


Let's get COOKing

Handy Maintenance Guide

For Club Leaders only


Add users

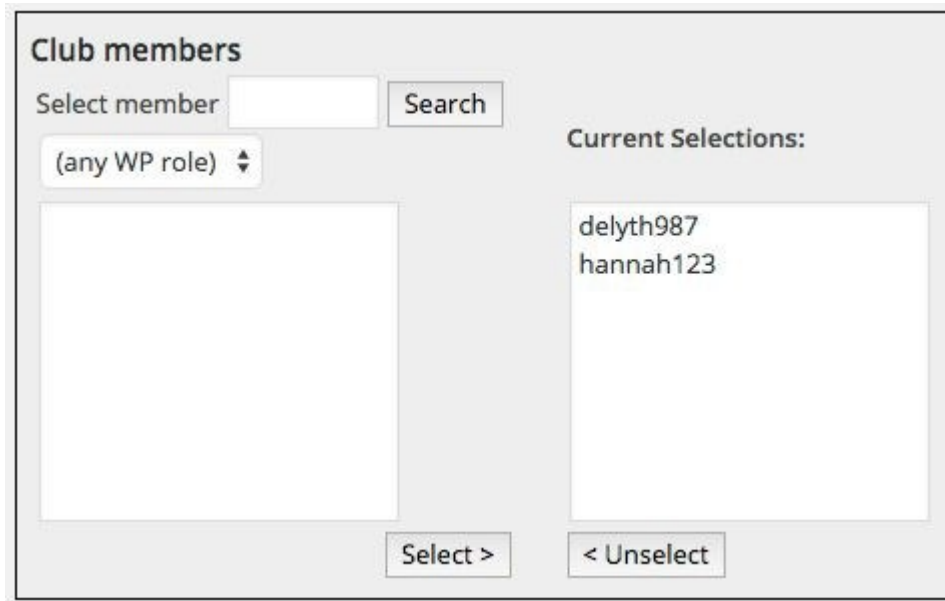
When you click on [add users](#) you will be taken to the new users page in the CMS (Content Management System) in the back end of the website. Follow these instructions to add a new user:

1. Create a user name for the new user. We would suggest something memorable, e.g. for a user called John Smith use either **johnsmith** or **jsmith**. If that username is not available the system will let you know.
2. You must enter the user's' email address. This must be unique to the user, and cannot be used for another club or user.
3. Now you must select the member role for the new user. The page lists the type of users available as below:
 - a. Leader: Can do anything within their own club
 - b. Editor: Can submit, edit and approve content. Can comment. Can complete and submit reports
 - c. Contributor: Can submit content for approval. Can comment.
 - d. Reporter: Can complete and submit reports
 - e. Subscriber: Can view only
4. Once all these are completed, click . The user will receive an automated email informing them of their temporary password and a link to log in to the site..


Add member to group

You will now need to add the new user to the club group:


1. In the left menu click on 
2. Click on the club name (the list will only contain clubs which you lead).
3. You will now see this screen:



The screenshot shows the 'Club members' interface. At the top left, there is a search bar with the text 'Select member' and a 'Search' button. Below the search bar is a dropdown menu with the text '(any WP role)'. The main area is divided into two columns. The left column is empty, and the right column is titled 'Current Selections:' and contains the usernames 'delyth987' and 'hannah123'. At the bottom of the interface, there are two buttons: 'Select >' and '< Unselect'.

4. Click on the 'Search' button, this will bring up a full list, with the most recently added users at the top of the list. Alternatively you can search for the username.
5. Click on the user to be added, and then click on 'Select'
6. Now click on 

Manage existing users



By clicking on  in the left menu you will be able to see all the users currently enrolled within your club. Click on the user's name to edit or delete the user.

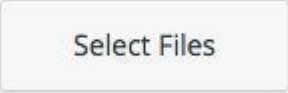

For Club Leaders, Editors and Contributors

Club Updates


To create a new club update click on 'add', and as before you will be taken to the CMS screen:

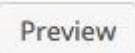


1. Enter a title for your update (it is best to keep it to something relatively short).
2. Now in the larger box, add the content. This can be just text, or text and images. It is best to type the text into the box rather than copying and pasting as this can introduce errors.

3. If you want to add an image to the post you will need to save your work first. Click the  button. Then Click on the  button, you can now choose the upload a new image or select an existing one from the 'Media Library'


4. To add a new image click on  and then choose an image from your computer's files. Once this is uploaded click on . You will now see the image within your text.

5. In the right menu select your club name from Club Settings.

6. Click on  whenever you make any edits to a post in order to retain any changes.

7. If you click on  in the right menu you can review the post before click on  if you are a leader or editor, or on  if you are a contributor.

Editing existing updates

1. By clicking on  in the left menu you will see the full list of updates created and by clicking on one you can make edits or publish updates submitted by other users.

For Club Leaders and Reporters

Submit Reports

When you click on Reporting' you will be taken to a form which must be completed. Where you see a red *, these entries must be completed.

Once you have completed the form click 'Submit'. You should then get a message indicating a successful submission.