



## AMS Entertainment Administration Center

This administration tool is a secure area where managers have the ability to login and edit the content of their websites. The following instructions are intended to act as a simple guide to navigating this tool with ease. Please feel free to contact SiteCrafting if you have any questions or concerns about this manual or about your site at 253.272.2248 or [service@sitecrafting.com](mailto:service@sitecrafting.com).

### Login

Login by using the appropriate URL (ex. [www.yourdomain.com/admin/](http://www.yourdomain.com/admin/)). Enter your username and password. These will be provided to you via email and you will be prompted to change your password and add a security question the first time that you login to the system. Once you have logged in, you will have access to your modules through the tabs at the top of the screen.

### Home Page

After completing the login, the home page will be the first page to appear. This page will give you access to the modules of the administration center.

### Users Module

The users module allows you to add new users to your admin center and update/ delete current users.

#### The Users Module Includes the Following:

- Pre-created groups/organizations which determine users levels of access to the administration site
- Administrators have the ability to register a new user and assign them to a pre-created group/ organization which will determine their permission level (which modules they have access to)
- Auto emails are generated and sent to new users with a username and temporary password
- Users have the ability to obtain a new password if they forget their current password via a security question that is created when they first login to the site.


#### Add Users:

1. Select the Users tab
2. Select Add a User
3. Fill in the Username, First Name, Last Name, and Email
4. Assign the user to an organization (this will determine the users permission level)
5. An email containing the new user's username and randomly generated temporary password will automatically be sent to the user's email address
6. The user may login at this time and once logged in will be asked to change their temporary password to a permanent password.


A screenshot of the AMS Administration Center interface. The top part shows a registration form with fields for Username, First Name, Last Name, and Email, each with an asterisk indicating it is required. Below the form is a section titled "Organization Memberships" with a tree view structure. The tree starts with "Administrators" (checked), which includes "Franchises" (unchecked). Under "Franchises", there is a list of locations: Albany, Albuquerque, Athens, Atlanta, Bay Area, Fresno, Indiana, Kansas City, Pismo Beach, Plymouth, Santa Barbara, and Santa Rosa. At the bottom of the tree is "Web Team" (unchecked).



### **Edit Users:**

1. Select the Users tab
2. Select the users that you would like to edit by pressing the  next to the user name
3. Edit passwords, usernames, etc as desired
4. Select Update to finalize your changes or select Rest to revert to the original data

### **Delete Users:**

1. Select the Users tab
2. Select the  next to the User that you wish to delete
3. A warning message will appear confirming your desire to delete the user - select Delete if you wish the user to be permanently removed

## **Directory Module**

The Directory Module allows you to update contact information for your franchise.

### **Update Info:**

1. Select the Directory Module
  2. Fill in all applicable fields
  3. Click on "Update" to save your information
- Note:** Click on "Reset" to clear all fields and start from scratch


## **Pages Module**

The Pages module allows you to add, edit, or delete sub-pages on your site

### **The Pages Module Includes the Following:**

- A set of page templates designed specifically for your site
- Ability to add text, links, and images (depending upon template selection)
- A text editor that includes the ability to link to email address, to web pages, attach files, and a text cleaning function for cleaning pasted text, as well as basic font formatting (e.g. bold, italic), creating lists, and aligning text
- Ability to change the order of pages within particular sections of the site
- Ability to leave pages inactive so that they do not appear on the site or show up in the site's navigation
- A Meta Information section which allows users to enter keywords and descriptions to assist search engines in finding your page

### **Add Pages:**

1. Select the Pages module
2. Select the title of the page to which you would like to add a sub-page
3. Select Add a Sub-page
4. Select an owner from the drop down menu (the owner is the organization to which the page is as signed - the organization has dominion over the page and in essence "owns" it).
5. Fill in the page title (this will identify the page in the administration center)
6. Click the check box labeled "Active" to allow this page to show on the live website as soon as it has been submitted.
7. Referencing a page: use this function if you ever want to have two pages that show up in different areas and have different titles, but which share the same data. This function allows you to do this without having to manage all of the same content in two different places. *Not available in all templates.*
  - a. Determine which page (or create a page) that you would like to reference
  - b. Click the link icon 



c. A pop up window showing a tree-view of all of the pages in the system will appear. Find the page you would like to reference and click it's title. This page will now reference the other page and inherit all of it's data

8. Choose a page template:
  - a. Select View Page templates to view your template options
  - b. Use the drop down menu to select which template you would like to use for this page

9. Fill in the appropriate text and images. Text and image space will depend upon which template you have selected.

Add/Delete Image:

- a. Select
- b. Select an image from your library (images must be placed in the library before they can be added to the site)
- c. Select to remove the image

Text Editor: the text editor is where you will enter the text that you wish to display on the page.

Clicking on the View Source checkbox allows you to see a raw HTML representation of the text.

Toolbar:

Most of the toolbar functions in the text editor should be familiar to anyone who has used a word processing application, however, some of the icons may be unfamiliar. Below is a brief description of these icons.



This button allows you to transform a portion of text into a link to an email address. First, select an area of text that you wish to turn into a link. Next, click this button. Enter an email address and press



OK. The selected text becomes an email link that, when selected on the live site, will automatically start a new email message with the indicated email address in the To: bar.



This button allows you to transform a portion of text into a link to another web page. First, select an area text that you wish to turn into a link. Next, click this button. A pop-up window showing a tree view of all the pages in the system will appear. You can either click on one of the pages on your website, or you can manually enter the URL to an external web page. Either method turns the selected text into a link to the specified page.



This button allows you to transform a portion of text into a link to a file being stored in the library. First, select an area of text that you wish to turn into a link. Next, click this button. A pop-up window showing a tree-view of all the files in the library will appear. Click on the desired file. This transforms the selected text into a link to the specified file.



If you are copying text from a third party word processing application or from another website, it is a good idea to use the text cleaning function represented by this button. Clicking this will strip out problematic style settings and images that may be pulled in when you copy and paste. Third party style settings can make the look and feel of your site inconsistent and in certain instances has been known to cause malfunctions in the system itself. Be aware that this function will also remove any forms or tables that have been pulled in. If your intention is to past a form or table, then DO NOT use this function.



To insert a picture in the rich-text editor, click on this button. A window will pop up that looks like this:

Insert an Image

Alignment:	Border	Margin
<input type="text"/>	None	None

Documents →

Website Images

Insert Image

close window



- a. select your alignment, border, and margins from the drop-down menus.
  - b. click on the appropriate file for your image
  - c. select the image you want to add
  - d. click on Insert Image
10. Enter Meta Information: meta information is used to help search engines find your page.
- a. Fill in desired keywords relevant to the page as well as common misspellings that may occur when searching for the page
  - b. Enter a description. *The description will display under the link to the page on the search engine if the page is retrieved in a search*

A screenshot of a web interface titled "Meta Information". Below the title is a blue header bar with a double arrow icon on the left. The main content area contains a text box for "Keywords:" and a larger text box for "Description:". Below the text boxes is a light gray footer area.

Keywords and a page description entered here will help make this page easier to find for internet search engines. Anything entered will not show up on the page, but it will be seen by search engines as they crawl the web.

Keywords:

Description:

11. Order pages: you may change the page order of other pages at the same level as the page that you are adding.
- a. Select the page that you would like to move (the selected page will be highlighted)
  - b. Use the up and down arrows to move the highlighted page

A screenshot of a web interface titled "Page Order". Below the title is a blue header bar with a double arrow icon on the left. The main content area contains a text box for "Page Being Added (this page)" with "Home" entered. Below the text box is a dark gray footer area with up and down arrow icons.

To change the order of the pages, begin by clicking on a page. The selected page (highlighted) can be moved up and down in relation to the other pages by clicking the up and down arrows at the bottom of the list of pages.

Page Being Added (this page)

Home

12. Select Add at the bottom of the page to add the page to the live site.

### Edit Pages:

1. Select the Pages tab
2. Click the title of the page that you wish to edit
3. Edit pages following the above instructions for adding a new page
4. Select Update to confirm your changes

### Delete Pages:

1. Select the Pages tab
2. Click on the page that you would like to delete
3. Select Delete This Page at the top of the screen
4. A warning message will appear confirming your desire to delete the page - select Delete if you wish the page to be deleted from the site and the admin center.



## Library Module

The Library module allows users to store and update images and files that are being used on the website.

### The Library Module Includes the Following:

- Users may create new categories in the library to assist in the organization of files
- Users may add new files and delete files that are no longer in use
- Edited and deleted files are automatically updated on the live site when changed in the library
- Files must be placed in the library before use on a page

### Add Image / Document:

1. Select the Library tab
2. Select Add a New File
3. Select the appropriate category for your image/doc (your files will be organized in the library by category - see below for creating a new category)
4. Select the file type (document or image)
5. Name your library file
6. Describe the file and enter the author (optional)
7. Click Browse to access the file that you wish to add
8. Select Add to place the file in your library or Reset to clear the page and begin again

A screenshot of a web form titled "Add Image / Document". The form has a blue header bar with a close button (X). Below the header, there are several input fields: a dropdown menu for "Category", a dropdown menu for "Type of File" (set to "Image"), a text input field for "Name", a large text area for "Description", a text input field for "Author", and a text input field for "File" with a "Browse..." button next to it. The form is set against a light gray background.

### Create a Header Image:

1. Select the Library tab
2. Select Create a Header Image
3. Enter an appropriate name and description
4. Choose an image for both the left and right side by clicking on Browse and selecting the appropriate file
5. Select Add to place the file in your library

### Create a New Library Category:

1. Select the Library tab
2. Select Add a New Category
3. Name the new category appropriately (your files will be organized in the library by category)
4. Select a Parent (optional - selecting a Parent turns the category into a subcategory which will appear within the main category folder)
5. Add a category description



(optional)

6. Select Add to add the category to your library or Reset to clear the page and begin again

#### **Editing Library Files:**

1. Select the Library tab
2. Select the title of the item that you wish to edit
3. Edit the Parent, Name, Description or upload a new item

*Please note that any item edited in the administrative center that is being used in the live site will also be edited on the live site.*

#### **Deleting Library Files:**

1. Select the Library tab
2. Select the title of the image that you wish to delete
3. Select Delete Item to remove the item from the library

*Please note that any item deleted from the administrative center that is being used in the live site will also be deleted from the live site. When deleting a folder from your library, all of it's contents will also be deleted - be sure to open the folder and only delete individuals items that you wish to remove.*

## **Additional Modules**


***Awards, Why AMS?, Affiliations, Venues, Testimonials, and References***

Each of these modules are manipulated in the same way, so the instructions are the same.


#### **Adding Items (awards, venues, etc):**

1. Select the appropriate tab
2. Enter the relevant information into each field
3. Click Add to save your entry

#### **Editing Items:**

1. Select the appropriate tab
2. Click on the  icon next to the item
3. Edit the text and click Update to save changes

#### **Deleting Items:**

1. Select the appropriate tab
2. Click on the  icon next to the item you wish to delete
3. Select Delete to confirm your choice