

PSA Website User Guide

Welcome to the PSA Website User Guide. This guide has been developed to provide users with step-by-step instructions on how to build their websites and manage their membership database, in order to help you to get the most out of this free resource.

Group convenors/administrators have full editing rights for their sites. Site administrators can:

- Produce a bespoke home page with their own banner and/or logo
- Build sub-pages for their website
- Add a blog
- Add a news page
- Add an events page
- Add a forum

When utilised to its full extent, this resource will allow you to better communicate with your members; make it easier to link up with the Association and other specialist groups; and will aid you in the promotion of your group activities.

The home page

To edit your home page, click 'Edit' which appears above the specialist group title. In the Edit function you will be able to add a group logo and/or banner, add text to your home page, embed Pdf or Word documents, and display photo imagery or video recordings.

How to add a banner

The specialist group pages are equipped to display both a banner and logo. The use of both greatly enhances the look of the page. The dimensions for the banner and logo are as follows: banner – 1800 x 300; logo – 620 x 100.

Once you have picked your image(s) and have them saved to your computer in the right dimensions you can add them to your site.

- On the landing page click the 'Edit' button
- Scroll down to the 'Logo' option and upload the correct image/photo
- Scroll down to the 'banner' option and upload the correct image/photo
- Scroll down to the bottom of the page and click 'submit'

Once you have submitted these changes you should be able to see your group logo and/or banner displayed on the home page. These will automatically be reproduced on any future pages you build, and will not need to be added manually for every new page.

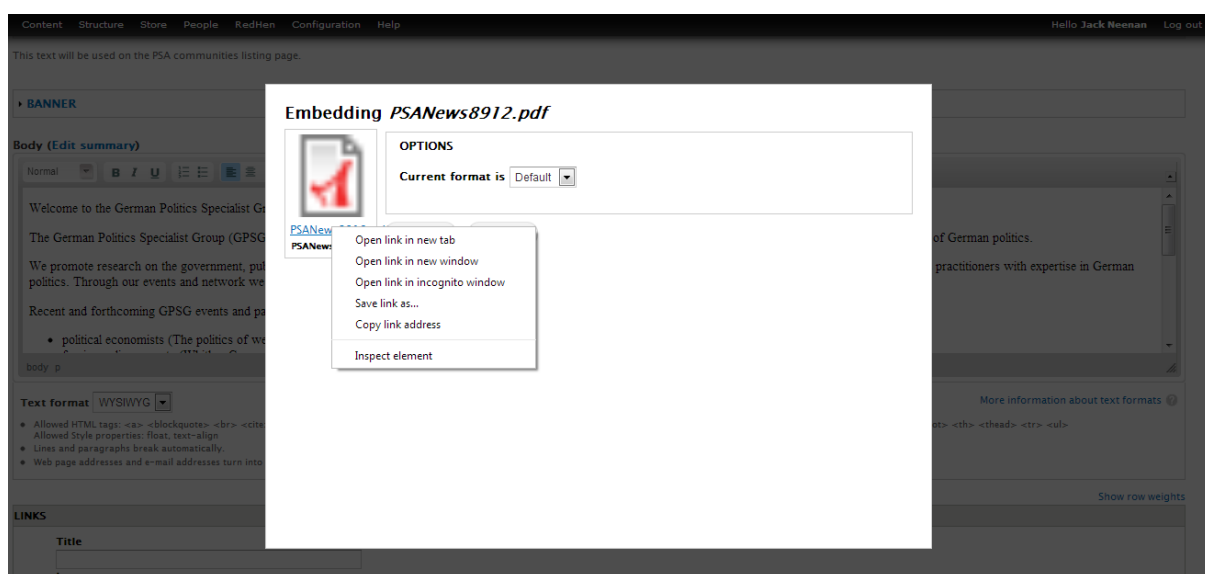
For an example, visit the Caribbean Politics specialist group page: <http://www.psa.ac.uk/psa-communities/specialist-groups/caribbean-politics>

How to add text/copy

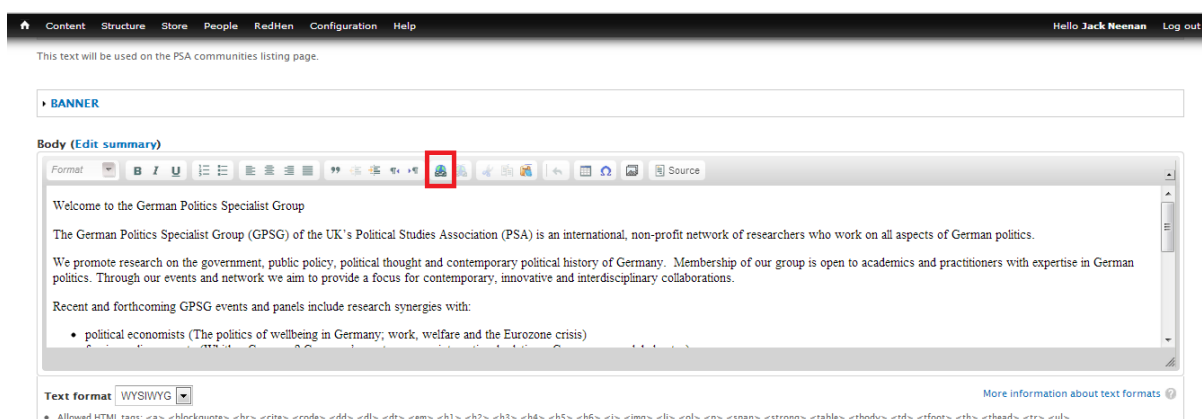
In the 'edit' function, scroll down the page until you reach 'Body'. Click inside the box and you can begin to edit your copy. Use the tool bar to: set formatting options, such as font size, alignment, and to embed links, images and documents.

To embed a Pdf or Word document

- Highlight the area of text you wish to link to a document
- On the tool bar, click the 'add media' button
- Choose the Pdf or Word file from your computer
- Click 'Upload' and then 'Submit'
- **IMPORTANT:** For Pdfs or Word docs, at this stage **DO NOT** hit 'Submit' a second time (if you do you will simply create an icon, but the link to the document will not exist). Instead copy hyperlink that appears on the left side of the page under the Pdf or Word icon and then hit 'Cancel', i.e. right click on the blue link and select 'copy link address' and then click 'Cancel'.



- Then on the tool bar, click the 'Link' icon (highlighted in red in screen shot below) and paste the copied hyperlink into the URL and 'Save'
- The Pdf or Word document is now embedded and you can submit changes



To embed a link to an external website or existing URL

- You can bypass the 'add media' button and simply highlight the text you wish to hyperlink to, click the 'Link' icon and paste the copied hyperlink into the URL and 'Save'.

To embed a link to an email address

- Do exactly the same as for linking to a URL except when you click on 'Link' you must use the drop-down menu in the 'Link type' box and select 'E-mail'. If you do not do this, the link will not work correctly.

To add an image

- Drop your cursor in the body where you want the image to appear
- Click on the 'Add media' button from the tool bar
- Choose the photo/image file from your computer, upload, and submit
- Click 'Submit' again
- The image now appears in your body text
- Double-click on image to set 'Image properties'

Adding pages, blogs, events, news and forums

You can add as many pages as you wish and have them listed individually in the right-hand navigation bar (though we would advise that 6/7 pages is the optimum number of pages). The system is built so that blog-posts, news items, events and forums are automatically fed into the appropriate stream. **However**, these streams are 'hidden' until activated. This is so as to avoid having dead links throughout your site. You can learn how to activate these streams below.

Adding a general page

To add a page you can simply click on 'Add a page' in the Group content list that admin users can see on the right-hand side of the page. Adding copy to your page is done in exactly the same way as described above.

When you are ready to publish your finished page, click 'Submit'. The page is now 'live'; however, it is not yet published in your menu. This must be done manually. To do this:

- Copy the URL of the page you have just published
- Click on the 'Manage menu' tab
- Click the 'add item' tab
- Type in the title of the page you have just created, and in the field below paste in the URL you just copied
- Click 'Save'

The page you have just created now exists in your menu. You can adjust the order of your pages using the drag tool. **Nothing is permanent**, so any time you wish to change the order the pages are listed in, you can do so via the 'Manage menu' tab.

Adding a News item

As previously mentioned, to add a news item you need to add the news stream to your menu. To do this:

- Click on the 'Manage menu' tab
- Click on 'add item'
- Type in 'News' in the title field
- Copy and paste the URL from your landing page in the 'Path' field, e.g. for German politics this would be: <http://www.psa.ac.uk/psa-communities/specialist-groups/german-politics>
- Add /news on to the end of the URL in the path field, so that it now reads as: <http://www.psa.ac.uk/psa-communities/specialist-groups/german-politics/news>
- Click 'Save'

You have now 'unhidden' your news feed and added it to your menu. Now any time you click on 'Add a news item' the published news story will automatically feed into this stream.

Add a blog

To do this: take the exact same steps as with adding a news item, except you must add **/blog** to the end of the URL. For example, for EPOP this would be: <http://www.psa.ac.uk/psa-communities/specialist-groups/elections-public-opinion-and-parties-epop/blog>

You have now 'unhidden' your blog feed and added it to your menu. Now any time you click on 'Add a blog post' the published blog post will automatically feed into this stream.

Add an event

As above: except you must add **/events** to the end of the URL. For example, for Anarchist Studies Network this would be: <http://www.psa.ac.uk/psa-communities/specialist-groups/anarchist-studies-network/events>

You have now 'unhidden' your events feed and added it to your menu. Now any time you click on 'Add an event' the published event will automatically feed into this stream.

Add a forum post

As above: except you must add **/forum** to the end of the URL. For example, for French Politics and Policy this would be: <http://www.psa.ac.uk/psa-communities/specialist-groups/french-politics-and-policy/forum>

You have now 'unhidden' your forum feed and added it to your menu. Now any time you click on 'Add a forum post' the published forum post will automatically feed into this stream.

Group administration & membership

Manage members

PSA convenors receive an email alerting them of new members who have requested to join their specialist group. The email alert appears like this:

"Member X has requested membership to the group XX. It is really important that once you receive

these emails you contact the user quickly in order to begin the process of recruiting them as a full member, in accordance with your group constitution.”

You will find the email address of the person wanting to join the group on your respective specialist group page on the new website. You can access the **‘Manage members’** tab under **‘Group admin’**. These members need to be contacted **ASAP** so the process for recruiting them as a full member can begin. Once you approve membership you will need to change their membership state from **pending** to **active**. To do this:

- On the **‘Manage members’** page under **‘Operations’** click on the arrow next to **‘Choose an operation’**
- Select **‘Modify membership status’** and click on **‘Execute’**
- You can then change the **‘Status’** from **‘Pending’** to **‘Active’**
- Click on **‘Next’** then **‘Confirm’**.
- The member will receive an automated email to inform them that they are now a member of the group.

Invite New Member

We also need you to use the membership database provided to list your entire group membership. To add new members select **‘Invite new member’** under **‘Group admin’**. In the user name field, type the name of each member and select **‘add user’**. The field finds the members from the central membership database, so only names need to be inserted, not email addresses. If the name you are looking for does not appear then the person is not a PSA member. Send the name and e-mail address to sandra.mcdonagh@psa.ac.uk and Sandra will enter the details for you.

If you require further information, or if you experience difficulties executing any of the measures detailed above, please contact the PSA Communications Officer, Jamie Ralph at jamie.ralph@psa.ac.uk. For membership and administration queries, please contact the PSA Membership Secretary, Sandra McDonagh at sandra.mcdonagh@psa.ac.uk.