

Ballincollig GAA Club - Website News

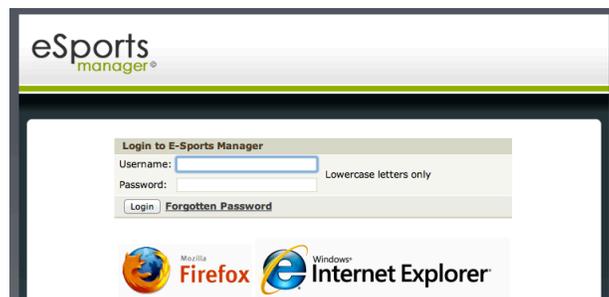
Introduction

Ballincollig GAA Club a website(<http://www.ballincolliggaa.ie>) that is managed via <http://www.sportsmanager.ie/web/index.htm>. This is the same web managemnet group that Cork GAA uses and the big bonus is that they provide details for all the fixtures and the results automatically.

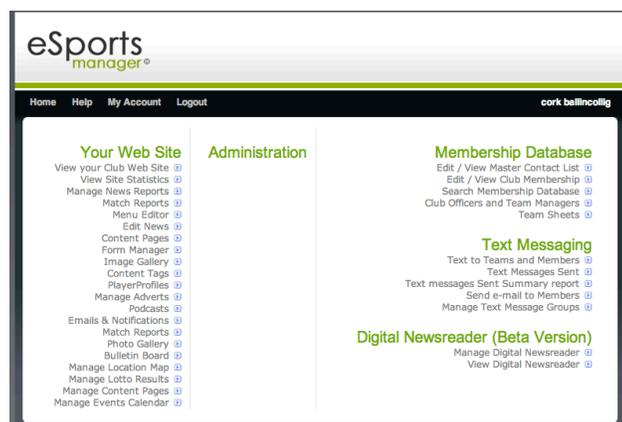
The management is done via a CMS system where sportsmanager provides allthe support and the basic layout of the site while the user or webadmin provides all the details of the layout. Custom pages and menus etc.. are added by the club administrators and the news items can be added without any web know how. However there is a facility to add more than simple text by adding news in HTML mode (NOTE:_ this is not necessary for pictures and text formatting).

To add News Item to the site

1. In order to get running on the system go to <https://admin.sportsmanager.ie> and Login with the password provided by the Web admin. (email ballincolliggaa.ie@gmail.com for passwords. The link will bring you to the page below and use the name and password as provided by the Club PRO or from the email address above.



2. The first page you come to after logging in is the main home page for admins and with regard to news item updates the only menu that matters is 'Edit News'.



- Hitting the  Home Button at any point will always bring ya back to this main landing page. Have a look around the other menu items if you wish and direct any queries initially to the email above.
- Clicking on Edit News will bring you to news editor page where you can see all the news items listed on the site.

List of News Items

Back 

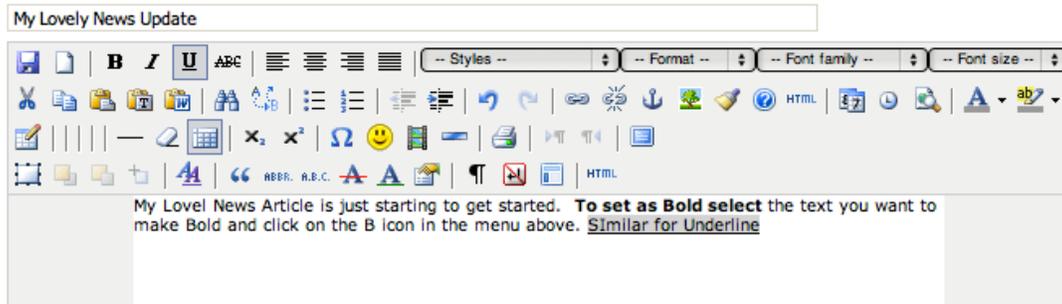
Add News Item  Find Submitted  Recycle Bin  Settings  Manage Tags 

Search By News Name

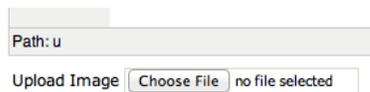
News Name	Type	Published From	Podcast	Image	Status	Actions
Tom Weste - Chairman Extraordinaire	News Item Page	14/03/2012 13:28	no	yes	Visible	 
Lotto (Feb 28) - 16 18 27	Club Note	05/03/2012 16:32	no	no	Visible	 
Pat Kinsella Retirement	News Item Page	21/02/2012 16:31	no	yes	Visible	 
Ladies Football Presentation Night	News Item Page	21/02/2012 16:21	no	yes	Visible	 

- To add a brand new 'News Item' click on the  button. Otherwise you edit any of the news item by clicking on the  icon on the right hand side of the newlist under the title Actions. Careful NOT to hit the  as this will delete the item and move it to the recycle bin. (which you can get back but it is a pain ...)
- At this point you should be brought to an editing screen that is as close to a word processor as we are going to get. In here we can simply add a title and text to the News Item and it will be ready to publish on the site. However there a few things that we would like to do to keep the site as consistent as possible and have a look around at the website articles athat are similar to the one you are going to create for reference.
- The Add News Item page is where you will be doing all the work. Please remember that you have a only about 15 minutes to do this in here so be sure to save you changed regularly by hitting the add or update button at the bottom of the page.This will take you out of the page but as you can see it is easy to get back into it again.
- First thing to do is add a page name so you can easily get back into the page again. Leave the page type as News Item Page and 'Is Featured' actually deos nothing. For Lotto results or something like this then please set the page type to 'Club Note' as it is will get filed under different category in the home page.
- Type in your report into the main text box and don't forget to click update regularly or you will be kicking your self when it doesn't save your work.

IMPORTANT NOTE: Do Not copy and paste from Microsoft Word as it does strange things with the formatting on the page. If you have your notes written in Microsoft Word - copy them into a simple text editor like Notepad on Windows or TextEdit on Mac and make the document "Plain Text". After that you can copy and paste the text from Notepad easily and add your bold fonts or whatever after this. (update regularly... will only annoy ya when you forget)

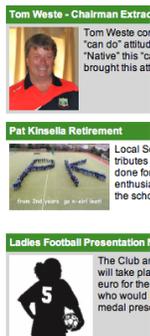


10. Now for the niceties: People in general like to see pictures in the report as this gives a nice feel to the update and pictures draw users to you article, so if at all possible ensure

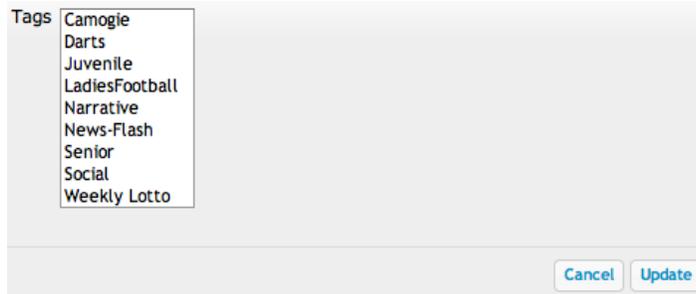


the add at least a cover picture to the news item. You do this by clicking Upload Image in the bottom of the screen. At this point you have to choose a file on your hard drive and it will upload nicely. This image will also appear on the top right hand side of the article.

Hint Keep the file image somewhat squarish so it does not to big on the news list page. If yiu have look for images on the web and crop away to your hearts content



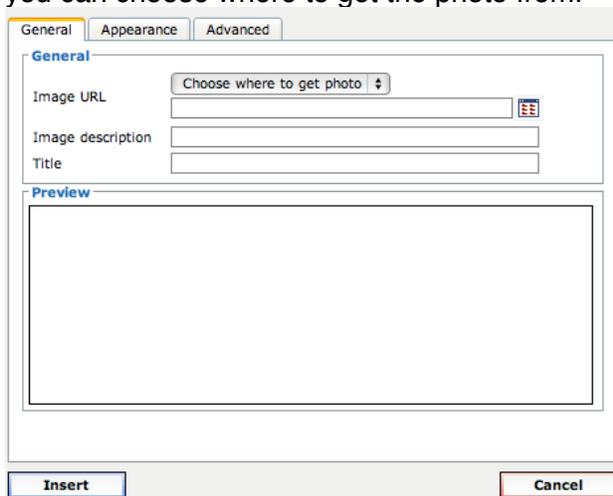
11. Thats it... To get the item to appear on different parts of the website add different tags in the Mange Tags button on the news item page [Manage Tags](#) . There are mulitple but these are what the basic ones do: So you can click on a tag name on the left and then click update. Note that you can add multiple tags by holding down the shift or control key while you click.



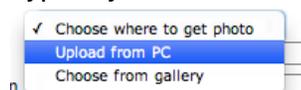
Senior - Appear on the Home page under Senior News
Juvenile - Appear on the Home page under Juvenile News
LadiesFootball - Keeps all the Ladies football news together under News Menu
News-Flash - Put the article into the scrolling Bar across the top of home page

More News Item Niceties

To get any image into the page click on the  icon when you are editing your news and the image will be positioned where the cursor was. Clicking the icon will bring up this dialog where you can choose where to get the photo from.



Typically it will be



When you select this option you get to choose the file and when chosen from your own system you must hit the submit button. After hitting submit be patient and it will appear in the "Preview" Box.

If it is a big photograph which they normally will be, then go to the next tab appearance and set the dimensions to no wider than 500 wide (first box). The other height dimension will change magically to keep the proportions in the picture.

General Appearance Advanced

Appearance

Alignment -- Not set --

Dimensions 500 x 482 px

Constrain proportions