic page as the minisite frontpage. You can create 'child' pages under the minisite frontpage and create links to navigate to them. You can even use the CSS menus to organise your child pages. Select a dynamic page to be your frontpage by clicking on the corresponding red circle to turn it green.

Adding content

The 3 main modules for adding content to your minisite are **news**, **events** and **dynamic pages**. These modules are edited using a WYSIWYG system (What You See Is What You Get), which looks like Microsoft Word.



News

Create news stories in advance and set when you want them to appear on your minisite (as well as on the frontpage). Click on News to go to the index.

1. Click on '+Add' to create a news story.

+Add | Minisite News | Rss News Feeds | Default Image | Facebook Integration |

2. Give it a title, short description and set the publishing date.

Date

Note: Your news article will not go live until this date

Title

Description

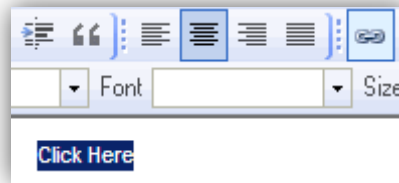
NOTE: Description text does not appear in the main body of the article, this is preview text. TopTip, copy the first few lines from your main body text.

max 255 characters

3. Enter text into the WYSIWYG editor or paste it from a word processing application.
4. Add pictures using the 'Insert/Edit image' button.



5. Add links by highlighting the desired text and clicking on the 'Insert/edit Link' button.



6. Click 'Submit' at the bottom of the page to save it.
7. On the news index, click on the red circle under visible to turn it green and it will now appear.

Delete Selected	Date	Title	Summary	Visible	Options	Report
<input type="checkbox"/>	24/05/2010	Example News Story			Options	None

Delete Selected	Date	Title	Summary	Visible	Options	Report
<input type="checkbox"/>	24/05/2010	Example News Story			Options	None

Events

Set up events such as meetings, socials, excursions, performances, parties etc. Click on 'What's On' to go to the Events index.

1. Click on '+Add Event' to create an event.

[+ Add Event](#)

2. Set date and time of the event.
3. Give the event a name.
4. Set a price – leave it blank if you want it to be free (such as for meetings)
5. Set a maximum amount of tickets to sell online.
6. Under Ticket Collection, we normally enter 'Please print out your confirmation email and bring it with you to the event.'
7. Give it a short description that will appear on the preview text.

Date / Time

Date of event Leave blank if there is no time for this event

Title

Tickets

Online ticket price £ Each.

Number to Sell (Per Event)

Vat Status:

Ticket Collection Information

Please print out your confirmation email and bring it with you to the event

You will **not** be able to change the Vat Status after creating the event

8. Enter text, images (e.g. flyer/poster of the event), links and email addresses.
9. Submit and click on the red circle to turn it green.

Dynamic Pages

Add a dynamic page by clicking '+Add a new page here'

Dynamic Content
 ^ Up Level + Add a New page here

Add content just like on the News and Events modules.

When creating links to other dynamic pages, the 'Inset/edit link' window has a 'Dynamic Pages' button. Choose this and you can easily find the pages you've created.

Link [X]

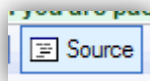
Link Info Target

Link Type

Protocol URL

Embedding Content from other sites

You can enrich your news articles, events and dynamic pages by using html coding. In the WYSIWYG toolbar, click on 'Source'. This will show all the coding that is used to layout your page. Click on 'Source' to go back to the WYSIWYG at any time.



Within the source code, you can embed elements from popular social networking and multimedia sites. Here are just a few examples:

Share with Facebook

Allows people browsing your minisite to share events and news stories with their friends on Facebook. Copy the code from http://www.facebook.com/share_partners.php and paste it into your source code.

Share button

The Share button is the easiest way to allow your content to be shared on Facebook.

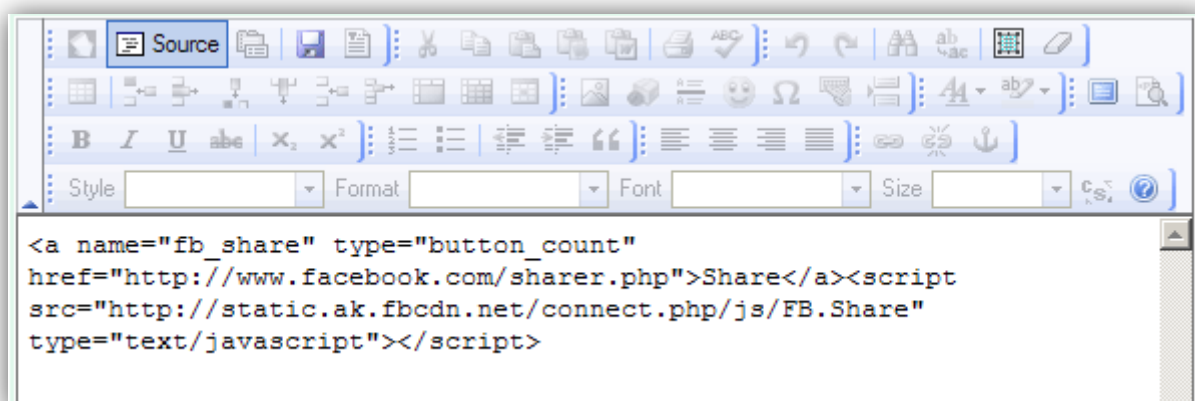
Style: Button
 Link

Counter: Include counter
 Above button
 Inline with button

Link to share:

Paste this code in the body of your site:

```
<a name="fb_share" type="button_count"
href="http://www.facebook.com/sharer.php">Share</a><script
src="http://static.ak.fbcdn.net/connect.php/js/FB.Share"
type="text/javascript"></script>
```



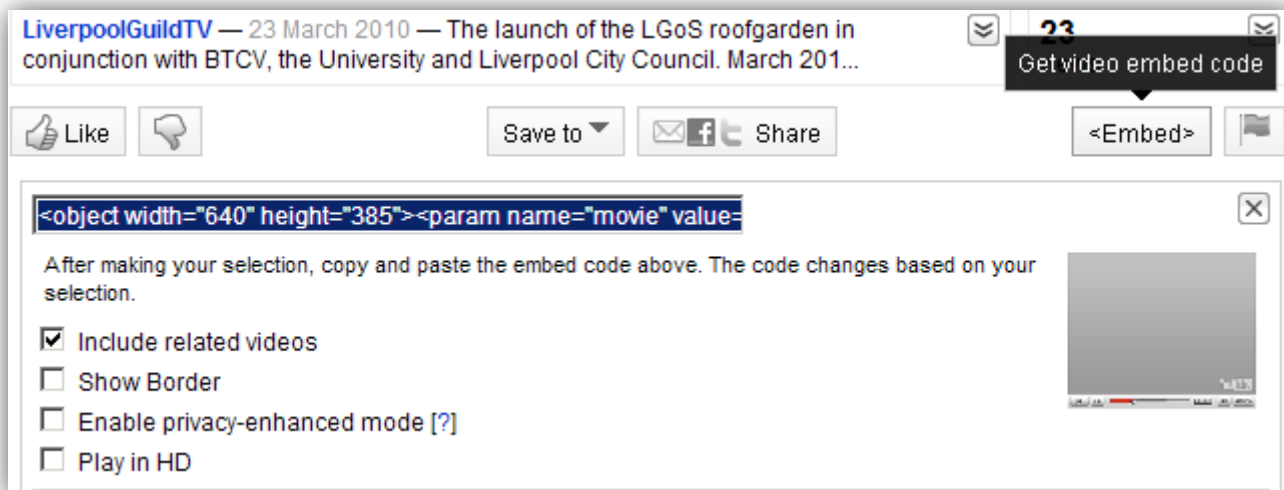
```
<a name="fb_share" type="button_count"
href="http://www.facebook.com/sharer.php">Share</a><script
src="http://static.ak.fbcdn.net/connect.php/js/FB.Share"
type="text/javascript"></script>
```

YouTube – <http://www.youtube.com>

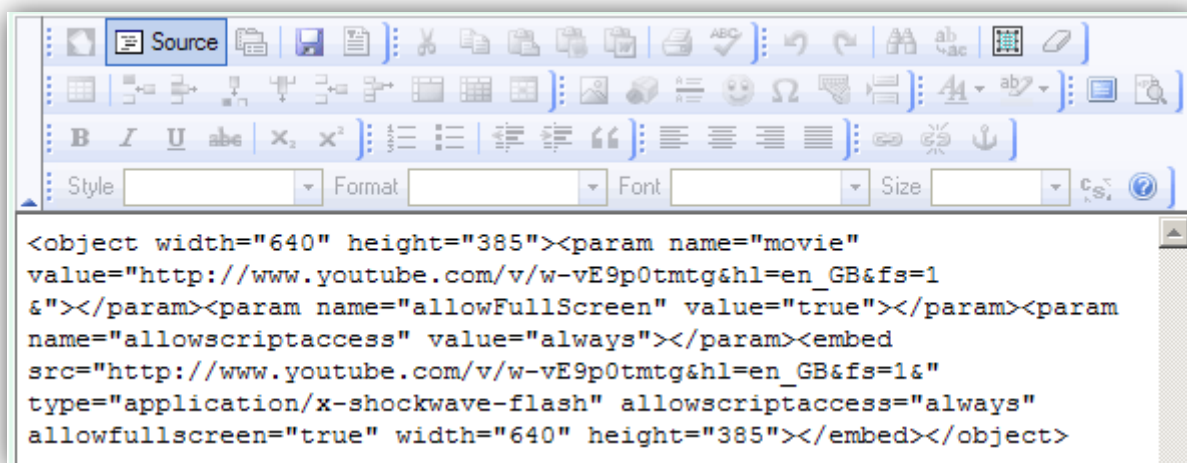
Embed a YouTube video onto your news item, event or dynamic page.

The majority of videos on YouTube encourage you share them.

On the right hand of a YouTube video, you will see 2 boxes: **URL** for link to that page, and **Embed**. Copy the code next to **Embed** and paste it into your source code.



The screenshot shows a YouTube video player interface. At the top, the video title is "LiverpoolGuildTV — 23 March 2010 — The launch of the LGoS roofgarden in conjunction with BTCV, the University and Liverpool City Council. March 201...". Below the title are buttons for "Like", "Save to", "Share", and "<Embed>". A tooltip above the "<Embed>" button says "Get video embed code". Below the video player, there is a text area containing the embed code: `<object width="640" height="385"><param name="movie" value=`. Below this text area, there are several checkboxes: Include related videos, Show Border, Enable privacy-enhanced mode [?], and Play in HD. To the right of these options is a small video player thumbnail.



The screenshot shows a web editor's source code view. The code is as follows:

```
<object width="640" height="385"><param name="movie"
value="http://www.youtube.com/v/w-vE9p0tmtg&hl=en_GB&fs=1
&"></param><param name="allowFullScreen" value="true"></param><param
name="allowsriptaccess" value="always"></param><embed
src="http://www.youtube.com/v/w-vE9p0tmtg&hl=en_GB&fs=1&"
type="application/x-shockwave-flash" allowsriptaccess="always"
allowfullscreen="true" width="640" height="385"></embed></object>
```



Flickr Slideshows - <http://fshow.ovh.org/>

Embed one of your Flickr slideshows onto your minisite content. Go to the link and follow the instructions.

Site Skins

If you know someone who can use Adobe Photoshop or a similar graphics package, you can create custom headers and left and right nav bar backgrounds.

I have uploaded an example of a site skin I created recently to:

http://lgos.org/files/tt_site_skins_psd.zip

There are Photoshop files with the exact measurements included for you to use as a template.

Save your skins as JPEGs and upload them by following the instructions on the Site Skins module.

+ Add New Custom Skin

↓

Add Site Skin	Add A New Skin
	Please select a name for your new skin and insert it into the form below.
	Add New Skin Named: <input type="text" value="Minisite Example"/> <input type="button" value="Add"/>

↓

1 Top Area

Top Area Background Image

To upload a Top Area Background Image select 'Browse', this will open a file upload box with all the files on your computer or storage devices, find the specific image and then click open.

Note: Its very important that you create the top image to fit within the website and you create the base of the news ticker within this.

For a guideline image [click here](#)



Select Top Area Background Image:

Optimal Image Size: Right click the background image on your website and view properties.



2 Left Navigation

Left Area Background Image

To upload a Left Area Background Image select 'Browse', this will open a file upload box with all the files on your computer or storage devices, find the specific image and then click open.



Select Left Area Background Image:

Optimal image size **Width:** 200px **Height:** 1000px

Right Area Background Image

To upload a Right Area Background Image select 'Browse', this will open a file upload box with all the files on your computer or storage devices, find the specific image and then click open.



Select Right Area Background Image:



Optimal image size **Width:** 200px **Height:** 1000px



3 Main Primary Colour

Main Primary Colour Selector

The Main Primary Colour is the main colour of the images you have just uploaded.


 Select your Main Primary Colour: 



4 Main Text Colour

Main Text Colour Selector

The Main Text Colour is either set to BLACK or WHITE depending on your colour shade selection (text is white if dark is selected and text will be black if light is selected), when selected all content in the areas coloured with your primary colour choice will have the Main Text Colour.

 Select whether your primary colour is light or dark:

Light

Dark



5 created

Site Skin Successfully Created

Congratulations your skin has been successfully created, click on the links below to either return to skin home, edit your new skin further, or preview your new skin. Also if you decide to make your new skin live please select a suitable left navigation before doing so.

<< [Return To Skin Home](#) | [Edit Your New Skin](#) | [Preview Your New Skin](#) >>



FEEDBACK

- Welcome,
Callum Morse
- My Account
 - Logout
 - My BAMboard



ONE PURCHASE ONE TICKET

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TO AN INCRE
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Volunteering Liverpool Fairtrade Foundation The Courteen



► Top Story on LGoS



» [Ellie Goulding tickets on sale now!](#)

9.00AM, Fri May 21 2010

Wednesday 10 November 2010 Mountford Hall

Ellie Goulding will take to the road in October/November for a 21-date headline tour of the UK, her biggest to date. All her UK shows this year have completely sold out so the tour offers an opportunity for fans that may have missed out earlier in the year to catch her superb live show. She will be ...

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