

User Admin Page

At the bottom of each user updatable page will be a small link called "[admin](#)".

Once you click on this link it will take you to user login page.

Login Page:

Here you will be asked to type in your username and password which should be supplied to you by your website designer. If you choose, you can supply a username and password of your choice to the website designer to use as your login information.

Admin Page:

On the admin page you can add, edit or delete records. A record is simply an item or listing in the database. This could be an event, photo, link or whatever else the admin was created for.

Add New Record:

Click on "[Add New Record](#)" to create a new listing in your admin program. This will take you to a new page with a blank form for you to fill in. Provide the relevant data and then hit "[Next](#)".

The data will be loaded into the database and the page will reload saying that the item was added. Now you can either add another record or click "[Admin](#)" to return to the user admin page.

Edit a Record:

Next to each record on the admin page will be two buttons: edit and delete. Click on "[Edit](#)", and it will take you to a new page. The details of your listing will now be displayed and you can change or delete information. Once you are finished you can click "[Next](#)" and it will update the information in the database and return you back to the admin page.

Delete a Record:

Next to each record on the admin page will be a button that says "[Delete](#)". Once you click this button it will ask you if you are sure that you want to delete the record. Click "[Ok](#)" and the record will be deleted.

Note - unless otherwise stated, when you delete a record, it will also delete the corresponding pictures or files associated with that record. If you wish to keep

the pictures or files you need to first remove them in the “Edit” page and then delete the record. Otherwise, you will need to upload the pictures or files again if you wish to use them in a new record.

Uploading a Picture or File:

In order to display a picture or have a file available for download by visitors you must first upload that picture or file to your website.

The most important thing you can do is to make sure that the name of your photo or file is formatted correctly. You should rename your files so that they are all lowercase letters, and there should be no spaces or special characters like periods or slashes. If you need to separate words you should use an underscore “_”

For example:

My file Name.jpg – wrong
my_file_name.jpg – correct

my.file.name.jpg – wrong
myfilename.jpg – correct

myfiledate04/21/07 – wrong
myfiledate042107 – correct
myfiledate_04_21_07 – correct

On the admin page, click on “File Upload”. This will open a new window with a button called “Browse”. Click this button and locate your picture or file on your computer. Finally, click “Upload” to save the photo or file to your website.

You must upload a photo or file to the website before you can add it to a record or create a new record with it.

Fast Loading Photos:

To get the best results from your uploaded photos it is important to make sure the photos you use are optimized for the web. This allows photos to download faster and at a consistent size.

Photos will display best if they are around 45 kilobytes (45k) or less. The smaller the file size an image is, the faster it will download.

This can be accomplished by reducing a photo’s physical size by resizing and reducing resolution. A photo for the web should be saved with a resolution of

72dpi (dots per inch). Resizing a photo to a width and height of no more than 400 pixels will also fix a photo's size.

For example:

Width = 400 x Height = 300

or

Width = 320 x Height = 240

Finally, the photo should be saved as a copy of the original with a reduced quality. This allows the original photo to stay in its original size while saving a copy for the web. Save your picture as a jpeg with as low an image quality as possible. Generally, saving an image with an image quality of 50% or less is adequate.