



Town & Parish Council Websites

Guide to updating your website

Part 3

www.parish-council.website

43 Langtoft Rd, Stroud, Glos, GL5 1LS

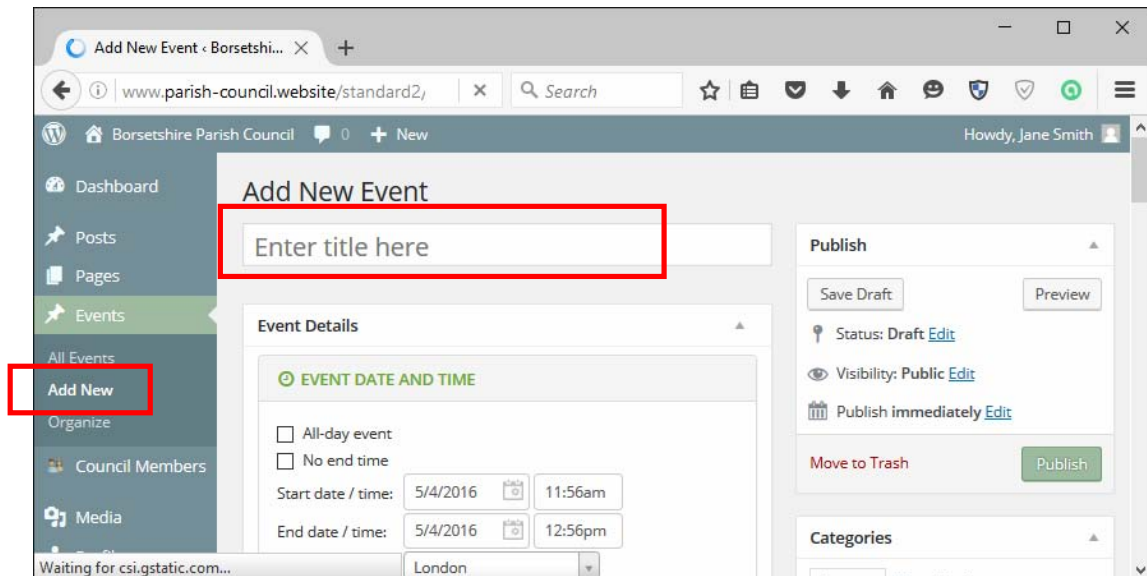
T: 01453 298702 – E: enquiries@parish-council.website

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These instructions assume you are familiar with dragging and dropping files from your computer to the website, and previewing and updating your site. If you aren't you should read Instructions part 2 where this is covered in more detail

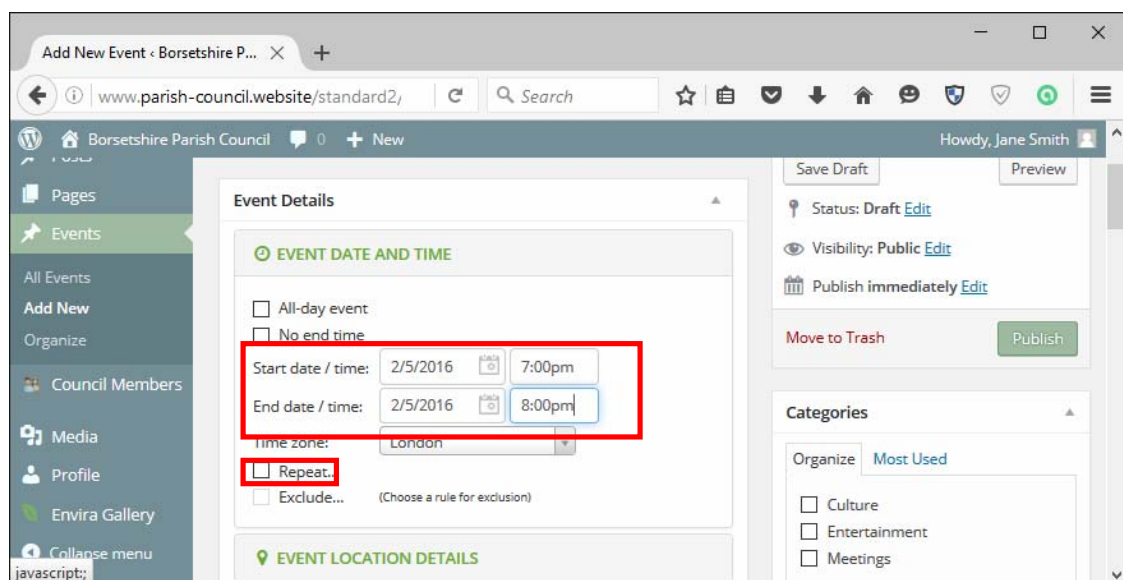
Adding an Event



The screenshot shows the 'Add New Event' form in the Borsetshire Parish Council website. The 'Enter title here' field is highlighted with a red box. The 'Events' menu item in the sidebar is also highlighted with a red box. The form includes fields for 'Event Date and Time' (Start date / time: 5/4/2016 11:56am, End date / time: 5/4/2016 12:56pm) and 'Event Location Details' (London). The 'Publish' section on the right includes buttons for 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', 'Move to Trash', and 'Publish'.

Click Events > Add New.

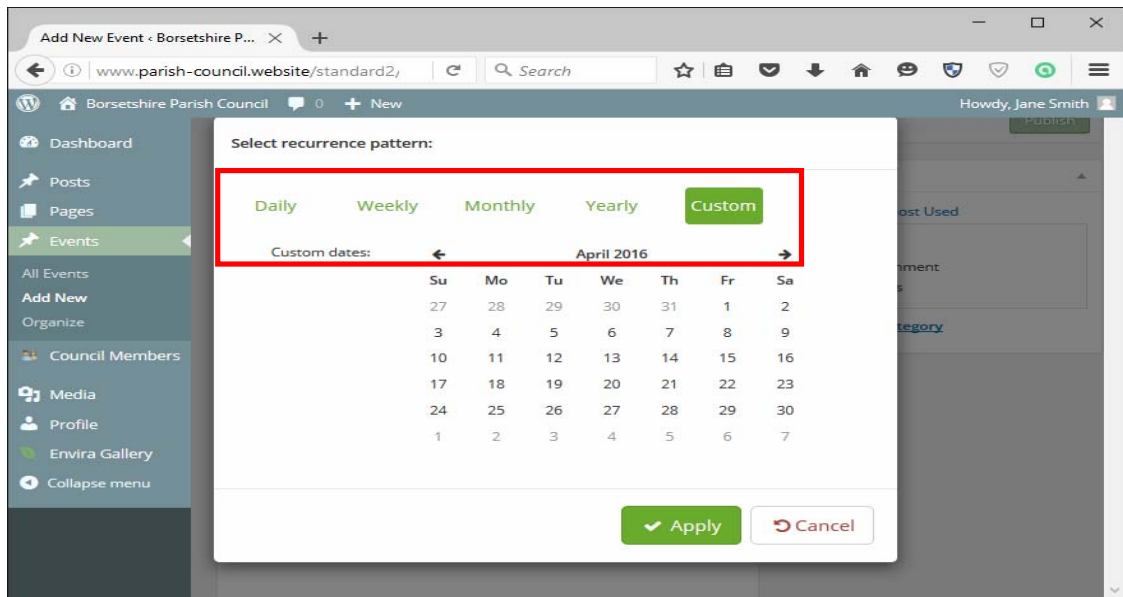
Enter your event Title where it says 'Enter title here'



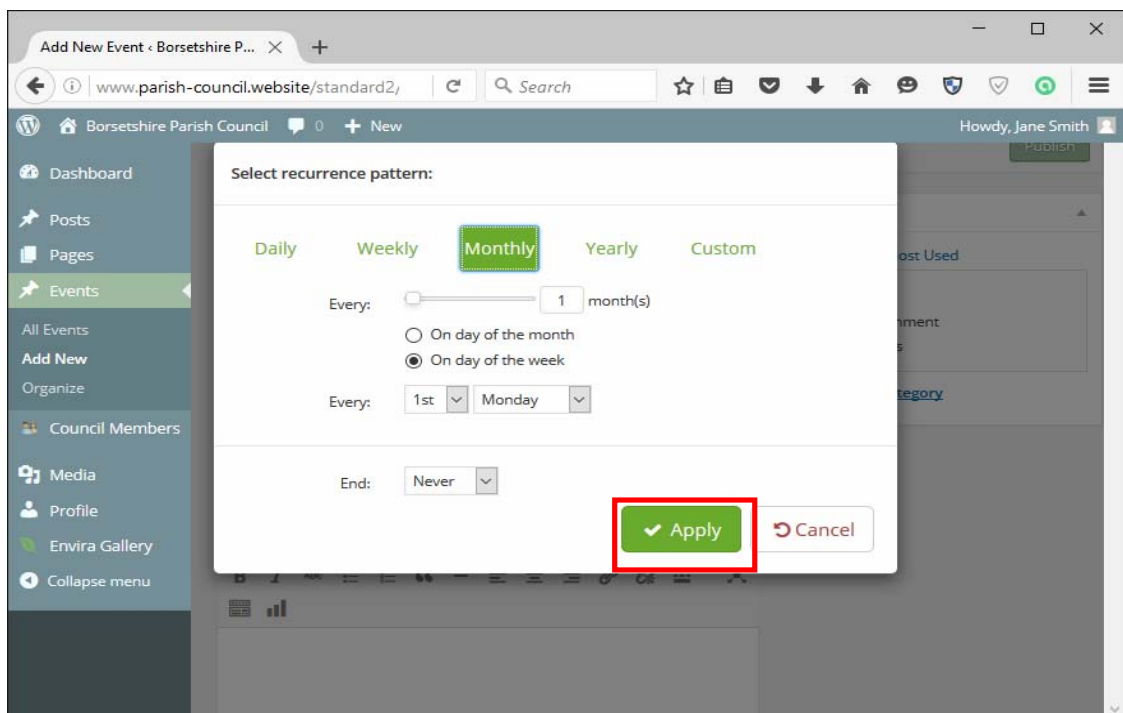
The screenshot shows the 'Add New Event' form in the Borsetshire Parish Council website. The 'Event Date and Time' section is highlighted with a red box, showing the 'Start date / time' (2/5/2016 7:00pm) and 'End date / time' (2/5/2016 8:00pm) fields. The 'Repeat' checkbox is also highlighted with a red box. The form includes fields for 'Event Date and Time' (Start date / time: 2/5/2016 7:00pm, End date / time: 2/5/2016 8:00pm) and 'Event Location Details' (London). The 'Publish' section on the right includes buttons for 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', 'Move to Trash', and 'Publish'.

Enter the Start and End dates and times for the event.

If it is a repeating event, check the Repeat box, which will launch the 'Select recurrence pattern' box.



You can select recurrences either daily, weekly, monthly, yearly or custom.



I've set the event to occur on the first Monday of every month in the screen above. Click Apply to save your changes.

Add New Event - Borsetshire P...

www.parish-council.website/standard2...

Borsetshire Parish Council

Howdy, Jane Smith

Events

All Events

Add New

Organize

Council Members

Media

Profile

Envira Gallery

Collapse menu

☐ All-day event

☐ No end time

Start date / time: 2/5/2016 7:00pm

End date / time: 2/5/2016 8:00pm

Time zone: London

☒ Repeat

☐ Exclude...

Monthly on 1st Monday, forever

(Choose a rule for exclusion)

EVENT LOCATION DETAILS

EVENT COST AND TICKETS

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash

Publish

Categories

Organize

Most Used

☐ Culture

☐ Entertainment

☐ Meetings

If you wish to exclude certain dates from the rule check the Exclude box.

Add New Event - Borsetshire P...

www.parish-council.website/standard2...

Borsetshire Parish Council

Howdy, Jane Smith

Dashboard

Posts

Pages

Events

All Events

Add New

Organize

Council Members

Media

Profile

Envira Gallery

Collapse menu

Select recurrence pattern:

Daily Weekly Monthly Yearly Custom

Custom dates:

June 2016

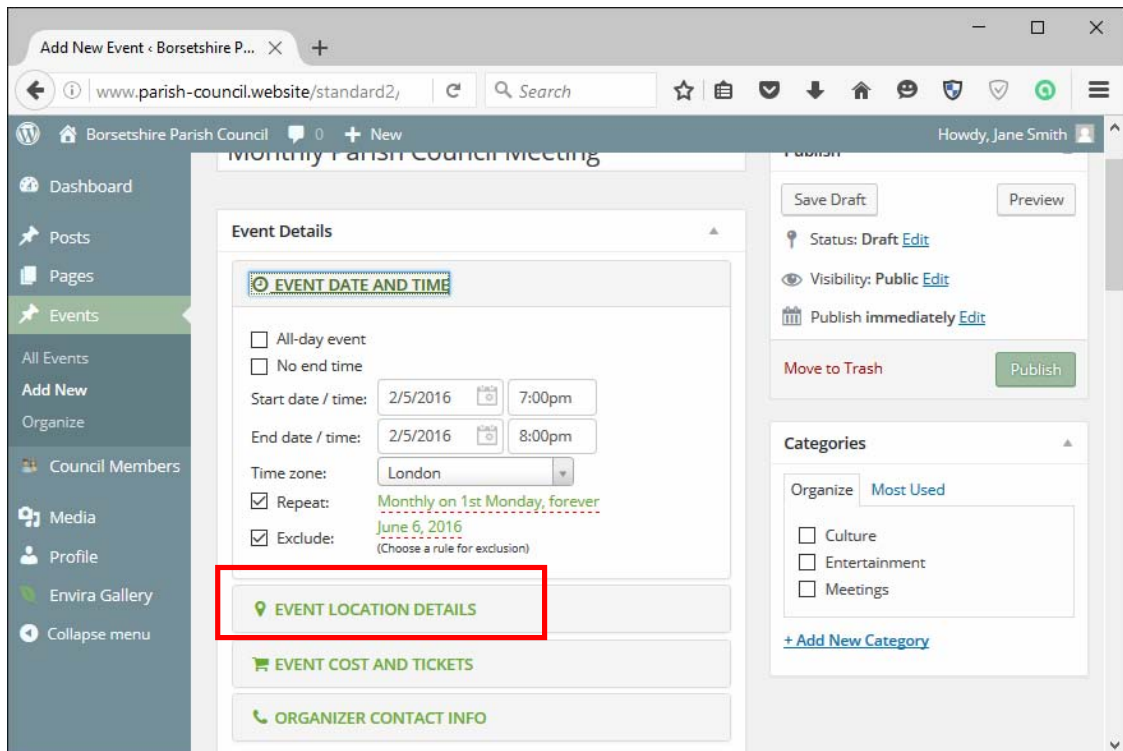
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

6/6/2016

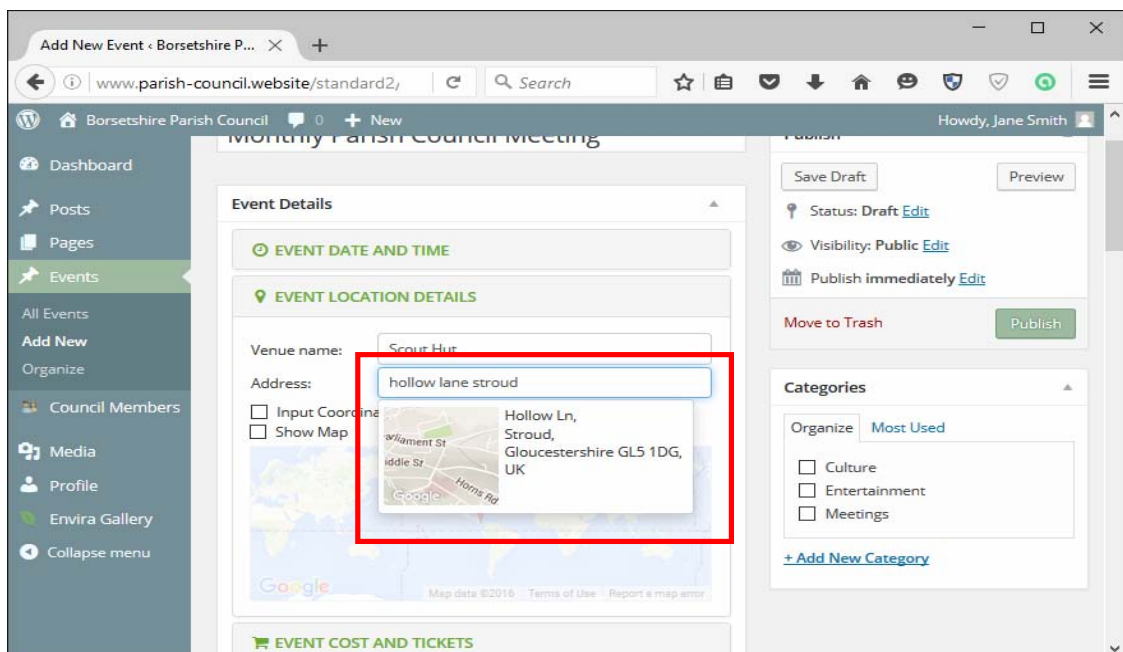
✓ Apply

Cancel

I've selected to exclude the 6th of June above. Click Apply to save your changes.



Click Event Location Details to add a venue for the event, and enter the name and address of the event venue.

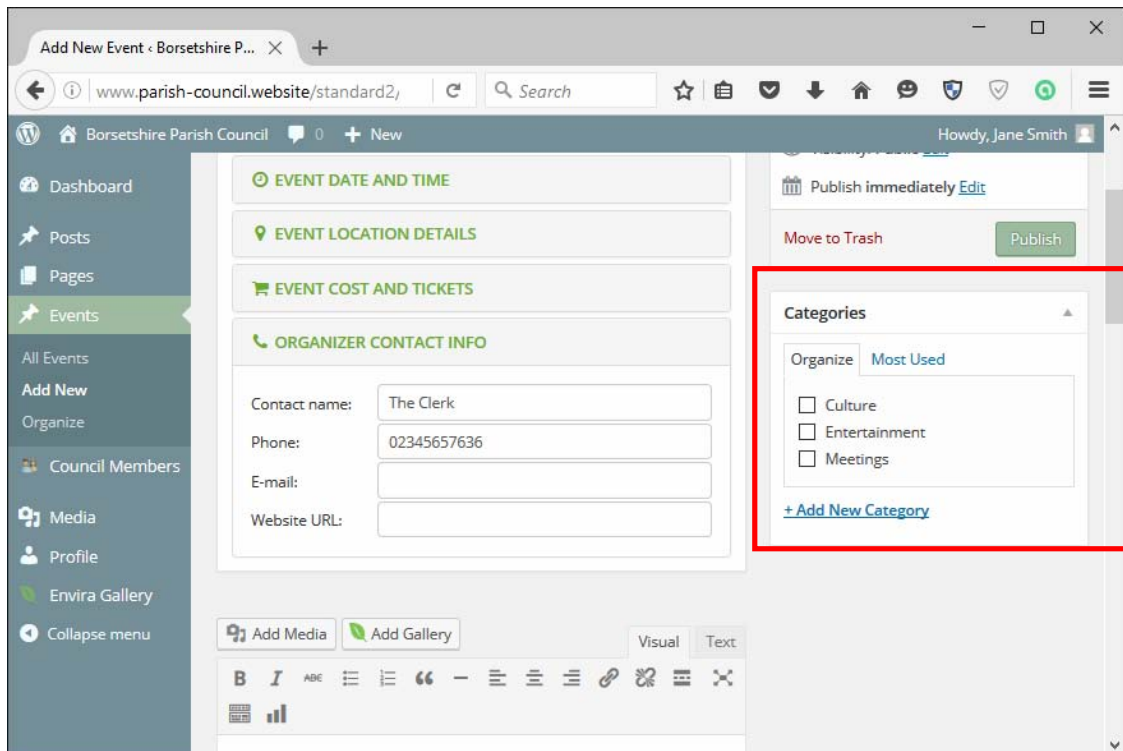


As you are filling in the address a window with a map will pop up. When it shows the correct area, click on it and it will add the Input Coordinates for you.

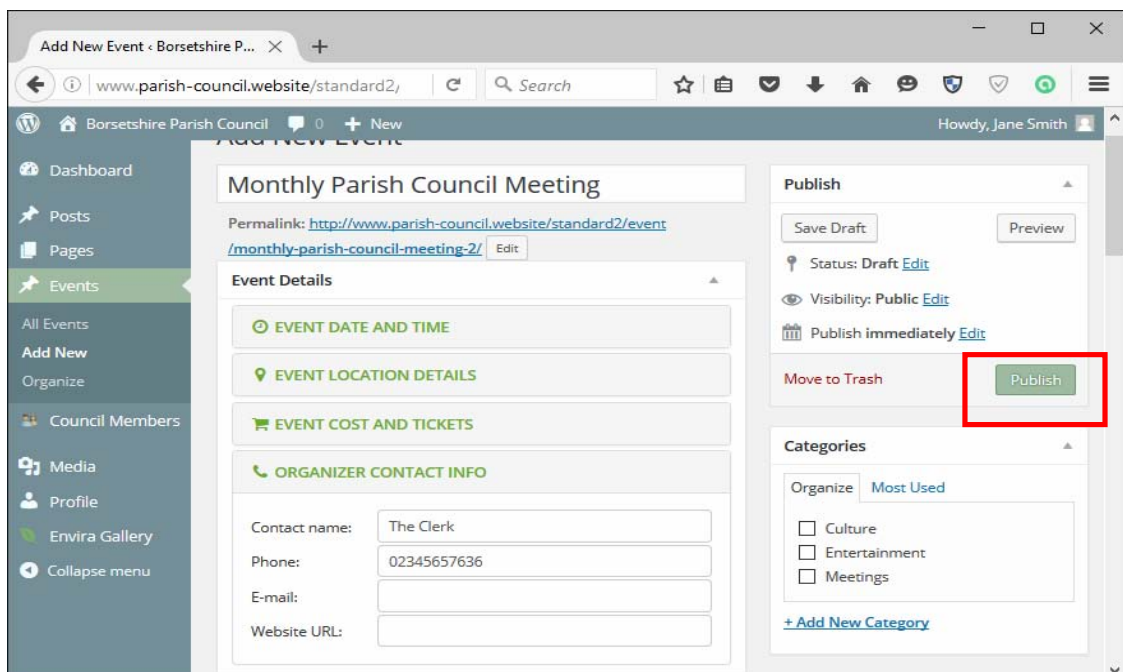
Check the Show Map box to show the map in your event listing.

You can add Event Cost and Tickets and Organiser Contact Info, but it's not required.

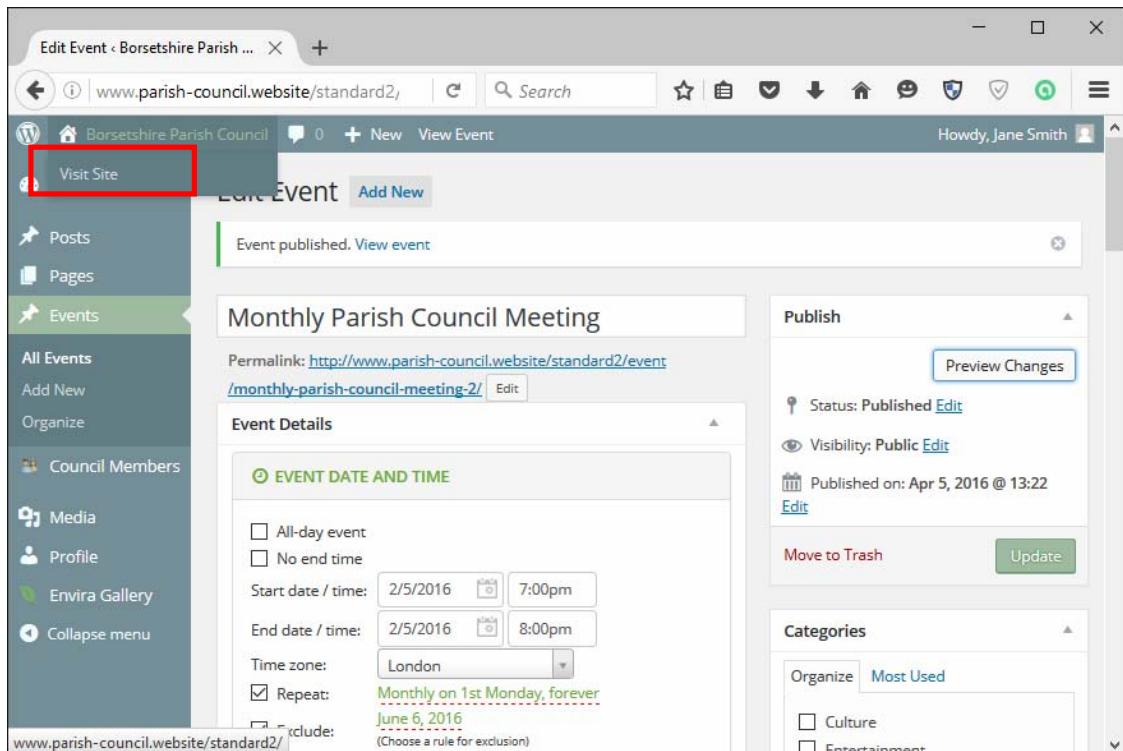
In the box below, enter a description of the event. You can also add media such as a meeting agenda, though if it is a recurring event the agenda will be added to all events.



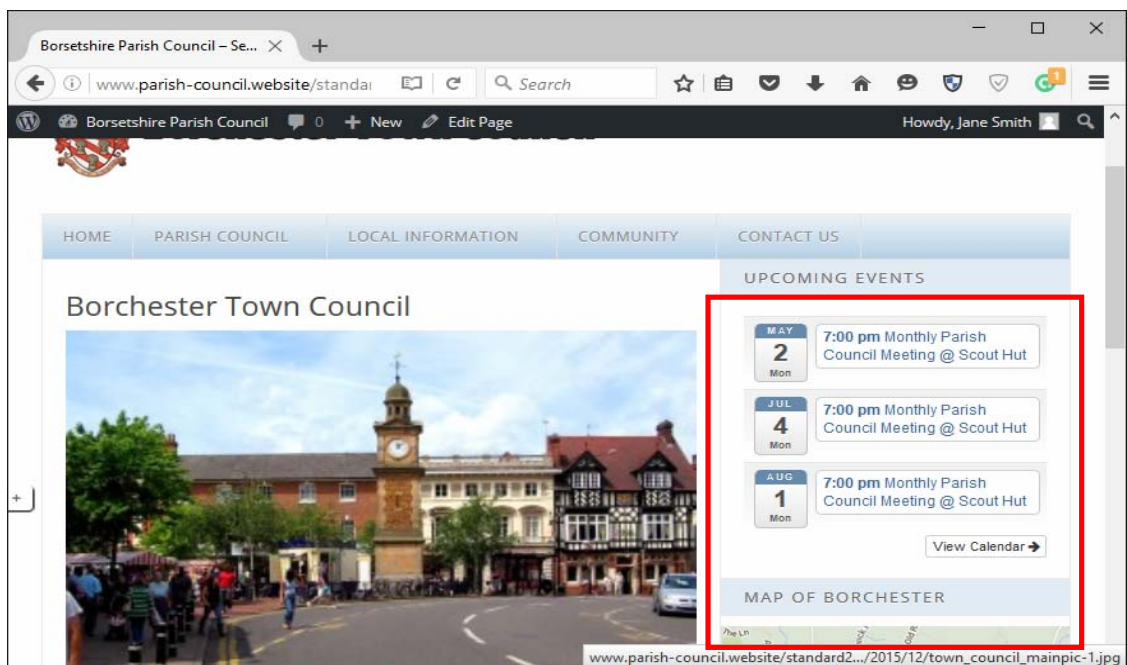
Select a Category for the event. If you don't see one that fits you can add a new one by clicking on Add New Category.



Click the Publish button to make your changes live. There is a glitch with the Preview Changes button at the moment – so best not to use.



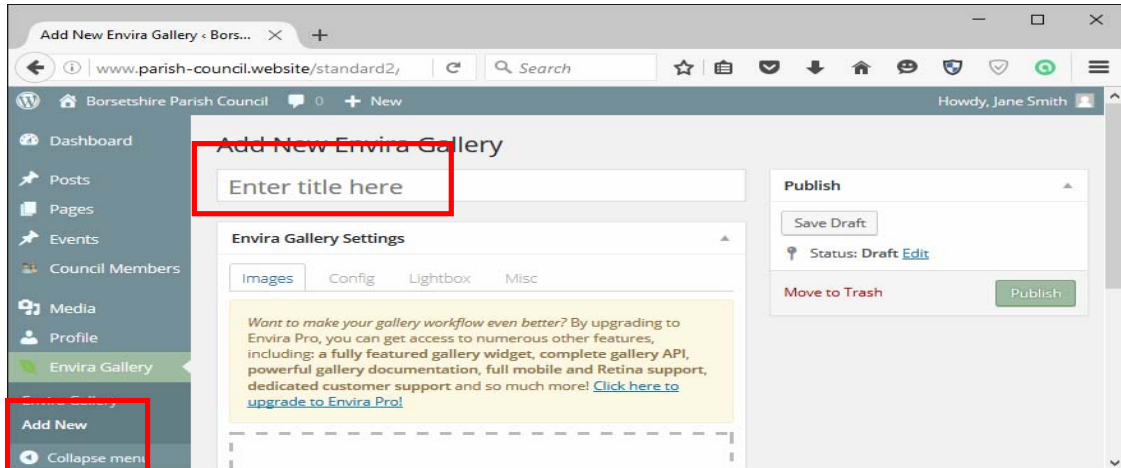
Click Visit site to see you changes on the site.



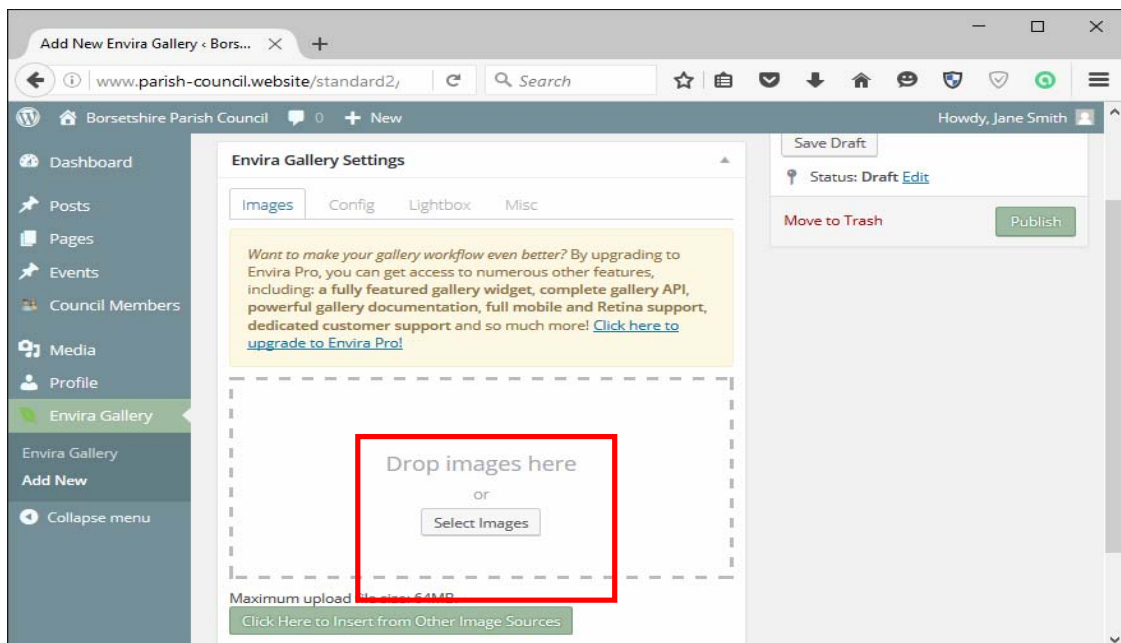
You can view the events in calendar form by clicking the View Calendar button. Clicking on an event will take you to the detail page about that event.

Adding a photo gallery

Click on Envira Gallery > Add New.

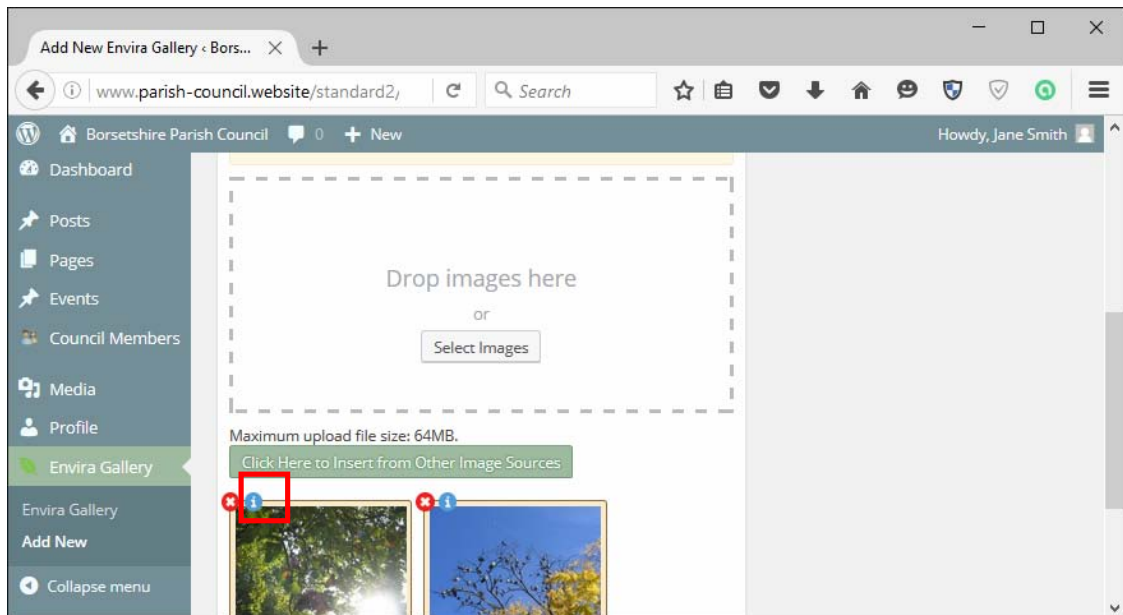


Enter a title for your new Gallery where it says Enter title here.



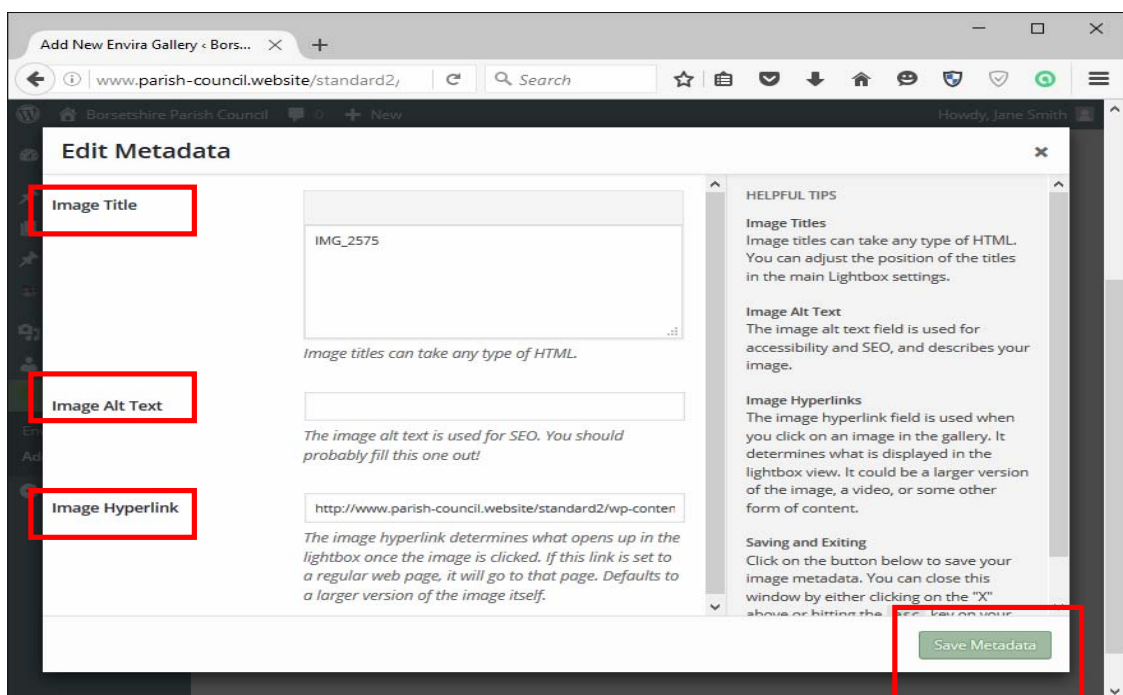
Use the Select Images button to select files from your computer, or drag and drop them from your computer to the browser window. If you're not familiar with uploading files, please see instructions part 2.

If you hold down the Ctrl button and click to select you can select more than one file at a time. The maximum upload file size is 64MB.



Your pictures will appear at the bottom of the screen.

Click on the 'i' symbol to add information about the picture such as the title. This will launch the Edit Metadata window below.

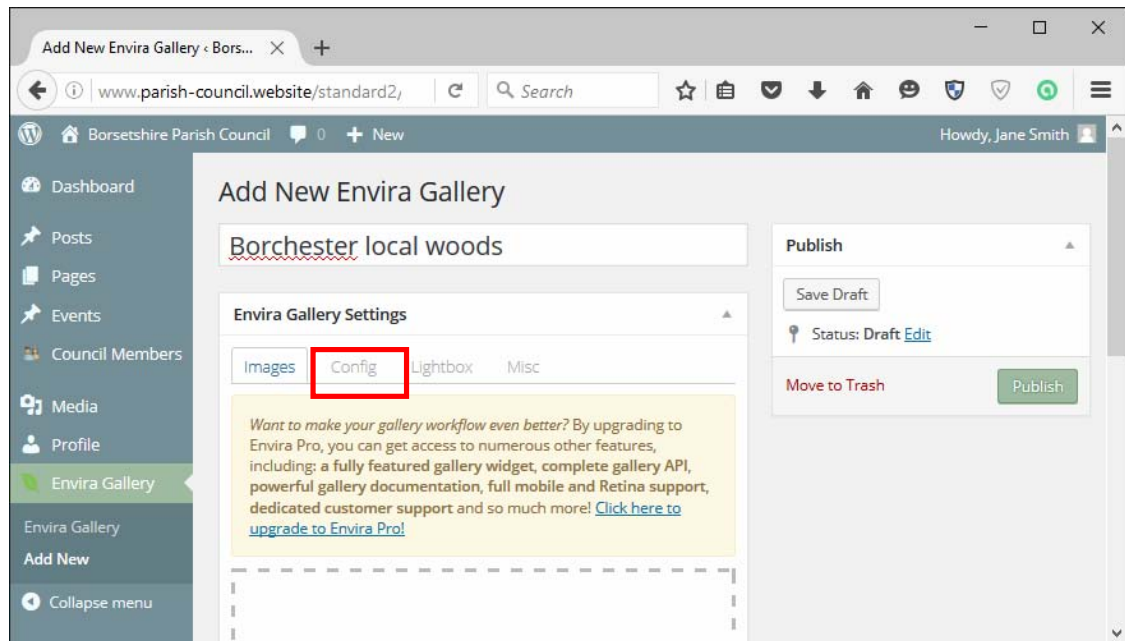


The Image Title will appear on your website and should describe the image.

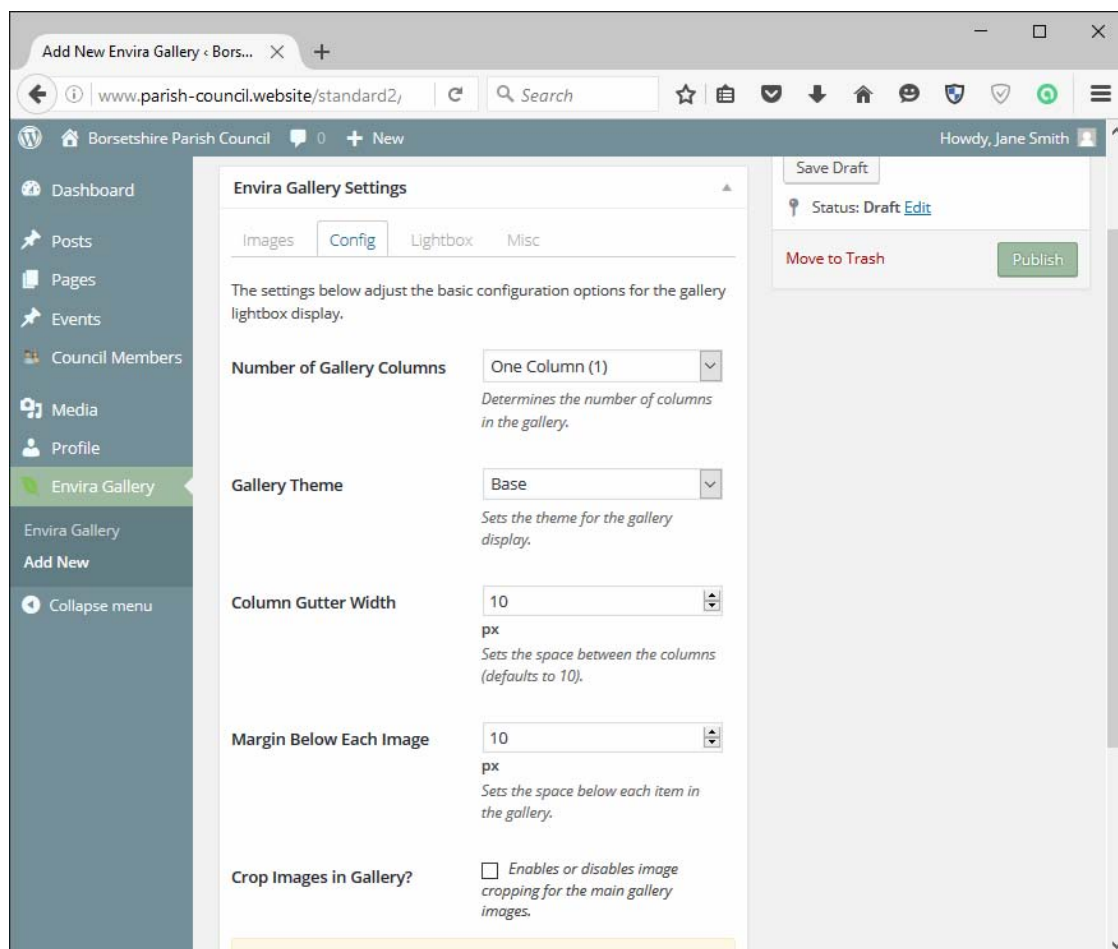
The Image Alt Text is information that will appear if the picture doesn't load. This text is used by search engines to index your site and should include the name of your village or town eg Borchester Local Woods.

The Image Hyperlink links to the full-sized image and should not be changed.

When you are done, click the Save Metadata button.



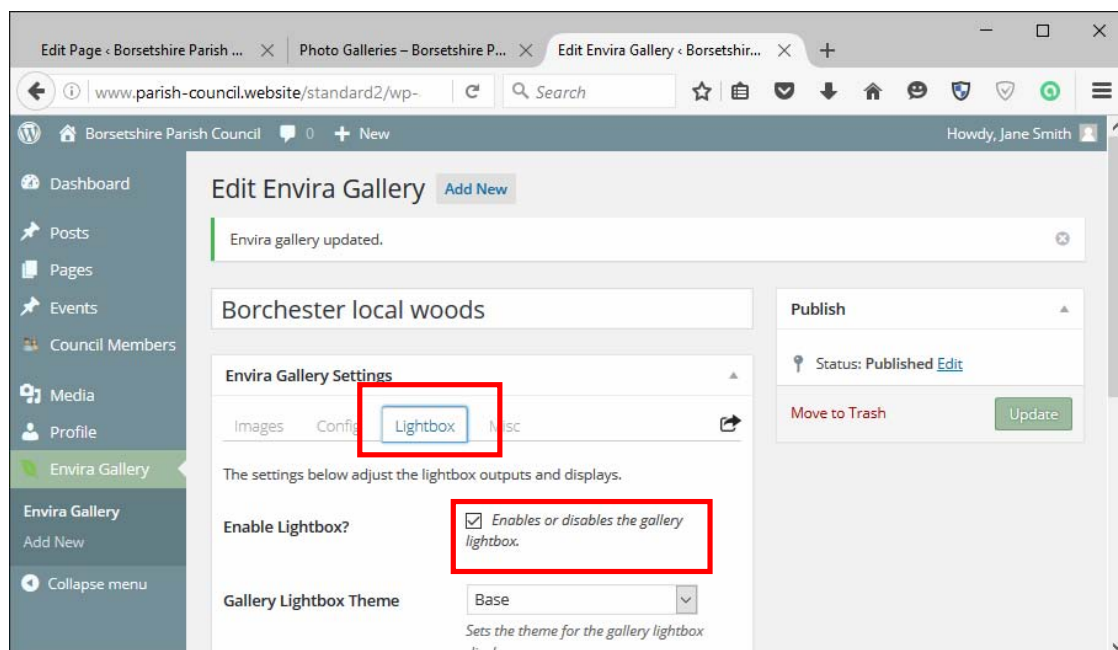
Click the Config tab to launch the Envira Gallery Settings window.



In this window you should change the number of columns to 3 or 4 depending how small you want the thumbnail images to be.

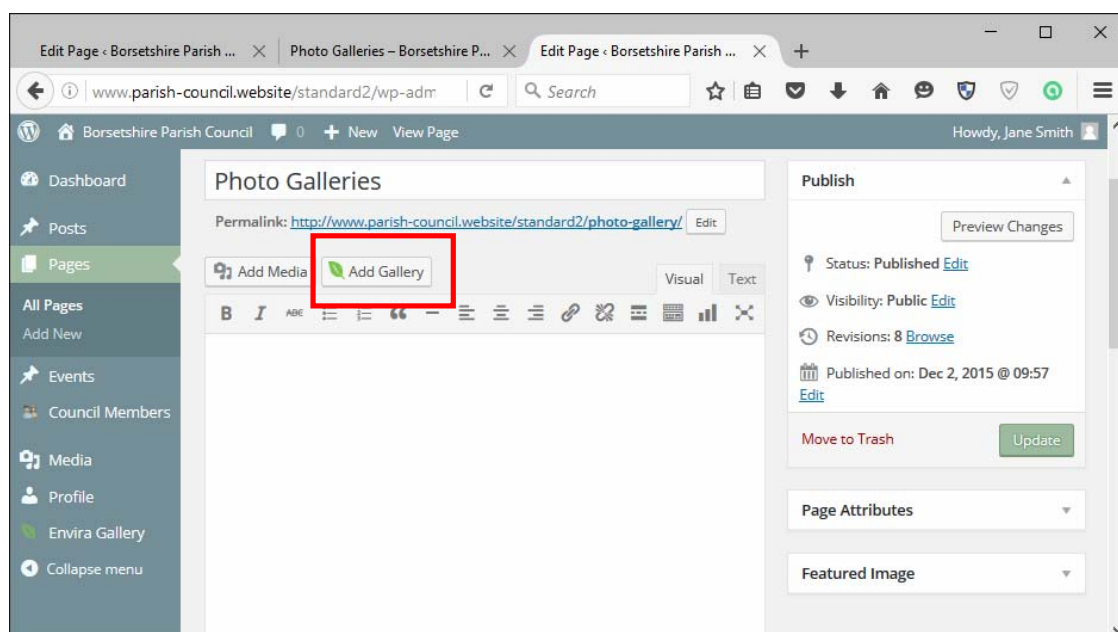
If you change the settings in 'Crop Images in Gallery' it will override the Gallery Columns settings – for example if you set the image size too wide to fit into the number of columns.

The Column Gutter Width and the Margin Below Each Image can be left at 10px.

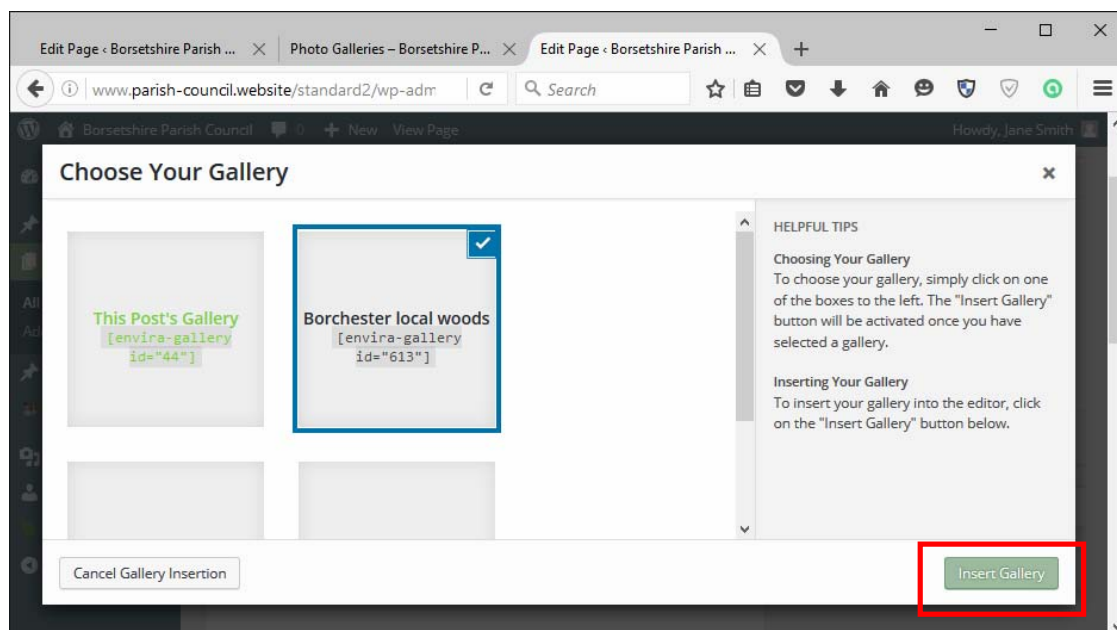


Select the Lightbox tab and ensure the Enable Lightbox box is checked.

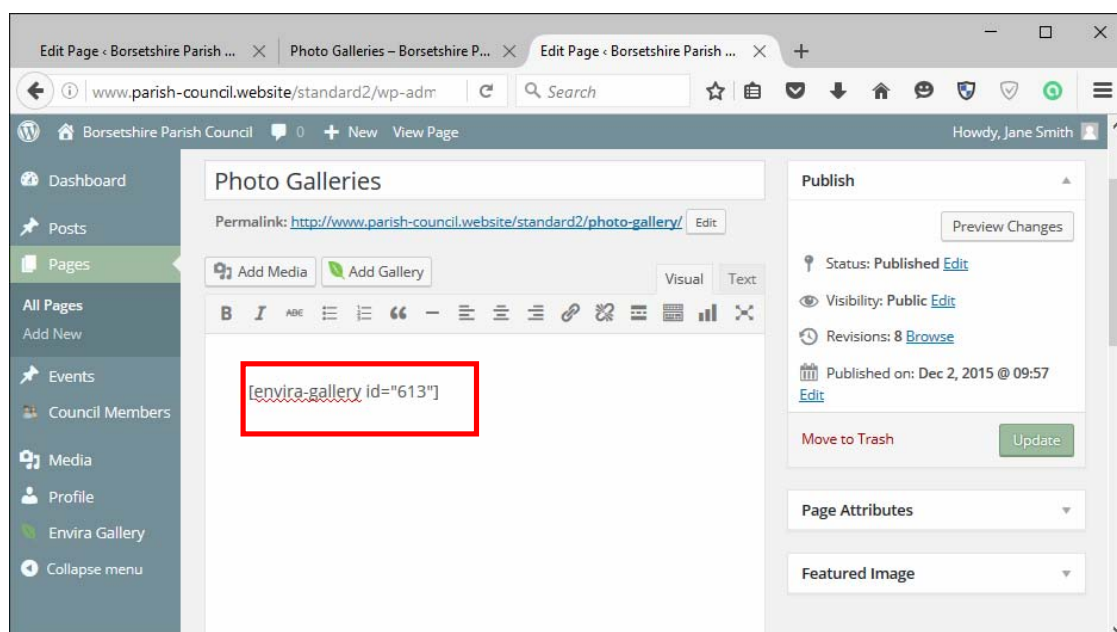
Go to the page where you would like the gallery to appear. This could be a new page or an existing page. (see Instructions part 1 for how to edit a page or create a new one). You can add galleries to any page or post.



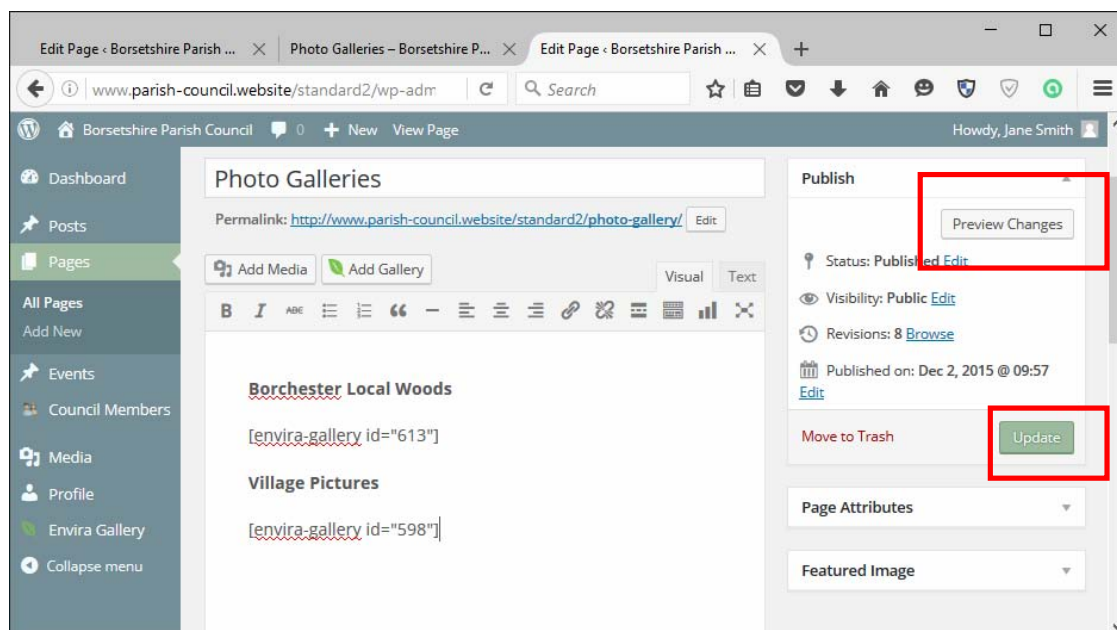
Click the Add Galery button and select the gallery you would like to add.



Select your gallery by clicking on it (a tick will appear in the corner) and click the Insert Gallery button.

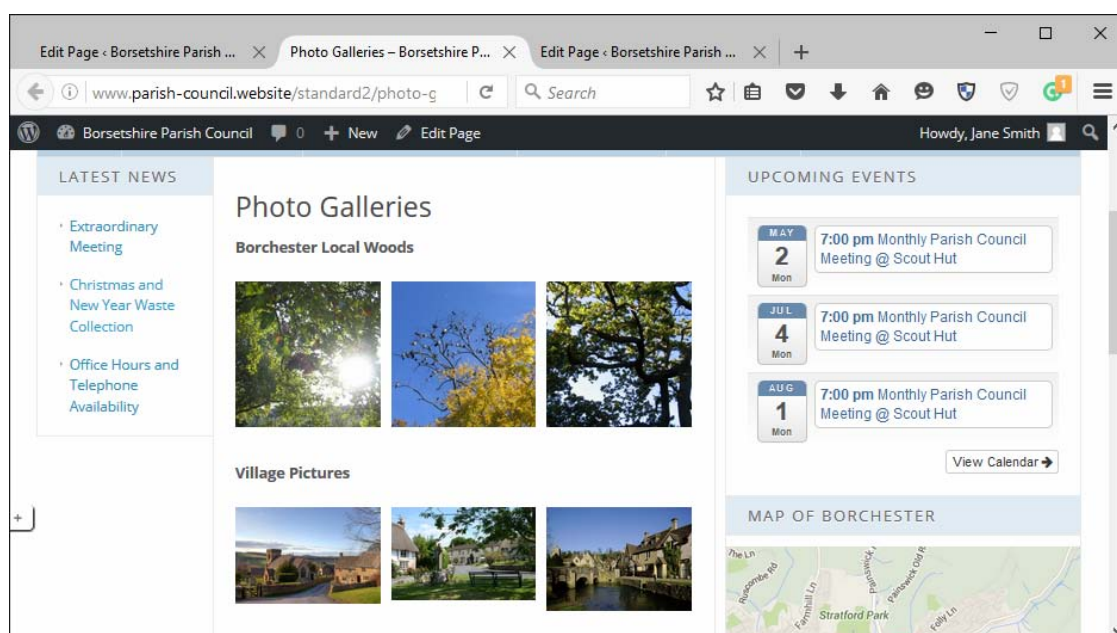


The code for the gallery will be in square brackets.



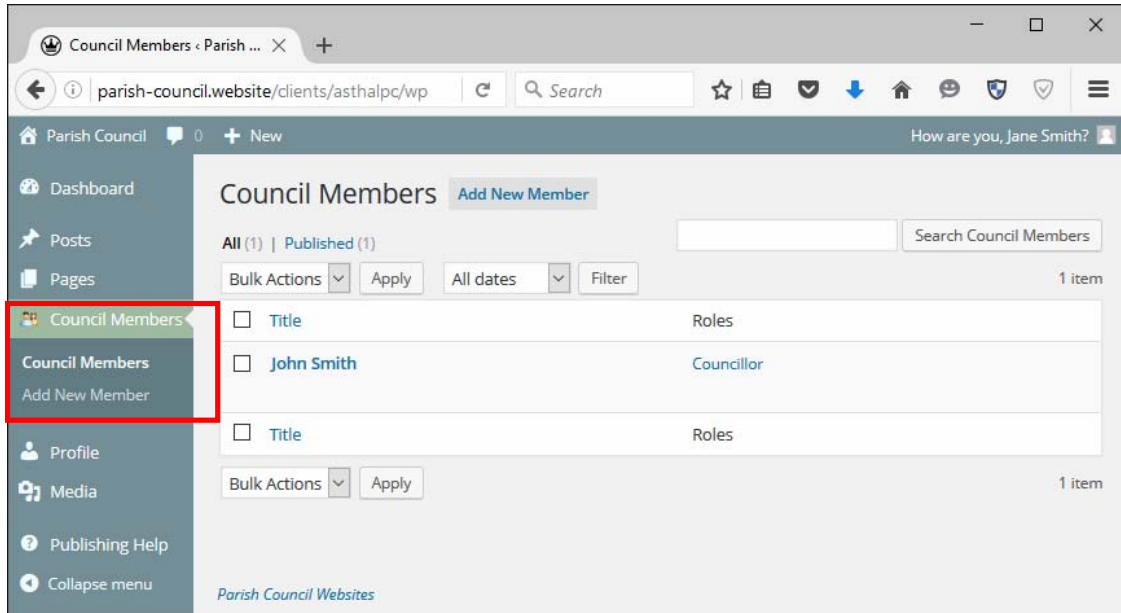
You can add text to the page and add other galleries if you like.

Click Preview Changes button to preview your changes (this will launch in a new tab), then click Update/Publish button to make the changes 'live'.

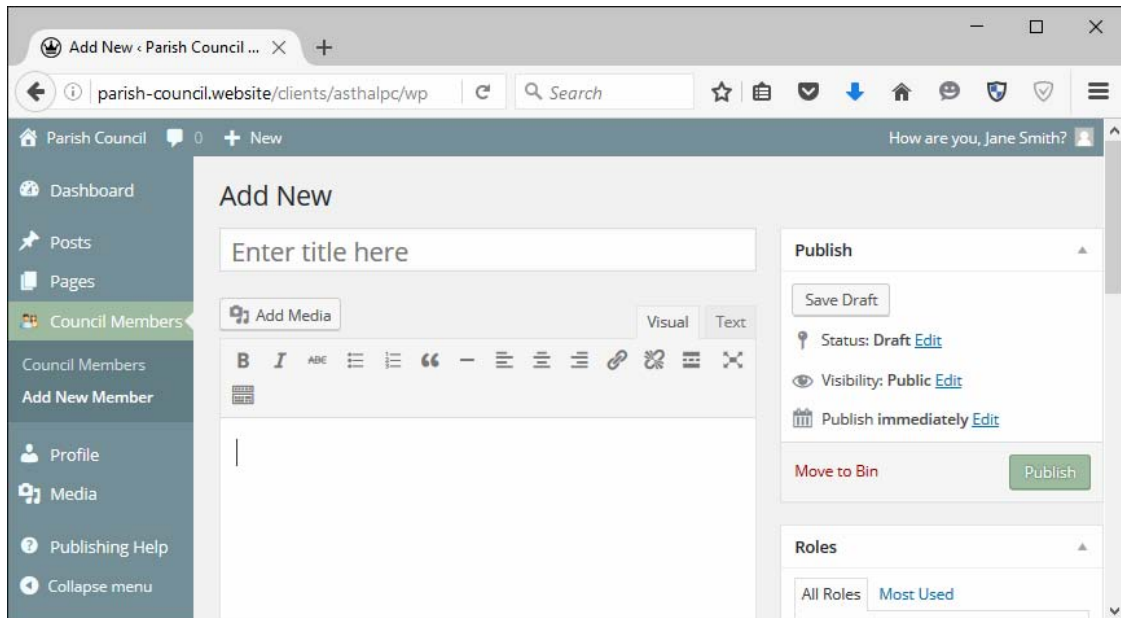


Add a new Councillor

Click on **Council Members > Add New Member**.



This will bring you to the Add New screen.



Enter their name in the top field where it says Enter title here. You can enter a short biography or any other information you like in the large field below.

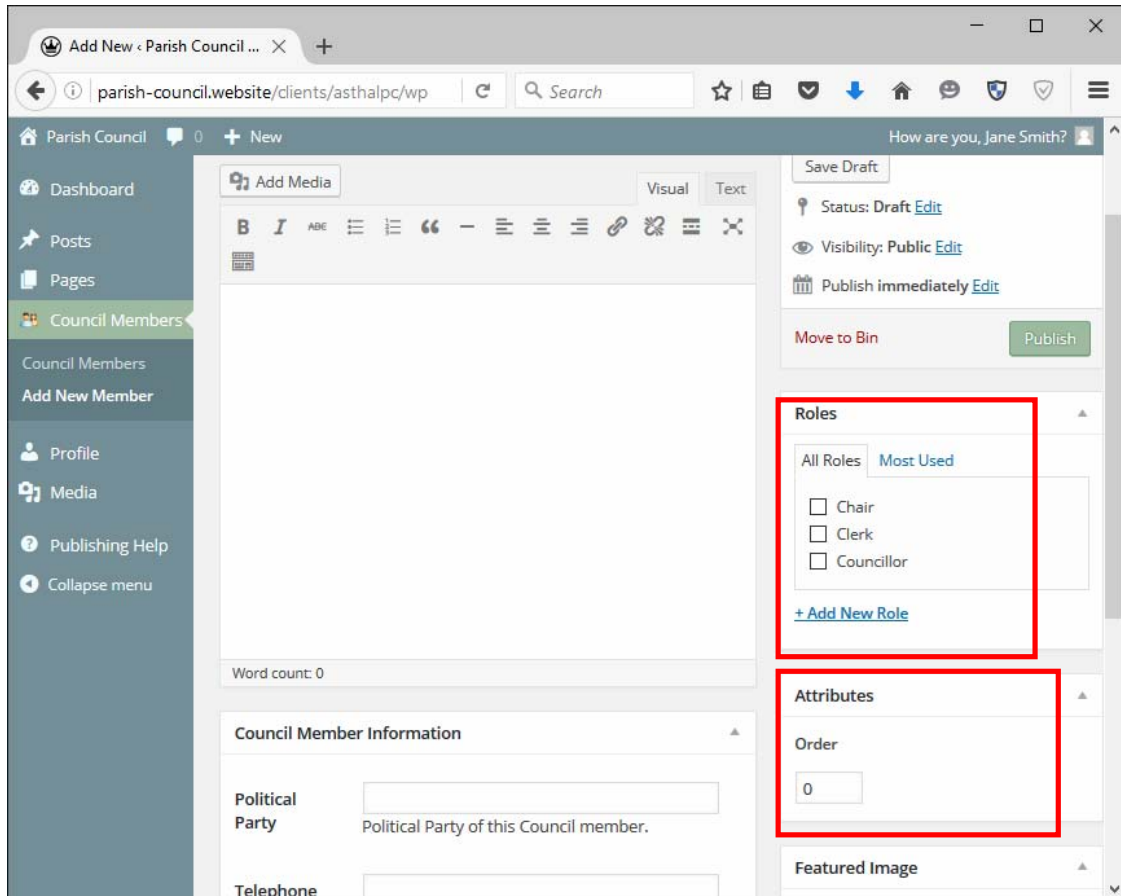
The screenshot shows a web browser window with the URL 'parish-council.website/clients/asthalpc/wp'. The page is titled 'Add New - Parish Council ...'. The left sidebar contains a menu with 'Parish Council', 'New', 'Dashboard', 'Posts', 'Pages', 'Council Members', 'Add New Member', 'Profile', 'Media', 'Publishing Help', and 'Collapse menu'. The main content area is titled 'Council Member Information' and contains the following fields:

- Political Party:** A text input field with the placeholder text 'Political Party of this Council member.'
- Telephone:** A text input field with the placeholder text 'Telephone no of this Council member.'
- Representing:** A text input field with the placeholder text 'Area represented by this Council member.'
- Email:** A text input field with the placeholder text 'Email address of this Council member.'
- Register of Interests:** A section with the text 'Upload your Register of Interests file' and 'Upload new files'. Below this is a 'Browse...' button, which is highlighted with a red box, and the text 'No file selected.'

On the right side of the form, there are additional sections: 'Councillor' (with a checkbox), '+ Add New Role', 'Attributes' (with an 'Order' dropdown set to '0'), and 'Featured Image' (with a 'Set featured image' link).

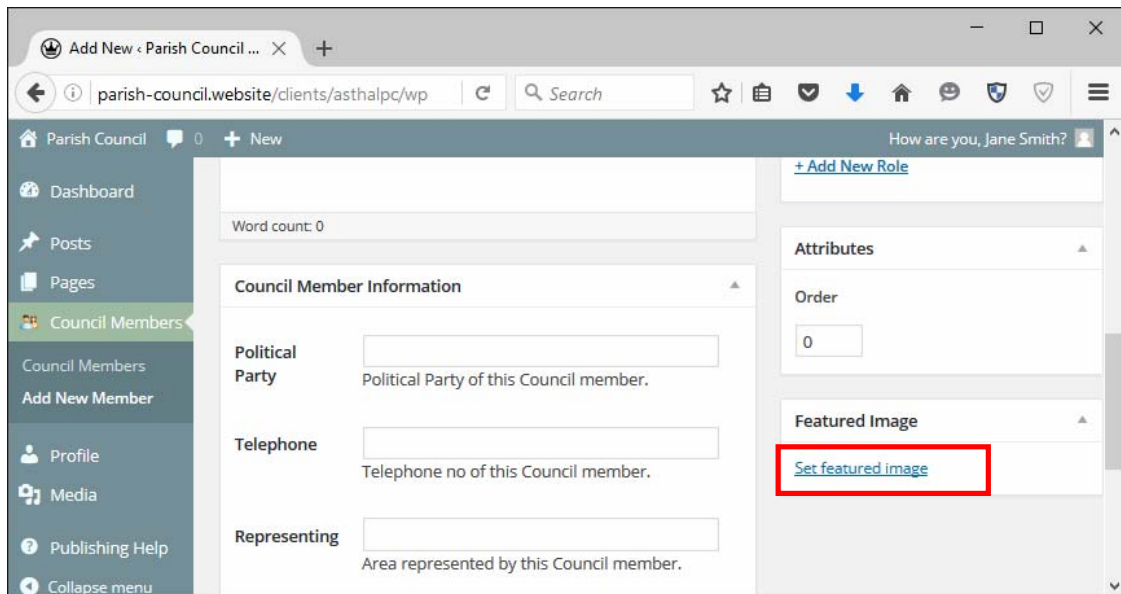
Further down the screen you can add other information including political party, telephone number, representing (this could be committees or areas depending on what is appropriate for your council) and email. If you don't have information for any of the fields, just leave it blank.

Click the **Browse** button next to **Register of Interests** at the bottom to upload a file (pdf or Word document). This will launch a window where you can browse to the file on your computer and click **Open**.

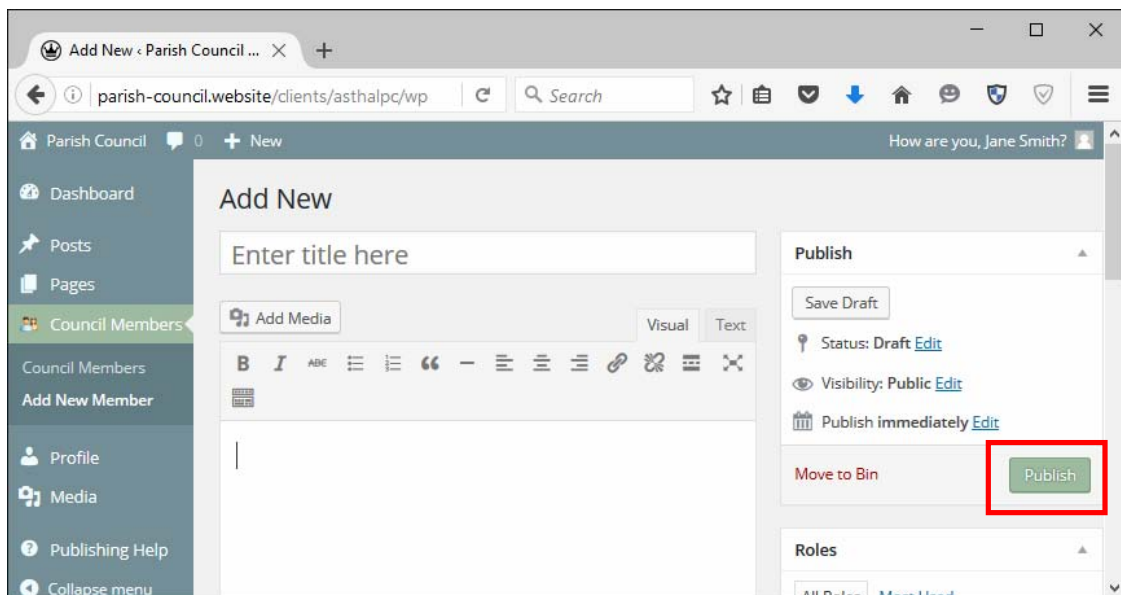


You need to select a **Role** for the Council Member in the box near the top on the right hand column of this page (**Chair, Clerk or Councillor**). There may be other roles depending on what is needed for your council. If you require further roles, just let us know.

The **Attributes** box allows you to change the order that the Council Members are displayed in on the website. 0 is highest, then 1, 2 etc



Below that, click the **Set featured image** link to add a photograph. This will launch a window where you can drag and drop files from your computer.

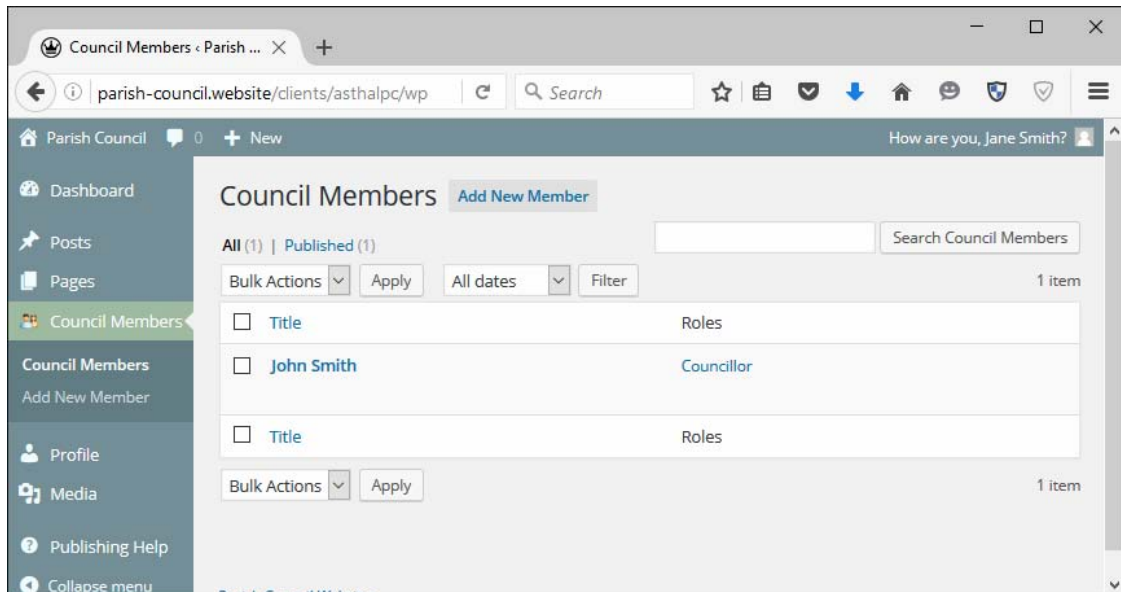


When you are done, click the **Publish** button at the top of the right hand column on this page.

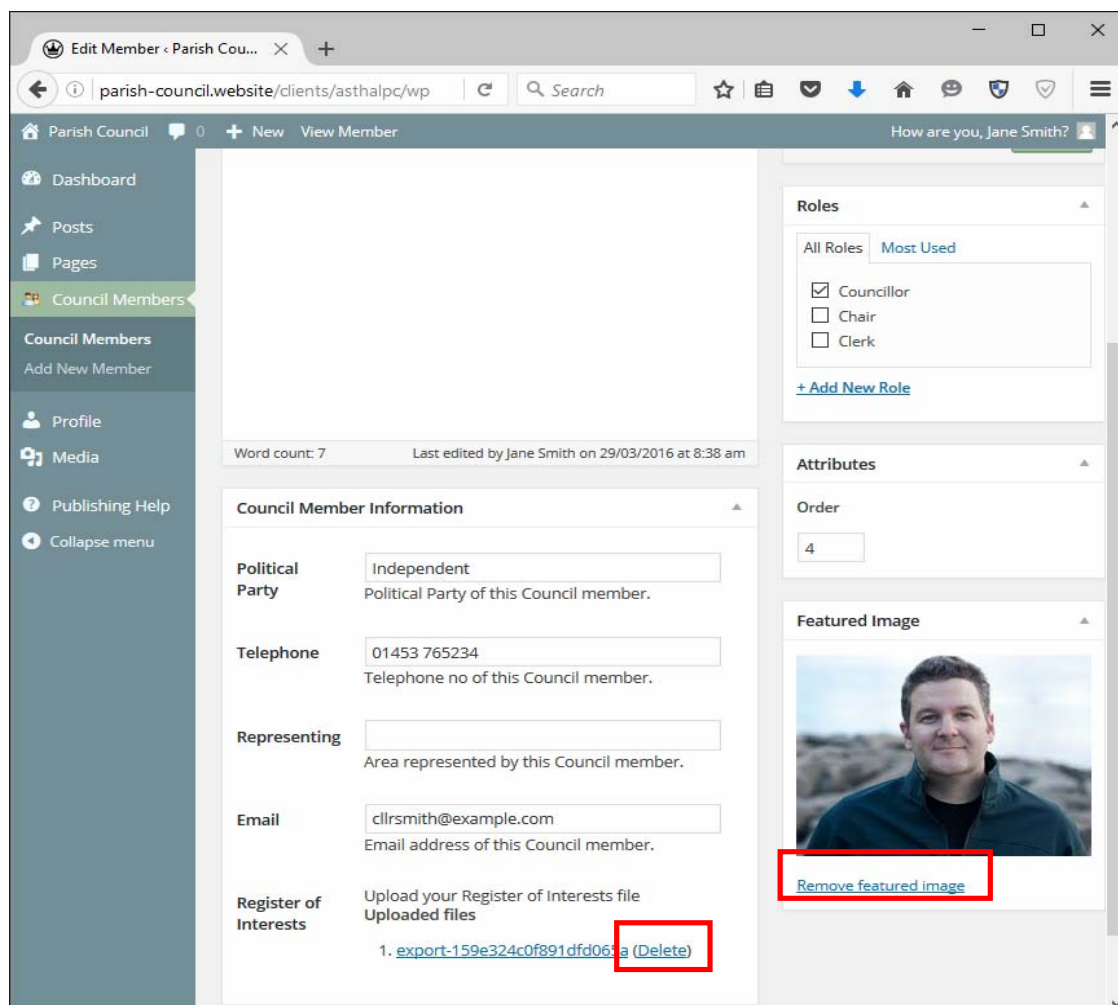
NOTE: Councillors are added via the Council Members menu link. There is a page called Council Members and this contains 'shortcodes' in square brackets to publish the Council Members. Please don't make any changes to the shortcodes or they won't work properly.

Edit a Council member's details

Click on **Council Members** and select the member whose details you would like to edit.



Enter or change the information in the fields – **name, short biography, telephone, political party, email** as required.



Click the **Browse** button next to **Register of Interests** to upload a file (pdf or Word document). This will launch a window where you can browse to the file on your computer and click **Open**. If there is already a register of interests that you want to change click the (Delete) link next to it and upload a new one.

If you need to change the **Role** for the Council Member make your selection in the box near the top on the right hand column of this page (**Chair, Clerk or Councillor**).

If you would like to change the picture, click **Remove Featured Image**, then click the **Set featured image** link to add a new photograph. This will launch a window where you can drag and drop files from your computer.

When you are done, click the **Update** button at the top of the right hand column on this page.

NOTE: Councillors are added via the Council Members menu link. There is a page called Council Members and this contains 'shortcodes' in square brackets to publish the Council Members. Please don't make any changes to the shortcodes or they won't work properly.