




# BCS - Self Managed Website

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

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### Tennis Sundays - in the afternoon

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



### Get your Zen on with Yoga

Term 2 classes starting 4th March. Head to 'News and Events' to book your spot and further details.



### 30 plus Social Round Robin

Save the Date:  
Friday 20 May - Singles  
Saturday 21 May - Age Doubles

#### UPCOMING EVENTS

7/05/2022	Winter Saturday Morning Junior Comp	<a href="#">More...</a>
7/05/2022	Winter Saturday Afternoon Junior Comp	<a href="#">More...</a>
28/05/2022	T2 Primary School Challenge	<a href="#">More...</a>

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## BCS self-managed website

### Introduction to self-managed websites

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

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

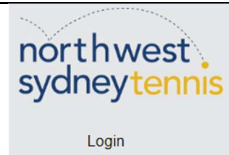

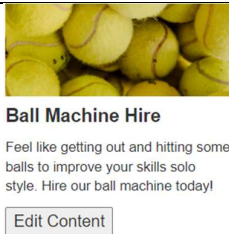

This is an introductory manual describing how to use the content management features of your website including the uploading of new files and images and the use of hyperlinks.

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

### Entering Administrator Mode

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

To enter Administration mode

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

## Changing/Formatting Web Page Content

Change the content of an editable area

Click **Edit Content**

An edit panel opens displaying the content to change

Make text changes as required

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

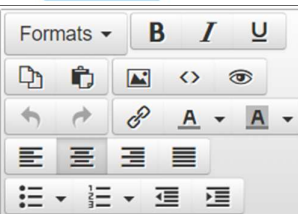
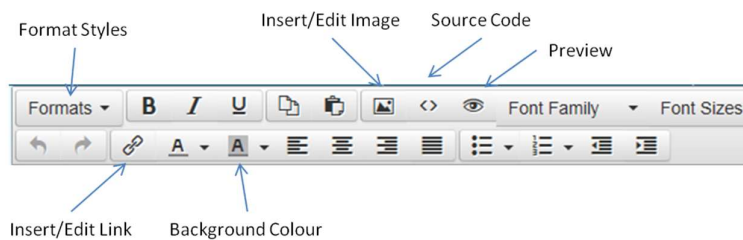
**Friday**  
9:30 - 10.30am Tennis Gym

**Saturday**  
9am - 12 noon Mixed Doubles



Edit Content

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



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9:30 - 10.30am Tennis Gym

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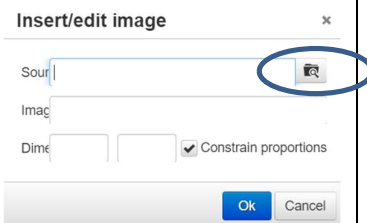
## Inserting Images

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

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

An **Insert/edit image** window opens

Click the image selector icon adjacent to *Source*



**Make Selection** window opens

**Insert a pre-loaded image - Browse Images**

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

Click **Select** button corresponding to required image

Click **Insert Link/Image**

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

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

**Make Selection**

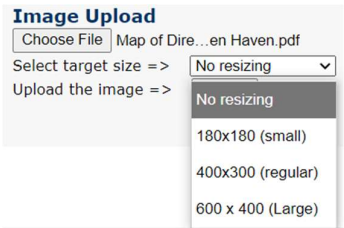


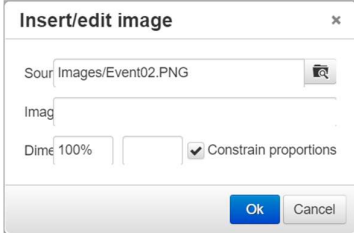
### Image Selector


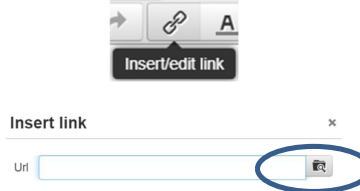
#### Browse Images


Select	Image
Select	Images/TennisBC503.png
Select	Images/Event02.PNG
Select	Images/Event01.png
Select	Images/Book01.png
Select	Images/Bookings.png
Select	Images/Events2.png
Select	Images/InstaComp2.png
Select	Images/Membership2.png
Select	Images/Bookings2.png
Select	Images/Website01.png
Select	Images/Website02.png
Select	Images/InstaComp3.png

1 2

Insert Link/Image

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

<h2>Preparing Images for the website</h2>									
<p>Images to be used on the website are prepared using image editing software such as Adobe Photoshop.</p> <p><b>Note:</b> Image resolution and dimensions need managing to ensure they do not take an excessively long time to load.</p> <p>Suggested guidelines follow:</p> <table border="0"> <tr> <td>Resolution</td><td>72 dpi</td></tr> <tr> <td>Sidebar images</td><td>180 pixels wide x 410 pixels high</td></tr> <tr> <td>Main content images</td><td>400 pixels wide x 300 pixels high</td></tr> <tr> <td>Wide/panoramic</td><td>600 pixels wide by 130 pixels high</td></tr> </table>	Resolution	72 dpi	Sidebar images	180 pixels wide x 410 pixels high	Main content images	400 pixels wide x 300 pixels high	Wide/panoramic	600 pixels wide by 130 pixels high	
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Sidebar images	180 pixels wide x 410 pixels high								
Main content images	400 pixels wide x 300 pixels high								
Wide/panoramic	600 pixels wide by 130 pixels high								
<h2>Inserting Hyperlinks – web pages and pdf files</h2>									
<p>Select text on the page to open a webpage hyperlink</p> <p>Click <b>Insert/edit link</b> button in Content Editor panel <b>Insert link</b> window opens</p> <ul style="list-style-type: none"> <li>- Enter an URL address for a web page hyperlink</li> <li>- <b>Text</b> = the selected text for the hyperlink</li> <li>- <b>Title</b> = Hover text displayed when floating over the hyperlink text on your website page</li> <li>- <b>Target</b> = <i>New window</i> option is preferred - opens a separate tab/window to display the URL <b>Target</b> = <i>None</i> option overlays the current tab/window with the contents of the new URL</li> </ul> <p>Click <b>Ok</b> or <b>Cancel</b> Click <b>Save Changes</b> or <b>Cancel Changes</b></p>	 <p>The screenshot shows the 'Insert/edit link' button in the Content Editor panel. Below it is the 'Insert link' dialog box. The dialog box has the following fields: 'Url' with the value 'http://www.bom.gov.au/nsw/forecasts/sydney.shtml', 'Text' with the value 'Weather Page', 'Title' with the value 'BOM Weather Page', and 'Target' with a dropdown menu set to 'New window'. The 'New window' option is highlighted in the dropdown menu.</p>								
<p>Select text on the page to be open a file (pdf)</p> <p>Click <b>Insert/edit link</b> button in Content Editor panel <b>Insert link</b> window opens</p> <p>Click Image selector icon highlighted</p>	 <p>The screenshot shows the 'Insert/edit link' button in the Content Editor panel. Below it is the 'Insert link' dialog box. The dialog box has the following fields: 'Url' with an empty text box and an image selector icon highlighted by a blue circle. The image selector icon is a small square with a magnifying glass over a document icon.</p>								

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