

SurreyCommunity.info

Quick-start guide for websites

WELCOME

Thank you for choosing to use SurreyCommunity.info for your website.

Our aim is to provide you with a system that is:

- **easy to use** – even if this is the first time that you have created a website.
- **flexible** – allowing you to create anything from a simple one page site to a fully interactive site with hundreds of pages and advanced features such as discussion forums, file stores and members' areas.

This guide will introduce you to the SurreyCommunity system and get you started with your new site. It isn't a fully comprehensive guide to the SurreyCommunity system – for more in-depth information about all aspects of the system, see our help pages at:

<https://surreycommunity.info/sosa>

CONTENTS

- How the SurreyCommunity system works
- Your new website
- How to log in
- Your admin page
- The first things to do
 - Check your group's details
 - Add contact details for your administrator
- Edit your home page
 - Editing the description and text
 - Adding pictures
 - Adding links
 - Editing the contact details
- Choosing the appearance theme for your site
- Adding a logo
- The news page
- Adding more pages
- Giving others access to edit your site
- Where to get further help and information

HOW THE SURREYCOMMUNITY SYSTEM WORKS

SurreyCommunity is a Content Management System (CMS).

CMS differ from the traditional way of creating a website. Instead of using a dedicated program on your computer to create pages which are then uploaded to your site, a CMS allows you to edit your site online using your normal web browser.

Most websites that you see on the internet use some sort of CMS (there are lots of different types of CMS available). This is because using a CMS makes it quicker and easier to run a website. Most CMS, including SurreyCommunity, do this by:

- **providing templates for pages** – this allows you to concentrate on the content of your pages whilst the system takes care of the overall appearance of your site.
- **providing a simple editor**, similar to a word processor, to create and edit pages. This removes the need for you to understand the code used to create webpages. If you can type an email or letter, you'll find working with the editor familiar.
- **automating many of the routine tasks** that are required when creating or running a site. The system does the work, so that you don't have to.

YOUR NEW WEBSITE

Your new website has been set up with our standard settings:

- There is a home page with your group's description and contact details (based on the details that you supplied on your application form).
- There is a news page (which is currently blank).
- It uses our Modern theme for its appearance. This theme is designed to work well on desktop and laptop computers as well as on smaller devices such as tablets and phones.
- You have been assigned as the administrator for your website. This allows you to edit it and make changes to its settings.

You can change any of the above to suit your needs – you'll find instructions in this guide and in our online help pages.

Your site is visible to the public and listed on SurreyCommunity.

It will also be listed in search engines, such as Google and Bing, but it may take a few weeks before this happens. Search engines regularly check SurreyCommunity, but it can take some time for any new sites to appear towards the top of their results.

Tip: If you want your site to feature prominently in search results, make sure to regularly add relevant content to it – most search engines favour sites that have meaningful content that is regularly updated.

LOG IN

In order to make any changes on your website, you'll need to log in to your admin page.

You can do this in two ways.

Go direct to your admin page

You can access your admin page by adding **/admin** to the end of your website's address.

So if your website is:

`www.surreycommunity.info/mysite`

then your admin page is:

`www.surreycommunity.info/mysite/admin`

You will be prompted to log in if you haven't already (use the email address and password that you registered with on SurreyCommunity.info).

This is usually the quickest and easiest way to get to your admin page. You may want to add your admin page as a bookmark or favourite in your browser.

Via your site

Go to any page on your site.

If you are already logged in, then you'll see a **manage website** button. This is usually located at the bottom of each page (but the position can change depending on how you set up your site and the size of your screen – on small screens, the button can appear in the site menu instead).

Click the button to view your admin page. You may be prompted to re-enter your email address and password.

If you are not already logged in, then you should see a **login** button instead.

Click the **login** button and enter your email address and password when prompted. You'll be returned to your site and can then click the **manage website** button.

LOGGING OUT

The system will automatically log you out after half an hour of inactivity. You can also log out manually by clicking the **logout** link on your pages.

For more information, see:

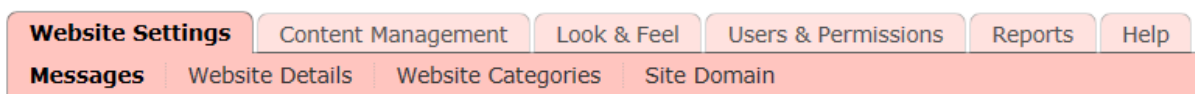
Logging in and out: <https://www.surreycommunity.info/help/sosa/logging-in/>

THE ADMIN PAGE

The admin page controls your site. It is split into five main sections:

- **Website settings:** Allows you to set details such as the name, description and contact details for your site
- **Content management:** This is the section that you'll use most often. It's where you'll add and edit pages and other content for your site.
- **Look & feel:** In this section you can control the appearance of your site.
- **Users and permissions:** This section controls who can see and use your site.
- **Reports:** This section gives information about how busy your site is and also any broken links on your pages.

You can view any section by clicking on the appropriate tab in the pink bar at the top of the page.



Each tab contains several options – these are shown in the dark pink bar below the section name. Click on these to see the relevant controls for each option.

THE FIRST THINGS TO DO

Check your group's details are correct

Go to your website and check that the following are correct:

- Your group's name (shown at the top of your web pages)
- The description of your group (shown on your site's home page).
- The contact details for your group (shown in the box below the description)

If you need to alter any of these details:

1. Go to your admin page
2. Click on the **website settings** tab and then **website details**. The screen will update to show your current details.
3. Click the **edit** button at the bottom of the screen.
4. You can now add or change the details. You must complete all fields marked with * – you won't be able to save the changes if you don't. (See also the section about adding contact details for your website administrator below.)
5. When you have completed your changes click the **OK** button at the bottom of the screen.

Note: the description of your group is shown on your home page and also next to your group's name in our A-Z of websites. If you update the description by following the instructions above, it will only update the description shown in the A-Z. This is because the description on your home page is copied from your application form rather than from the website details tab. To update the description on your home page you'll need to edit the text of the page, and you can find out how to do that in the next section of this guide.

Add contact details for your website administrator

It is helpful to us if you can provide your contact details (or whoever will be the administrator for your website). These are not displayed to the public and are only used by us if we need to get in touch with you about your group's website. To do this:

1. Go to your admin page
2. Click on the **website settings** tab and then **website details**. The screen will update to show your current details.
3. Click the **edit** button at the bottom of the screen.
4. You can now add or change the details. You must complete all fields marked with * (you won't be able to save the changes if you don't).
5. When you have completed your changes click the **OK** button at the bottom of the screen.

EDIT YOUR HOME PAGE

Initially, your home page will only contain a description of your group and your group's contact details.

You can add further information to this page and edit what is already there.

Note that you can't edit everything – the SurreyCommunity system automatically adds the elements that appear on every page such as the site title, the search box, the navigation menu and the page footer.

To edit the description and add further text

1. Log in to your site admin page.
2. Click on the **content management** tab and then **content**



3. In the **site map** on the left, click the name of the page that you want to edit. (Your home page will have the name of your site and will be the top item in this list)



4. The page's details will appear on the right of the screen.

5. Click the **edit** tab.



You can now edit your page using the editor – this works in a very similar way to a word processing program and will allow you to add, delete or change the text.

For more information see:

Editing text: <https://www.surreycommunity.info/help/sosa/editing-text/>

Tip: If you are already logged in, you can click the 'edit this page' button that appears on each page of your site. This will take you straight to the edit screen for that page.

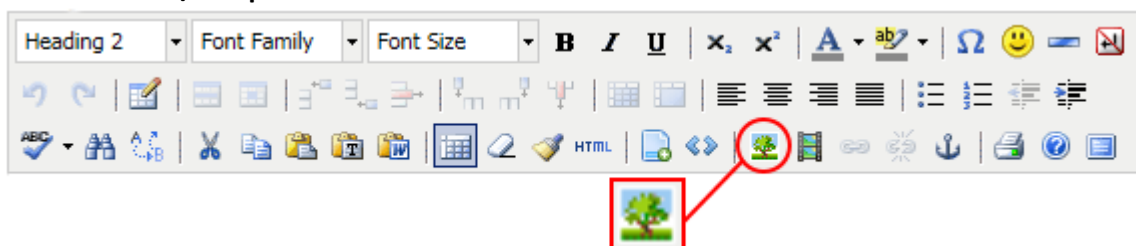
Adding pictures

Pictures are a great way of livening up your pages and are easy to add.

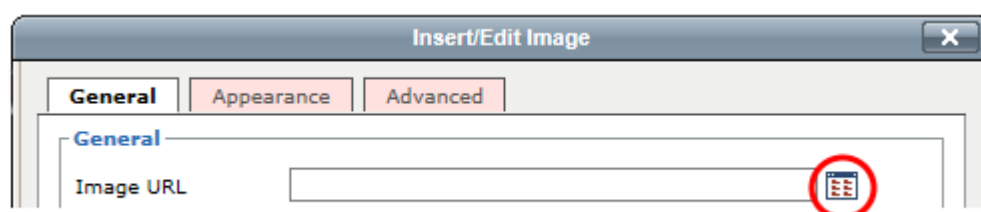
All of the pictures that you use on your site are stored in your asset library. When your site is first set up, your asset library will be empty, but over time it will grow – each picture you add to your site will be stored in the library.

When you add a picture to a page, you can choose either to use one that is in your library, or you can upload something new from your computer.

1. Open your page for editing (as described above)
2. In the editor, click where you want to add the picture (don't worry if you get this slightly wrong, you can alter it later)
3. Click the **insert/edit picture** button.



The insert/edit image box will appear on the screen. Click the **browse** button to the right of the image URL box.



4. The pick image box will appear. This lists all of the pictures that have been added to your asset library. You can choose a picture by clicking on it in the list. If you have just started to use SurreyCommunity.info, there won't be any pictures listed yet, so you'll need to upload one from your computer.

To upload a new picture

You'll need to save the picture on your computer before you begin.

1. Scroll to the bottom of the pick image box to the section labelled **Or add a new image**.
2. Type a name for the picture into the **File name** box (try to choose a meaningful name that describes the content of the image - keep it reasonably short, under 25 characters).
3. Click on the **browse** button and locate the picture on your computer.
4. Click the **save and publish** button.
5. You'll be returned to the insert/edit picture box. Enter a **description** for the picture (this will help search engines find your image) and click **insert**. The picture will be added to the page. It will also be added to your asset library so you can choose it from the list if you want to add it to further pages.

To choose a picture from the list

1. Click on a picture's name to select it
2. You'll be returned to the insert/edit picture box. Enter a **description** for the picture (this will help search engines index your page) and click **insert**. The picture will be added to the page.

Note that large pictures can slow down your site, so the SurreyCommunity system will automatically resize these for you.

For more information see:

Adding pictures: <https://www.surreycommunity.info/help/sosa/adding-a-picture/>

Tip: If you have a lot of pictures to display on your site, you might want to use the photo album application. You can find out more about this here:

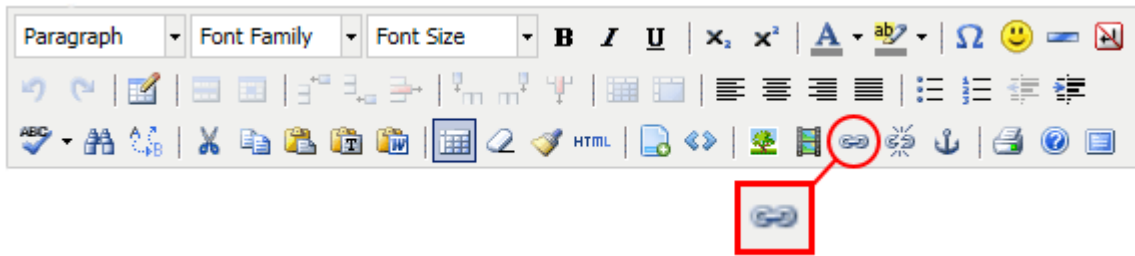
Photo album: <https://www.surreycommunity.info/help/sosa/photo-galleries/>

Adding links

As you build your website, you'll almost certainly want to add links on to your pages. Links can lead to pages on your own website or to pages on other websites. You can add, change or remove these links at any time.

1. In the editor, select the word or phrase that you want to turn into a link (click and drag your mouse across the words to do this).

2. Click the **insert/edit link** button (important: you won't be able to click the button until you have selected the words in the previous step). The insert/edit link box will appear.



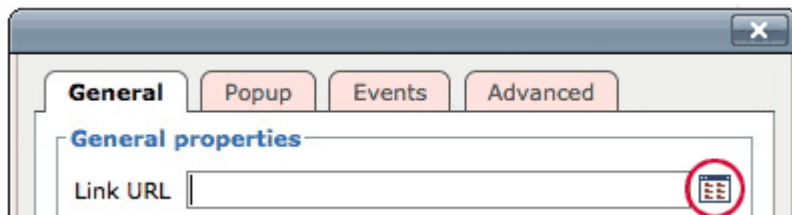
3. There are two types of links that you can add – links to pages on your site and links to pages on other sites.

Linking to a page on another site

Type or paste the address in the **link URL** box then click the **insert** button. (Make sure you include the complete address including the `http://` or `https://` at the beginning – it won't work if you don't!)

Linking to a page on your site

Click the **browse** button immediately to the right of the link URL box.



The pick box will appear on screen. This lists the pages and other items on your site. You can click on the [+] next to items in the list to browse through the content. Click on the name of the page/item that you want to link to.



4. The insert/edit link box will reappear.
5. Click the **insert** button.

More information see:

Adding links: <https://www.surreycommunity.info/help/sosa/adding-links/>

To edit the contact details

The contact details on your home page are displayed by something called an includelet.

Includelets are small snippets of page that can automatically display information from other sources. They are useful for information that changes frequently or that needs to be shown on a number of different pages.

This particular includelet takes the contact information from the website details tab of your admin page and displays it with a map. Like most other includelets, you can edit it in two ways:

- You can edit the information source – this will change the details shown by the includelet
- You can edit the includelet settings – this will change how the includelet displays the details

You can also remove the includelet if you don't want it to appear on the page.

To change the details shown

1. Click on the **website settings** tab and then **website details**.
2. Click the **edit** button.
3. Enter or update the information. The details displayed by the includelet are those under **Your group's contact details**. Note that if you edit **any** details on this screen, you must also complete all details under the administrator contact details section as well (you won't be able to save your changes if you don't).
4. Click the **OK** button when you are done.

To edit the includelet settings

1. Click on the **content management** tab
2. Select the page from the site map on the left.
3. Click on the **layout** tab – this shows the includelets on your page
4. If there is a message that "The latest revision of this item is published" in a yellow area at the top of the tab, you'll need to click **create a new revision to make changes** before you can edit the includelet.
5. Double click on the contact information includelet.
6. The settings page for the includelet will appear on screen.
7. Adjust the settings as appropriate. For the contact information includelet, there are only a few settings – the title, whether to include a map, and what size the map should be.
8. Click the **save changes** button. You'll be returned to the layout tab.
9. Click the **edit** tab.
10. Click the **save and publish** button. This will publish your page with the updated includelet and make it available to visitors to your site.

To remove the includelet

1. Click on the **layout** tab.
2. If there is a message that "The latest revision of this item is published" in a yellow area at the top of the tab, you'll need to click **create a new revision to make changes** before you can remove the includelet.
3. Click on the includelet that you want to remove and drag it to the scratch column (to hide it) or trash column (to delete it). If you have trouble dragging the includelet to the columns, wait until you see the orange line appear in the column before you let go of the mouse button.

4. Click the **save changes** button. You'll be returned to the layout tab.
5. Click the **edit** tab.
6. Click the **save and publish** button. This will publish your page without the includelet.

For more information see:

Includelets: <https://www.surreycommunity.info/help/sosa/layouts/>

Saving and publishing your edits

When you have finished editing the home page (or any page on your site), click either:

- **Save:** this will store a copy of your edited page, but not make it visible to your website's visitors. This is useful if you want to pause editing halfway through a page.
- **Save and publish:** this will publish the page on your site and your site's visitors will be able to see it.

CHOOSING AN APPEARANCE THEME FOR YOUR SITE

The SurreyCommunity system has a number of built-in themes that you can use to set the appearance of your website.

These themes control the colours and layout of your pages and can be quickly and easily applied to your site. You can change the theme as often as you like but generally it is best to select one theme and then stick with it.

We recommend using either the Modern theme or the Bootstrap theme. Both have options for easily customising their appearance and are designed to work well with desktop and laptop computers as well as smaller devices such as tablets and mobiles.

There are also a number of other older themes available. Although you can use them, these are no longer actively developed, and we don't recommend their use for new sites.

To choose a theme

1. Go to your site admin page
2. Click on the **look and feel** tab
3. Click on **themes**
4. Click on the **select** button next to the theme that you want to use (the theme that you are currently using is marked with a tick – for new sites this will be the Modern theme). The theme will be applied immediately to your website.

To configure a theme

Only four themes have configuration options: Modern, Bootstrap, Playtime and Dark Tones. The options available differ between the themes.

1. Go to your site admin page
2. Click on the **look and feel** tab
3. Click on **themes**

4. Click on the options button next to the theme you are using.
5. The theme's options will be displayed – you can find out more about these on our help pages.
6. When you have finished configuring the theme, click the **OK** button at the bottom of the page. Your changes will be applied immediately to your site.

For more information see:

Appearance themes: <https://www.surreycommunity.info/help/sosa/changing-appearance/>

ADDING A LOGO

You can add your group's logo to personalise your website and help identify it to visitors.

The logo will appear at the top left of each page on your site. The logo acts as a link to your site's home page.

The logo will also appear next to your group's entry in our A-Z of hosted sites.

1. Save your logo on your computer as either a **jpg** or **gif** file. The size of the logo varies depending on which theme you use for your site. If you use our recommended themes (Bootstrap or Modern), then the logo size will adjust to fit your layout. For best results we suggest using a logo that is no bigger than 300 pixels on its longest edge.
2. Go to your site admin page.
3. Click on the **look and feel** tab and then **your logo**.
4. Click the **choose file** button and select your logo from your computer.
5. Click the **OK** button. The logo will now appear on your web pages and the A-Z.

For more information see:

Adding a logo: <http://www.surreycommunity.info/help/sosa/adding-a-logo/>

ADDING MORE PAGES

When your website is first created, it has two pages set up for you: the home page and the news page. However, you'll probably want to add some pages of your own to your site.

To add a new page

1. Go to your site admin page
2. Click on the **content management** tab and then **content**



3. Click **Add page**. The editing screen for the new page will appear.

4. Add a title in the **full title** box – this title will be shown at the top of your page. The title can be as long as you want but we suggest keeping it to less than 64 characters (as this will display better in search engine results).
5. Optionally, add a shorter title in the **menu title** box. For example, if your page title is 'About our organisation' you might use 'About us' as your short title. This shorter version of your title appears in three places - the crumbtrail at the top of your page, the navigation menu on the left and in the address (or URL) of the page. We suggest that you aim for menu titles of 16 characters or less (although you can have longer ones if you want to). If you don't give a menu title, the full title will be used instead.
6. Type your page's content into the **body text** box. You can add pictures and links in just the same way as you did for your home page.
7. Select whether to display the title on your page or not. (It's usually helpful to display it.)
8. Select whether the page should be included in your site's navigation menu. If you select 'yes', the page will appear in the menu if it can – different appearance themes have different rules for how many items appear in the menu. If you select 'no' the page will not appear in the menu no matter which theme you use.
9. Add keywords describing your page if you want to (you don't have to). These will only be used by your site's search – they'll be ignored by search engines such as Google, Bing etc.
10. Add a short description of your page (we suggest keeping it to 64 characters or less). Some search engines will display this description together with the link to your page. It's a good way of helping your page stand out in a list of search results.
11. Finally **save** or **save and publish** your page.

Your new page will be added to your site beneath your home page. As you add more pages to your site, you may want to organise them by gathering similar pages into sections. You can find out more about this on our help pages.

For more information:

Adding pages: <https://www.surreycommunity.info/help/sosa/adding-a-new-page/>

ADDING NEWS STORIES TO THE NEWS PAGE

Like the home page, this page is automatically added to all new sites. It's intended to be a quick way to add and list news stories on your site, but you don't have to use it – it's easy to remove if you don't need it.

To create a news story

1. Go to your site admin page
2. Click on the **content management** tab and then **content**

3. Click **Add news story**. The editing screen for the story will appear. It is very similar to the editing screen for a page but with two extra options:

Teaser: Use this for a short 'introductory' description of your story

Related image: This allows you to choose a picture to display next to the teaser.

You don't need to use either of these in order to add news stories. Both of these can be used if you set up includelets to display news stories on your site. Neither item will be shown on the news story itself, so you can ignore them for now. Using includelets is beyond the scope of this guide, but there is more information available on our help pages.

4. Edit the news story in the same way as you would a page. When you are done, click **save** or **save and publish**.

To remove the news page

If you don't need the news page on your site, you can unpublish it.

1. Go to your site admin page
2. Click on the **content management** tab and then **content**
3. Click on the **news** page in the **site map** on the left. The editing screen for the news page will be displayed.
4. Click the **publishing** tab
5. Click **Take offline now**. The page will be removed from your site but will remain stored in the system – you can edit and republish it again if you want to.

ALLOWING OTHERS TO EDIT YOUR SITE

If you want to allow other people to be able to edit your site, or if you want to transfer the responsibility to someone else, you can add them as an additional administrator. This is reasonably straight-forward but does involve a number of steps.

Please be aware that anyone you add as an administrator has exactly the same access to your entry as you - they can edit the site and they can also remove your access. **Only add people that you know and trust as administrators!**

Step 1

The person that you want to be an administrator must be registered on SurreyCommunity.info. If they are not already registered, they can do so by visiting:

<http://www.surreycommunity.info/help/registering/>

Step 2

You must add the person to your site. To do this you need to send them an invitation:

1. Login and go to your admin page

2. Click on the **Users and permissions** tab
3. Click the **invite others to join** link just below the list of current members.
4. A new screen will appear where you can type in the email address of the person that you want to invite.
5. Once you have typed the address, click the **OK** button.

The person will receive an invitation email with a link. When they click the link they will be added to your entry as an ordinary member (this won't allow them to edit it yet).

Further help:

<http://www.surreycommunity.info/help/sosa/managing-members/inviting-people-to-join/>

Step 3

Now that the person has been added as a member, you must now make them an administrator

1. Login and go to your admin page
2. Click on the **Users and permissions** tab
3. Find the person in the list of members
4. Click the **make administrator** button next to their name. They are now an administrator and can edit your entry.

Further help: <http://www.surreycommunity.info/help/sosa/adding-admins/>

WHERE TO GET FURTHER HELP AND INFORMATION

Our help pages cover most aspects of using the SurreyCommunity system and are available at:

<https://surreycommunity.info/sosa>

If you have questions or need help, you can contact us at:

enquiries@surreycommunity.info

We aim to respond to enquiries within one business day.