

Miami Valley Miata Club Website User Guide

For all admin updates do the following:

1. Go to <http://miamivalleymiataclub.org/user>
2. Log in using your admin username and password

Once you are logged in as an admin you can do any of the following updates:

Add a Calendar Event

1. Go to the Content menu > Add Content > Event Calendar
2. Add a title
3. Add a start date, optionally check the box to add a end date
4. Add a brief description
5. Optionally add the following:
 - a. Host
 - b. Event Website
 - c. A file to go with the event
 - d. Event Directions
6. Click save at the bottom to save the event

Add a Member

1. Go to the Content menu > Add Content > Member
2. Add Member Name(s) - Last name, First name
3. Add Email(s)
4. Add Image(s)
5. If the member is also an officer, select the office(s)
6. Click save at the bottom to save the member

Add an Officer

1. Go to the Content menu > Add Content > Officer
2. Add Officer's Title
3. Add Officer's Full Name
4. Add Officer's Image
5. Click save at the bottom to save the officer

Add a Newsletter

1. Go to the Content menu > Add Content > Newsletter
2. Add Month and Year
3. Add Year
4. Upload Newsletter
5. Select the Date
6. Click save at the bottom to save the newsletter

Add a Slide (Homepage slider image)

1. Go to the Content menu > Add Content > Slide
2. Add Title
3. Upload image (slide)
4. Click save at the bottom to save the slide

Add an image to the Gallery Page

1. Navigate to <http://miamivalleymiaclub.org/gallery>
2. Click on the "Edit" tab
3. Scroll down to the bottom and add or remove images as desired
4. Click save at the bottom to save the Gallery

Add a document to the Documents Page

1. Navigate to <http://miamivalleymiaclub.org/documents>
2. Click on the "Edit" tab
3. Type the file name you are adding
4. Highlight the file name and click the Insert/Edit Link button
5. Click the "Browse" button next to the Link URL
6. Click on Upload and then upload your file
7. Make sure the file you uploaded is selected, then double click or click on Insert File
8. Click save at the bottom to save the Documents Page

Make changes to the Members Only Page

1. Navigate to <http://miamivalleymiaclub.org/members-only>
2. Click on the "Edit" tab
3. Edit page as needed using the WYSIWYG

Change Username and Password

1. Navigate to <http://miamivalleymiatclub.org/admin/people>
2. Click edit next to the user you would like to update
3. From the edit page you can change the username, email address and password
4. Note: Never delete or block user “mvmcadm”. This is what is known as the root user and is required for some functions on the site. From time to time spam bots may request an account and you will see them listed on the people page. They will be blocked by default, but you can also manually cancel their accounts via the edit link.