



# CFK Team Webmaster Guide for Web Page Content Management

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What I intend to do today is to walk you through:

1. **How to get into the Content Manager to manage your team's web pages.**
2. **How to manage your team's information.**
3. **How to put your team's web pages into production.**
4. **Answer Questions and make myself available for questions/troubleshooting.**

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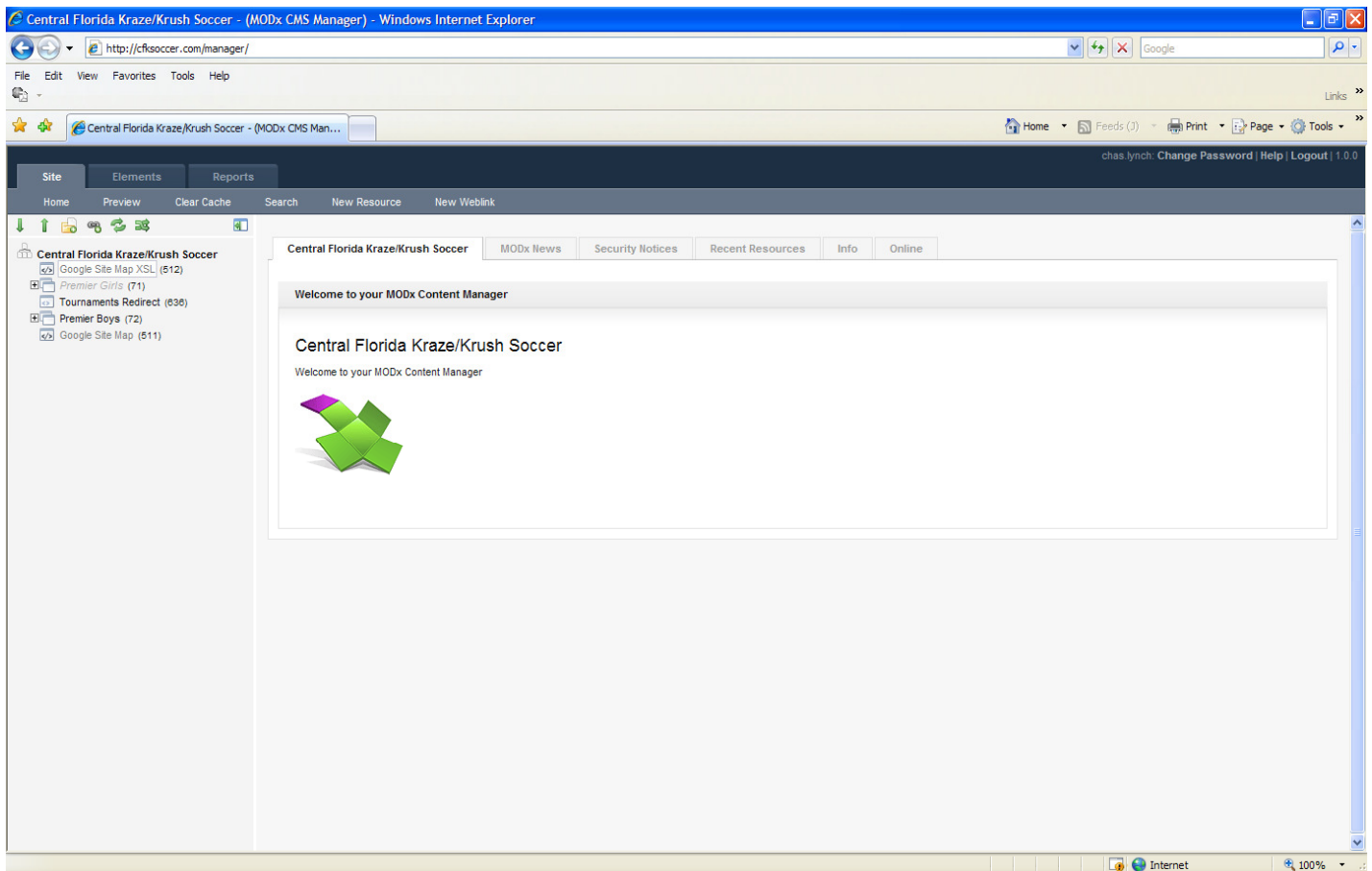
## 1. How to get into the Content Manager to manage your team's web pages.

From here you can manage your team's information.

A designated person from each team will be given a Username and a Password.  
Your account has been created with a generic password that should be changed to something you will be able to remember.

Once you have logged in, you are now at the CFK ModX Content Manager for your web pages

Go to the Change Password button at the Upper Right Hand corner, and change your password.



Now you are in and can let the fun begin!

## 2. How to manage your team's information.

ModX is a Web Content Management System (CMS). You can get more details on what you can do with ModX at: <http://wiki.modxcms.com/index.php/>  
For those of you interested, see Chas Lynch and I can give you much more info, hints, and instructions.

### Oh, we are in the CFK ModX Content Manager, now what?

Good News! The basic templates for your web site have already been set up.

You need to be able to go in and modify them for your team.

What will you need:

1. Team Picture
2. Player's names
3. Coach's name and basic contact info
4. Team manager's name and basic contact info
5. Webmaster's name and basic contact info
6. Pictures for the gallery if you choose.

The following sections have been setup for you:

PLAYERS  
CONTACTS  
INFORMATION: SCHEDULES/STANDING/RANKING  
TEAM PARTNERS  
ACCOMPLISHMENTS  
GALLERY

These sections can be made NOT visible until you are ready to 'publish' them live.

### How are you going to modify these sections?

Let's review the basics for using the ModX Content Manager:

Top Main Menu	What do you think?
Left Frame:	Lists all of the documents within your site you are responsible for.
Right Frame	Displays the documents you will be working with.

There are basically two types of Documents which are the basic things you'll be working with in the Content Manager: **Regular Documents** and **Document Containers**.

Document Containers: Folders that contain other documents.  
Has a plus (+) or a minus (-) sign next to its name.

Regular Documents: The objects that you will be editing and modifying to display content on your web pages.

You can see the listing of the Documents already created in the left frame.  
When you click on the (+), it lists what is in that Document Container.

You then click on a document and you can use the following buttons to modify/edit the document

There is a row of buttons on the top right hand side of the screen:

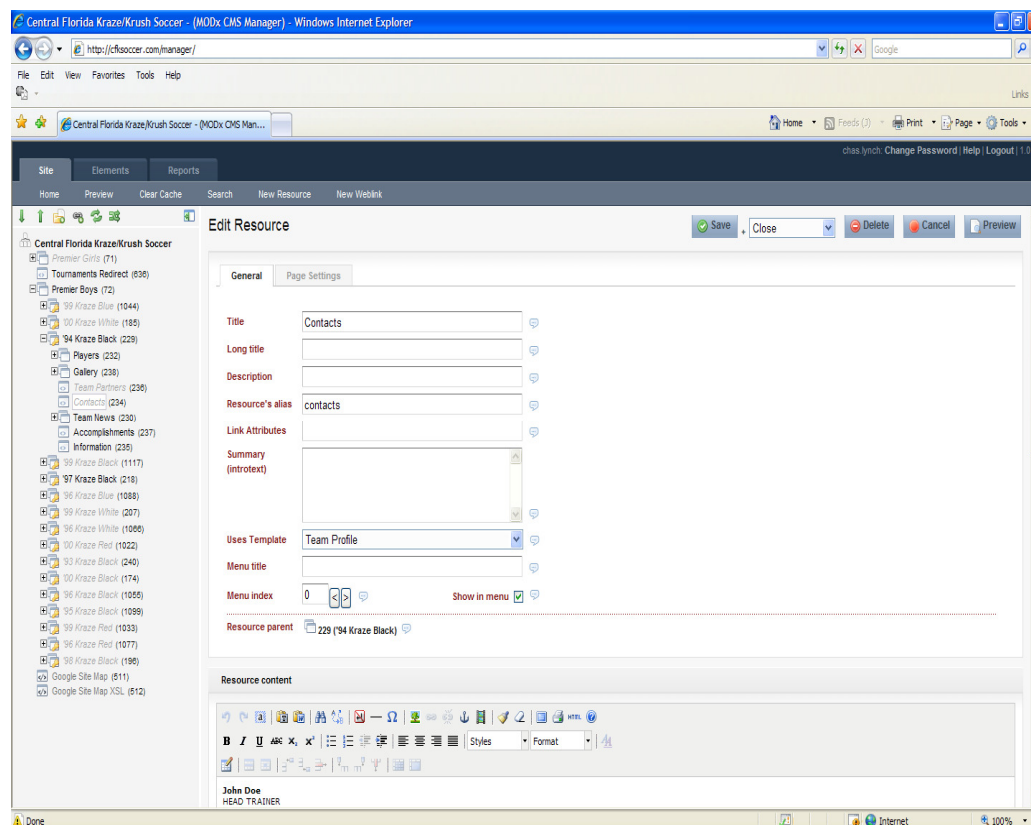
- Edit: Puts the Document into edit mode
- Move: Moves the Document to a different Document Container, using step-by-step instructions.
- Duplicate: Makes a copy of the Document.
- Delete: Deletes the Document. (Kind of like the Recycle Bin), it is never permanently deleted; only an Admin can permanently delete Documents.
- Preview: You can view what the web page looks like, even if you have not yet published it.

If your document name is bolded, it has been published (put into live production online). If your document name is not bolded, it has not yet been published (put into live production online).

## What do you need to get done first? And how do you do it?

Edit the Contacts section.

Click on your team name (+), then click on Contacts. Right now you have no documents inside (underneath) this container, just the Document Container itself. We are going to edit this. Click the Edit button on the top right hand side of the screen. You should now see the Edit Resource panel in the right hand frame.



Scroll down to Resource Content and you can literally edit the text there with your contact information.

**If you are familiar with html coding, you can click on the HTML button and edit the html code as well.** Once you get into doing this, you will probably be using the HTML button so you can personalize the page to a certain degree.

Click the save button after you are done. It is not yet live online. We'll get to that later.

**What should you edit next?** I'll just go through each one, but you can choose which ones you want to do first. You can keep them unpublished (meaning not put them live online until you get it completed).

If you do not want the section to be shown online yet, you can set it to be **unpublished**. Just find the documents container in the left hand frame and right click it. Then select **Unpublish resource**. It will NOT been seen on the web page. To show it later, you can right click it and select **Publish resource**.

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**MAIN PAGE** (your team name is the Document Container for this)

You need to at least get a team photo here.

Two steps: Upload the team image, then put the team image in the Team Image template variable.

Do you have a team photo? Then you need to put it on the CFK server so the web page can access this. Make sure you know the location/path of the image on your computer at home.

Click on your team name in the left hand frame. Then click the edit button. Then scroll down to the Team Image template variable. Then click Insert. This will open up a dialog box that you will use to upload your image to your team folder, and then you will select the image to be 'connected' to your MAIN PAGE.

Find the team folder then click on it. Then find your team folder. Then click the browse button on the bottom of the dialog box and find your team photo on your computer. Then click upload. This ftp's the image to your CFK server. After it uploads, double click on the image. This sets the path and you should be brought to the Content Manager again. Then click the save button on the top right hand side. It is set and you have a photo for your MAIN PAGE. That was easy.

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**PLAYERS:**

You need to decide if your level is going to set up Player Profiles or just simply using a Player List. I am using a Player List for my U14. But in time, we will set up the Player Profiles. At a minimum, you should set up the Player List. This just lists each player's name.

Let's review the just using a Player List first.

**Player List:**

Click on the Players Document on the left hand frame. Then go to the right hand frame and click the General tab if it is not already selected. Then click the Edit button on the top right hand side. Scroll down and make sure that the following Template Variables are correctly set. The 'What team the player is on' needs to be set for your team. The 'Player List type' needs to be set to 'player list only'.

Click save and then you should go back to the View Resources tab. Now find and click the View children tab. Now you should see the Create Resource here button; click it. Here is where we add the players. You'll do each one, one at a time. For each one, put the players name, first name last name In the Title textbox. Then make sure the Template Variable 'What team the player is on' is set for your team. Also, make sure the 'Player List type' is set to 'player list only'. Then click save. Do this for each player on the team.

**Player Profiles:**

If you are using player profiles, you'll do the same as above, but set the 'Player List type' to Player Profile. Scroll down to the Resource content section. It has been set up for you to modify as you need. If you do not need the content in the Resource content section, you can delete this info.

Then you need to scroll down to the Template Variables for the Player Profile and set them as you need: player photo ( this is inserted like the Team Photo for the MAIN PAGE), Year player graduates high school, field position, jersey #, player's height, player's weight, date of birth. Click save when you are done.

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**INFORMATION:**

Click on the Information Document in the left hand frame and then Click on the General tab on the right hand frame. Then click the edit button. Scroll down to the Resource content section. You can edit the links there.

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**ACCOMPLISHMENTS:**

Click on the Accomplishments Document in the left hand frame and then Click on the General tab on the right hand frame. Then click the edit button. Scroll down to the Resource content section. You can edit the text there.

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**GALLERY:**

Click on the Gallery Document in the left hand frame and then Click on the View children tab on the right hand frame. Now you should see the Create Resource here button; click it. Here is where we add the Team Photos document. In the Title textbox, put the name you choose for the web page name. (I used Team Photo). Then scroll down to the Uses Template textbox and make sure that Team Gallery is selected. Then in the Resource content box, you can insert an image using the Insert Image button. It is near the HTML button. NOTE: YOU'LL HAVE TO UPLOAD YOUR IMAGES TO THE SERVER BEFORE YOU CAN HAVE THEM LINKED. This is similar to how we uploaded and setup the Team Photo. Then click save when you are done. After it is saved, you should go to the Preview button on the top right hand side. In the preview, it has a Manage Pictures button from where you can upload and setup your Gallery. You can set up and organize your tournament pictures, etc.

For advanced users, in the Resource content section, you should be able to set up links to your internet albums as well.

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**3. How to put your team's web pages into production.**

For each Document that is ready to go online, just right click on it in the left frame section. Then click 'Publish Resource'. Make sure you publish your main page, the team name document.

**4. Questions.**

Yes, this is just a general overview to get you started. With this manual, everyone should be able to set up the minimum content for your team on the CFK web pages.

If you have questions, please give me an email and I'll go over with you step by step, if you need.

If you have advanced questions, or would like to know more about ModX, email me and I can set you up with some online tutorials and get you in the right direction.

For more information on this document or assistance, please contact:

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