

WWW.CYC.CO.UK

Editors Introduction to the new website.

QUICK TOUR

CYC Website



WELCOME HOSPITALITY WHATS ON ON THE WATER OFF THE WATER GALLERY



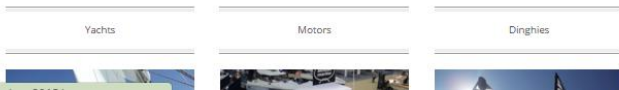
Welcome to Chichester Yacht Club

Chichester Yacht Club is an all year round members' Club renowned for its friendly, informal atmosphere. The Clubhouse has a restaurant & bar together with excellent facilities for all the family. CYC welcomes visiting boats and rallies.

Coming Soon

29/11/2015 Frozen Toe 5 & 6

Latest Club Magazine



Built using Wordpress

Quick to extend
Rich in features
Mobile Friendly
Huge community of experts, forums, helpsites.

Some more Terms

- Roles

- Visitors – People that have not registered, some content will be hidden.
- Subscribers – People that have registered, but can't edit content.
- Authors – People that provide content, but can only edit their own content.
- **Editors – The people that can both write and control the content.**
- Admin – The Geeky ones!

- Pages – for persistent content (e.g welcome, gallery....)
- Posts – for news items (e.g. Race reports, cruises, lecture writeups.)
- Events – calendar events (e.g the Program.)

What bits make a webpage

Logo and Title



Chichester Yacht Club

Yachts Motors Dinghies Social Hospitality



Header Image



Main Menu

WELCOME | WHATS ON | ON THE WATER | OFF THE WATER | GALLERY | HOSPITALITY

Social

Page/Post/Event Content

Coming Soon

29/11/2015 Frozen Toe 5 & 6

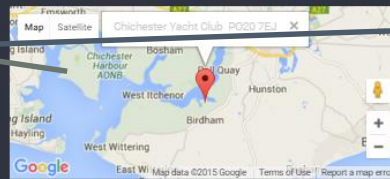
11/12/2015 Yacht Section Second Friday Sailors' Social

Sidebar

Widget's

Contact Us

Chichester Yacht Club



Chichester Yacht Club
Chichester Marina
Birdham
West Sussex
PO20 7EJ

Most Read Pages

Special Occasions

Social



Tide Times

Tide Times & Heights for Chichester Harbour (Entrance) on 29th November 2015
01:17 - High Tide (4.80m)
06:27 - Low Tide (1.10m)
13:27 - High Tide (4.80m)
18:50 - Low Tide (1.00m)

Calendar

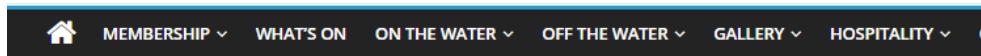
Nov 2015						
<<	M	T	W	T	F	S
	26	27	28	29	30	1
	2	3	4	5	6	7
	8	9	10	11	12	13
	14	15	16	17	18	19
	20	21	22	23	24	25
	26	27	28	29	30	1

Footer

LOGIN

Logging in

- <http://www.cyc.co.uk/login>



Login

This is the login page for the new CYC Website - Access to member-only features requires a member login and password. If you are an active member, please register for the site using the Register button.

Username or E-mail *

Password *

I'm not a robot



reCAPTCHA
Privacy - Terms

Keep me signed in

Login

Register

[Forgot your password?](#)

Dashboard

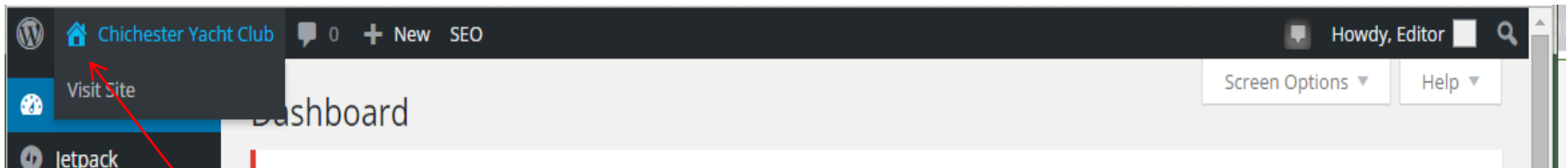
Tool Bar

Navigation Menu

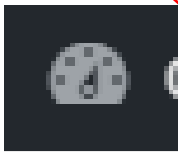
The screenshot shows the WordPress dashboard for 'Chichester Yacht Club'. The browser address bar displays 'cyc.co.uk/wordpress/wp-admin/'. The dashboard includes a top navigation bar with 'Chichester Yacht Club', 'New', and 'SEO' links. A dark navigation menu on the left lists items like Jetpack, Posts, Media, Pages, Comments, Events, Feedback, Profile, Tools, Settings, Shortcodes, and Collapse menu. The main content area, titled 'Dashboard', features a maintenance mode notice, an 'At a Glance' summary (5 Posts, 60 Pages), an 'Activity' log of recent publications, a 'Jetpack' security notification, a 'Recent Content' search box, and a 'Quick Draft' form. A 'WordPress News' section is also visible on the right side of the dashboard.

Work Area

Toggle between site and Dashboard



View the Site as everyone will see it.

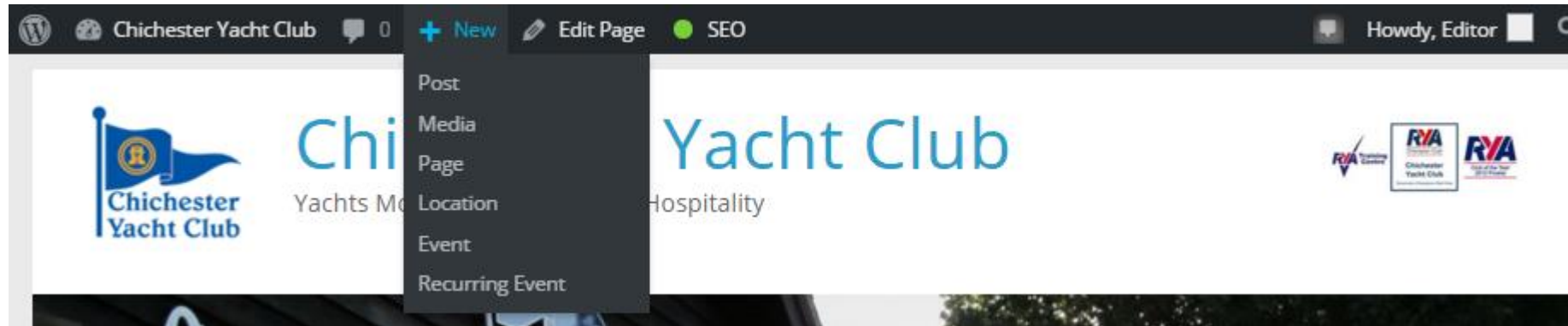


Return to the Dashboard

Tool Bar

Create a New
Page/Post etc

Edit the current
Page/Post you are
currently viewing



PAGES

Persistent content

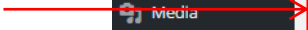
Edit Page

View the Page

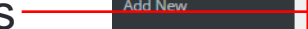


The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Social'. The left sidebar contains navigation options: Dashboard, Jetpack, Posts, Media, Pages (selected), All Pages, Add New, Comments, Events, Feedback, Profile, Tools, Settings, Shortcodes, and Collapse menu. The main editor window features a rich text editor with a toolbar containing options like Bold, Italic, Quote, List, Table, and Tools. The right sidebar includes a 'Publish' section with a 'Preview Changes' button and an 'Update' button, and a 'Page Attributes' section with dropdown menus for Parent (Welcome) and Template (Default Template), and a text input for Order (0). A red box highlights the 'Social' page title in the main editor area. Another red box highlights the 'Add Media' button in the main editor area. A third red box highlights the main editor window, including the rich text editor and the 'Add Media' button. A fourth red box highlights the 'Preview Changes' button in the 'Publish' section. A fifth red box highlights the 'Update' button in the 'Publish' section.

Page Title



Add Photos



Preview

(opens another Tab so you can see how it looks before you save)

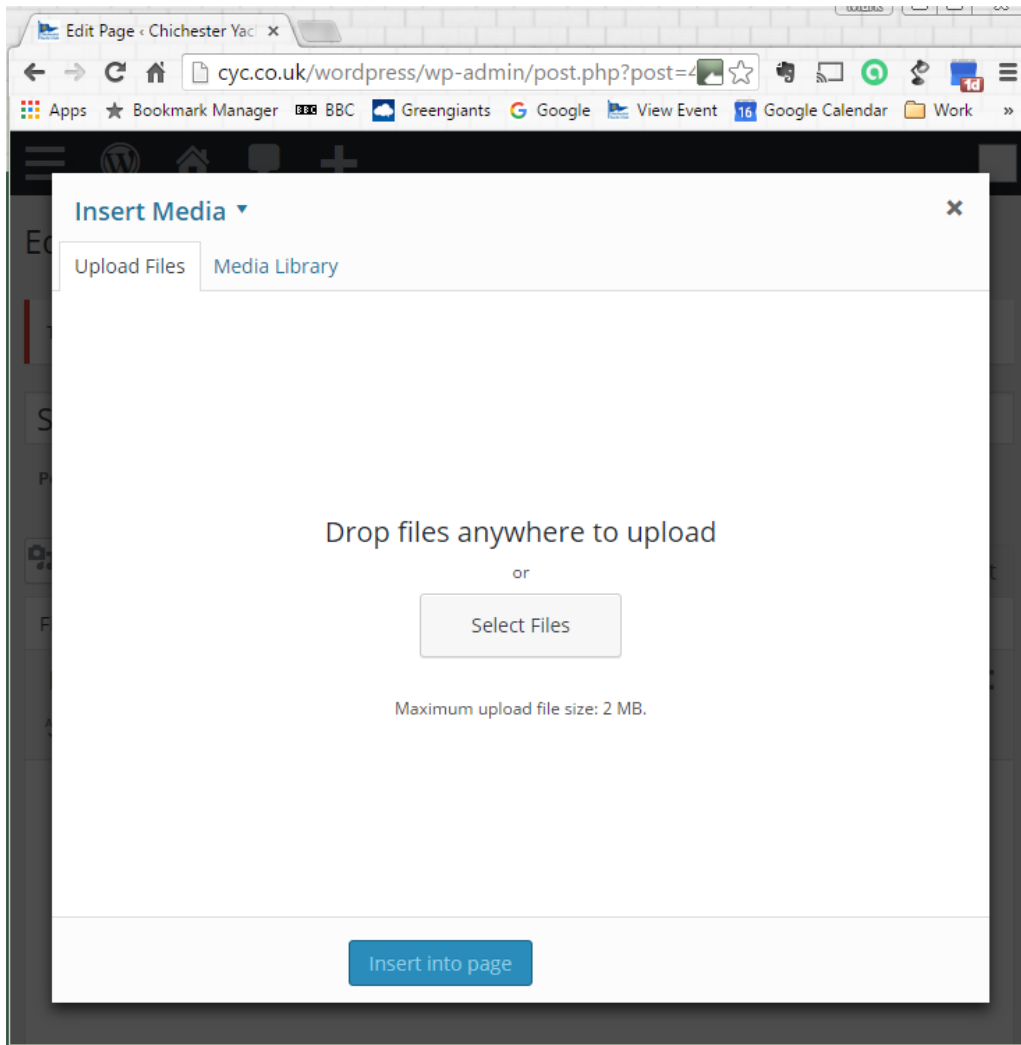


Save/Update



Editor Window

Add a photo to your page.



- Drag and drop your photo.
- Click “insert into Post”

POSTS

Articles, news

Posts on the Home Page



“Star Post”

Rotating slider of 7 most recent posts with “star post” checked.

Used to promote events.

4 most recent **“News”** posts

Used to promote future or inform of recent events.

Posts on the “Section” News page

The screenshot shows a website's navigation menu at the top with links for MEMBERSHIP, WHAT'S ON, ON THE WATER, OFF THE WATER, GALLERY, HOSPITALITY, and CONTACT US. Below the menu is a main article titled "Frozen Toe 15th November 2015" with a "Dinghies" category tag. The article text describes the second day of the Frozen Toe series. Below this is another article titled "Sarah Ayton - World Sailor of the Year" with "Dinghies", "News", "Star Posts", and "Yachts" category tags. A sidebar on the right lists various categories under "Information", "Dinghies", "Training", and "Coming Soon".

Most recent at the top
Coloured buttons indicate the “category”

Categories

News

Yachts

Motors

Dinghies

Clubhouse

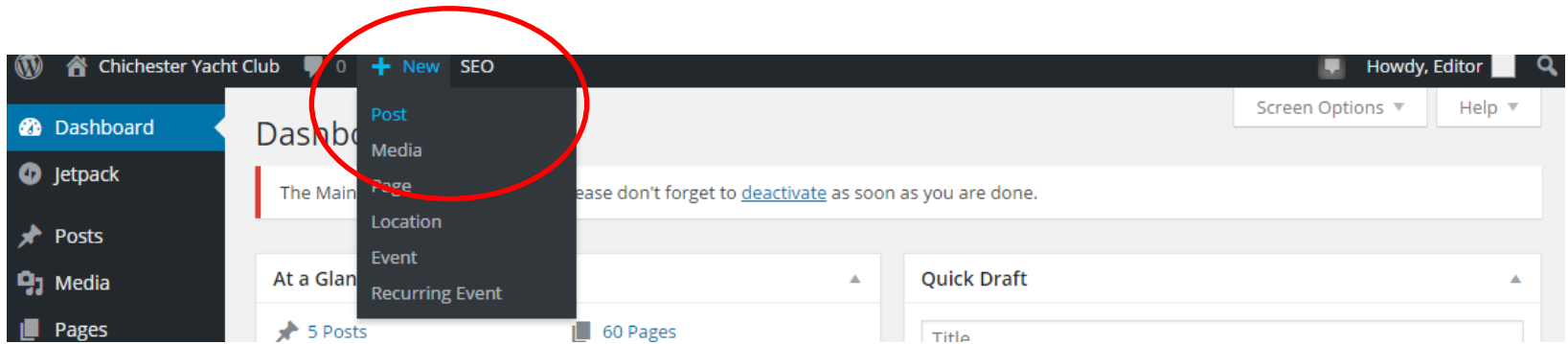
Social

RC Lasers

Ramblers?

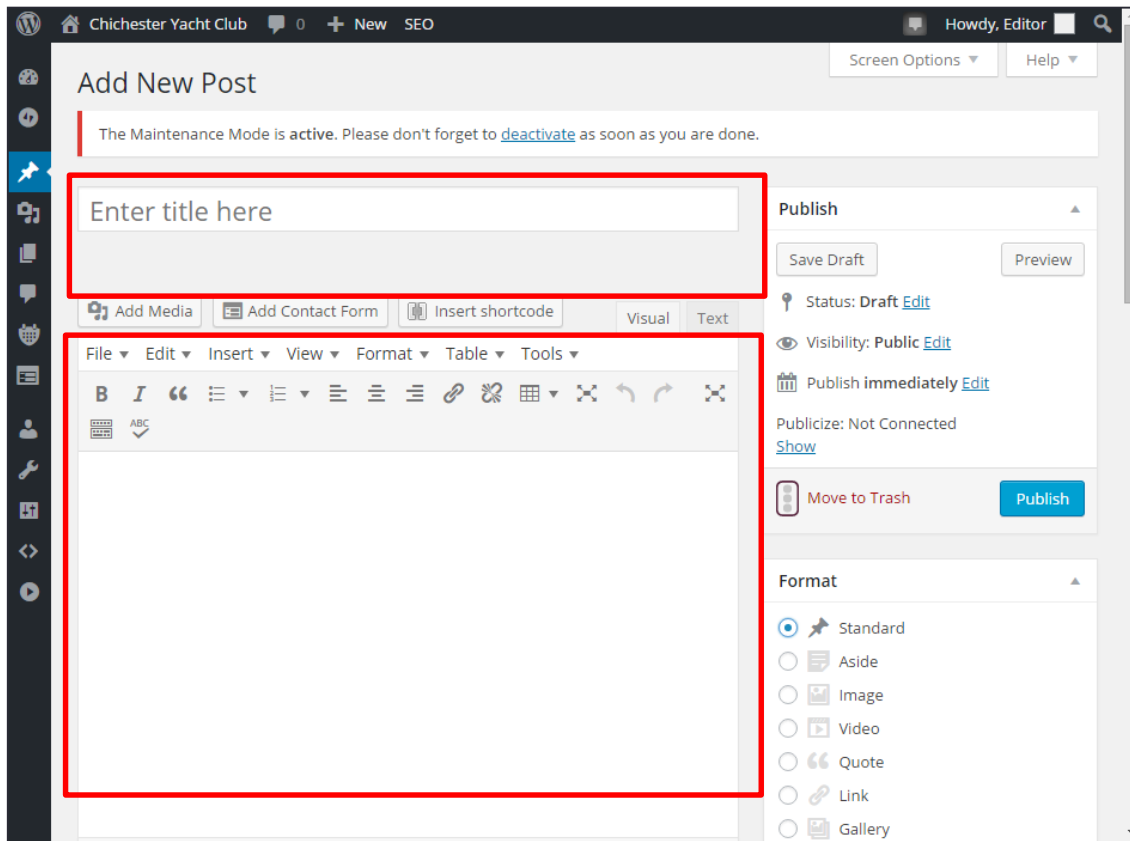
Star Post

Edit a new Post



- Select New -> Post

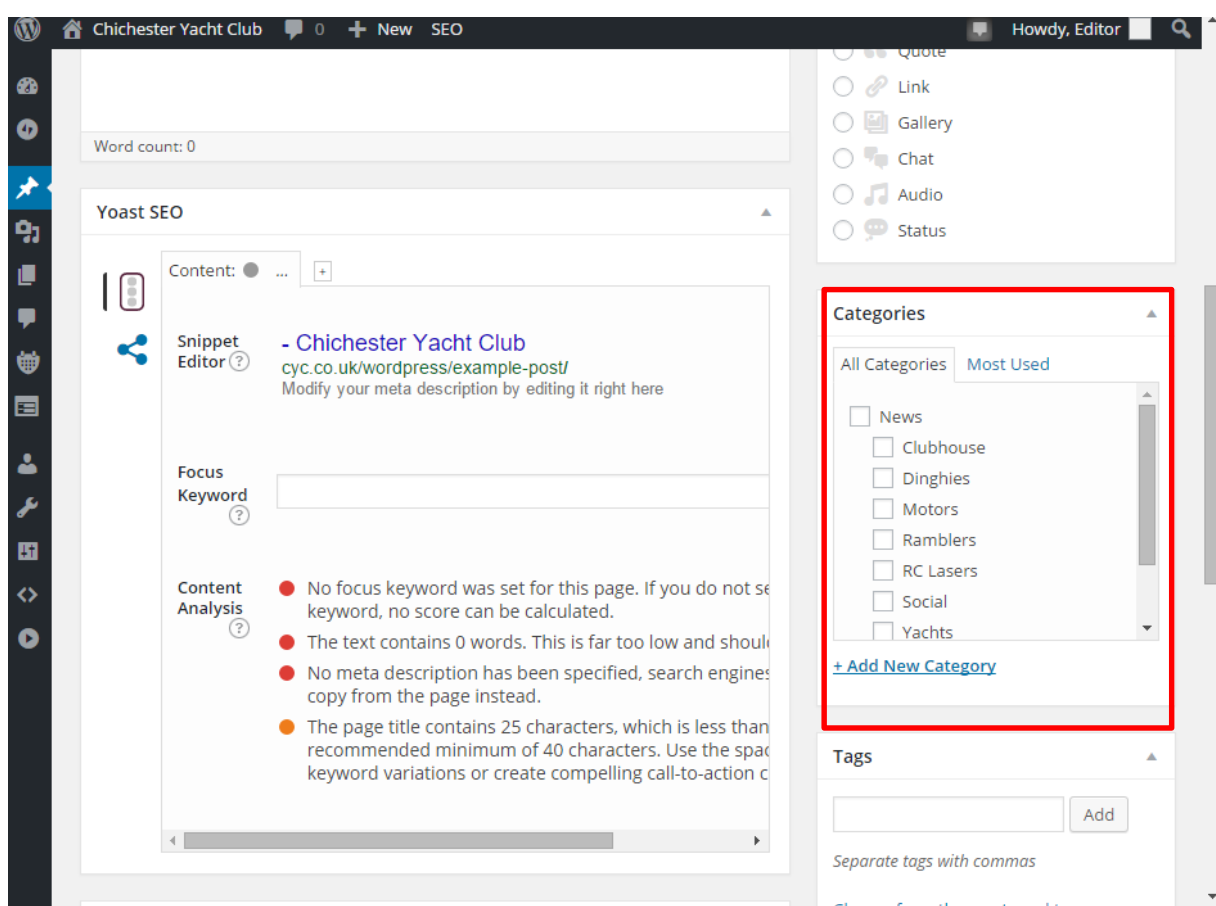
Add Content



- Give your post a title.
 - This is the title people will see – so make it meaningful.
- Add content
- Add Pictures

- Now the clever bit!

Categorise your Post



The screenshot shows the WordPress editor interface for a post titled "Chichester Yacht Club". The Yoast SEO sidebar is visible on the left, showing the "Content" tab with a snippet editor and a focus keyword field. The "Content Analysis" section displays several error messages: "No focus keyword was set for this page. If you do not set a focus keyword, no score can be calculated.", "The text contains 0 words. This is far too low and should contain at least 100 words.", "No meta description has been specified, search engines will use the first paragraph of the page instead.", and "The page title contains 25 characters, which is less than the recommended minimum of 40 characters. Use the space character variations or create compelling call-to-action copy." On the right side of the editor, the "Categories" dropdown menu is open, showing a list of categories: News, Clubhouse, Dinghies, Motors, Ramblers, RC Lasers, Social, and Yachts. The "News" category is selected, and the "Most Used" tab is active. Below the categories list, there is a link to "+ Add New Category".

- This will put your post in the right place

- **NEWS & YACHTS**
- **NEWS & DINGHIES**
- **NEWS & MOTORS**

Set a featured Image

- This is the image that will advertise your post on the front page.
- *It also appears at the top of the post itself.*
- Don't use too small an image.
- Don't use too Big an image. Our host limits images to 2Mb.
- 1024x640 works well.

The screenshot shows the WordPress editor interface for a page titled 'Chichester Yacht Club'. The editor is in 'Howdy, Editor' mode. At the top, there is a notification: 'copy from the page instead.' followed by a warning: 'The page title contains 25 characters, which is less than recommended minimum of 40 characters. Use the space keyword variations or create compelling call-to-action c'. Below this is the 'Header' section with radio button options: 'Random: Show a different image on each page.', 'None: Show no header image.', and a list of image thumbnails. At the bottom of the header section, there is a 'Restore Original Header Image' button with a tooltip: 'This will restore the original header image. You will not be able to restore any customizations.' To the right of the main content area is a sidebar with sections: 'Tags' (with an input field and 'Add' button), 'Select Layout' (with radio button options: 'Default Layout', 'Right Sidebar', 'Left Sidebar', 'No Sidebar Full Width', 'No Sidebar Content Centered'), and 'Featured Image' (with a 'Set featured image' link). The 'Featured Image' section is highlighted with a red rectangular box.

Have a go!

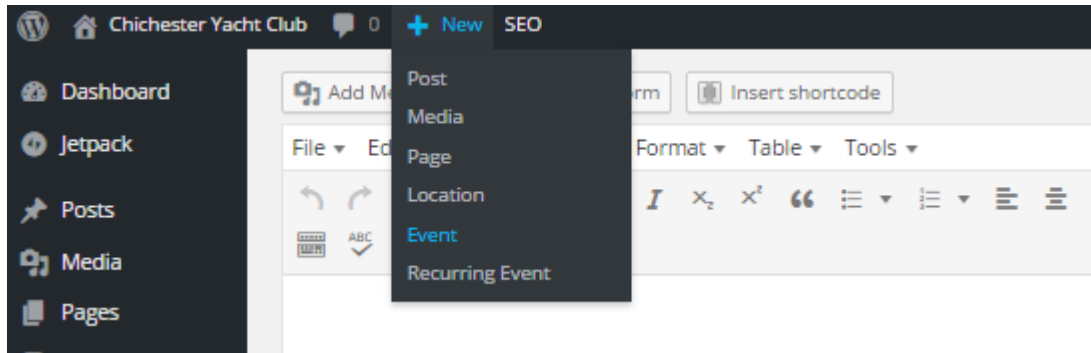
- Create a Post
- Set the category to News
- Add a featured image

- Update/publish the post

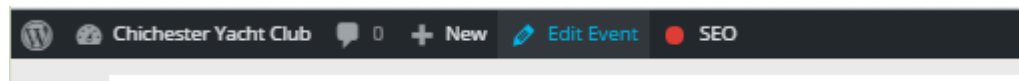
EVENTS

Calendar events. (Using Event Organiser Plugin)

Select NEW Event



Or if the event already exists – navigate to it and Select Edit Event



Add Event Content

Event Title

Featured Image

Category
(Helps people to find your event – Also colour codes the event)

Please Don't add new categories without checking with anAdmin first)

Event Description

The screenshot shows the WordPress 'Add New Event' form. The form is titled 'Add New Event' and has a text input field for the event title. Below the title field is a rich text editor for the event description. The right sidebar contains several panels: 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options), 'Featured Image' (with a 'Set featured image' link), 'Event Categories' (with a list of categories: Dinghies, Motors, Radio Controlled Lasers, Social, Yachts), and 'Event Tags' (with an 'Add' button and a 'Choose from the most used tags' link). The 'Event Details' section at the bottom contains fields for 'Start Date/Time' (23-12-2015 4:30pm), 'End Date/Time' (23-12-2015 5:30pm), and 'All day' (unchecked), along with a 'Reoccurrence' dropdown set to 'none'.

Event Details
Start Date
and Time

Venue

Have a Go

- Create an Event in December
- Give it a title
 - Christmas Eve
 - Christmas Day
 - Boxing Day
 - New Years Eve
- Set the date
- Add a featured Image
- Set the Category to “Social”
- You can set the location (or check the box to not)
- Publish

Event Bookings

- The site allows bookings to be made for events.

PHOTO GALLERY

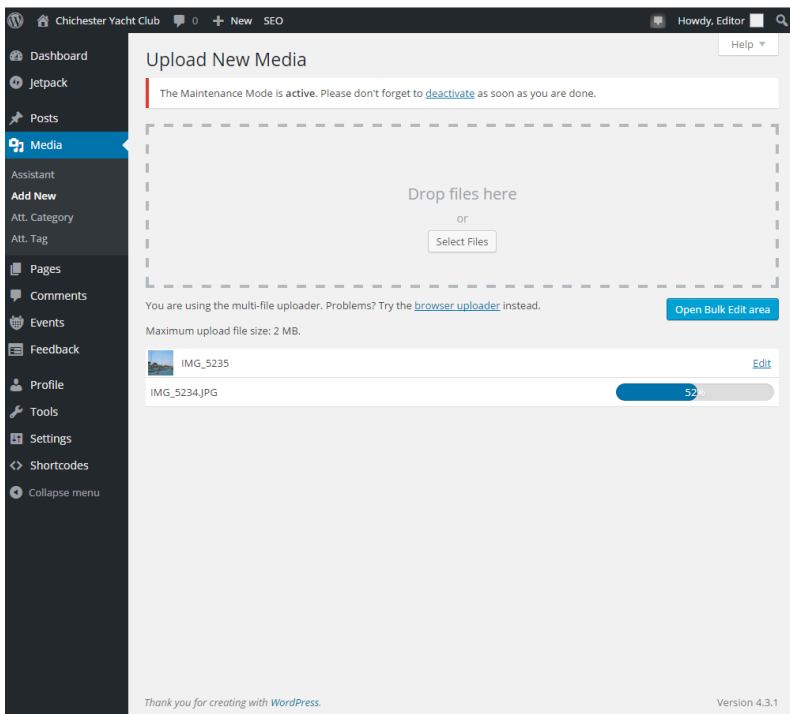
Adding a Photo to the Gallery



- In Wordpress Photo's are “Media”
- Each section has its Own Wordpress Gallery
- Think of it as your section “photo showcase”.
- Note: At the bottom of the page is a link to your section Yogile.

Add the new Media

- On the Toolbar select +New -> Media
- Drag and drop your photo into the area, or select files.
- The file will upload.
- Now Click on **EDIT**



Set the Categories

The screenshot shows the WordPress 'Edit Media' interface for an image named 'IMG_5232'. The interface is divided into several sections:

- Header:** 'Edit Media' with an 'Add New' button and 'Screen Options' and 'Help' dropdowns.
- Message:** 'The Maintenance Mode is active. Please don't forget to [deactivate](#) as soon as you are done.'
- Image:** A photograph of a blue motorboat on the water. The image name 'IMG_5232' is displayed above it.
- Permalink:** 'http://cyc.co.uk/wordpress/?attachment_id=751' with 'View Attachment Page' and 'Get Shortlink' buttons.
- Save:** A section containing metadata: 'Uploaded on: Dec 5, 2015 @ 13:54', 'Last modified: Dec 5, 2015 @ 13:54', 'Map Custom Field metadata', 'Map IPTC/EXIF metadata', 'File URL: http://cyc.co.uk/wordpress/wp-conter', 'File name: IMG_5232.jpg', 'File type: JPG', 'File size: 466 kB', and 'Dimensions: 1600 x 1067'. It also has 'Delete Permanently' and 'Update' buttons.
- Att. Categories:** A section with 'All Att. Categories' and 'Most Used' tabs. The 'All Att. Categories' tab is active, showing a list of categories with checkboxes: 'Club', 'Dinghy', 'Document', 'Gallery', 'Motor', and 'Yacht'. Below the list are links for '+ Add New Att. Category' and '? Search'.
- Form Fields:** 'Caption', 'Alternative Text', and 'Description' fields are visible at the bottom.

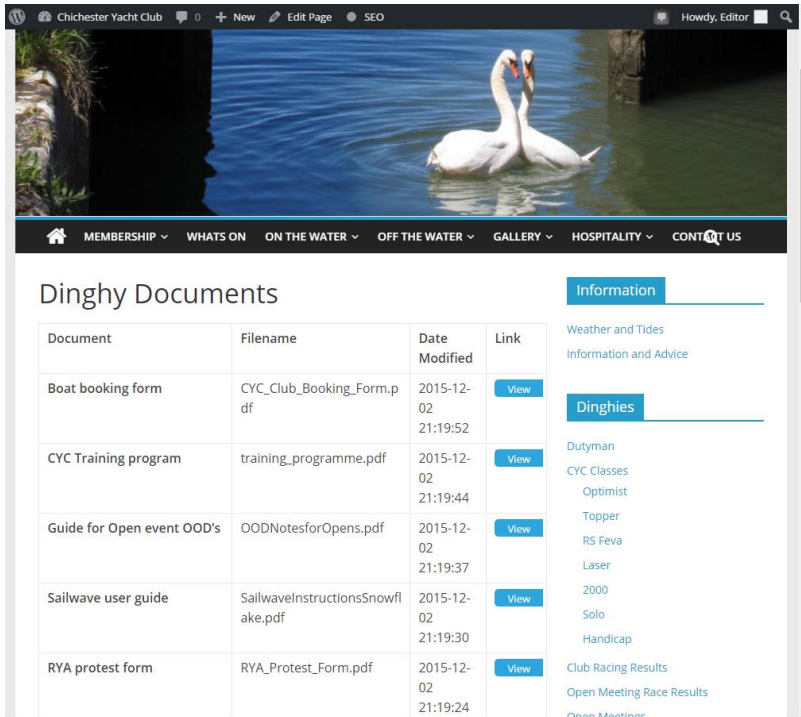
- Select Gallery AND Yacht Gallery AND Club Gallery AND Dinghy Gallery AND Motor
- Click on Update
- Job Done!

Have a Go!

- Upload a photo
- Edit the photo's attributes
- Set the Category to
 - Gallery AND Club

DOCUMENTS

How to add documents (e.g. pdfs) to the Document Libraries



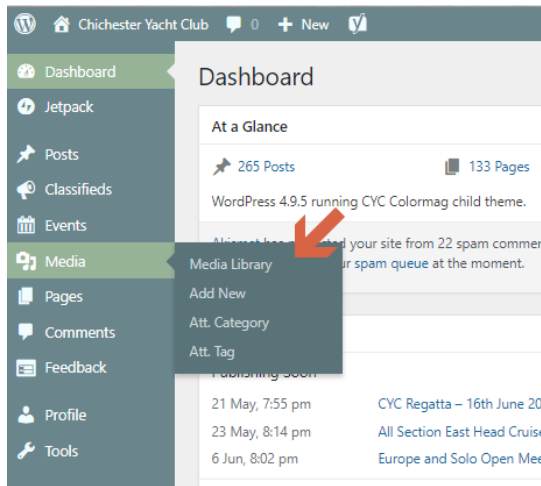
The screenshot shows the Chichester Yacht Club website interface. At the top, there is a navigation bar with a home icon, 'MEMBERSHIP', 'WHATS ON', 'ON THE WATER', 'OFF THE WATER', 'GALLERY', 'HOSPITALITY', and 'CONTACT US'. Below the navigation bar is a large image of two swans on a pond. The main content area is titled 'Dinghy Documents' and features a table with columns for Document, Filename, Date Modified, and Link. To the right of the table is a sidebar with a search bar and several category buttons: Information, Dinghies, Dutyman, CYC Classes, Optimist, Topper, RS Feva, Laser, 2000, Solo, Handicap, Club Racing Results, Open Meeting Race Results, and Open Meetings.

Document	Filename	Date Modified	Link
Boat booking form	CYC_Club_Booking_Form.pdf	2015-12-02 21:19:52	View
CYC Training program	training_programme.pdf	2015-12-02 21:19:44	View
Guide for Open event OOD's	OODNotesforOpens.pdf	2015-12-02 21:19:37	View
Sailwave user guide	SailwaveInstructionsSnowflake.pdf	2015-12-02 21:19:30	View
RYA protest form	RYA_Protest_Form.pdf	2015-12-02 21:19:24	View

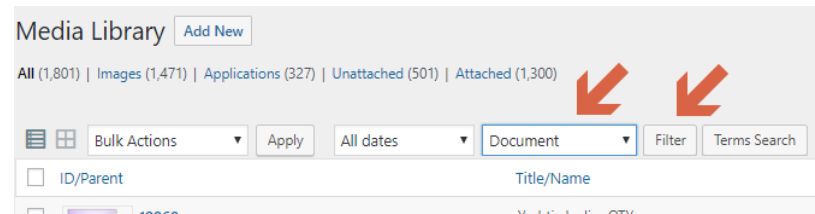
- The sections each have a document library
- Documents are just another type of Media
- Upload the file to the Media Library
 - +New -> Media
 - Drag the document to the upload area
 - Select edit
- Set the category to:
 - Dinghy AND Document
 - Yacht AND Document
 - YachtComm AND Document for the Yacht committee table
 - Motor AND Document
- Add a description (2-5 words)
- Click on Update

How to edit/remove a document in the table.

1. Enter the Dashboard and select the Media Library



2. Select The Att Category “Document” and apply the filter.



3. Select Quick Edit.



4. Change the name of the file by editing the Description.

5. Remove the file from the table by unchecking the “Document” category

Quick Edit

Title: Yachtie Ladies OTY

Name/Slug: yachtie-ladies-oty

Caption:

Description: Yachtie Ladies Discussion Group - 30 Oct 2017

Uploaded on: 05-May 12, 2018 @ 16:23

Parent ID: 0 [Select]

Menu Order: 0 Author: Mark Green

Att. Categories:

- Document
- YachtComm
- Club
- Dinghy
- Gallery

Att. Tags:

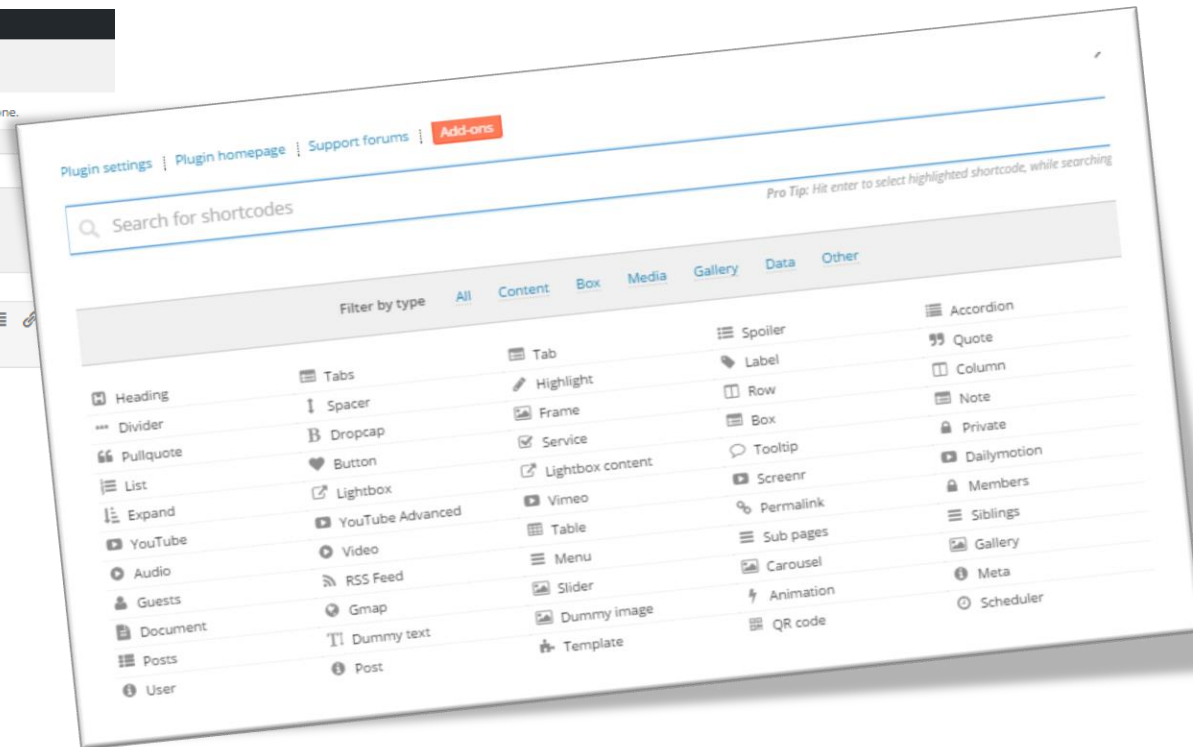
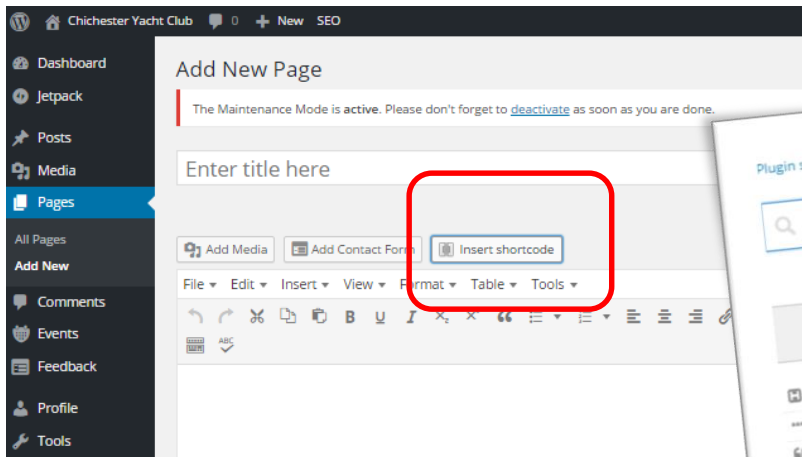
Change the description of the file in the table

Uncheck the "Document" Category to remove the file from the table.

ADVANCED FORMATING

Shortcodes

- Shortcode allow you to add Buttons, tables, Tabs, borders.....
- They can make your page look great (or cluttered) so try them but use them sparingly.



CONTACT FORM

Contact Form

- Use Contact Forms sparingly.
- You can add a contact form to any page/post or event.
- Anyone viewing the site can use the contact form to send you a message.
- Always include office@cyc.co.uk for continuity.

The screenshot shows the WordPress admin interface for adding a contact form. The top toolbar includes buttons for 'Add Media', 'Add Contact Form', and 'Insert shortcode'. The 'Add Contact Form' button is highlighted with a red box. Below this, a modal window titled 'Add Contact Form' is open, showing a preview of the form and configuration options. The 'Form builder' tab is highlighted with a red box, and the 'Email notifications' tab is also highlighted with a red box. The 'Email settings' section is visible, with the 'Email notifications' tab highlighted in red. The 'Email settings' section includes fields for 'Enter your email address' and 'What should the subject line be?'. The 'Add this form to my post' button is visible at the bottom of the modal window.

EDITORS

Editors Role

- Create Posts and Pages
- Create Event Listings
- Add Images

- Correct mistakes in other pages
- Maintain style and appearance of the site

- Moderate comments
 - (When/if comments are permitted)

THANK YOU

Any Questions?