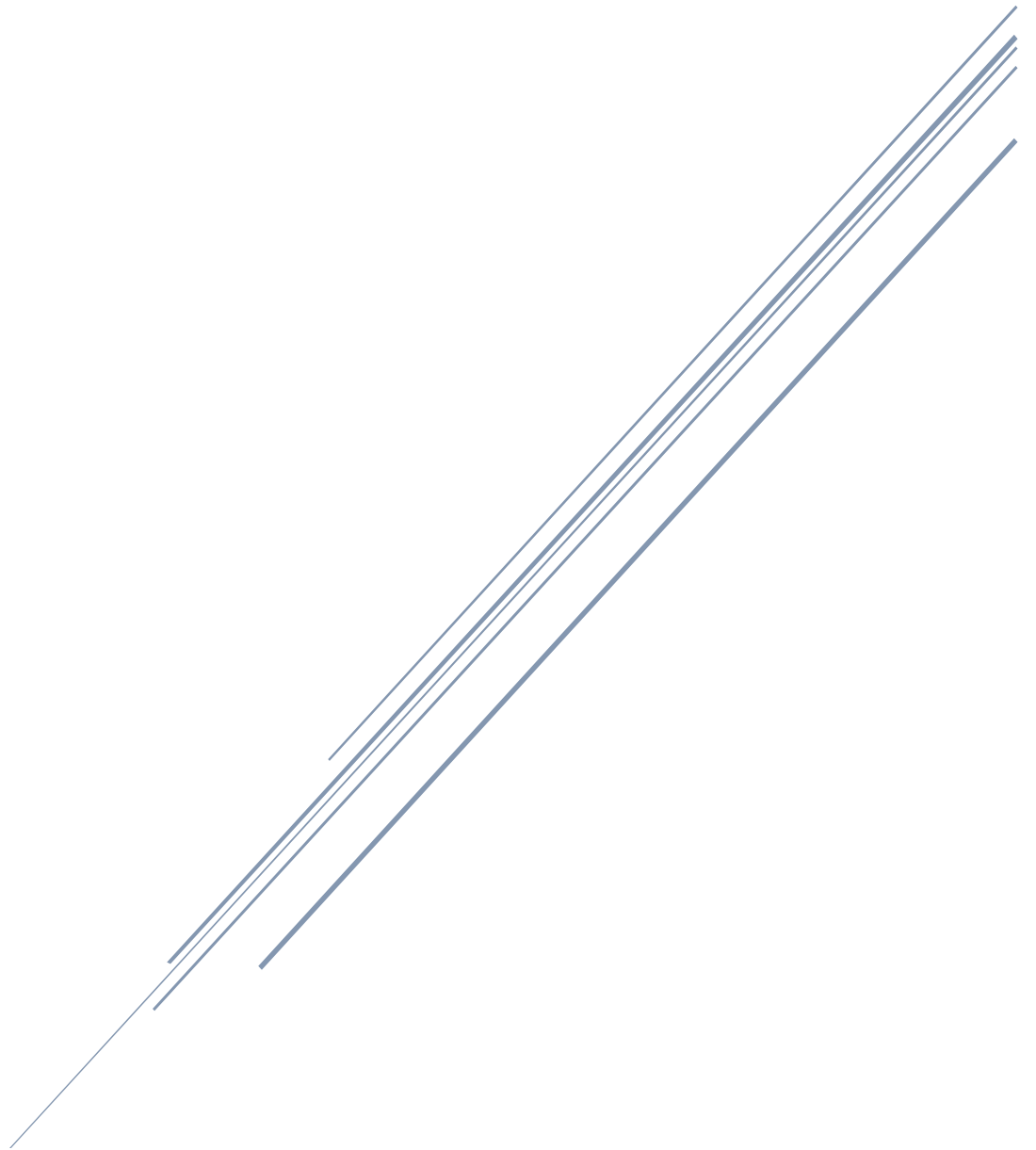


WEBSITE BACKEND MAINTENANCE MANUAL

Joomla! skills for wszvaqua.nl



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1 Glossary

The glossary covers all the various technical terms used on the backend of the website and serves as reference throughout the rest of the text.

| Term | Explanation |
|-----------------|---|
| Access Level | 'rights' assigned to an account that dictate what a user can do on the backend |
| Article | The basic building block of the website, used for pages and news items |
| Backend | The data access layer, where administrator can edit and adjust the content of the frontend. |
| Banner | A promotional image with a link placed prominently on the frontend. |
| Category | A term to classify an object like an article or event, used often with different meaning throughout the backend! |
| Characteristics | Variations within a product, like colour, size or fit |
| Checkboxes | A checkboxes field has multiple pre-made answers; a user selects one or multiple |
| Custom Field | A question made by a user to be used in an event |
| Dashboard | Homepage of the backend, displays some information in an overview, also called the 'control panel' |
| Event | An item on the frontend that describes a certain happening in the near future, users can subscribe to these events via the frontend |
| Featured | An item that is featured is placed more prominently on the frontend, usually by placing it on top of a feed or calendar |
| Field | A text box or selection that has to be filled in in a form |
| Field Type | The type of question a subscriber is asked |
| Form | A list of boxed and questions used to create a new object like an event or article |
| Frontend | The presentation layer of the website, the way a user sees it when browsing to wszvaqua.nl . |
| Hierarchy | The order in which things appear, starting at the top and going to the bottom |
| Item | Anything that can be opened and edited in the backend, like articles, categories, fields, users etc. |
| Joomla! | An open-source content management system (CMS). |
| Media | Collective term for images, documents and files stored in the backend |
| Menu | A navigation tool that contains various pages on the frontend |
| Order | A collection of items bought by a user or customer |
| Parent | The item one level above an item in the hierarchy |
| Placeholder | A short line of code to create a button, link or video |
| Product | An item that is for sale on the webshop |
| (un)Publish | Determines if the item is shown on the frontend or not, does not delete items |
| Radio | A radio field has multiple pre-made answers; a user select one |
| Registrant | A person who has signed up for an event |
| Specifications | See 'Characteristics' |
| Super User | The highest access level, these users can access all features and settings, and edit every item. |
| User | A personal account on the website, belonging to an Aqua member. This is used to login both on the front- and backend |
| User group | See 'Access levels' |



2 Introduction

The Aqua website is an essential tool in the daily goings-on of the association. It is the place where both members and non-members can find all kinds of useful information about Aqua, read about our latest adventures and subscribe to various events. Therefore, it is very important to keep the website up-to-date, both in content and from a technical perspective.

The skills needed to keep the website up-to-date and running smoothly vary in both the knowledge required and how often certain action are required. For example, events are relatively simple and made on almost a daily basis, while the webshop is barely used and is tricky to set up. This manual covers almost all of the skills you need to work with Joomla! and the Aqua website, except for some very specific one-time adjustments (e.g. global settings). The manual also covers the basic principles of Joomla! and what rules and principles you need to keep in mind so others can easily work with your edits and the backend does not get cluttered with unnecessary images, files, categories etc. Every part of the manual explains how a certain part works, including links, tips & tricks and images of the backend to guide you through the forms and field you have to fill in.

The website is a complex thing and a manual like this can never fully cover all aspects of it. If you have any questions, feel free to ask them to the WebCie via webcie.wszvaqua@gmail.com, or by asking the members directly. If you follow the basic website training, you will be added to a group of other members who followed the training called the 'Website Redactie en Beheer'. There you can also ask your questions to members who are skilled with the backend.

3 Joomla! Basics

3.1 Logging in to the backend

The backend of the website can be reached by browsing to: www.wszvaqua.nl/administrator/. This takes you to a Joomla! login screen, where you can sign in using your personal Aqua credentials. To be allowed entry, someone has to assign the proper access level (see section 0) to your account. After signing in, you are redirected to the dashboard, the homepage of the backend. From here, you can access various menus from which you can edit the website.



Figure 1: Joomla! 3 login screen

3.2 The Dashboard

The dashboard is the homepage of the backend, from where you can access the various plugins, create new articles and edit the website. The dashboard also gives a quick overview of what is happening on the backend: which users are signed in, which pages have been edited and what

articles received lots of hits in the last few days¹. On the top of the dashboard, task bar guides you to the various parts of the backend.

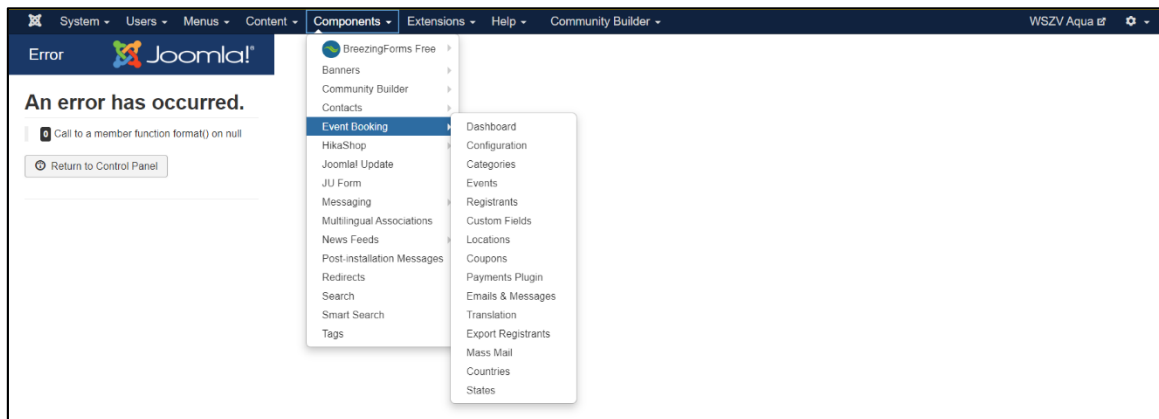


Figure 2: Dashboard of the backend, with an openend menu. The error indicates that the dashboard is currently broken. What appears in the menus may vary based on your access level. Joomla! version: 3.7.2.

3.3 The Check-in system

Joomla! uses a check-in system for all its smaller components, such as articles, events, categories etc. to ensure that only one person can edit an item. This is implemented to prevent unsynchronised changes and the chance to lose edits. When you open an item, you 'check out' the item, meaning that it is locked for other users until you close it again. It is comparable to books in a library: if you take a book out to read it, another person cannot get the same book of the shelf, until you put it back. Therefore, it is always important to properly close the items you edit, so other users can access them. An item that has been checked out can only be opened by the user that edited it last, not even a super user can access the item. An item that is checked out shows a lock symbol in front of the name. If you hover your mouse over the symbol, a pop-up will show you who checked out the item last. Contact this person to ask them to re-enter the item and close it properly again. Then you can edit the item; remember to close it properly!

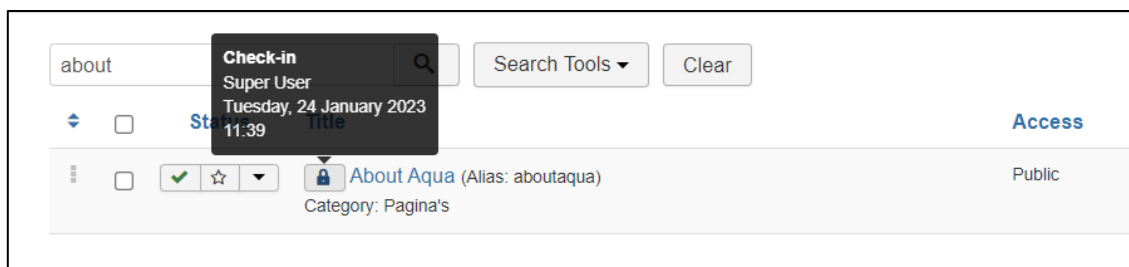


Figure 3: the 'About Aqua' page is checked out by the user 'Super User', but not properly closed. A lock symbol is displayed to show that no others users can edit the page. Hovering your mouse over the lock shows which user checked out the item last

3.4 Editing items from the frontend

If you have the right access level that allows you to edit items on the website, it is possible to do so from the frontend. This can only be done for 'simpler' items, such as webpages, news articles and events, and you will only be able to edit a few things, mainly the content. This is useful for

¹ Currently, the dashboard is down due a technical issue, so no information is displayed when logging in. The backend still works fine.

applying quick changes on small mistakes that you see on the frontend, without having to locate the item in the backend.

To edit from the frontend, you have to login with your personal credentials on the frontend, the same way you login to subscribe for events. When logged in, a small cog-symbol will appear at the top of certain items. Clicking on it will allow you to edit the item. Some items such as events have large buttons and no menu, but they work the same.

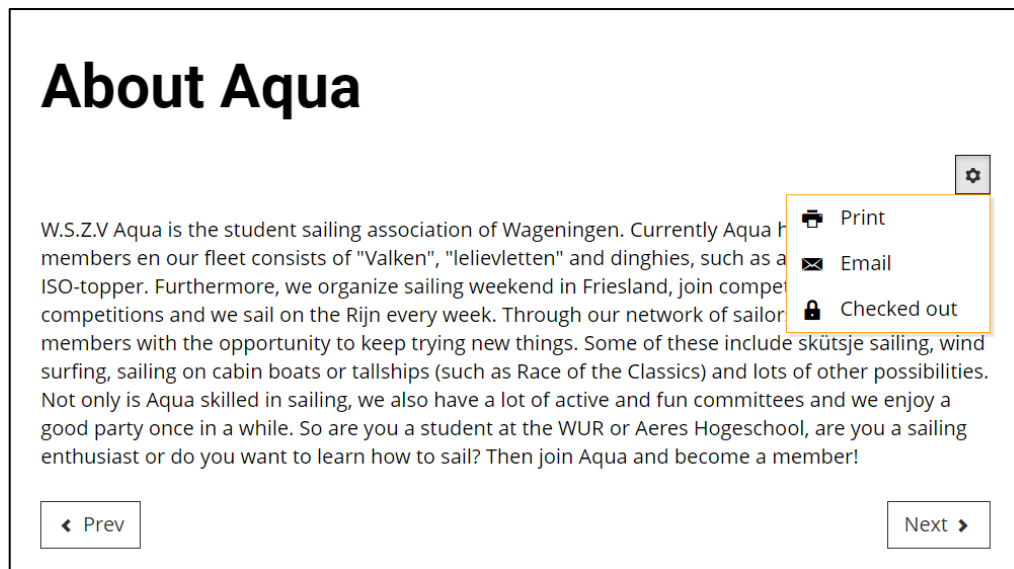


Figure 4: example of the frontend editing menu, visible after logging in on the website with the right access level. In this case, the article of 'About Aqua' is checked out and cannot be edited; remember to close your work properly!

4 Events and Event Booking

For every association night and event organised by Aqua, an event is made on the website where members can sign up. For most events, a person signing up has to answer a few question, e.g. if they join for dinner or maintenance. In this chapter, we will look at how to make and edit events using the Event Booking plugin. We will also look at registrations and how to remove registrants.

Events appear on the calendar on the frontend of the website, based on the settings you gave it when you created the event. By clicking the 'Save' button (not 'Save and Close') and refreshing the frontend in another tab or window, you can see the effect your changes have, and if everything works and looks right. The top-right corner of the backend has button with the name of the website that immediately opens the frontend in a new tab. Clicking on an event opens the details page. Here users can register for the event and you can also find the quick edit button on this page.

4.1 Creating an event

To create an event, login to the backend and go to Event Booking under the Components menu. From there, click on the Events buttons or go there directly using the submenu. On the Events page, you will see a list of all current and upcoming events. From here, we can add new events or edit existing ones.

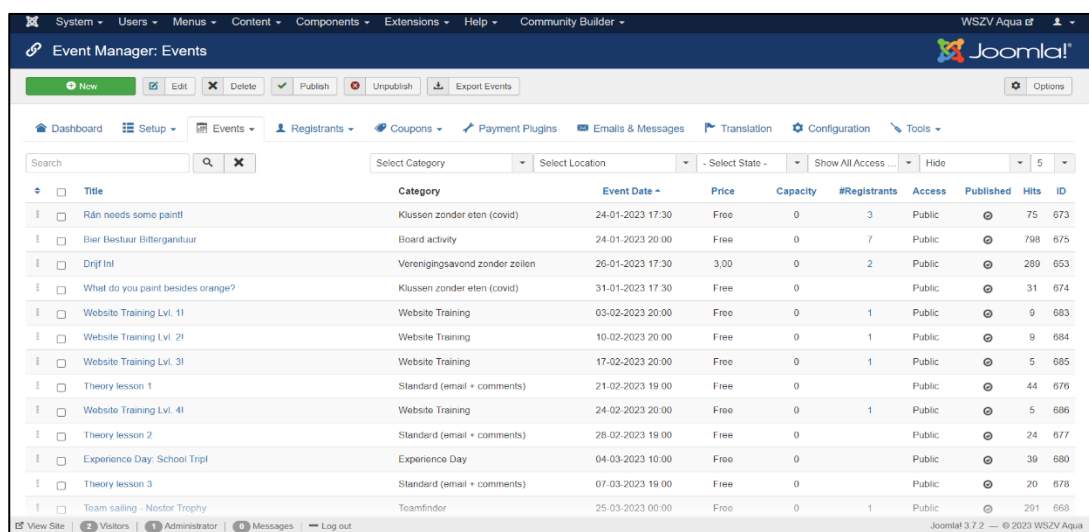


Figure 5: The Events menu, from here you can create events or edit existing ones

To create a new event, click the green '+ New' button. This redirects you to the form you have to fill in to create a new event. This forms a multiple tabs and many fields to fill, most of which you will not need. The global settings will take care of those details.

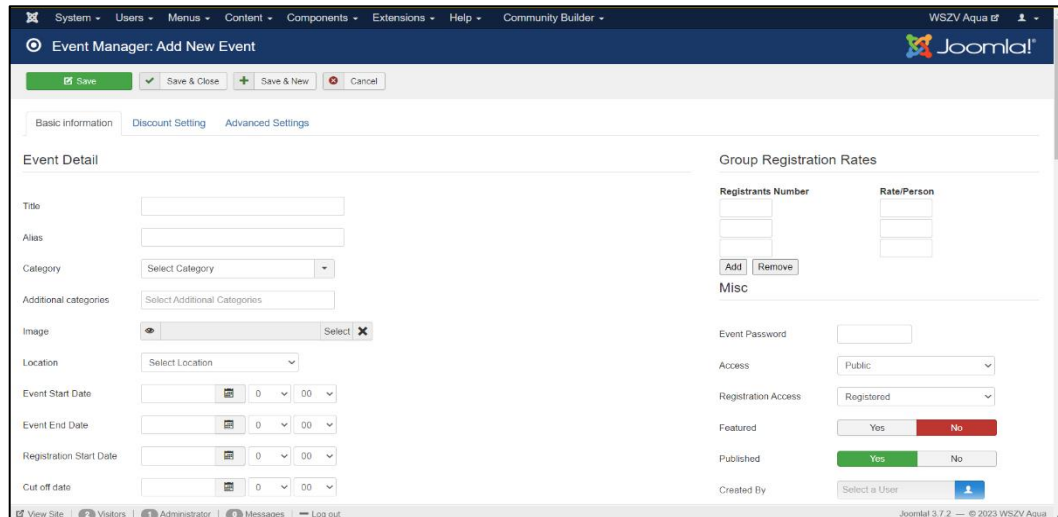


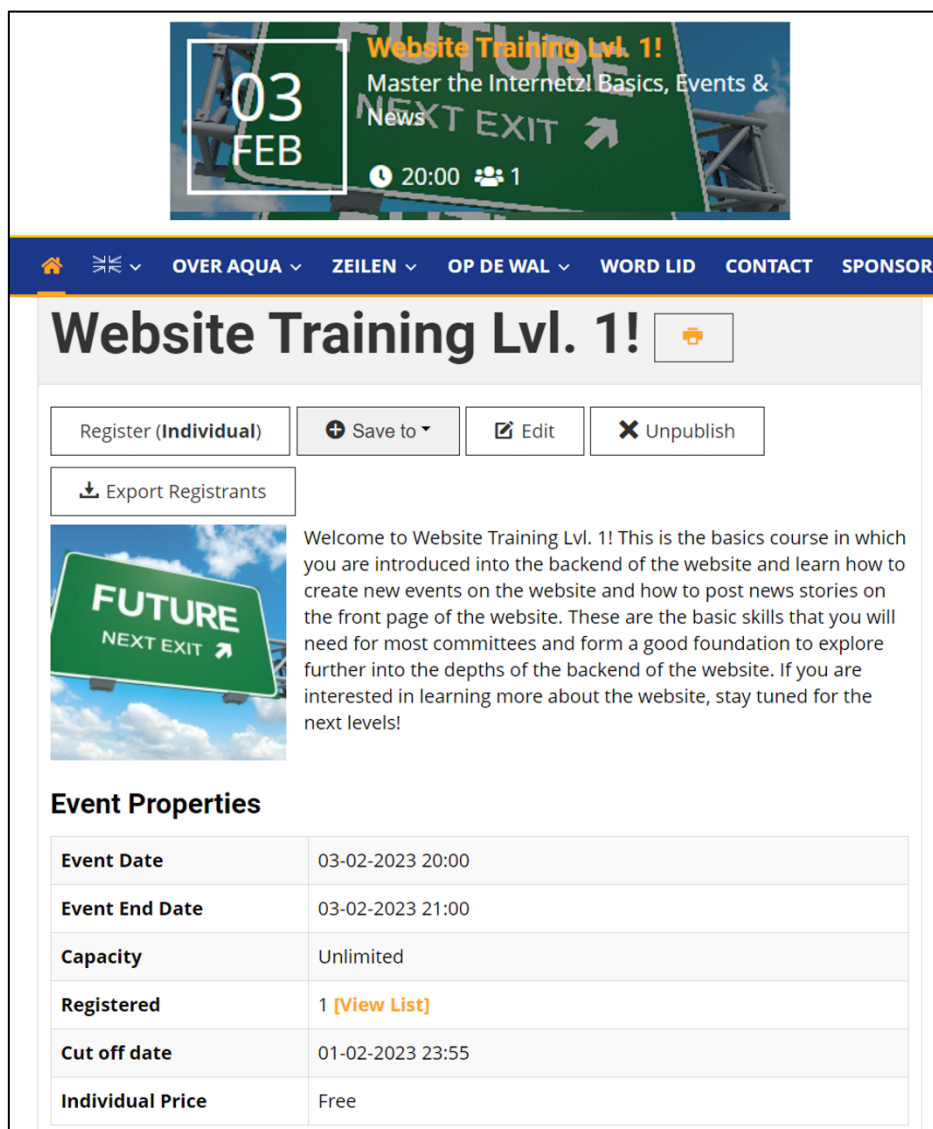
Figure 6: The 'New Event' form. By filling this in, you can create a new event

The fields you do have to consider filling in are:

- Title: the name of the event, this will be visible on the frontend calendar. If you make it too long, it might not fit in the calendar window
- Category: the category determines what kind of event it is and what question are asked of registrants
- Image: not essential, but very useful. The image becomes both the background of the event in the calendar as well as the opening picture in the details page
- Location: not essential, but can be useful when the event takes place somewhere else than the clubhouse
- Event start date: the time and day when the event begins, this is visible on the calendar
- Registration start date: optional, this fields determines when people can start to register, useful for events that you want to promote early but maybe have a limit on how many people can join
- Cut off date: the day and time from which onwards, users cannot register for the event anymore. Useful for when you have to do a lot of preparation for the event
- Price: fill any costs in this field. For basic dinner, the standard price is €3,-. If the field is empty or zero, the event is free
- Capacity: the maximum amount of people that can join the event, This is visible on the calendar
- Short description: an explanation of the event in one short sentence, this is visible on the calendar
- Description: the details on the event, here you can put extra information about the event, this is only visible on the details page
- Featured: turning the button on gives the event priority and puts it on top of the calendar
- Published: this button determines if the event is visible on the frontend, useful for making an event but keeping it hidden for now
- Enable waiting list: this allows people to subscribe after the capacity has been reached. If someone unsubscribes, the list moves up

- Enable cancel registration: setting this button to 'Yes' allows users to unsubscribe themselves after registering
- Publish up/publish down: the event is visible on the frontend between these two dates. Useful for making an event beforehand and having it automatically appear later, or to keep it visible after the event has finished

After filling in the form, click the 'Save and Close' button. This saves your work and is also the correct way to close the item. If you save and leave your browser or go to another page without closing the item, it will remain checked out. The event would still show on the frontend and work properly, but no one else can edit the event. Always remember to close properly!



| Event Properties | |
|------------------|-------------------------------|
| Event Date | 03-02-2023 20:00 |
| Event End Date | 03-02-2023 21:00 |
| Capacity | Unlimited |
| Registered | 1 [View List] |
| Cut off date | 01-02-2023 23:55 |
| Individual Price | Free |

Figure 7: A finished event on the calendar and the details page. here you can see where the information in the fields is used. The details page also has the quick edit buttons. By clicking [\[View List\]](#), you can see who registered and what they answered

Check the event by going to the frontend and trying to subscribe to the event. You can then see if the details are correct, the image works properly and if the right questions are asked of registrants. If something does not work, you can edit the event, see below.

4.2 Editing an event

You can edit an event by locating it in the Events overview page and clicking on the title. This reopens the Event form and you can change the different fields. Save and Close the event after you are finished. You can also use the frontend editor to quickly change some basic settings and adjust the descriptions.

If you are unsure how to create a certain event, or what certain settings do, you can always look at others event and see how they are set up. It is possible to copy a existing event by opening it and then selecting 'Save as Copy'. The original event will be saved and closed, and you can continue to work with the duplicate. This is also useful if you have to make multiple, similar events, like association nights or maintenance evenings.

4.3 Removing registrants

Every event that user subscribe to has a list of registrants. These can be viewed in one of two ways. You can see all by selecting 'Registrants' from the Event Booking homepage or by selecting 'Registrants' from the submenu under Components. This will bring you to the Registrants page, where you will find a list of all registrants of all planned events.

To select the registrants of a specific event, go to the Events page and find your event. In the table, you can see the number of registrants for each event. Click on the number to automatically filter users by event.

To manually remove a registrant, select the checkbox left of their name, then click delete on the toolbar on top. You can remove multiple registrants at the same time with this method.

5 Articles and News Items

An article forms the basis for anything on the website that has content (other than events). Articles are used for the newsfeed on the homepage, to create webpages and add new boards to the board webpage. Creating an article is similar to creating an event, but with less fields to fill in. Articles are mainly used to contain text and one image.

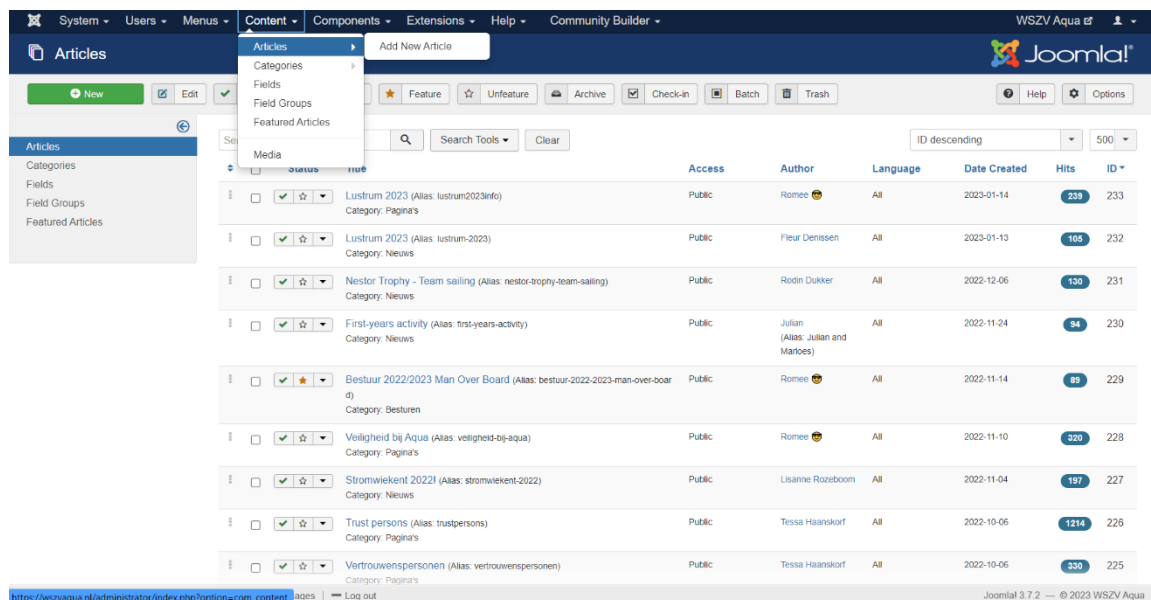


Figure 8: The articles overview page together with the menu to reach the page

To create an article, navigate to the articles page under Content from the dashboard. You will be guided to an overview page where you can find all created articles, both published and unpublished.

Click the '+ New' button to create a new article. This opens a form that mostly consists of a text field. It has six tabs of which you will need only two. Give the article a title, this will be visible on pages and news items. Write the content in the text field; it is possible to paste images here as part of the text. Select a category on the right-hand side drop-down menu. Selecting the 'Nieuws' category will immediately place your news item in the news feed on the front page of the website. The same goes for board articles, they are automatically collected on the board page. If you select 'Pagina's', it will take a few extra steps to turn your article into a page (see section 6.2).

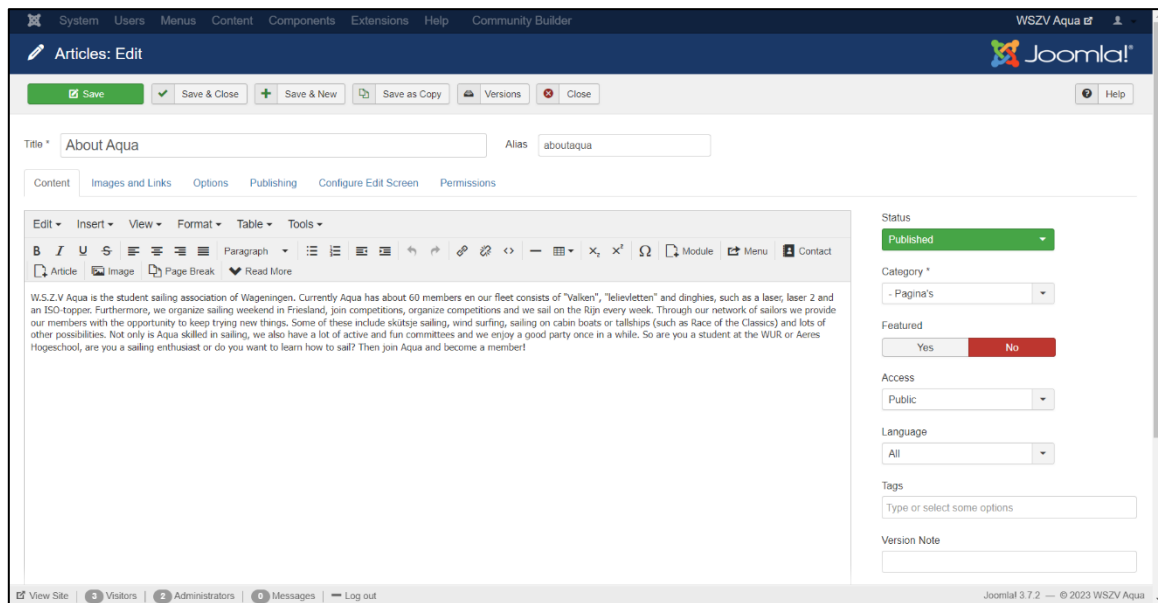


Figure 9: The article editor opened to the About Aqua page, note that the category is set to 'Pagina's'

Besides the content tab, you may want to make use of the 'Images and Links' tab. Here, you can assign images to the article. The 'Intro Image' becomes a smaller image that is shown above the text on the page or news item. For news items, the Intro Images is also used in the scroll banner underneath the navigation bar. A 'Full Article Image' is only shown on the page or news item, not in the banner. It is also placed more prominently on the article.

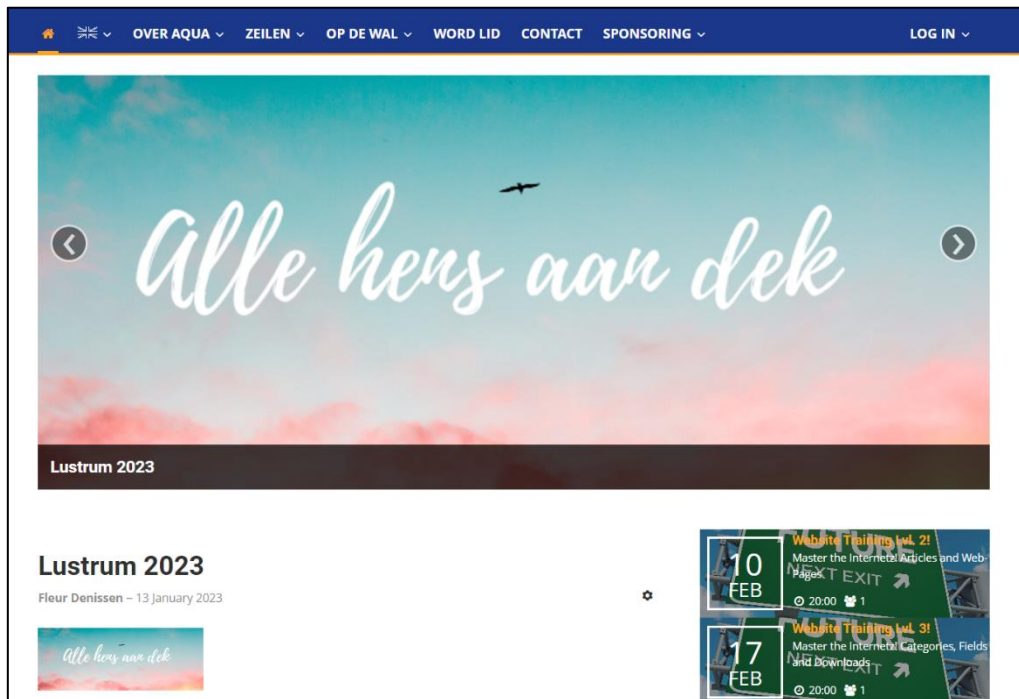


Figure 10: The intro image of 'Lustrum 2023' is shown in both the scroll banner and above the news item, albeit smaller

6 Menu Items

The Aqua website has two parts it considers a menu: the navigation bar (called the Left Menu) and the members' menu (called the Right Menu). A menu consists of menu items, which are made on the backend and become new pages on the frontend. Every page you find on the website, with a few exceptions, consist of a menu item that display a single article. In this section, we will go through how to create and edit menu items and thus also website pages.

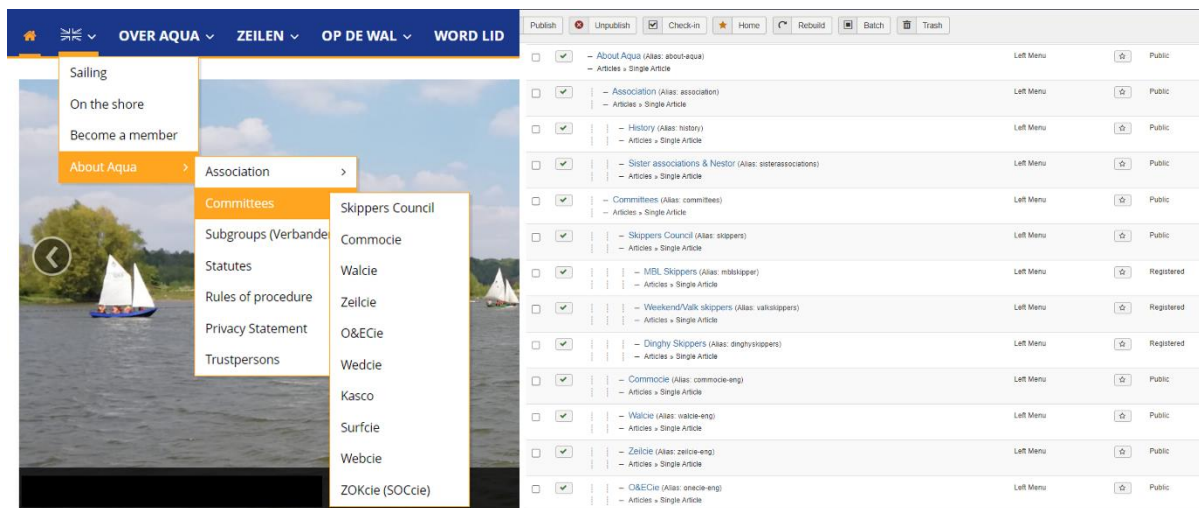


Figure 11: The left menu on both the front- and backend. Notice the hierarchy between menu items in both panels

6.1 Menu hierarchy

Menu items are always part of a set hierarchy; this way, it is possible to make submenus. The highest levels are the menus themselves, underneath comes the first layer, which forms the main buttons on the navigation bar and members' menu. Every level underneath becomes a submenu of the item above it. In figure 11, the 'English' menu item forms the top layer, underneath is the menu item 'About Aqua', underneath which is the 'Committees' menu item and under that is a menu item for each committee. This set has four levels in its hierarchy, which is also the maximum number of allowed levels in a menu hierarchy. On the backend, the hierarchy is shown with indentations and vertical dots.

6.2 Creating menu items

You can create new menu items by selecting 'All Menu Items' under the 'Menus' menu on the dashboard. Click the green '+ New' button to open the form. A menu item needs very little for it to work. First, select the menu item type. At aqua, we only use one for almost all our pages, which is 'Single Article', found under the 'Articles' tab. This indicates that the new menu item will display one article. A new field will appear that says 'Select Article'. Here you can select an article you already made, or create a new one on the spot. Remember to set the article's category to 'Pagina's' if you do. You can select if the page should open in a new window or not using the 'Target Window' setting, but for regular pages, this should stay on 'Parent'.

On the right-hand side, select under which menu the new item should be placed, either left or right, and select the parent menu item. The parent item is the menu item one level up in the hierarchy. Save and Close your new menu item and check the frontend to see if the page works properly. If not, go back the Menu Item overview page and edit the menu item.

6.3 Additional layout

Within an article, it is possible to use more features than just text and images. By using short lines of code, it is possible to add more features, like buttons, downloads, icons, videos and potentially much more.

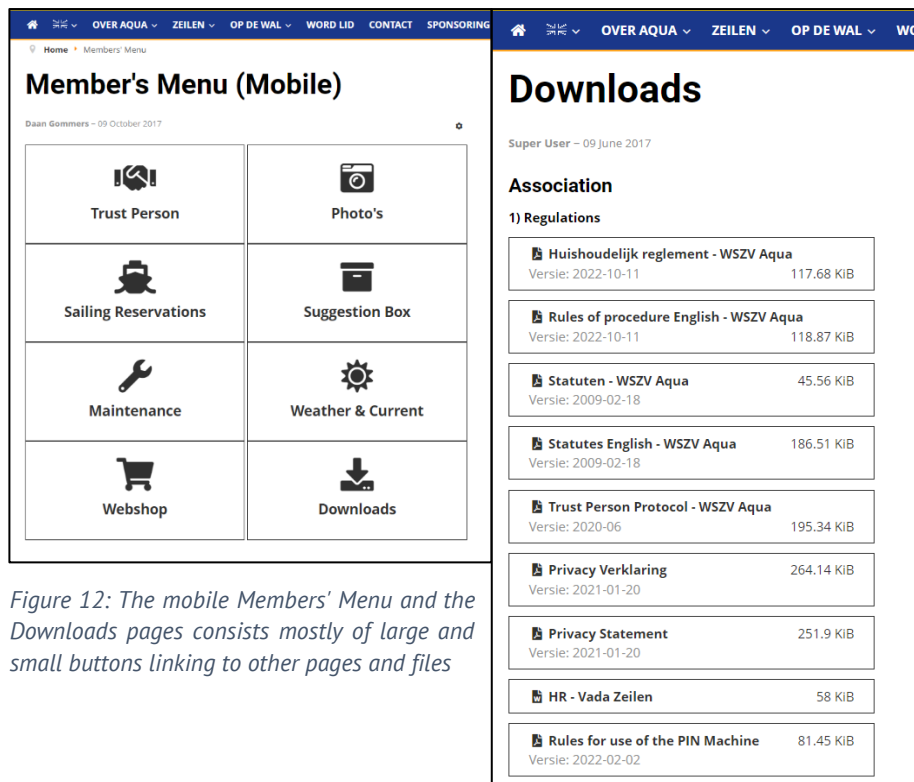


Figure 12: The mobile Members' Menu and the Downloads pages consists mostly of large and small buttons linking to other pages and files

To create a button, you have to write a line of code. Every single element is written between “{}”-brackets. Elements within the button are separated with a “|”-symbol. For example, the code for the button to download the Rules of procedure (Figure 12, right) is:

```
{download|reglementen/HR-WSZV-Aqua-20221011-English.pdf|Rules of procedure English - WSZV Aqua|v:2022-10-11}
```

The term ‘download’ indicates that the code has to create a button used to download a certain files. After that comes the link to the files, somewhere in the website Media (see section 9). The third part is the name of the file, visible on the button itself. The fourth part, starting with ‘v:’, indicates the version of the file, using the date, but anything can be written down. Buttons of different sizes can be made using the elements ‘downloadsmall’ or ‘downloadlarge’.

Another type of element often used is the ‘link’, which creates a button that links to another page, either within the website or somewhere else on the internet. The button for ‘Trust Person’ on the mobile Members’ Menu (figure 12) is written like:

```
{linklarge|https://wszvaqua.nl/ledenmenu/trust-person|Trust Person|i:fa-handshake}
```

This element is created the same way as a download button, but the term ‘linklarge’ is used as the beginning (‘link’ and ‘linksmall’ are also viable). After the type comes the link, in this case to the Trust Person page of the Aqua website. Third is the name displayed on the button. The fourth



part is a term used to describe an icon used in the button. “i:” indicates that the next bit describes an icon, just like ‘v:’ indicates the version for downloads. The Aqua website has access to the FA (Font Awesome)-icon packages, from which we can use a large array of icons. You can find which icons and their names here: <https://fontawesome.com/search?m=free&o=r>. The icon is automatically fitted to the size of the button or link.

The easiest way to create new buttons of any kind is to open an articles that already has some buttons and copying the code into your new article. Adjust the parameters to customise the button to your needs. Remember that the layout of the text also determines where the buttons are placed. Using enters or breaklines will put the button in the right place.

It is also possible to integrate a YouTube video in an article using a command. The command only consists of two parts, namely ‘youtube’ and the link to the video. An example of a youtube placeholder is:

```
{youtube|https://youtu.be/dQw4w9WgXcQ}
```

Any YouTube or shortend YouTube link works with this placeholder.

7 Categories & Fields

Joomla! uses a system of categories to determine the function and purpose of other items on the website, like articles and events. Joomla! can recognise certain categories and thus knows what to do with them on the frontend. For example, an article with the category 'Nieuws' will be recognised as a news item and be automatically placed on the news feed on the front page.

The term 'Categories' is used on multiple places on the backend and can mean different things! Article categories differ from Event, Product or Banner Categories, so don't get those mixed up.

On the Aqua website, the term 'category' is used twice and means different things. Joomla! itself uses categories to classify articles and other items; the Event Booking plugin also has categories, but these are something entirely different! They work with the same principles, namely classifying objects, but an event category has much more to it than that. In this section, we will discuss both.

7.1 Joomla! categories

Currently, the website has five 'basic' categories: Nieuws, Nieuws (alleen voor leden), Pagina's, Besturen & Current board. These are only used to differentiate articles into one of three places: pages, news and boards. Beyond these, the website uses nor needs no other articles, so we will not discuss how to make new ones here.

| Category | Use |
|----------------------------|---|
| Nieuws | For any articles that is a public news item |
| Nieuws (alleen voor leden) | For news items that should be members only |
| Pagina's | General category for any article that is used as a webpage |
| Besturen | For articles that describe a single board, these appear as a list on the boards page. The board-article that is featured becomes the main board, the rest are placed under old boards |
| Current board | Currently unused and unpublished |

7.2 Event categories

Every event made with the Event Booking plugin also has a category attached to it. Unlike Joomla! categories, these do not determine where on the website the event becomes visible, but rather what questions are asked of users who subscribe to the event. By giving an event the 'Verenigingsavond met Zeilen' (association night with sailing) category, a subscriber will be asked if they join sailing and/or dinner when signing up. This way, the organisation can get info on how much groceries need to be done or how many skippers are needed to get everybody sailing. A category exists for most recurring events at Aqua.

It is sometimes useful to create a new event category for very specific events, or to edit one to ask more questions to the users. Creating a new category goes in two parts: first, you create the actual category, then you must assign fields to it (see below). To create a new category, navigate to 'Categories' under Components > Event Booking (*not* via Content). Click the green '+ New' button to open the forms for creating a new event category.

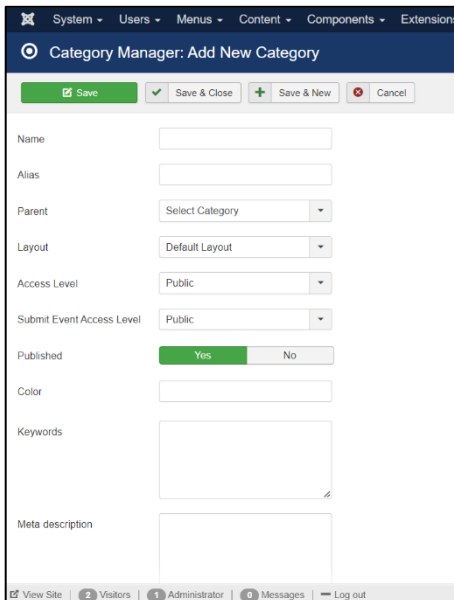


Figure 13: the Add New Category form

Fill in the 'Name' field with the title of the new category. Then, select a parent category with the 'Parent' field. There is no hierarchy for categories like those in menu items, but choosing a parent category helps to keep the list of categories more organised, and makes it easier to find the category when creating an event.

7.3 Custom fields

Every event category has a number of custom fields assigned to it. By changing which fields are assigned to category, you can ask different questions to subscribers. Navigate to the 'Custom Fields' page under Components > Event Booking. You will be guided to an overview page of the currently available custom fields. The order in which these custom fields are listed is important! This is also the order in which the questions are asked when subscribing.

The order of the custom fields is very important! The order determines the order the question will appear in when subscribing to an event.

To create a new custom field, click the green '+ New' button. This opens the form that you fill in to create a new custom field. The first field you have to fill in is the 'Category' box, this is also the most important one; save it for last!

On the left-hand side of the form, fill in the name and title. The name is the name of the field, the title is the actual question asked to a subscriber, so make sure to write that one neatly. Next, set the question to required if you think it must be filled in by a subscriber. Optionally, you can set a Data Type Validation, if you want a specific kind of answer to your question, like an email

address or a phone number. If a subscriber fills in something else, they will get an error. You can ignore all other fields on the left-hand side of the form.

On the right-hand side, you can create the answers to your question. Select a type of question in the 'Field Type' list. Text, Textarea, Radio² and Checkboxes are the most common ones used; the others almost never. In the 'Default values' box, write your answers (when using radio or checkboxes) separate by an enter or breakline. Ignore the rest of the fields.

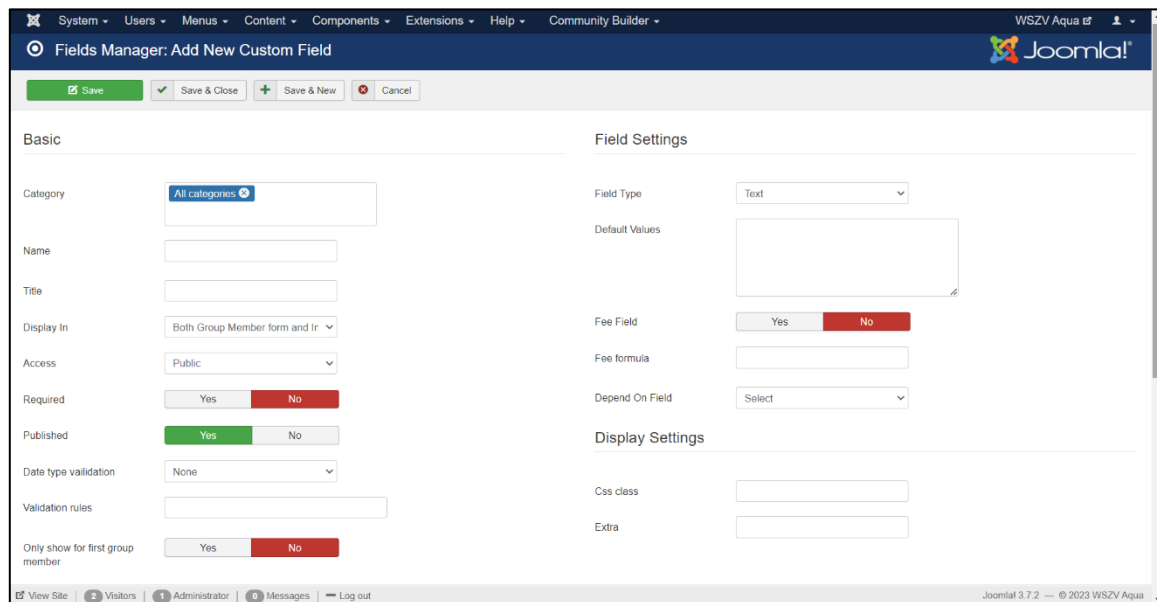


Figure 14: the forms used to create a custom field, Most of these fields can be ignored, note the blue tag in the Category field at the top

Finally, use the Category box on top to assign the custom field to one or more categories. By default, the field is assigned to all categories, remove this tag by clicking on the X symbol. Clicking on the box will show a list of all categories; select the ones you would like to add the custom field to from the list. Save and Close the custom field when you finished. You will be guided back to the custom field overview page. Find your new custom field in the list and use the three stacked black dots to drag the custom field up and down in the list. This changes the order in which the question appears when subscribing. You can test your new categories and custom fields by creating an event (see section 4.1) using the new categories and subscribing to them. If something is wrong, come back to the overview pages and edit your work.

² A radio question is similar to a multiple choice question, only one predetermined answer can be given

8 Media, Files and Images

The backend has a repository for all manner of different files, mainly images and documents. These files can be linked to from articles or by using button (see sections 5 and 6.3). The repository is known as Media and forms a separate part of the backend. You can find Media under the Content menu from the dashboard.

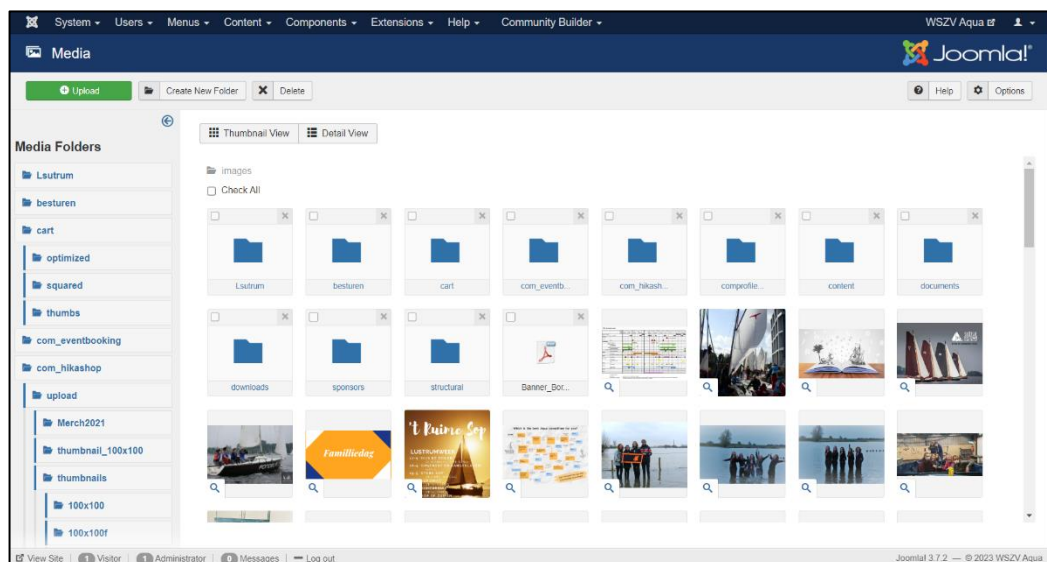


Figure 15: The Media page, several folders and files are visible from the overview page

Media is organised in a series of folders, similar to how files are stored on Windows PCs. With the proper access level, a user can add, edit and delete folders, and upload files into them. Some folders are marked to be the default folder for certain selections, like the image of an event. The main folder is always called 'images' even it does not contain any images. This is also the root of internal links to file on the website.

To upload a new file, browse to the correct folder and click on the green '+ Upload' button. Browse to the file or files you wish to upload. You can upload up to 15MB of files at once. Bigger files are not possible and more files require multiple uploads. When the files are selected, click the blue 'Start Upload' button to upload the files to the backend. Your files should become visible in the folder; if not, refresh your browser.

You can link to file using its location in Media to create an internal link (internal meaning that the link directs to something inside the website). To link to a file, find the file in Media and copy the link to the folder, underneath the Thumbnail button. You have to add the names and extension of the file yourself³ to complete the link. When you have it, you can copy-paste it where you need it. Because you have to build the link yourself, it is useful to keep file names simple and short. Do not use spaces of hyphens (-), but rather underscores (_). Make sure you spell the entire link correctly, otherwise it won't work. For example, the button that links to the Rules of Procedure is:

`/images/documents/reglementen/HR-WSZV-Aqua-20221011-English.pdf`

³ Joomla! 4 has a feature build in where you can copy the link directly, but Joomla! 3 doesn't

9 Users and Access Levels

Every member at Aqua has an account on the website that they use for subscribing to events and to read information meant only for members. These accounts are stored on the backend as 'Users' and can be modified. Every account also has an Access Level assigned to it, a label as to what a user can do on the website and what not.

9.1 Adding and editing users

New members can make their own accounts from the frontend, but they need to be approved by an existing user before they can be used. You can find all the users on the 'Users' page, by clicking 'Manage' under the Users menu on the dashboard. You will be guided to the overview page showing all the current user account, with their name, username, enabling, activation, user group (access level) and other information⁴. When a new member makes an account, it will appear on the overview page. Use the activation button to activate the account. To do this, you will need a Website Editor access level or higher.

From the overview page, it is also possible to create new users on the spot. Click the green '+ New' button to open the form for creating a new user. Fill in the form by assigning a formal name, a user name, a password and an email address. Check to see that the user status is set to 'Enabled', otherwise the account will not work. Save and Close the form to complete the new user. It should appear on the overview page from where you can activate the account. It might take a while for the activation to work. Test the new user by logging into the frontend with the new credentials.

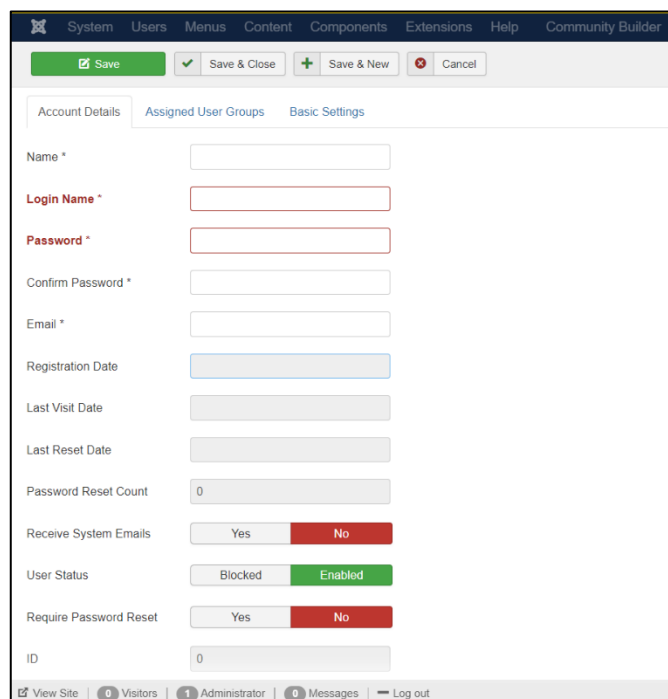


Figure 16: The form for creating new users and editing existing users.
The second tab can be used to assign user groups/access levels

Using the overview page, users can also be edited. This is mostly done to change passwords for members who forgot theirs, or to force a user to change their password. A password can be manually changed by filling in the new password and confirming it, then saving the form. You

⁴ For privacy reasons, there is no picture of the overview page.

can also let the user change their password by setting 'Require password reset' to Yes. When the user logs in again, they will be asked to change their password right away.

9.2 Access levels

When editing a user, you can use the 'Assigned User Groups' to change the access level of the user. When you click on the tab, a list of user groups appear, which you can check on or off. Every user is at least 'registered', meaning that that user is allowed to have an account and can access member-only pages. Higher access levels are usually granted when members complete a website training, so they know how to use the backend. Most commonly, they get assigned the Website Editor access level⁵, which gives them rights to edit most parts of the website discussed in this manual. Board members get assigned the Board access level. Webmaster and Super User levels are reserved for member of the WebCie and enable them to adjust settings, delete media files and have more control over user accounts, among other things. It is possible to assign multiple groups to one user, which can help assess what skills a user has.

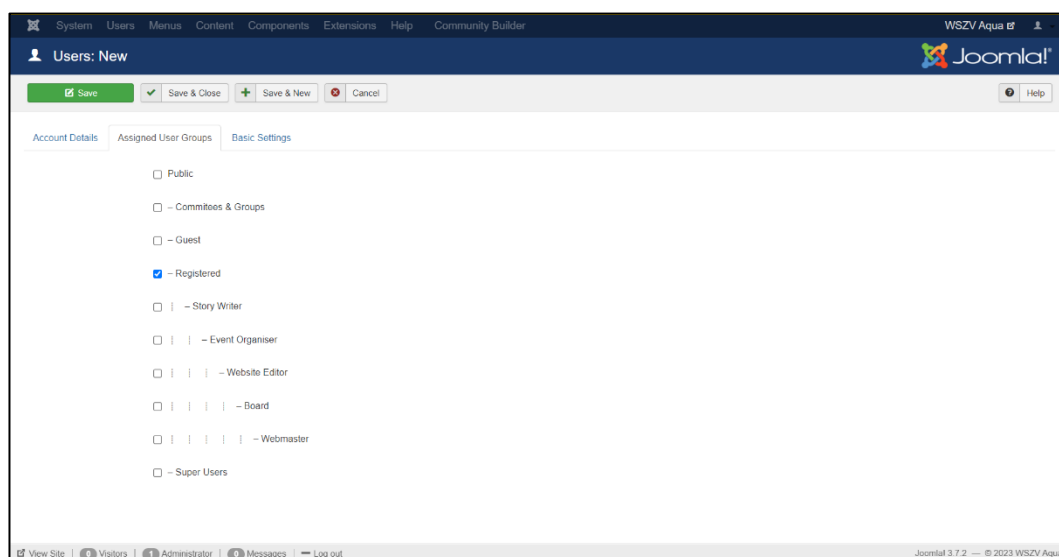


Figure 17: the tab for assigning user groups/access levels. The registered user group is default

⁵ This skips two other user groups, the different access levels will be updated in the near future

10 HikaShop

HikaShop is a plugin build into the Aqua website that is used for building the webshop and keeping track of orders. HikaShop is the most complex part of the entire backend and takes some setting up for it to work properly, but the global settings will take care of most of the difficult parts. Products made and published with HikaShop are automatically added to the webshop page and the plugin keeps track of orders on the backend. Payments are registered and paid via debits, so it is not necessary to setup payment methods to pay directly for placed orders

10.1 Adding Products

Like Event Booking, HikaShop can be found under the 'Components' menu on the dashboard. You will be guided to the plugin overview page, where you can review recent orders and the profits of the last month. At the bottom, you will find button to different parts of HikaShop. Click on 'Products' to go to the products page.

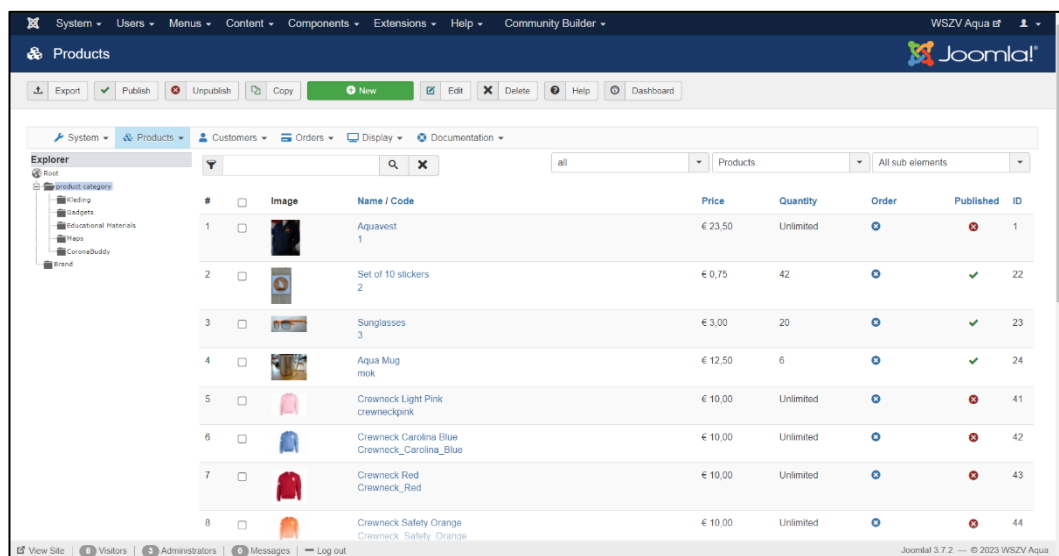


Figure 18: The product overview page of HikaShop, here you can see all published and unpublished products

Products that have been sold more than once, like the dark blue Aqua sweatshirt, can simply be re-published to put them back on the webshop, and unpublished after the sale has ended. To add a product to the list, click on the green '+ New' button. This opens the form you need to fill to add a new product.

Start in the top-left box. Give the product a name and a category; the categories in HikaShop do not have any purpose, other than classifying the product in a group, useful for when there are many products in a webshop. Fill in a quantity if there is a limited number available of the product. Next, on the right-hand side, select or upload one or more images of the product. These will be visible on the webshop and can be scrolled through and zoomed into. You can also add files about the product, if that is useful e.g. washing instructions for clothing.

In the second row of boxes, you will find 'Prices and Taxes' and 'Description'. Fill in a description of the product to tell customers more about it and really sell the product. In the Prices and Taxes

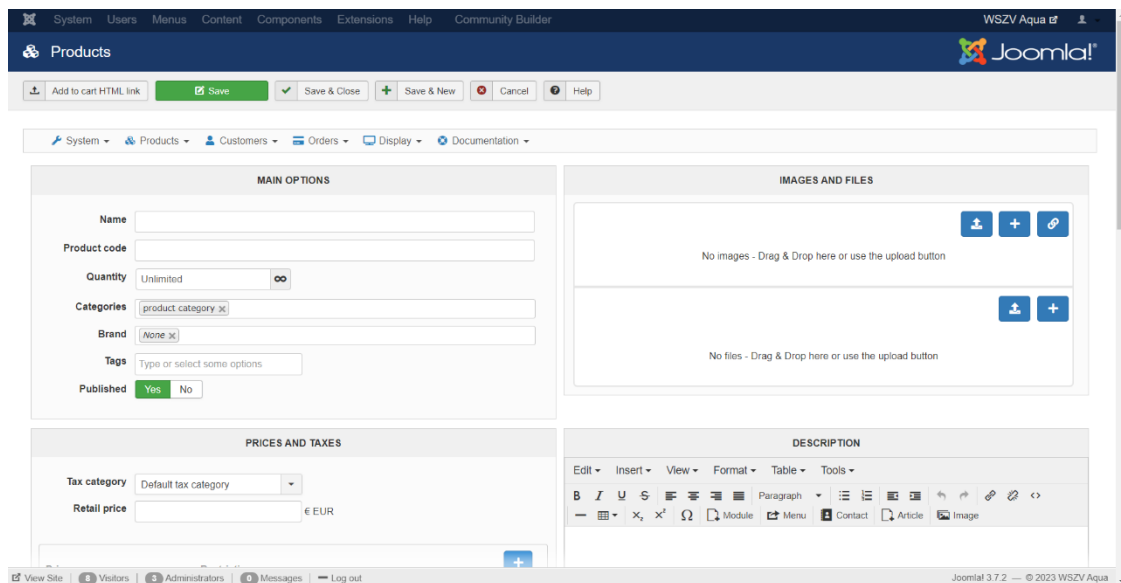


Figure 19: The new product form; here you can assign the various details about a new product

box, fill in the prices (including VAT⁶) in the 'Price' and 'Price with tax' fields. Prices are filled in a sub-form and must be saved separately. This is because a product might have different prices based on specifications like size or colour.

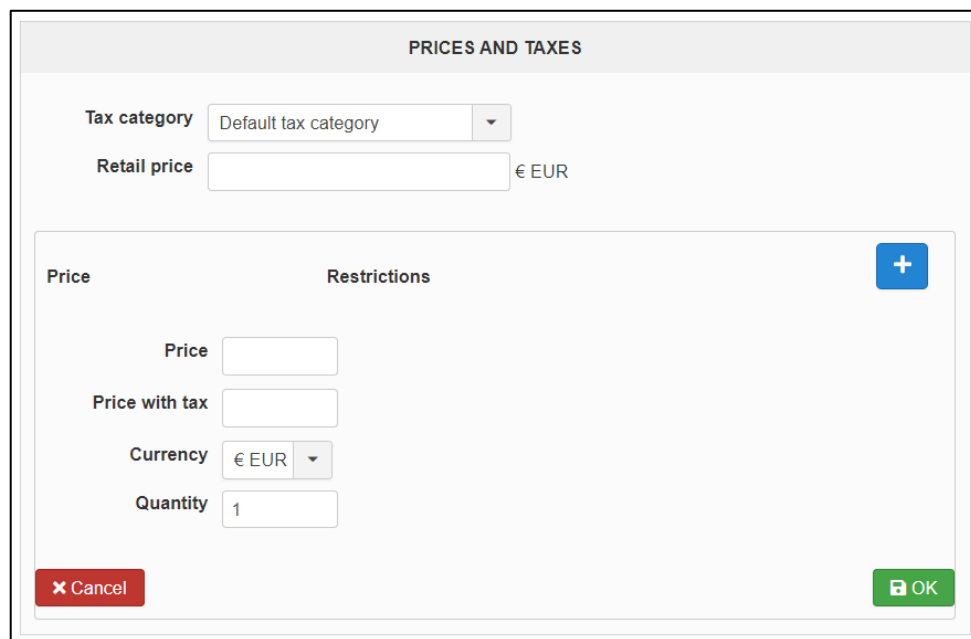


Figure 20: The price subform in HikaShop. Fill in the price twice and click the small green 'OK' button to save the pricing

Lastly, scroll down the main form to the box called 'Specifications'. Here you can assign various specifications to the product that a customer has to choose from, like the size of a piece of clothing, the colour or any other variation within a product. Click the '+' on the right-hand side of the 'Characteristics' field to select a set of specifications from the list. Select a characteristic and a default value, then save the subform. To add new types of characteristics, see section 10.2.

⁶ BTW in Dutch

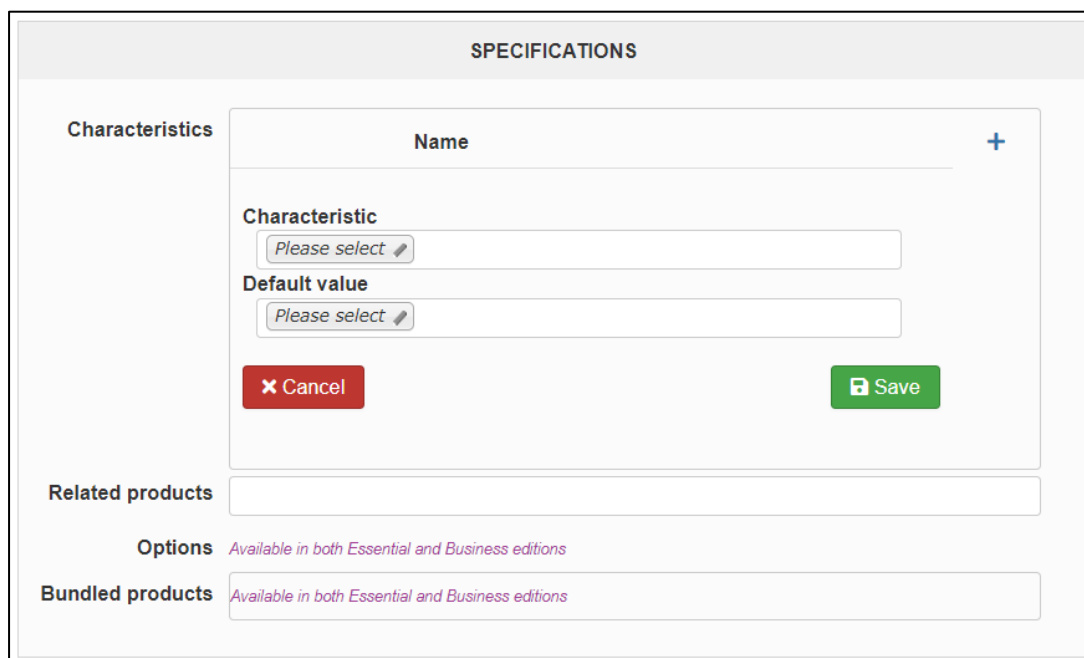


Figure 21: The specifications subform in HikaShop. Here, characteristics are added to a product like size, build, colour etc.

The form is now complete and the product finished. Save and Close the main form, then check the webshop on the frontend to see if the product works properly and has all the necessary details and characteristics. Return to the product page to edit your product if necessary.

10.2 Specifications

Specifications are a set of options that are connected to a certain product, things a customer can choose. Think of things like the colour of a sweater, the size of sweatpants or the male/female/unisex choice of clothing style. Specifications are made separately from products and later assigned to said products.

To create new specifications, go to the HikaShop overview page and click on Products in the HikaShop toolbar, at the top of the dashboard. In the menu that open, click on 'Characteristics'. This takes you to the Characteristics overview page. Click on the green '+ New' button to create a new set of characteristics. On the left-hand side, give the set of specifications a name and alias. On the right, you can add the Values of the set. For example, the specifications' set 'Colour' would have the values 'Red', 'Green' and 'Blue'. To add a value, click the green 'Add+' button. A pop-up window appears. Fill in the value in the 'Name' field and click the green save button. This must be done separately for each value in the set. When all values are added, Save and Close the new set of characteristics. Find a product on the Products page and select the new set of specifications in the Specifications box at the bottom of the form, then save the subform (see above).

10.3 Orders

When a customer uses the webshop, they select one or more products, choose specifications and submits their order. HikaShop collects this input into an order on the backend, which can be viewed in the plugin. You can view all orders by clicking on the 'Orders' button at the bottom of the HikaShop dashboard, or by using the toolbar or left menu. You will be guided to an overview



page⁷ where every order with some essential information is displayed, including the name of the customer, payment method date and total price. HikaShop gives every order a unique code called the 'Order Number'. Clicking on an order number will open the order and you can review what a person has bought, customer details and other information.

To get a total overview of all orders and products, it is possible to export the order list to a .csv file. From the order overview page, click on the 'Export' button at the top to create and save a .csv table. This table can be opened in Excel or any other spreadsheet software. It contains every order split up by product, so you can easily analyse how many units of a product have been ordered, and by whom.

⁷ There is no image of this for privacy reasons

11 Banners

The Aqua website has banners to promote certain events for a period of time. The main banner is always found at the top of the homepage. The banner often contains a text and has a link to a page or event. The top banner forms a great eye catcher for things like intro period, lustra, sailing training and other big happenings. There is another use for banners, namely the sponsors on the front page. At Aqua, we generally do not call them banners, but they work with the same plugin.

To create or edit a banner, go the banner overview page under Components > Banners > Banners. Here you will find an overview of all banners that have been made and are active. Click the green '+ New' button to create a new banner. Give the banner a name and select an image to place in the banner. The size of the image is automatically fitted to the banner, but can be manually resized using the Width and Height fields. For the top banner, a Width of 700 is standard. Insert a link to a page, event or file in the 'Click URL' field and the banner is finished. A description can be added, but this will not be visible on the frontend. Finally, select a category for the banner; one of two options: 'Banner Top' or 'Sponsors Algemeen'. Save and Close your work and check on the frontend if the banner works properly. If not, returns to the overview page and edit the banner.

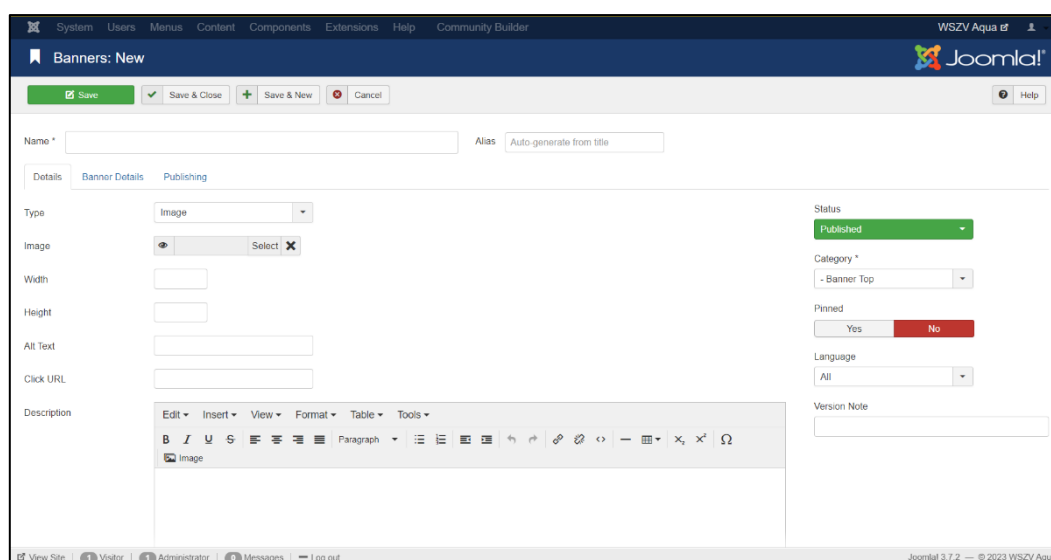


Figure 22: The form for creating new banners, either at the top of the homepage or under sponsors can be made here.

It is possible to assign a certain period on which a banner is visible on the frontend, useful for when a banner needs to be up for a time only, like a banner for the intro period. This can be done on the Publishing tab of a banner. Fill in the Finish Publishing to set an end time and, if needed, a Start Publishing to set a time for when the banner should go up. It is possible to publish multiple top banners; they will continually scroll to the next one that is published.