ICT Manager Guide

USMAA 2.0

Document Versions

Date	Author	Version	Comments
03/05/2021	Zafar Issadeen	1	Created document

Introduction

USMAA's website has been largely developed using the following design principle:

- Flexibility: Making changes to the layout of pages is relatively easy and will not require re-theming the site (which is difficult and expensive to do in the long run)

- Self Service: Ability to self-service many common tasks for both users of the site's admin area and for the general membership.

- Mobile Friendly: The site is accessible on mobile devices which allows for easier navigation and interaction on smaller screens

This guide covers the common functions for the following user groups:

- Administrators of the site
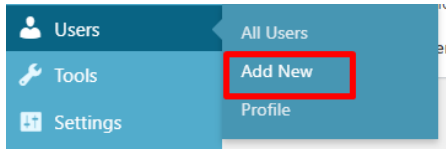- General Users of the Admin Section of the site

Site Details

The following information relates to the site details:

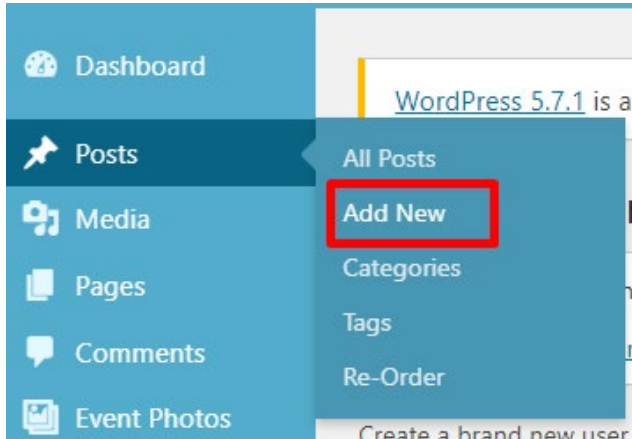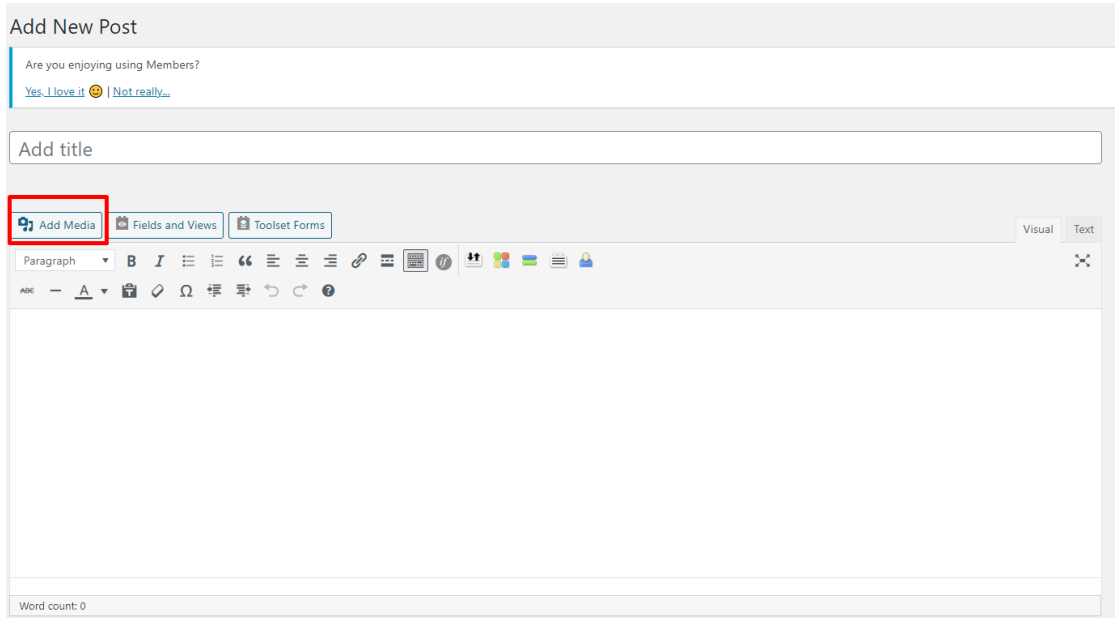| Attribute	Detail
Theme	Divi https://www.elegantthemes.com/gallery/divi/ Lifetime license in use (automatic upgrades forever for free)
Site Software	WordPress
Plugin List	Akismet Anti-Spam Battle Suite for Divi Classic Editor Event Espresso (including associated plugin set) Google XML Sitemaps MalCare – Pro (anti-virus) MC4WP Post Types Order Toolset Forms – lifetime license in use Toolset Maps – lifetime license in use Toolset Views – lifetime license in use WP Super Cache WP-Optimise
Admin URL	https://usmaa.org.au/wp-admin

User Onboarding to the Site

The following section covers off the steps necessary to onboard a user.

Step	Detail
01	Obtain the following details - Email Address (this will be the username) - Role (obtain this from the President) - First Name - Last Name
02	Login to the site at the admin URL
03	Click Users > Add New ![Users menu with Add New highlighted]
04	Enter the details of the user
05	Select profile from the list below (there will be multiple roles but only the following apply) Profile table below

Profile	Description
Administrator	Has full site access – please limit the numbers who have this level of authorisation
Author	System role that allows for creating and publishing of posts. An Author can only edit their posts
Editor	System role that allows for editing other authors posts
Management Committee	Use this profile for all MC Members. This will give the MC member access to the main areas of the backend

Creating a Post

The following section describes the process for creating a post. A post are various pieces of content that will be allocated to different parts of the site depending on the post category selected.

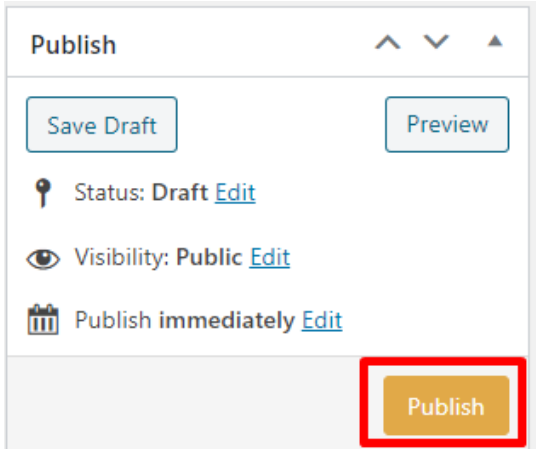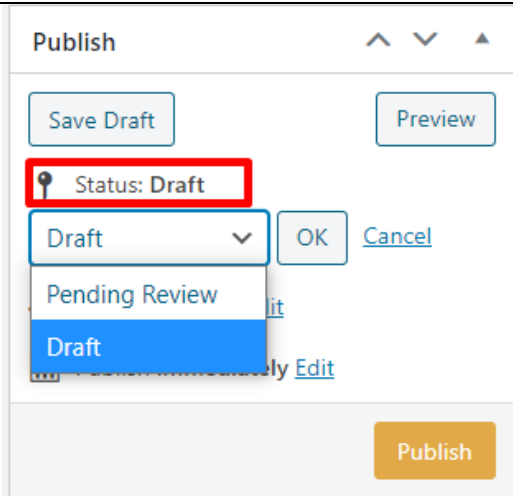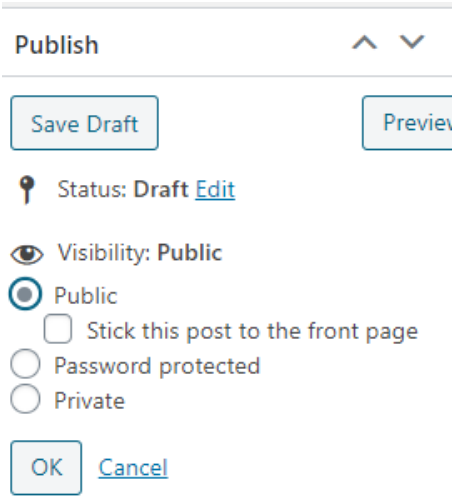| Step	Detail
01	Login via the Admin URL
02	Click Posts > Add New
03	Enter the title of the post as required and the body of the post. Use the Add Media section to add images (including uploading new images)
04	Use Content Permissions to select which users need to have access to it (nothing needs to be done here if no restrictions are required)
05	Select Category
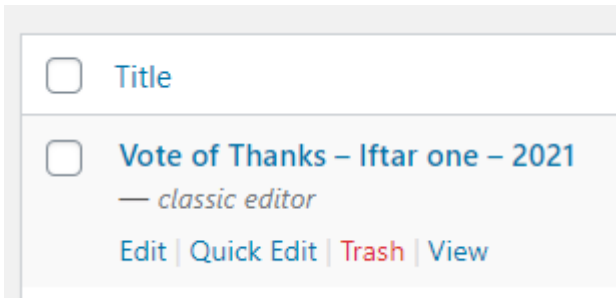
Category	Use
AGM	Pushes content to the Resources > AGM section of the site
Charities	Pushes content to the Community > Charities section of the site
Charity Accolade	Pushes content to the Community > Charities section of the site (into the Accolades and Commendations section of the site)
Community Projects	Does not push content anywhere
USMAA Centre	Pushes content to the Community > USMAA Centre section of the site
Land Acquisition	Does not push content anywhere
Front Page	Only use this if you need to post content to the front page of the site
Governance and Policies	Does not push content anywhere
Governance	Pushes content to the Governance and Policies section of the site (into the Governance Area)
Job Descriptions	Pushes content to the Governance and Policies section of the site (into the Job Descriptions Area)
Policies	Pushes content to the Governance and Policies section of the site (into the Policies Area)
Management Committee Only (restricted)	Any content posted here **must** have roles restricted to the Management Committee Only. All content posted here will be accessible via the About Us > Management Committee Portal
AGM / SGM Minutes	Any content posted here **must** have roles restricted to the Management Committee Only. All content posted here will be accessible via the About Us > Management Committee Portal
Process Maps	Any content posted here **must** have roles restricted

		to the Management Committee Only. All content posted here will be accessible via the About Us > Management Committee Portal
	News	Pushes content to the Resources > News section of the site
	SGM	Pushes content to the Resources > SGM section of the site
	Uncategorised	Does not push content anywhere. Do not use this

06	Click Publish to make the page visible to all / subset of the users

Unpublishing a Post

The following section describes the process for unpublishing a post because the content is not relevant / premature / requires to be removed.

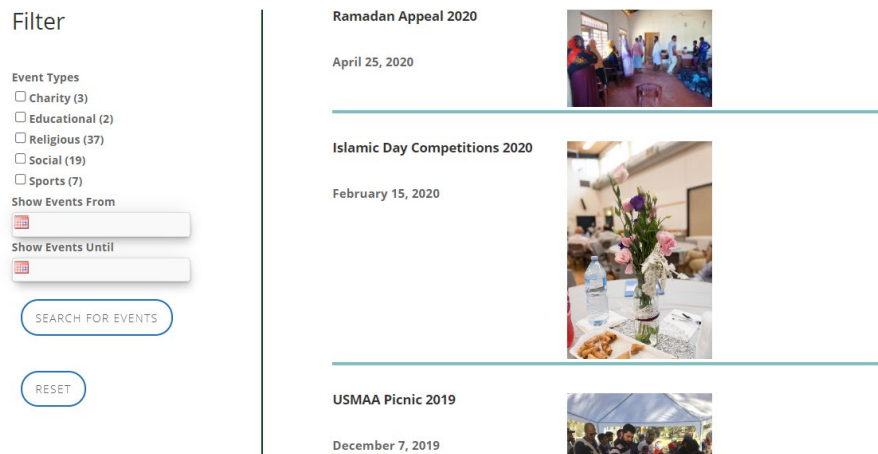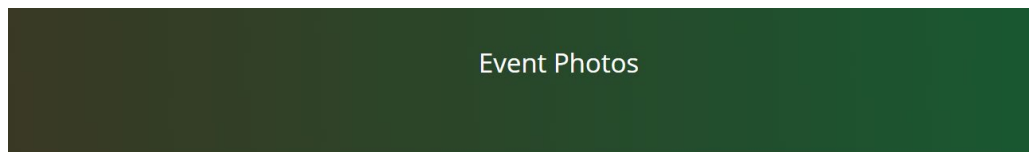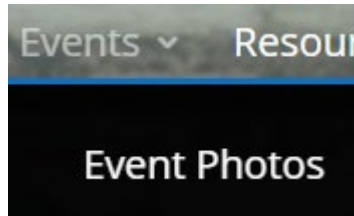| Step	Detail
01	Click on Posts > All Posts
02	Option 1: Trash the post (this removed the post completely). Click on Trash
03	Option 2: Premature content – set page to Draft until ready to be published

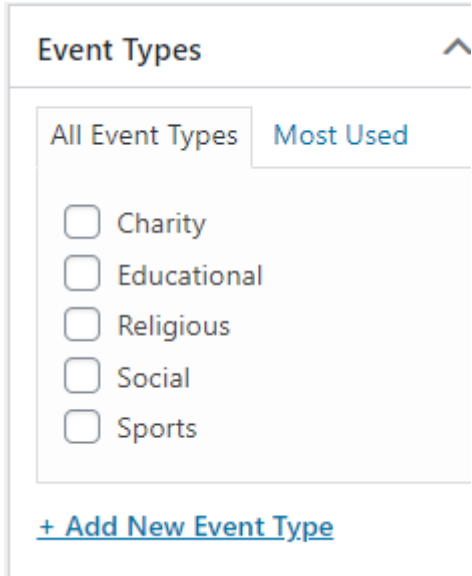| 04	Option 03: Set visibility to Private to hide it from non-administrators. Do not use Password Protected

Creating a Page

Do not create pages without appropriate technical knowledge

Uploading Event Photos

Event photos are uploaded into the Event Photos section of the site. The instructions below cover the process for creating a new event photo gallery.

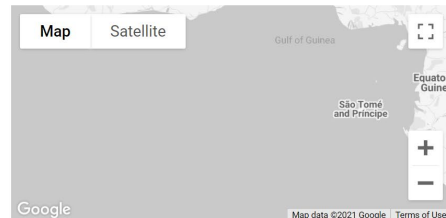| Step	Detail
01	Login via the Admin URL
02	Click Event Photo > Add New
03	Enter Event Title -> this will become a title for the event
04	Enter a description if required
05	Add images (in bulk if required using the Select Images button)

06	Enter Address to display event on a map
07	Select Event type. This will help with event categorisation using the filters
08	Click Publish

A completed event should look like the below:

Ramadan Appeal 2020
April 25, 2020

A Ramadan Appeal was sent out to the USMAA Family requesting for donations of zakat, sadaqah and/or fitra to be channeled to USMAA so that we can team up with Bridging Lanka to help 300+ families in 31 villages in Mannar, Sri Lanka. The coordination and delivery of the food rations was conducted by Bridging Lanka with the assistance of the Divisional Secretariat. The funds donated by the USMAA members provided vital and timely aid to several less fortunate families during Ramadan amidst the COVID19 pandemic. The majority of the families were headed by widows and had differently abled children. Several photos have been included below including a heartwarming letter from the mosque in the area thanking everyone for the donations and wishing the donors the blessings of Allah. The images are courtesy of Bridging Lanka.

Approving Obituary Notices

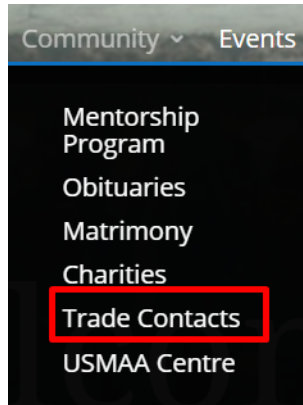Obituaries should be created through the self-service options on the site:
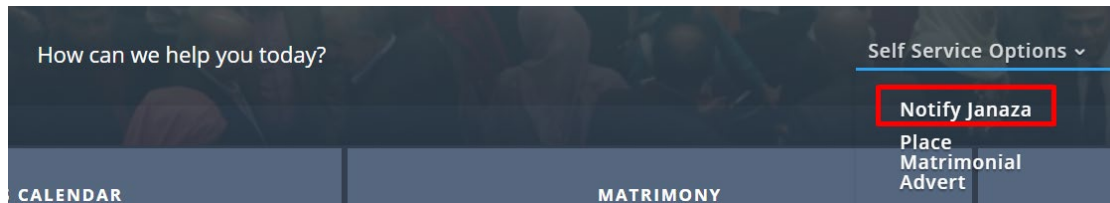
Once the details have been entered here the submission will remain in draft – use the following steps to publish this:

Step	Detail
01	Login via the Admin URL
02	Click on Obituaries > All items
03	Select the appropriate post and click on the title
04	Click on Publish (orange button)
	** Note: All obituaries remain on the site for 30 days only and then no longer show on the front page. Republish the page to continue to show it for longer.

Approving Trade Adverts

Trades are created on the site using the Create New Advert button. Trades show up in the Trade Contacts Page (under Community) once approved.

Step	Detail
01	Login via the Admin URL
02	Prior to publishing, please check with the President / Treasurer if it is approved to publish
03	Click Trades > All Trades

04	Click on the Advert Title and Select Publish (Orange Button)
	☐ Mama Boys Pizza — *classic editor* Published 2020/10/27 at 4:09 pm Ishrath Batcha

Creating Events – New Event

Events are driven through a powerful event booking system. As the functionality is extensive it is recommended that the following video is reviewed first: https://youtu.be/kzmq3u6xTaE

The following steps are required to create a new event:

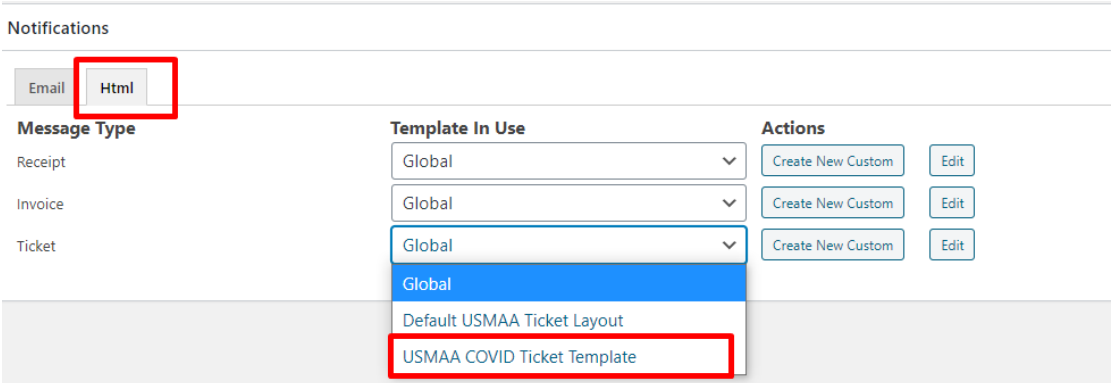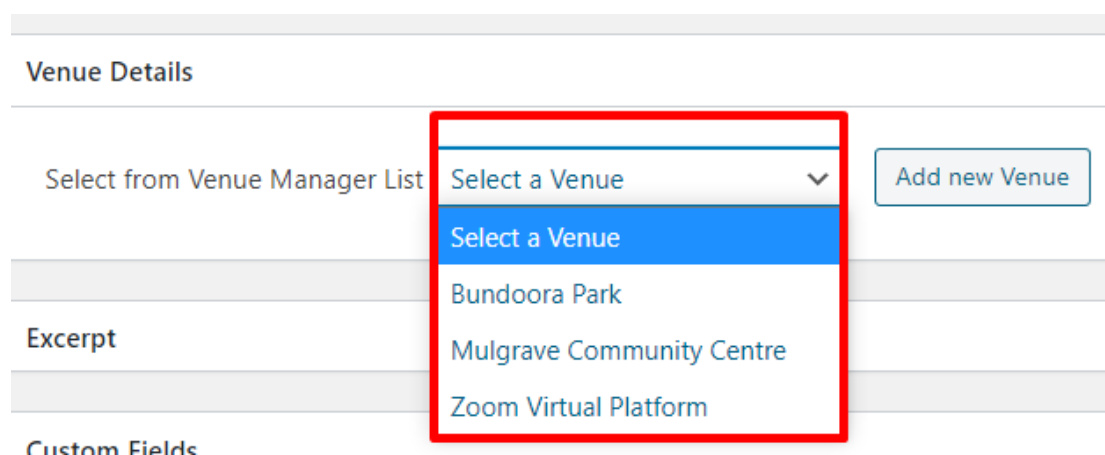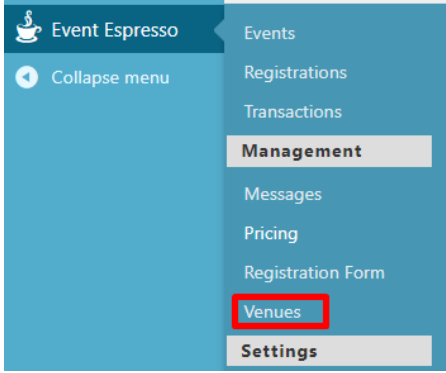| Step	Detail
01	Login via the Admin URL
02	Click on Event Espresso -> Events ☕ Event Espresso Events
03	Click Add New Event at the top of the screen Event Espresso - Events [Add New Event] Overview | Categories | Templates | Default Settings View All Events (27) | Draft (1) | Trash (2) | Today (0) | This Month (1) Bulk actions ∨ Apply Select a Month/Year ∨ Show Activ All Venues ∨ All Categories ∨ Filter Re ☐ ID Name Venue Event Start ☐ 80 25 **Ifthar - 1st May 2021** *Expired* Mulgrave Community Centre May 1, 2021 5:00 pm
04	Enter a Title for the event (this will be displayed on the home page of the site)
05	Enter a Description of the site
06	Enter Event Date and Times, Available tickets (if more than one ticket type is required such as a general member ticket vs. volunteer ticket). The quantity of Available tickets should match or be less than the Limit for the Event

07	Select Venue
08	Select Maximum number of tickets per booking
09	Set Default Registration Status (if the event is on a first come first serve basis select Approved. If you wish to control the allocation of event tickets, then select Not Approved)
10	Select Event Category
11	At the bottom of the page (if the event is a COVID safe event) change the Ticket template to the following: Otherwise select Default USMAA Ticket Layout
12	Click Publish
13	Perform test registration to ensure that everything is working fine

Creating Events – New Event Locations

Events occur at Locations. The following locations are built into the system. Follow the steps below to create a new event location
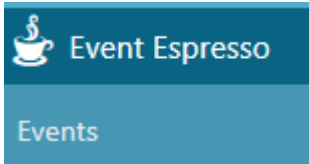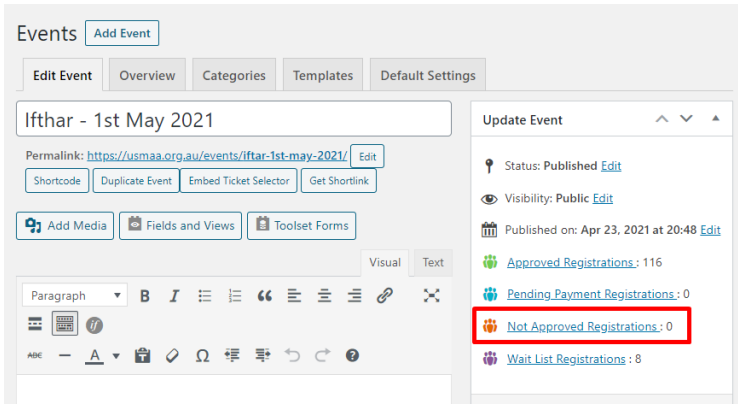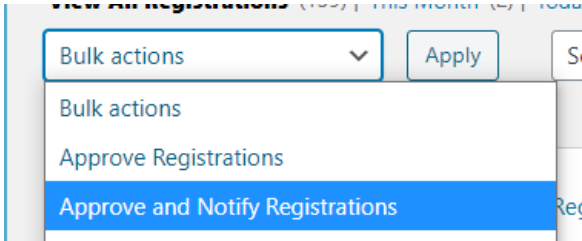

Step	Detail
01	Login via the Admin URL
02	Click Event Espresso -> Venues

03	Click Add New Venue at the top of the screen
04	Enter Venue details / capacity (if applicable) and Address (this will show up in the map on the registration page and the ticket)
05	Click Publish

Approving Event Registrations

If Default Registration Status is set to Not Approved, then manual approval is needed. To do this follow the steps below:

Step	Detail
01	Login via the Admin URL
02	Click Event Espresso -> Events
03	Click the Event Title of the event for which you wish to approve registrations
04	Select the Not Approved Registrations

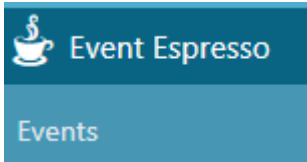| 05	Tick the registrants that you want to approve. If approving more than one page of registrants, then this needs to be done a page at a time.
06	Select Bulk Actions > Approve and Notify Registrations
07	Click Apply. Notifications and tickets are issued with 30 minutes of clicking Apply.

Check in at Venue

The application supports both mobile and desktop-based check in.

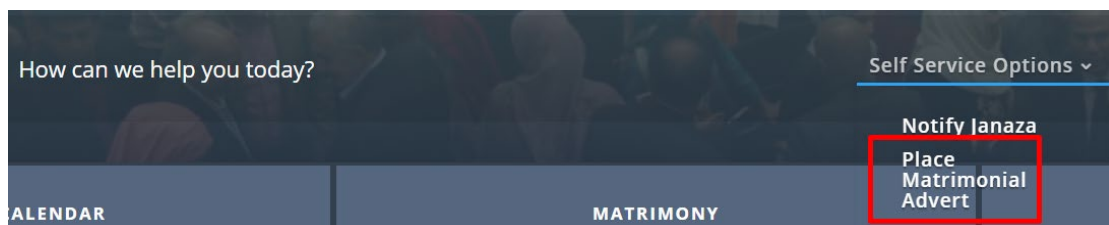For full instructions on app setup and scanning users visit the link below:

https://eventespresso.com/wiki/ee4-event-apps/

To perform desktop check in perform the steps below

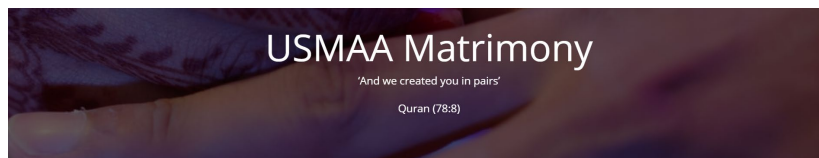| Step	Detail
01	Login via the Admin URL
02	Click Event Espresso -> Events
03	Click the Event Title of the event for which you wish to approve registrations
04	Select Approved Registrations
05	Click Event Check In in the tab at the top

05	Select Event Participants and then toggle check in using the dropdown above and click apply

Approving Matrimony Inquiries

Once a matrimony post has been created a limited number of MC members will be notified. A matrimony post is created through the Self-Service Portal:

The Matrimony advert is then created and displayed on the site (after approval is provided)

Step	Detail
01	Login via the Admin URL
02	Prior to publishing, please check with the President / Treasurer if it is approved to publish
03	Click Matrimony >
04	Select the advert title and click Publish
05	To unpublish posts see Unpublish Post