
IPPS

SHARING PLANT PRODUCTION KNOWLEDGE

IPPS Website

Content Management Manual

CMS

Section 1

General guidelines and feature overview

Section 2

Tutorial

Online FAQ

<http://www.ipps.org/media-centre/faq>

Addendum:

IPPS Communications report 6 March 2016

Section 1

General guidelines and feature overview

The website design is beautifully simple, clear and uncluttered. Let's keep it this way by following a couple of simple rules.

Writing good content

The world's gone mobile

Most people access the web from a mobile device. That means small screens. We don't like scrolling through lots of text. Use a suitable writing style. Always write succinctly. And use plain English.

Here's a great guide to better writing, by **Ann Handley**

'EVERYBODY WRITES'

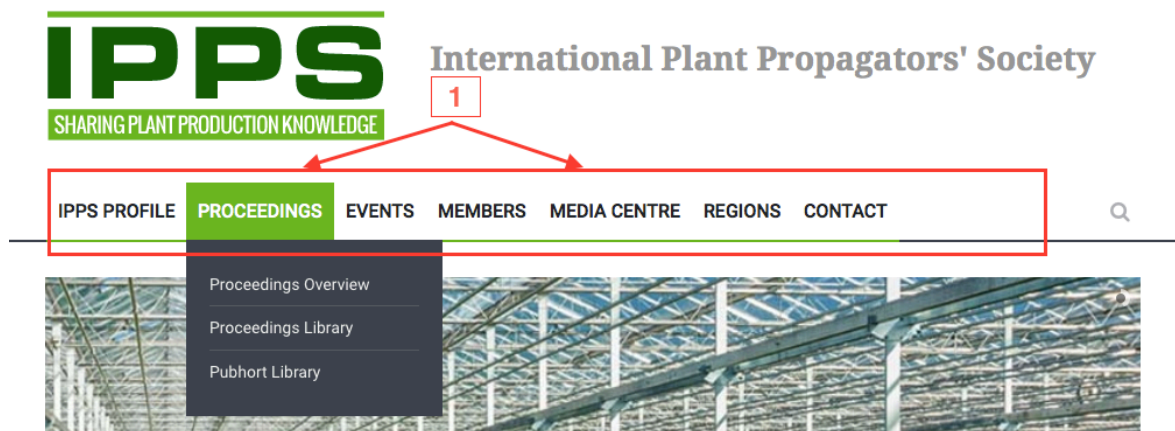
{Your Go-To Guide to Creating Ridiculously Good Content}

<http://annhandley.com/everybodywrites/>.

Where there is a real need to write lots, attach your novel as a separate PDF file in the 'Documents Downloads' section at the bottom of the page.

Menu Structure

The main menu layout



Golden rules:

Never change the sequence of the menu tabs.
Never delete any of the tabs.

Don't add any tabs.

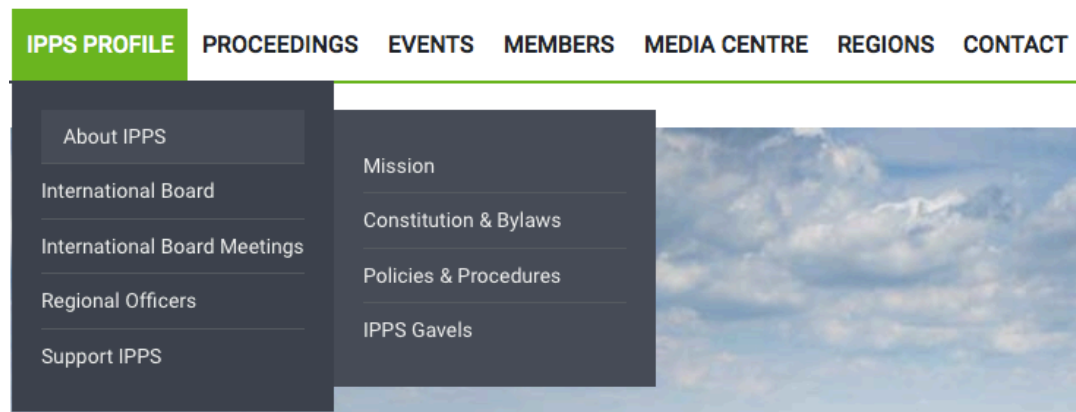
Note: In the CMS module these tabs are actually called 'pages'. All these tabs are pages of the type 'Category / No Content'

ID	Parent	Title	Type	Visible In Menu	
8	Root	IPPS Profile	Category / No Content	Visible	<div>EditDelete</div>

Menu layout guidelines

Main menu line:

The design of the main menu layout aims to have the minimum menu tabs needed, ensuring easy page-navigation. Each main tab is a page category with sub-categories.



Page category rules

This section describes the rules we set as guidelines of what should belong in each menu tab category.

IPPS PROFILE

This tab groups together all the pages that tell us more about the Society, what it's all about and how it is managed.

PROCEEDINGS

Here we have the **Proceedings Library**. This is where all the past and future conference papers and presentations are available for downloading. Edited conference papers are grouped together as Volumes, dated the year they're published. Presentations can also be uploaded in PDF, PowerPoint or Video format.

These would be grouped together e.g. under the name of the Regional conference and year.

Note: Proceedings are for members only! Always leave the 'Public' tick box un-ticked.

Edit Proceeding	
Title: *	<input type="text" value="Southern Africa Conference 2014"/>
Published On:	<input type="text" value="2015-07-23"/>
Public:	<input type="checkbox"/> * If unticked the content will only be available to registered members.

EVENTS

Here you find all the information regarding upcoming events. And links to the event registration forms. Never delete the pages highlighted below.

EVENTS

MEMBERS

International Events

Regional Events

Sponsor an Event

MEMBERS

Here we group all the information regarding member related activities, benefits, awards, scholarships etc. And a 'Join IPPS' link to the online application form.

Note: Never delete the links in the red blocks.

MEMBERS

MEDIA CENTRE

REGIONS

Scholarships

Awards

Membership Lists

Become a Member

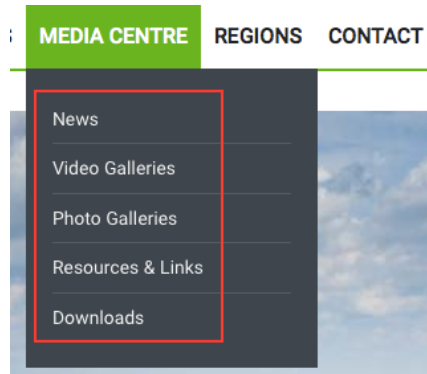
Benefits

Join IPPS

MEDIA CENTRE

Here we have all the media items. This is where we communicate with members using news articles, videos, and photos. These can all be ticked for public viewing. The 'Downloads' section is for all those general information documents, e.g. membership brochures, application forms etc.

Note: Never delete any media centre links.



REGIONS

This is simply a drop down list with links to all the other regional websites.

CONTACT

Here we list all the regions' contact details. And a 'contact us' feature.

Features overview

CMS user hierarchy

SUPER USER:

The super user has access and admin rights to all regional sites (sub-domains). This administrator manages the sites, admin users, membership fees etc. Everything created and loaded on this level appears on all sub-domains. At this level one can edit everything on all the sites. We have created a new role called 'Digital Editor' who will take on the 'super user' responsibilities.

- **Main user:**

This is the International site. The international administrator only has rights to administer this site. Pages created and content uploaded at this level, appear only on the international site.

- **Regional user:**

The regional administrator has access only to the specific regional site. Pages created and content uploaded at this level, appear only on the specific sub-domain.

Mobile friendly

The website is mobile friendly. It's developed using a responsive template. The content adapts to various screen sizes. **Many design & layout decisions were made to achieve an optimal mobile experience.** Please bear this in mind when adding content; most people nowadays access the web from a mobile device. Another important reason to keep text brief!

Searchable database

All web content, including the Proceedings Library, is searchable by typing keywords into the search facility displayed on the right hand side of the main menu line.

For members only

The web system is designed to offer IPPS members exclusive access to certain content by logging in with a member password. The most important 'member only' benefit is having exclusive online access to the Proceedings Library. Individual pages, articles, photo & video albums and proceedings volumes can be set to be available to members only.

Member login

Login drop downs are conveniently available on all pages. Once a member has logged in, these drop downs disappear. They also act as a reminder to non-member visitors that there is an online benefit joining IPPS.

My profile

Once a member has logged in, a personal welcome appears at the top of the page. A 'My Profile' link appears. **This is where a member updates his/her contact details and renews membership.**

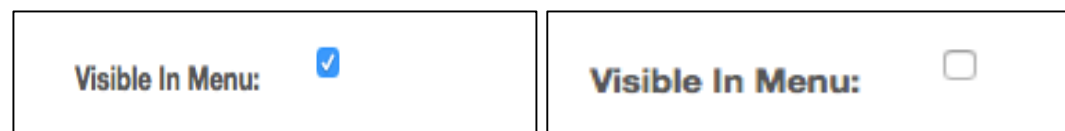


Banner slides

These are the beautiful banner images on the home pages. Feeling tempted to include them on every page? Please don't, they slow the loading time of pages down a lot. And also for the sake of uniformity, let's keep them on the home pages only.

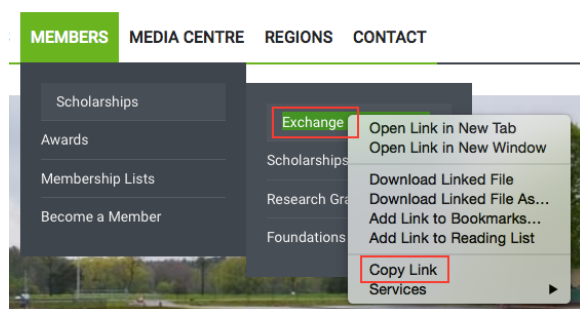
Visible, yes or no

Still working on a page, and not ready to show the world? Simply un-tick the 'Visible in Menu' tick box.

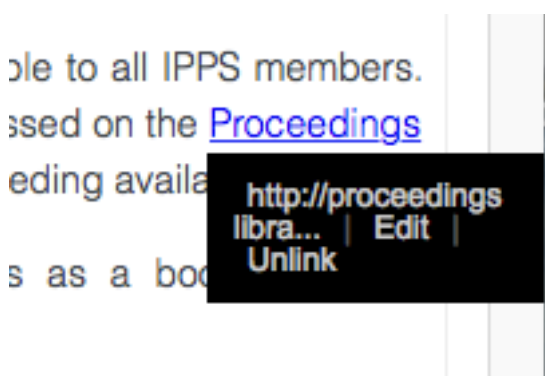


Easy linking

Here's an easy way to find a links' URL, which you want to add to the link option: Right click on the link & choose 'Copy Link'



Need to edit an existing page link or email link, simply left-click on the link text and a little window pops up, choose edit or unlink.



Remember that email addresses are also links that need to be entered using the 'link' function.

Become a member (see process flow chart)

Potential members can join online for an annual membership, by completing the application form on the 'Join IPPS' page. The system automatically sends the applicant an invoice and notifies the administrator. Payment can be made online using the PayPal function or any other offline method. If paid by PayPal, the system automatically enables the new member and emails the login details. Payment by any other method; once the administrator has received proof of payment and is happy with the chosen membership category, the new member gets activated on the system. The system will email the login details to the new member.

Renew membership (see process flow chart)

The system sends renewal reminders to members 21 days before their application anniversary. Members can login and renew their membership on the 'My Profile' page. Should a membership lapse, the member will see a red warning bar when logging in, with a reminder to renew membership.

Download membership & event booking data

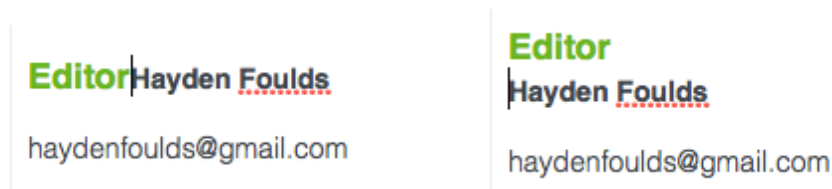
Administrators can download membership data and event bookings as a CSV file, which can be opened in Excel.

Site backup

There is an additional function to backup sites. Just for incase an alien walks away with that beautiful dedicated IPPS server which is kept somewhere on a server farm in the USA.

Line spacing

Here's what you do to override the WYSIG standard line spacing below headings: Backspace text next to heading. Keep the cursor there. Press 'Shift' & 'Enter' Done!



AUTOMATED MEMBERSHIP RENEWAL REMINDERS

1. System emails member a renewal reminder 2 weeks before expiry date

From: IPPS no-reply@ipps.org
Subject: IPPS Account Renewal Reminder
Date: 15 December 2015 at 15:28
To: hansjurgen.sittig@gmail.com



Dear Hanstest14dec.

A kind reminder that your IPPS membership will be up for renewal within two weeks. Please login to My Profile on www.ipps.org to renew your membership online for another year.

Act now to ensure continued access to the online Proceedings Library.

Looking forward to your continued support.

Regards,
Secretary

You are receiving this email because you are registered as an IPPS member. If you received this email by mistake, please contact the IPPS Secretary on secretary@ipps.org.
For more information visit our website on <http://www.ipps.org/>

2. System emails member a renewal reminder on the day membership expires

From: IPPS no-reply@ipps.org
Subject: IPPS Membership Renewal Reminder
Date: 21 May 2016 at 03:04
To: hansjurgen.sittig@gmail.com



Dear test.

A kind reminder that your IPPS membership expires today.

Please login to My Profile on www.ipps.org to renew your membership online for another year.

Act now to ensure continued access to the online Proceedings Library.

Looking forward to your continued support.

Regards,
IPPS Secretary

You are receiving this email because you are registered as an IPPS member. If you received this email by mistake, please contact the IPPS Secretary on secretary@ipps.org.
For more information visit our website on <http://www.ipps.org/>

MANUAL MEMBERSHIP RENEWAL REMINDER - MANAGE USERS / Manage Site Users / expired

1. Select filter 'Expired' for a list of expired members

ID	Site	Full Name	Lastname	E-Mail	Membership	Expires	Access	
1644	Western Region of North America	Matthew	Roundtree	matthew.roundtree@gmail.com	Student individual membership	2016-01-01	Enabled	Edit Delete
1640	Western Region of North America	Marilyn	Griffin	marilyn.griffinramos@hotmail.com	Student individual membership	2016-01-01	Enabled	Edit Delete
1638	Western Region of North America	Mary	Fazekas	mzeke1@yahoo.com	Student individual membership	2016-01-01	Enabled	Edit Delete
1637	Western Region of North America	Ryan	Anderson	rdanderson@cpp.edu	Student individual membership	2016-01-01	Enabled	Edit Delete

2. In member edit click 'send email reminder' to mail a renewal reminder

Created On: 2001-01-15 00:00:00

Membership: Student individual membership

Membership Expires: 2016-01-01 [Send E-Mail Reminder](#)

Invoice No.: 001510

Amount: 55.00

Items: Student individual membership

Paid: Yes (Ref: import: 2015-10-10)

Full Name:

Lastname:

3. Confirmation message in green

The membership renewal was successfully sent!

Created On: 2016-05-20 04:48:06

Membership: Basic individual membership

Membership Expires: 2016-05-01 [Send E-Mail Reminder](#)

Invoice No.: 002856

Amount: 1145.00

Items: Basic individual membership

Paid: No [Mark As Paid](#)

Full Name:

4. Renewal reminder text, sent to member & secretary

IPPS

To: Hans-Jürgen Sittig

Reply-To: no-reply@ipps.org

IPPS Membership Renewal Reminder

Today at 13:56

Dear test,

A kind reminder that your IPPS annual membership has recently expired.

Please login to My Profile on www.ipps.org to renew your membership online for another year.

If you have renewed your membership, please contact us and we'll update our records.

Looking forward to your continued support.

Should you wish to cancel your membership, please send us an e-mail and we'll take you off our list.

Regards,
IPPS Secretary

You are receiving this email because you are registered as an IPPS member. If you received this email by mistake, please contact the IPPS Secretary on secretary@ipps.org. For more information visit our website on <http://www.ipps.org/>.

1. If paid via PayPal, system sets paid status automatically to 'Yes'

Sites & Users > Edit Site User

Edit Site User

Created On:2016-04-20 01:54:58

Membership:Test only

Membership Expires:2017-04-20

Invoice No.:002736

Amount:1.00

Items:Test only

Paid:Yes (Ref: 8X892374YN9358707)

Full Name:Hans test NZ

Lastname:Test NZ

2. 'Mark as Paid' manually for payment received other than via PayPal

Sites & Users > Edit Site User

Edit Site User

Created On:2016-04-07 14:35:48

Membership:Basic individual membership

Membership Expires:2017-04-07

Invoice No.:002718

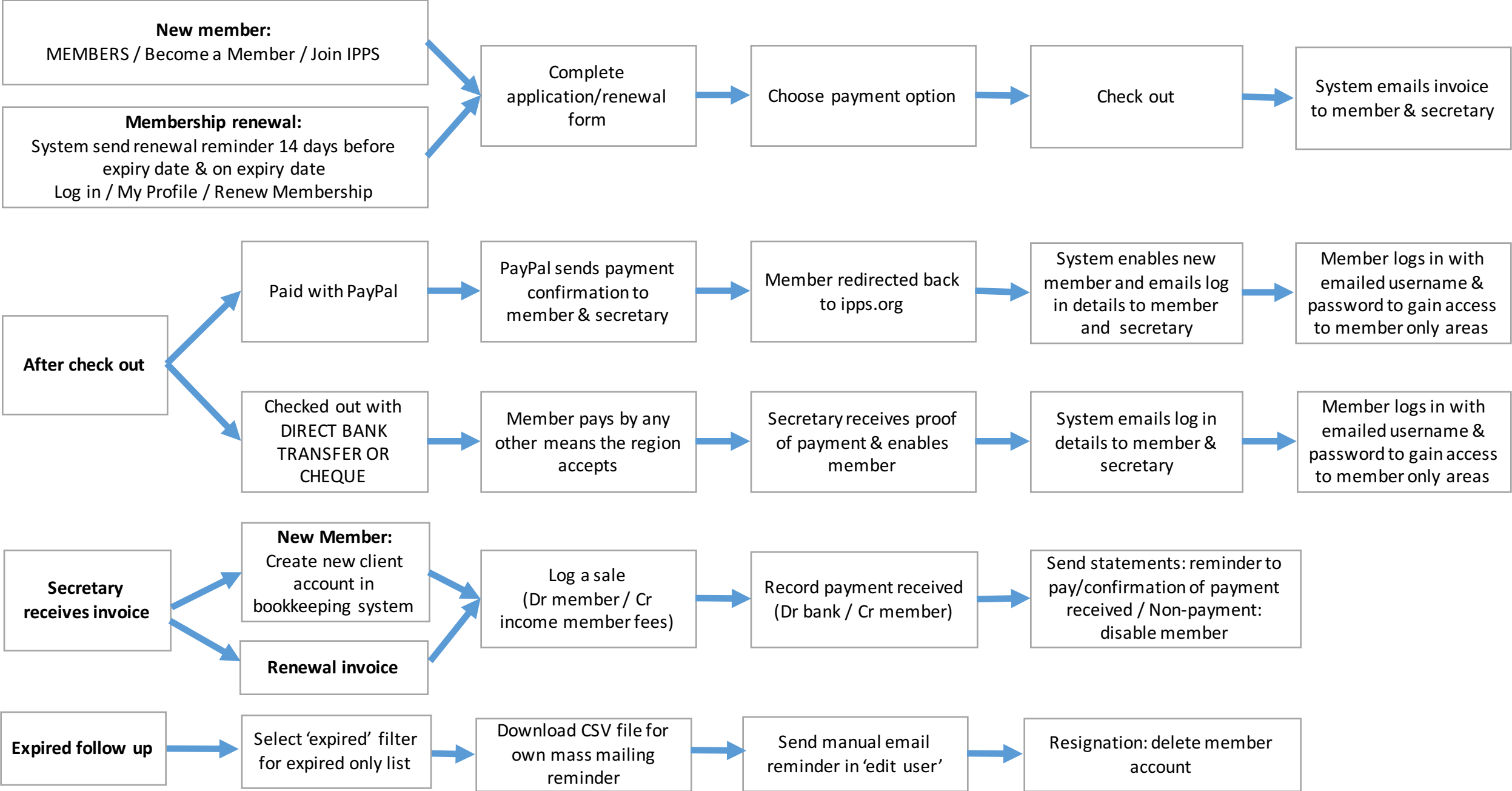
Amount:96.00

Items:Basic individual membership

Paid:No

Mark As Paid

Process flow: New member application & Membership renewal



GOLDEN RULES

Herewith some of the most important things to remember when editing a website.

KEEP IT TIDY

Websites look well maintained when everything looks the same and retains the same formats. When a website starts featuring different styles throughout, it starts looking sloppy as if the company has a no-care policy.

For all the content you upload to your website, create a specific website maintenance folder on your computer and sub-folders for every section. In that way, it will be easy for you to find the exact documents you need to upload. It will also help you keep track of everything already loaded onto the website.

UNIFORMITY

Website pages and websites belonging to the same company should retain uniformity right through. For this reason, we have noted some key points that should be adhered to at all times:

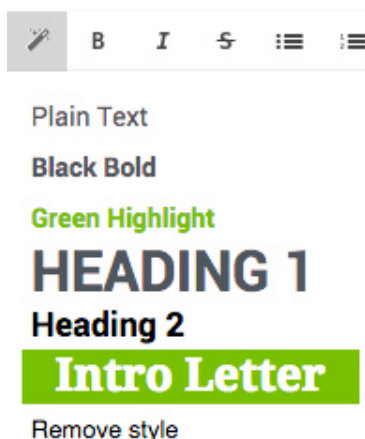
Font Formats

For all your text content in the website, never use Capitals unless grammatically required. Here's an example of a few News / Press Article headings:

GOOD YEAR FOR AIRBUS MEANS STEADY WORK FOR SOUTH AFRICAN PARTNERS	✗
Good <u>Y</u> ear for <u>A</u> irbus <u>M</u> eans <u>S</u> teady <u>W</u> ork for South African <u>P</u> artners	✗
Good Year for AIRBUS Means Steady Work for South African Partners	✗
Good year for Airbus means steady work for South African partners	✓

Font Styles

In IPPS's wysiwyg editor, we have included set or pre-defined font styles. They are as follows:



- Plain text
- Black Bold – used for Sub headings
- Green Highlight – used for main headings. Note, all pages will have a massive automated heading on the page which will be automatically generated by the system (see example on the left titled "HEADING 1". But in general, you will use Plain text, Black Bold and Green Highlight to stay in uniformity with all the other websites.

Images

Images are one of the most important and impactful aspects of a website. We will be covered an entire section on the use of imaging in a separate document. Always adhere to the image guidelines set aside therein.

Language

- Always use correct grammar and spelling.
- Be thorough and accurate. When writing about a product or a service for instance, write about the aspects of it that your clients would typically ask about. Place yourself in their shoes and then write about a product from a completely objective point of view.
- Don't just write anything down. Sometimes people insert any text just to be done with something. Think about what you want to say, or describe an image in the best way possible so that it makes sense to the reader.

Keep it Short

Group as many items together as you can in order to keep your main menu as simple as possible.

Menu items need to be kept short. On the approved design, our main menu doesn't allow for too many options and neither will it be necessary for a lot of space. Instead of writing long elaborate words, always keep your main menus as short as possible.

Don't name anything in a way that it doesn't make sense. For instance, some people will write on their website "What do we do?" instead of just writing "Services". Or another example: "Quenching your Thirst with Natural Water" instead of just writing "Springwater".

IMAGES

GENERAL GUIDELINES

Human beings are very visual creatures. We communicate very effectively by what we see. Therefore, make sure your images are of a great quality.

There are a couple of places on the website which require minimum specifications in terms of image uploads:

- The main animated banner on the home page.
- Photo Galleries under Media Centre
- Mini Photo Galleries – unlimited images placed on any page.
- News article image
- Image on a Content Page.

What constitutes a good photo?

- It is a photo that is not scanned from a printed document (whether photo or brochure)
- It is a photo that is not downloaded from someone on the internet.
- A photo used on your website should belong to you – in other words, you need to have the rights to use your photographs (owned copyrights). If you need to use someone else's photos, then you need to obtain written permission to use them. This is a huge facture as using someone else's photo without written permission, may cause a major legal lawsuit for copyright infringement.
- A good photo has a crisp look to it. There is no bad areas on the photo that is pixilated or blurry.
- You will need higher resolution photos for specific areas of your website. We have noted the minimum sizes below.
- Make sure your product is well-lit. Lighting plays a huge role in ensuring a good quality photograph.
- Photos selected for the main animated banner should be horizontal in nature. Since the main animated banner on your website would be much wider than it is high, you should select photographs that would suit the frame. Let's do an example:

Below is an example of a slide image we created for IPPS. From the photo below, you can see that it fits in nicely.



Below is an example of a bad photo for a slide:

The various important elements of the photo is scattered too high for it to all fit in nicely into the photo and make sense of what the visitor is seeing.



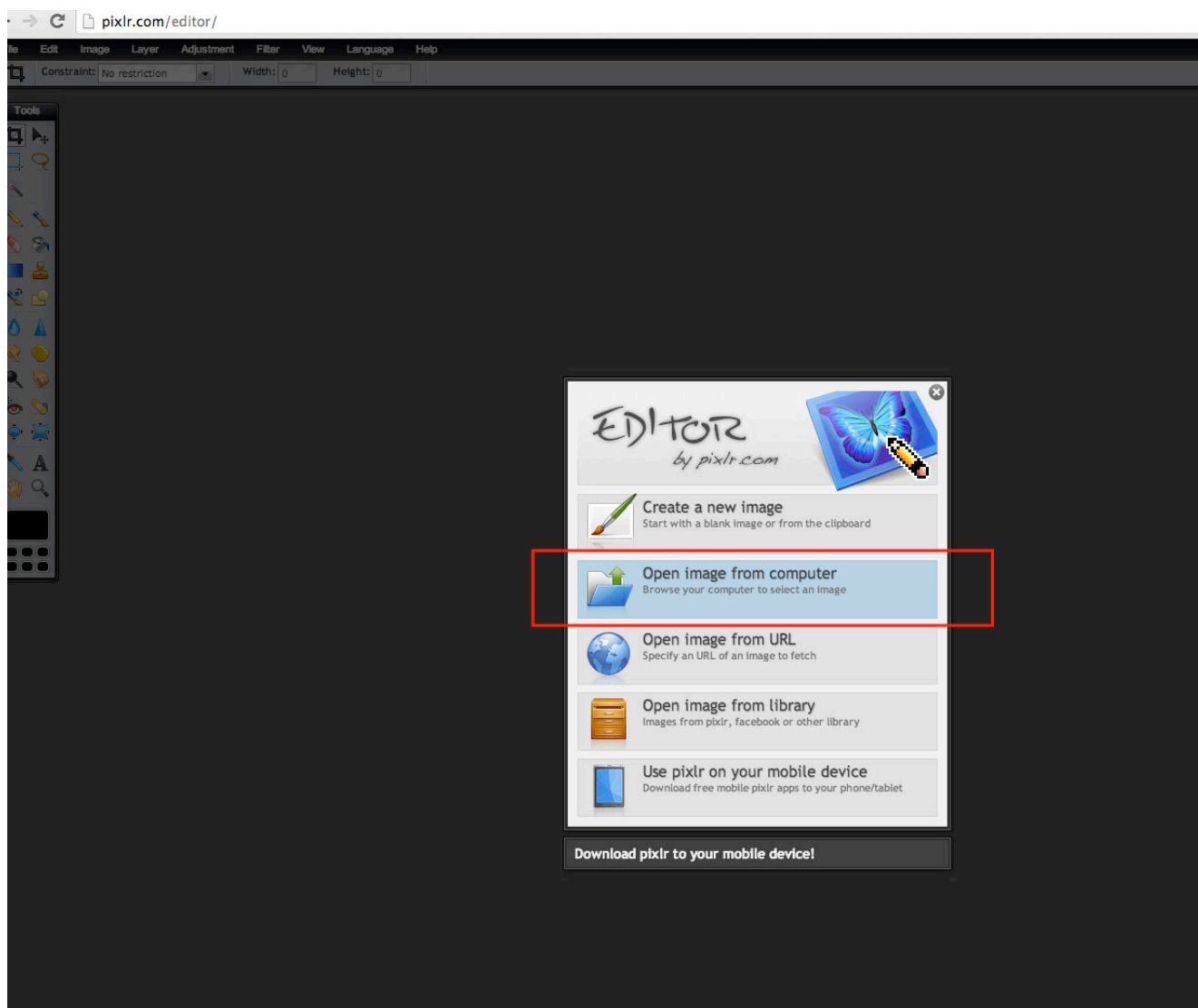
RESIZING IMAGES

You can resize any image to any size and save it for web use by making use of the world's best online resizing method. Remember, when you upload photos onto the website, the actual size of the image file (i.e. 160KB) will also determine how fast your uploads will go and also how fast a page may take to download when someone visits your website. It is always best to 'crunch' your images into the correct sizes and then save them for web so that they are optimized and your website updates will also go much faster. If you're not a Photoshop Guru, then don't worry, because below is a website we recommend that will assist you to help get your images into the correct proportions and ready for website upload.

Recommend link:

<http://pixlr.com/editor/>

1. Go to the link above.
2. You will then see a page that looks like the image below. Select OPEN IMAGE FROM COMPUTER and select the image that you would like to prepare. Make sure your photo is a good quality. Photos generally larger than 1400 pixels will work well for any application on the website.



3. Select the image you want to upload from your computer.

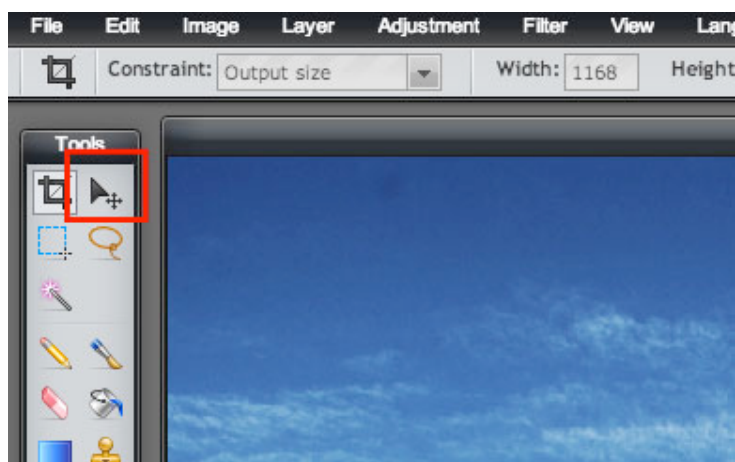
4. You will now see the image uploaded into the page (see below image).



- a. First select the CROP TOOL from the tool panel. See above red block.
 - b. Now select CONSTRAINT > OUTPUT SIZE. See green block above.
 - c. Then select your width – See the blue block above.
 - d. Then select your height. – See the yellow block above.
5. Now drag and drop the selection you want to crop on the image itself. Because you have inserted your constraints, the block you select will retain its aspect ratios. You can drag and drop the crop frame until you have the perfect view of your image. It will look as per below image.

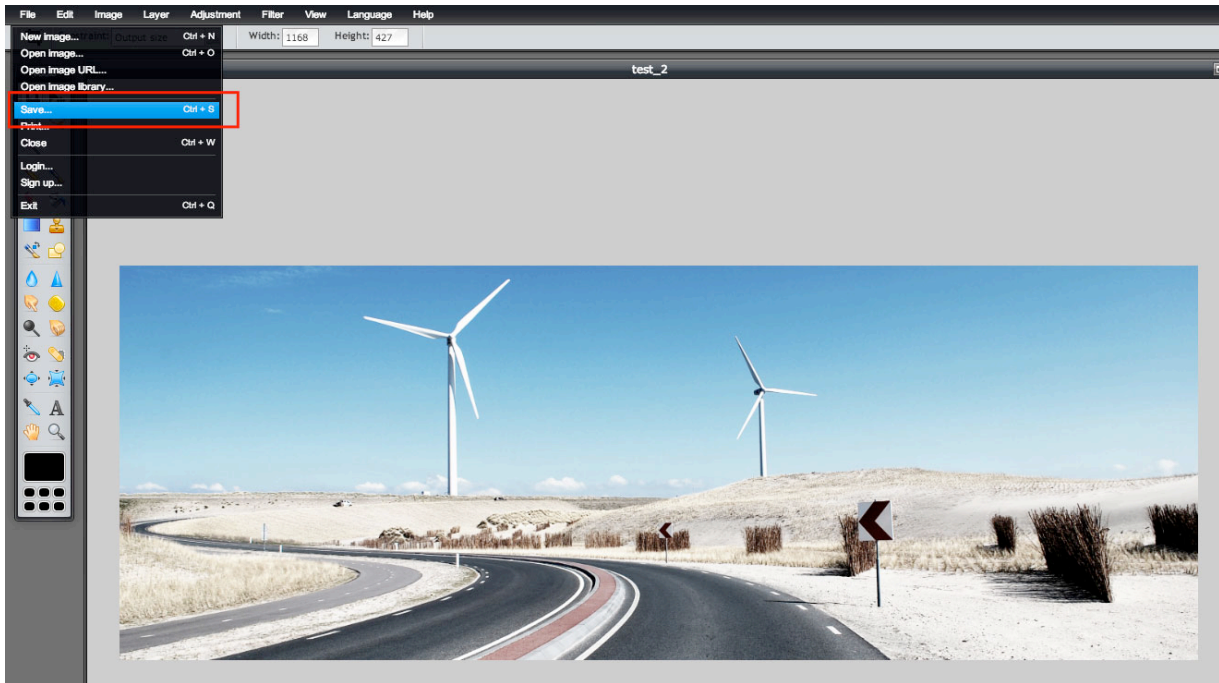


6. Once you've created the correct framing of the image, click on the pointer icon in the toolbox panel – see below image.



7. Pixelr will now ask you if you would like to apply the changes. Click yes. This will crop the image according to your crop settings.

8. To save the new cropped image, go to FILE > SAVE.



9. Saving the Image:

- Name:** Name the banner – no spaces or special characters.
- Format:** Select JPG format
- Quality:** For website images compression, we recommend between 60 or 70%. Slide the banner quality according to the compression you would like to apply.
- Click OK. Then save the image on your computer.

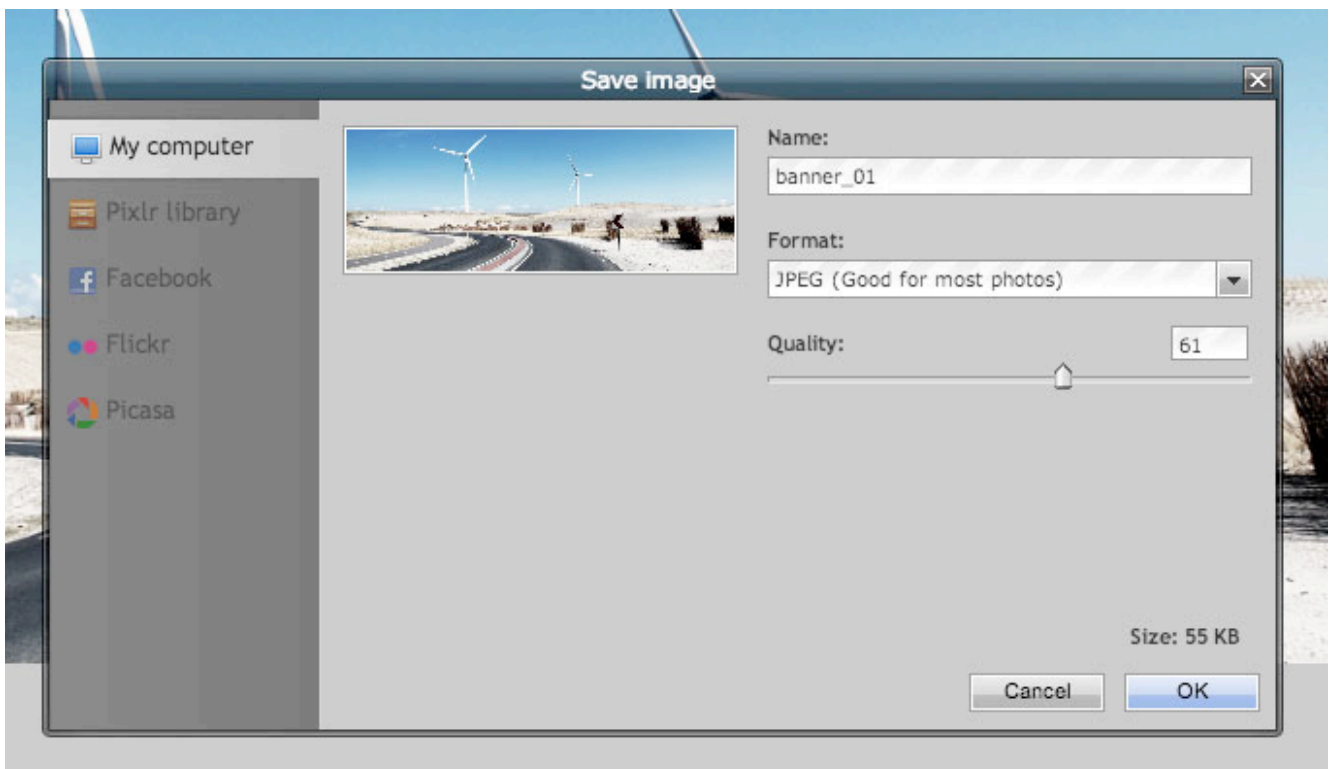


IMAGE SIZES

Below please see the minimum photo sizes for the website.

Banner Images

- Please crop and size your banner images to exactly 1140 pixels wide x 500 px high.
- Because the images on the home banner are large, you need to crunch your file size as much as you can to ensure faster download speeds. So with the home page banner images, you should set those to 50% Quality when you save them.
- Note however, we have already prepared all your banner images for you on the home page – so for now, you need to worry about this. We will also be sending you a tutorial on how to update the banner slides and create more for other pages at a later stage.

Photo Galleries & Mini Photo Galleries

- Photos should be resized to 900 pixels wide for landscape mode photos.
- For photos that are portrait mode, set the width to 600 pixels.
- Quality of photos to be set at 60% quality.

News / Press Photos

When you publish a news article, we have allowed the ability to include 1 image with every news article. Please ensure that the photo is not smaller/less than 555 pixels wide, regardless of whether it is portrait or landscape mode.

Content Pages

We have allowed the ability to include 1 image + description onto any content page. Please ensure that the photo is not smaller/less than 555 pixels wide, regardless of whether it is portrait or landscape mode.

NOTE: If you would like to include several photos in a content page, we recommend that you ensure that all photos included are the same size. This will make a huge difference on the neatness of a page.

UNDERSTANDING META TAGS

WHAT IS A META TAG?

Meta Tags are website code that is fed to search engines so that a page can be ranked. The most famous search engine is Google, which is a huge part of our daily lives.

All websites that are created should have meta tags placed / made available on their important website pages so that those individual pages can get listed and ranked on Google.

The code that is fed to Google by means of META tags communicates with Google the information that is available on a page, which keywords are important and how to list the page nicely on Google.

For example, in the screenshot below, we have typed in the words “Casspir Armoured Vehicles” into Google. Below is one of the search results displayed on the 1st results page.

Welcome to Mechem **Vehicles** | Home of the **Casspir**

www.mechemcasspir.com/ ▼

The Mine-Protected **Vehicles** (MPV) offered and utilised by MECHEM is based on a design of a V-shaped monocoque hull manufactured from **armoured** steel ...

META Keywords:

From the above example, you will be able to pick up on the keywords listed in the search result highlighted in yellow. Google checks your power keywords supplied and compares it with the words on your actual page itself. These keywords are also made **bold** in the search result.

META Description:

The description of this page is supplied as a META description and is shown in the above search result example in the grey text. Your META description is what informs you're the browser what the page is all about and should contain your most important keywords that also feature in your Meta Keywords.

META TAG RULES

Most of the pages on the new IPPS websites will have a META keyword and description field so that those pages are properly listed on Google.

Instead of the website development company including each page's META information, the system has been developed to allow you to include your own META information as and when pages are build. It's a very easy process.

Here are a few META rules:

- With keywords, think of your most used keywords on a specific page.
- Never include the same work more than 3 times or else Google will consider it a spam page.
- Write strong descriptions using your most important keywords.
- Ensure that that keywords you include, actually features in the content of your page itself – or else Google will simply ignore it.
- Don't use CAPS LOCKS.
- Never, ever include a competitor's company or product names to try and get browsers to visit your page. This can actually lead to lawsuits.

META FORMATS

Here's an example of how your META keywords should be entered. In this example, we'll include META keywords and a description for IPPS Home page:

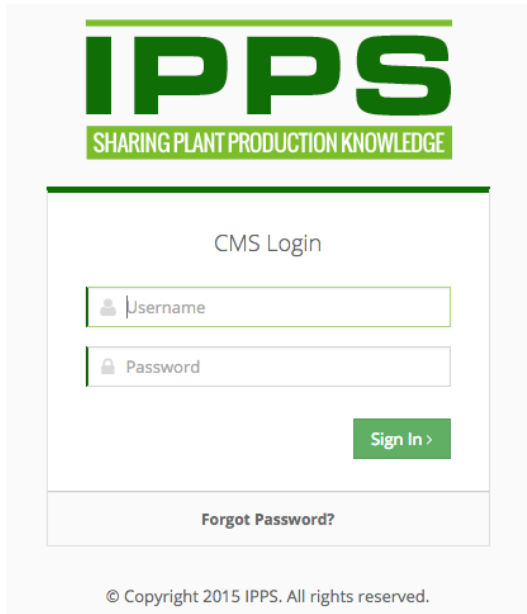
Meta Keywords: IPPS, international, regions, proceedings, plant, propagation, propagator, society, knowledge, proceedings, professional, network, members, horticulture, education, global.

Meta Description: IPPS is a global network of plant production professionals, including those involved in horticultural research and education.

DASHBOARD

LOGGING IN

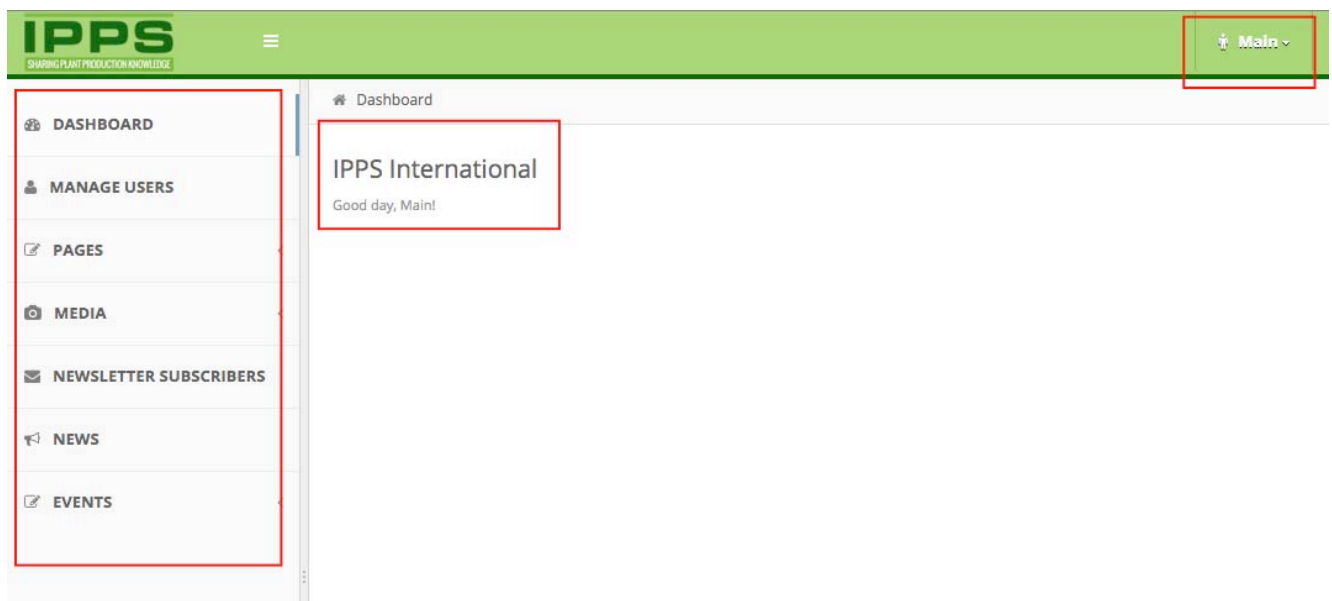
1. To log in, use the login URL supplied. You will see the following login panel below.
2. Fill in your login details and click SIGN IN.



The login panel features the IPPS logo at the top, followed by the tagline 'SHARING PLANT PRODUCTION KNOWLEDGE'. Below this is a 'CMS Login' section with two input fields: 'Username' and 'Password'. A green 'Sign In >' button is positioned to the right of the password field. At the bottom of the login section is a link for 'Forgot Password?'. The footer of the panel states '© Copyright 2015 IPPS. All rights reserved.'

DASHBOARD

Once you've logged in, you will now see the CMS (Content Management System) dashboard as per below image.

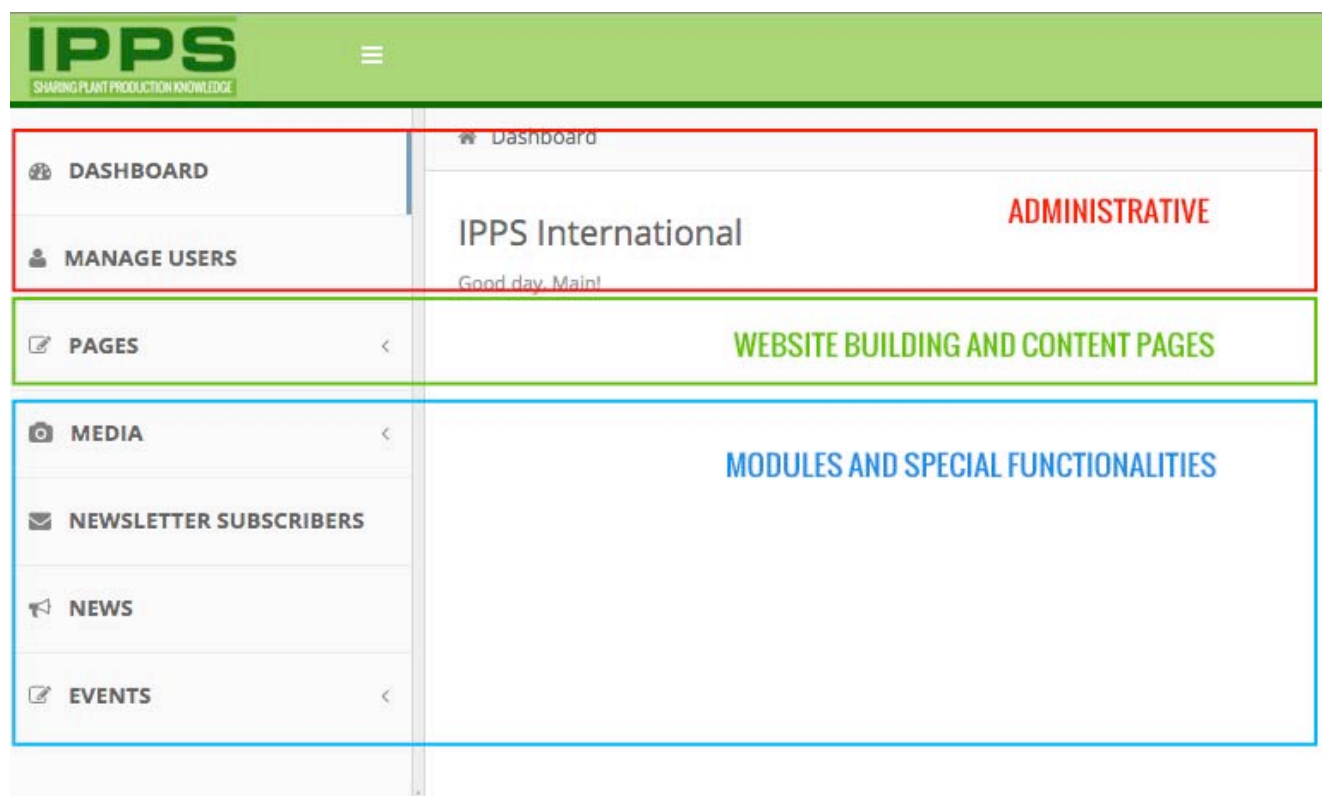


- At the Top right hand corner, you will have the username of the person logged in.

- On the blank area, you will see the website name which has been logged into with the administrator name.
- On the left hand side, you will have your main menu.

THE MAIN MENU

The main menu is collapsible and consists of the following areas:

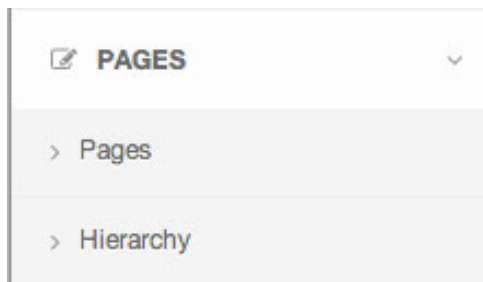


Administrative: This section handles the administrators of a specific website.

Website Building & Content Pages: This section handles the creation of new pages and the menu setup.

Modules / Special Functionalities: On these tabs, you will upload data into special functionalities of your website where you don't have the create the layout / text of a page. These page layouts are set.

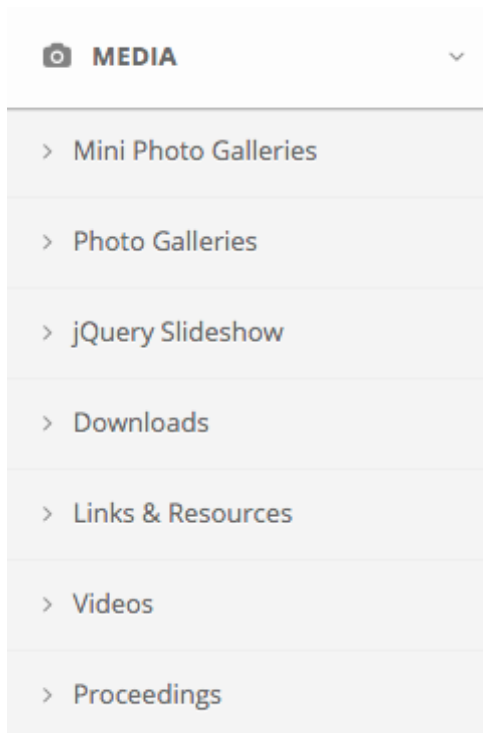
PAGES



Pages: In this section you will create new pages, link pages and create menu items.

Hierarchy: Once pages are created, Hierarchy will allow you to arrange the page structures as they should appear on the main menu of your website and sub-menu areas.

MEDIA



Mini Photo Galleries: Set up a mini gallery on any content page.

Photo Galleries: Setup albums with photos inside each album for your Media Centre.

jQuery Slideshow: Create a collection of different main animated banners / sliders to use throughout the website.





Downloads: Upload documents here that you want your website visitors to access.

Links & Resources: This feature allows you to include links and resources to other websites.

Videos: In this section, you can share YouTube videos to display on your website.

Proceedings: This section allows the upload of proceedings into the Proceedings Library.

OTHER SYSTEMS

 NEWSLETTER SUBSCRIBERS
 NEWS
 EVENTS 
> Events
> Bookings

Newsletter Subscribers: Download a CSV document / database with all people have subscribed to receive your newsletter. Remember to download a fresh copy of this every time you want to send out a new newsletter to ensure you include all people who have recently subscribed and also any unsubscriptions.

News: In this section, you can upload latest news articles.

Events: Under events, you will be able to upload new and upcoming events, include relevant information, include package options available to those who would like to register for an

event, upload sponsor logos, set the prices for the package options and also manage your bookings.

UNDERSTANDING WYSIWYG

WHAT IS WYSIWYG?

WYSIWYG stands for “What You See is What You Get”.

Throughout the website, the system will have various places where you can enter text content into WYSIWYG boxes. These allow you to style text a little more as opposed to only having bland text. It looks like the image below:

Content:



IPPS Meetings

Debet lucilius scribentur usu ne, pri at dolorum disputando. Omnium meliore concludatu fierent liberavisse ei. Ne novum quando iisque vix, sed ne nulla aperiri expetendis, etiam prima oportere sadipscing pri eu.

Sub Heading One

Ne novum quando iisque vix, sed ne nulla aperiri expetendis, etiam vocibus salutatus ei sadipscing pri eu.

WYSIWYG is much like a Word document which has little icons at the top of the box that allows you to create font styles, bullet points etc. While our system doesn't need all the toolbox options as per a word document, it has all the basics you need to make your pages work for you.

The WYSIWYG menu contains icons that look like the image below:

Content:



This chapter will cover each icon and what it will do for your text on a website.

WYSIWYG ICONS TUTORIAL

HTML FORMAT



This option is only ever used by website developers. If you understand coding and how pages are built, then this option allows you to view the HTML code of a page and create what you need in HTML coding format. For most people who know nothing of HTML, it is best to avoid this button.

If you happen to click this button by mistake, your page would look something like the page below. Simply click the HTML icon again to revert back to normal view.



FORMATTING







This options is also used seldom by administrators. It includes items like headings, code text, quote text etc. However, various font styles have been made available for use in the next icon.

WIZARD



This option will be used mostly by administrators to create various font styles. All styles used throughout the website have been pre-defined and included into this box.

**B****I**

Plain Text
Black Bold
Green Highlight
HEADING 1
Heading 2
Intro Letter
Remove style

To use a pre-defined style, select the text that you want to format by highlighting it (drag and release over selected text).

- Plain text – normal text style used throughout the website.
- Black Bold – used for Sub headings
- Green Highlight – used for main headings. Note, all pages will have a massive automated heading on the page which will be automatically generated by the system (see example on the left titled “HEADING 1”. But in general, you will use Plain text, Black Bold and Green Highlight to stay in uniformity with all the other websites.

BOLD

As with word documents, this **bolds** your selected text.

Select / Highlight the text you want to bold and click the Bold icon.



ITALICS



As with word documents, this makes your selected text *italic*.

Select / Highlight the text you want to italicize and click the Italic icon.

STRIKE-THROUGH

As with word documents, this creates ~~strike-through~~ on selected text.

Select / Highlight the text you want to affect and click the Strike-through icon.



BULLET POINTS



Whenever you have a list of items that you would like to format into a bullet point format, this icon is used.

Make sure each bullet point sentence / item is written below each other.

Then select all the lines that you would like to format into bullet points.

Click the bullet point icon. Your text would typically look like the image below.

Bullet Points

- First write your text
- Then select the text you want to format
- Then apply the bullet-point icon
- You can then further edit the style of your font if required.

NUMBERED LIST

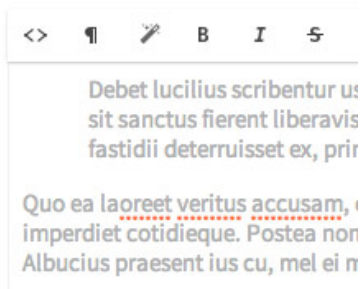
Functions exactly as per the Bullet Points functionality, except that you can create a numbered / ordered list of items instead. Follow the same steps as per above bullet points.





INDENT & OUTDENT ICONS

A simple function that allow you to indent text and paragraphs as needed. Seen an example of a paragraph below that has been indented.



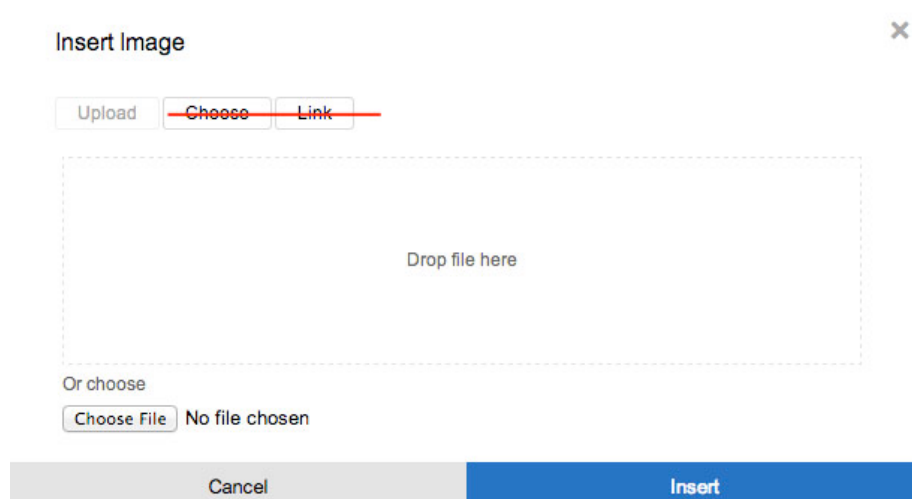
INSERTING IMAGES

The WYSIWYG Editor allows you to include and upload photos into text wherever required. As a general rule, it is advised that you refrain from adding in photos all over the place and rather make used of the Mini Galleries which has been neatly created to be added onto all content pages.

However, in the event that you do require an image into a specific slot, this icon would be used to achieve that.

Inserting an Image:

1. Click in the text where you want to insert a photo. Then click the Image icon.
2. A pop-up screen will appear that looks like the image below: There are 3 tabs at the top and the UPLOAD tab will be loaded by default. You will always use this mode and not CHOOSE or LINK.



3. You can either drag and drop a photo into the space shown, or you can click on the CHOOSE FILE button to select the photo from your computer. Ensure that the photo is already scaled down a little before uploading it to make editing easier.
4. Now click INSERT. The photo uploaded would typically look like the image below where we uploaded a photo of planes. However, as you will notice, the text starts at the bottom right of the image and you would most probably want the text to wrap around the image.



5. Now simply click on the image and you will see a dotted line around the image with EDIT written on top of the image itself. See below example. You can now click and scale the image by dragging and dropping the black square at the bottom right of the image.



6. To edit the image even more, click on the EDIT button on top of the image. This will bring up another pop-up that looks like the image below. Insert the following values:

Edit

Title

Link

http://www.plantwonders.co.za

☒ Open link in new tab

None

✓ Left

Center

Right

Cancel

Save

- Title:** You can leave this blank.
- Link:** If you would like to link this photo to a specific website page or another website, include the website address in here in full. Remember to also include the http:// before the website address.
- Open Links in new tab:** This option is best ticked especially when linking to an external website. You don't want your visitor to navigate away from your website, so by ticking this box, it will open up a new browser window which keeping the current page open in your browser.
- Position:** This is where you wrap text around an image. If we select LEFT, it will position the image to the left of your text and let the text wrap around it on the right. If you select CENTER, the image will be placed in the centre of the page with the text wrapping around it on either side. If you select RIGHT, then the image will be placed on the right hand side of the page with the text wrapping around it on the left. Below is an example of a Left positioned image.



- When you're done editing the image, click on **SAVE**. Remember, saving the Image edit will not yet save it on your page. Once you're back to your page view, you have to click the UPDATE button at the bottom of the page for the image to take affect.

INSERTING YOUTUBE VIDEOS

It is not recommended that you include YouTube videos by using this method because the system has been developed to specifically include a YouTube video on your content pages as well as on your video gallery. Those formats work correctly and should be used accordingly.



TABLES

Often, tables are required to draw up a diagram of items. Tables on the wysiwyg work much the same as tables in a word document.



Click in the area where you would like to include a table. Then click on the tables icons and select INSERT TABLE. This will allow you to set the amount of columns and rows required.

From there you can click on the table lines and size as you see fit. You can then enter the text into the various tables.

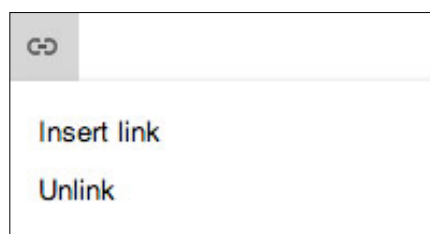


LINKS

Links allow you to link specific / select text to other pages or other websites or even emails.

To link text to a web page:

1. Highlight the text that you want to link.
2. Now click the Link icon. From the drop-down menu, select INSERT LINK.



3. A pop-up page will appear with some values that need to be filled in. See below image as an example. In this example, I want to link the text that says READ MORE.

Link ×

URL

Text

☒ Open link in new tab

Cancel

Insert

URL: This is where you include the link of the text. Make sure that you include the full URL / web address of the link (http://) ahead of the www. You can also simply include an email address in here if you want to link to that.

Text: This will confirm the text that was highlighted and that will be linked. It will automatically be filled in.

Open Link in new tab: This option is best ticked especially when linking to an external website. You don't want your visitor to navigate away from your website, so by ticking this box, it will open up a new browser window which keeping the current page open in your browser.

4. On completion, click INSERT. You will notice that your text is now linked in blue. You do not need to style link text because the system has been coded to style all links automatically, even if it doesn't look 100% correct in the WYSIWYG editor.
5. Don't forget to click on UPDATE at the bottom of the main content page to affect all changes.

Unlinking Text:

1. Highlight the linked text that you want to unlink.
2. Now click the Link icon. From the drop-down menu, select UNLINK. The text will immediately be unlinked.
3. Now press UPDATE at the bottom of the page when you're done editing.



ALIGNMENT

Alignment is mostly used with paragraphs. When you click on alignment, you will have a drop-down menu with 4 options:

- Align text to the left
- Centre text
- Align text to the right
- Justify text

The best way to illustrate the effects of aligning text is by the example shown below. Each paragraph was highlighted and an alignment effect added.

LEFT ALIGNED

Our corporation's history dates back almost 50 years to when the Atlas Aircraft Corporation (Atlas) was formed in 1965. Atlas was established primarily to manufacture military aircraft and various avionic systems for the South African Air Force (SAAF). In 1968, Atlas was brought under the control of the Armaments Corporation of South Africa (Armcor).

CENTRE

Denel (Pty) Ltd was established in 1992 to absorb all previous Armcor manufacturing entities, leaving the remainder of Armcor as the sole procurement agent for the South African National Defence Force (SANDF). In the same year, the Denel Group absorbed Atlas and formed Denel Aviation, a division of Denel (SOC) Ltd. In the years that followed, Denel Aviation continued to serve the SAAF by manufacturing components and providing subsystems.

RIGHT ALIGNED

Our solutions include upgrades and systems integration, working innovatively, rendering quality services and adding value to worldwide partnerships. The organisation is a strategic partner to the SAAF and leverages off this capability base to support South African, African and selected international markets of rotary and fixed wing aircraft components, upgrades, systems integration, flight tests and related engineering services.

JUSTIFIED

Sharing our passion for flight, we will always provide the human factor with excellent service that requires us to be more accessible, consistent, responsive, and understanding of the challenges that face us all. We understand the challenges that face our clients therefore we think differently, more creatively, more timeously, to deliver more reliable solutions. We recognise that each & everyone of us can make a lasting difference to the way we service our clients and ultimately build our business.

PAGE BREAK

This icon is used to create a thin breaking line in between sections of a page. It is a visual line and aids in categorizing sections of the page more effectively.



UNDERSTANDING PAGE TYPES

When you start building pages, you need to understand the different types of pages.

They are:

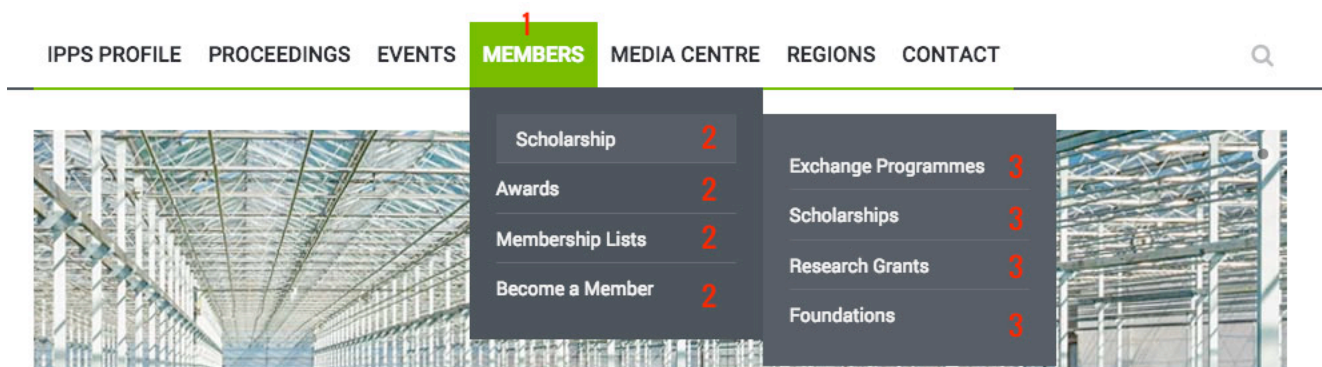
- Standard Content Page - No side menu
- Standard Content Page with Side menu
- Category / No Content Links
- Internal / External Link
- Standard Content Page – No Side Menu + Video

STANDARD CONTENT PAGES

These are pages where you will building and adding in text data on your website of which will be the only page available within a main category.

For instance - see the levels of the menu item as shown below.

- **Members** is a level 1 menu item and doesn't link anywhere – it only reveals the sub-menu items.
- **Scholarship, Awards, Membership Lists and** and **Become a member** share level 2.
- Under Scholarships, we have another level (Exchange Programmes etc) that share level 3.



STANDARD CONTENT PAGES + SIDE MENU

- Because "Scholarships" itself doesn't link, but sends the visitor one of five 3rd level options, all pages created in the 3rd level will require a side menu to make navigation easier for the visitor. In this case, a STANDARD CONTENT MENU WITH SIDEMENU option will be select and will appear as per the image below on the website:

MEMBERS	
Scholarships	–
Exchange Programmes	
Scholarships	
Research Grants	
Foundations	
Awards	+
Membership Lists	
Become a Member	+

MEMBERSHIP LISTS

The purpose of the membership lists is to allow all IPPS members to connect and network information for conference or traveling purposes.

Membership lists are strictly available to IPPS members. Please note that no member may make contact details of other members available to a third party or use these lists for other purposes than intended.

STANDARD CONTENT PAGES – NO SIDE MENU

- Whenever you need to create a page that is a standalone and that will not be sharing with other pages in a category / drop down menu, then you can select the STANDARD CONTENT PAGE – NO SIDE MENU option. This template page will look like the below screenshot where you will see the text spans from left to right and that the side menu has disappeared. Please always use the + SIDE MENU option for all pages that share categories for ease of navigation for your visitors.

LOGO POLICY

IPPS members and all companies and institutions that actively support the Society, are welcome to use the IPPS logo. Use it anywhere you wish showing your affiliation to IPPS, e.g. your business card, company letterhead, catalogue or any other marketing material.

If you use the logo and are a member in good standing, you may add the designation "Member, IPPS" and if your company or institution supports the Society in anyway, please add "Supporting IPPS".

DOCUMENT DOWNLOADS

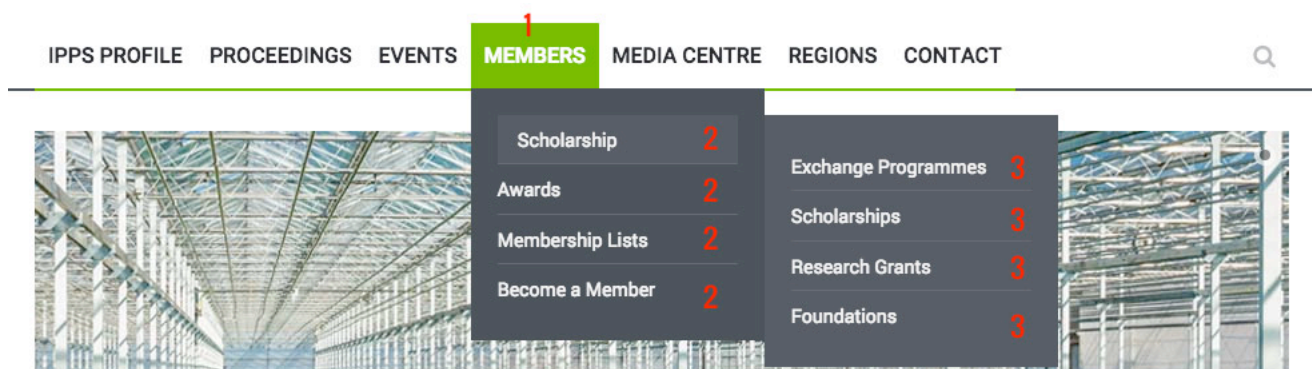
IPPS Logo

CATEGORY / NO CONTENT LINKS

Items created in the menu with no direct links to other pages, but only serve as a button in which you would find further sub-menus.

In the example below, the items, which will not link to a specific is Scholarships – on mouse-over, it only reveals the items below it in level 3.

So if a menu item needs no particular page content, then you will select the CATEGORY / NO CONTENT template option when you create a page.



INTERNAL / EXTERNAL LINK

This page type selection means that you will link a specific menu item to one of the modules / special functionalities.

OR

Link to an external website. This is the option you will use it for mostly. Please be sure to never change this setting on any of the pages that Aftershock has already created whenever it shows Internal Link as the template selection. If you change those on some of the existing pages already created throughout IPPS, then some of your items might stop working. Please rather check in with us first if you have questions.

STANDARD CONTENT PAGE – NO SIDE MENU + VIDEO

On the option STANDARD CONTENT PAGE – SIDE MENU described above, we have included a special area for a video (if you chose to include one into your page from YouTube). However, if you have a page that is a standalone and does not share with any other categories (i.e. you don't want a side menu to be displayed), but if you still want a video to be included, then you will select this option. Below is an example of how this will look. You will see that there is no side menu and that the text spans from the left to the right. Below this, you will see that a video has been included.

PAGE TITLE HERE

Main Heading in Green

Debet lucilius scribentur usu ne, pri at dolorum disputando. Omnium meliore concludaturque cu vel, ad elit discere consulatu mea. At etiam efficiendi constituam eos, sit sanctus fierent liberavisse ei. Ne novum quando iisque vix, sed ne nulla aperiri expetendis, etiam vocibus salutatus ei pro. An eos audiam fuisset elaboraret, ius natum fastidii deterruisset ex, prima oportere sadipscing pri eu.

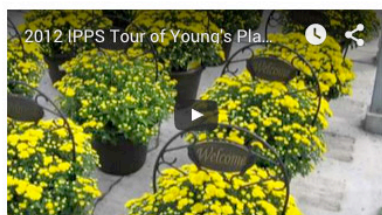
Sub Headings in Black Bold

Quo ea laoreet veritus accusam, et veniam cetero per. Quo ullamcorper consectetur et, timeam tritani scribentur his an. In ferri tempor disputationi per, ea nam aliquam imperdiet cotidieque.

Sub Headings in Black Bold

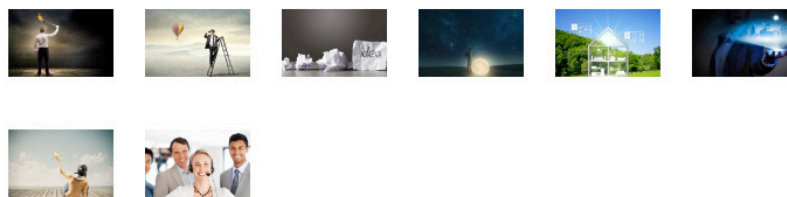
Postea nominati tractatos duo ea, ex nec illum oratio denique, meis novum maiestatis cu eam. Ne quem insolens est, sumo everti sanctus pro ea. Albucius praesent ius cu, mel ei maiorum splendide. Usu no fugit veniam causae, nam ipsum nostrud moderatius an.

WATCH VIDEO



Video Title Goes Here

PHOTO GALLERY



IPPS REGIONAL SITES

Australia

OTHER

Proceedings

NEWSLETTER SIGN UP

Sign up to receive our quarterly newsletter.

PAGES THAT SHOULD NEVER BE DELETED

Aftershock has pre-set some pages in your Pages database. The following pages must NEVER be deleted. If they are, there will be functionalities on the website that will stop working – so please take care not to delete these.

Home - /home

Photo Galleries - /photo-galleries

Photo Album - /album

International Events - /events-international

Regional Events - /events-regional

Video Gallery - /video-galleries

Resources & Links - /resources

Membership Lists - /membership-lists

Contact Us - /contact

Contact Thanks - </contactthanks>

IPPS Regions - </contact-us-regions>

Downloads - </downloads>

Proceedings Library - </proceedings>

Join IPPS - </register>

Search or Search Results - </searchresults>

PAGES

This section will teach you how to create main menu items, pages with or without a side menu and internal links to pages with media functionalities.

CREATING A CATEGORY PAGE WITH NO DIRECT LINK

1. Click PAGES> Page
2. To add a new Main Menu item, click the green ADD A NEW PAGE button. This will take you to a new page editing page. See below illustration.

Edit Page

Standard Content Page - No side menu
Standard Content Page with side menu
✓ **Category / No Content**
Internal / External Link
Standard Content Page - No side menu + video

Title: *

Visible In Menu:
☒

Slide Show:

Mini Gallery:

Public:
☒ * If unticked the content will only be available to registered members.

Open in new tab:
☐ * Tick to have page open in new tab or window.

Cancel

Update

3. **Page Type:** Select Category / No Content. Because this will be a menu item that doesn't need to link to a specific functionality or a page, you will select the Category / No Content option.
4. **Title:** Name the menu item as you would like to see it on the website. In the example above, we named it "Page Title Here". Whatever you include here, is how it will be displayed on the website.
5. **Visible in Menu:** Tick this box to make the menu item immediately visible on the website. If you would like to work on a page and not make it available on the website until you're done, then leave this box un-ticked until you're done. Remember not to set it up in the hierarchy (see next manual) until you're ready to go live with the page, or else it will show up on side menus, but not in the main menu.
6. **Slide Show:** Please ignore this section. Please note, we will soon be deleting this section for this page selection.
7. **Mini Gallery:** Please ignore this section. Please note, we will soon be deleting this section for this page selection.
8. **Public:** If this option is ticked, it means that the page will be visible to the general public. If unticked, then members only will be able to view it.
9. **Open in New Tab:** This option should generally be left unticked, but if you select INTERNAL / EXTERNAL LINK as a page type , and in the event that you link to another website that is non IPPS related, we recommend that you tick this box because it will cause the browser to open another browser window and keep IPPS's page open. In this way, you will never direct your website visitor away from your website.
10. To complete creating the page, click the UPDATE button. With any other changes to be made to the page in future, and if you edit it, always remember to click this button or the changes will not be affected.

You will now see the new page added to your pages database as per below image. At the top, you will see a message that says “Page added!”. That confirms that you’ve added it successfully.

HANDY HINT: If you can’t see the page you have just created, use the search box at the top right hand corner and type in any page name you’re looking for and the results will display accordingly below the search box.

Page added!

Manage Pages

25 records per page

ID	Parent	Title	Type	Visible In Menu	
97	Root	Home	Internal / External Link	Visible	Edit Delete
98	Root	Media Centre	Category / No Content	Visible	Edit Delete
99	Media Centre	News & Press	Internal / External Link	Visible	Edit Delete
100	Media Centre	Photo Gallery	Internal / External Link	Visible	Edit Delete
101	Root	About Us	Category / No Content	Visible	Edit Delete

Showing 1 to 5 of 5 entries

[Add New Page](#)

← Previous 1 Next →

CREATING A CONTENT PAGE

1. Click **PAGES> Pages**
2. Your page will now look like the option shown on the next page. Your options to fill in are as follows:
 - a. **Page Type:** select from the drop down menu either STANDARD CONTENT PAGE WITH SIDE MENU or STANDARD CONTENT PAGE – NO SIDE MENU.
 - b. **Title:** This will be the name of the page. If it is a Level 1 menu item, keep the titles as short as possible.
 - c. **Content Layout:** Here you can choose whether you would like to have your text appear in 1, 2, 3 or 4 columns. We recommend keeping it all in 1 column to retain uniformity throughout all IPPS websites.
 - d. **Content:** In this area, you will insert your text as it should appear on the website. You can make use of the Wysiwyg editor to style your text as you see fit. Refer to the WYSIWYG Chapter to read more about each Wysiwyg icon.

Edit Page	
Page Type:	Standard Content Page with side menu
Title: *	Page Title Here
Content Layout:	1 Column
Content:	<div><div><> [Icons]</div><div><h3>Main Heading in Green</h3><p>Debet lucilius scribentur usu ne, pri at dolorum disputando. Omnium meliore concludaturque cu vel, ad elit discere consulatu mea. At etiam efficiendi constituam eos, sit sanctus fierent liberavisse ei. Ne novum quando iisque vix, sed ne nulla aperiri expetendis, etiam vocibus salutatus ei pro. An eos audiam fuisset elaboraret, ius natum fastidii deterruisset ex, prima oportere sadipscing pri eu.</p><h4>Sub Headings in Black Bold</h4><p>Quo ea laoreet veritus accusam, et veniam cetero per. Quo ullamcorper consectetur et, timeam tritani scribentur his an. In ferri tempor disputationi per, ea nam aliquyam imperdiet cotidieque.</p><h4>Sub Headings in Black Bold</h4><p>Postea nominati tractatos duo ea, ex nec illum oratio denique, meis novum maiestatis cu eam. Ne quem insolens est, sumo everti sanctus pro ea. Albucius praesent ius cu, mel ei maiorum splendide. Usu no fugit veniam causae, nam ipsum nostrud moderatius an.</p></div></div>
Attachment 1:	<div>Name the attachment</div> <div>Choose file No file chosen</div>
Attachment 2:	<div>Attachment 2 description</div> <div>Choose file No file chosen</div>
Attachment 3:	<div>Attachment 3 description</div> <div>Choose file No file chosen</div>
Meta Keywords:	meetings, ipps,keyword, keyword
Meta Description:	Proper description of the page goes in here
Visible In Menu:	<input checked="" type="checkbox"/>
Video:	<div><iframe width="420" height="315" src="https://www.youtube.com/embed/B30g_En66Q8" frameborder="0" allowfullscreer</div> <div>Copy and paste embed code from Youtube or Vimeo.</div>
Video Title:	Video Title Goes Here
Video Date:	2015-09-02 00:00:00
Slide Show:	None
Mini Gallery:	None
Side Image:	<div>Side Image Description</div> <div>Choose file No file chosen</div>
Public:	<input checked="" type="checkbox"/> * If unticked the content will only be available to registered members.
Open In new tab:	<input type="checkbox"/> * Tick to have page open in new tab or window.
<div>Cancel Update</div>	

- e. **Attachments:** Each content page allows for the inclusion of 3 attachments. Next to each attachment, include the attachment name as you'd like to see it appear on the home page. Then click the CHOOSE FILE button and select the file you would like to upload. Important: If you don't name the file, it will not show up on the website.
- f. **Meta Keywords:** Include the most important keywords in this section. Make sure these words also appear in the content section of your website. Separate words or phrases with a comma. Refer to the UNDERSTANDING META TAGS chapter in the training manual.
- g. **Meta Description:** Include a description about the page you are now creating using some of your best keywords. Refer to the UNDERSTANDING META TAGS chapter in the training manual.
- h. **Visible in Menu:** To make this page accessible / visible on the menu, tick this box.
- i. **Video:** Each content page has the ability to add in a video from YouTube if required. In this field, include the embedding code as per Steps 1-4 in the Video Gallery tutorial.
- j. **Video Title:** Name the video as you'd like it to be shown on the website. Don't make the title too long. If no title is included, the video will not appear on the website.
- k. **Video Date:** Set the date of publishing by clicking in the field. A pop-up calendar will appear and you can select the date.
- l. **Slide Show:** If you would like to include a banner slideshow on your page, select from a list of pre-created slideshows. We will be sending a separate tutorial on how to create a slideshow. Alternatively, if you prefer not to have a banner, just leave it blank / as is. As a general rule, the home page is the only page where a slideshow banner should be included, unless you have a very special event or page that you would like to showcase. Including banners makes a page heavier to download, and for this reason, you want to allow your visitors to access information quickly, without too many unnecessary visuals.
- m. **Mini Gallery:** All content pages with a wysiwyg editor allows you to include a Mini Photo gallery which will appear at the bottom of the page if required. You could therefore upload photos specific to a page. Before you can include a Mini Gallery, you will need to create it as per the Slider Banner. Please refer to the MINI GALLERY tutorial on how to do this. You can always create the page, then create a mini gallery and revert back to this page and simply select the mini gallery you want to include from this option and update. In other words, you do not strictly have to first create a Mini gallery before you create the page in order to include it.

- n. **Side Image:** On all content pages, we have allowed you a dedicated area to include an image into the text + description. The image size should be 555px wide with a free height.
- o. **Public:** If this option is ticked, it means that the page will be visible to the general public. If unticked, then members only will be able to view it.
- p. **Open in New Tab:** This option should generally be left unticked, but if you select INTERNAL / EXTERNAL LINK as a page type, and in the event that you link to another website that is non IPPS related, we recommend that you tick this box because it will cause the browser to open another browser window and keep IPPS's page open. In this way, you will never direct your website visitor away from your website.
- q. On completion of the page details, click UPDATE.

You can now go to PAGES > Hierarchy to set the order of the page you have created.

CREATING AN INTERNAL/EXTERNAL LINK

Internal links are menu items that are created to link to any of the modules / special functionalities. Modules and special functionality pages don't have to be created as such because the templates for these sections are already integrated into the system. You only need to upload data into a module and create a link from the menu. Here you also control which modules you would like on your website.

In recap, this option allows you to:

- Create a menu item
- Link to an external website.
- Link the item to a module (we have already done this for you – so no need for this).

In the example below, we're going to create a menu item and link it to an external website.

1. Click PAGES> Page
2. Click the green ADD A NEW PAGE button. You will then see the following screen:

Edit Page	
Page Type:	Internal / External Link
Title: *	Page Title Here
Link URL:	http://www.plantwonder.com
Visible In Menu:	<input checked="" type="checkbox"/>
Slide Show:	None
Mini Gallery:	None
Public:	<input checked="" type="checkbox"/> * If unticked the content will only be available to registered members.
Open in new tab:	<input checked="" type="checkbox"/> * Tick to have page open in new tab or window.
<div> <div>Cancel</div> <div>Update</div> </div>	

- a. **Page Type:** Select INTERNAL / EXTERNAL LINK.
 - b. **Title:** This will be the name of the page.
 - c. **Link URL:** Include the full website address where you want to link this menu item to. Be sure to include the <http://www.> part of the website address.
 - d. **Visible in Menu:** To make this page accessible / visible on the menu, tick this box.
 - e. **Slide Show:** Please ignore this section. Please note, we will soon be deleting this section for this page selection.
 - f. **Mini Gallery:** Please ignore this section. Please note, we will soon be deleting this section for this page selection.
 - g. **Public:** If this option is ticked, it means that the page will be visible to the general public. If unticked, then members only will be able to view it.
 - h. **Open in New Tab:** Because you're linking to a non-IPPS / external website, this option should be ticked.
3. Once you have completed the page info, click UPDATE.
 4. You can now go to PAGES > Hierarchy to set the order of the page you have created.

HIERARCHY

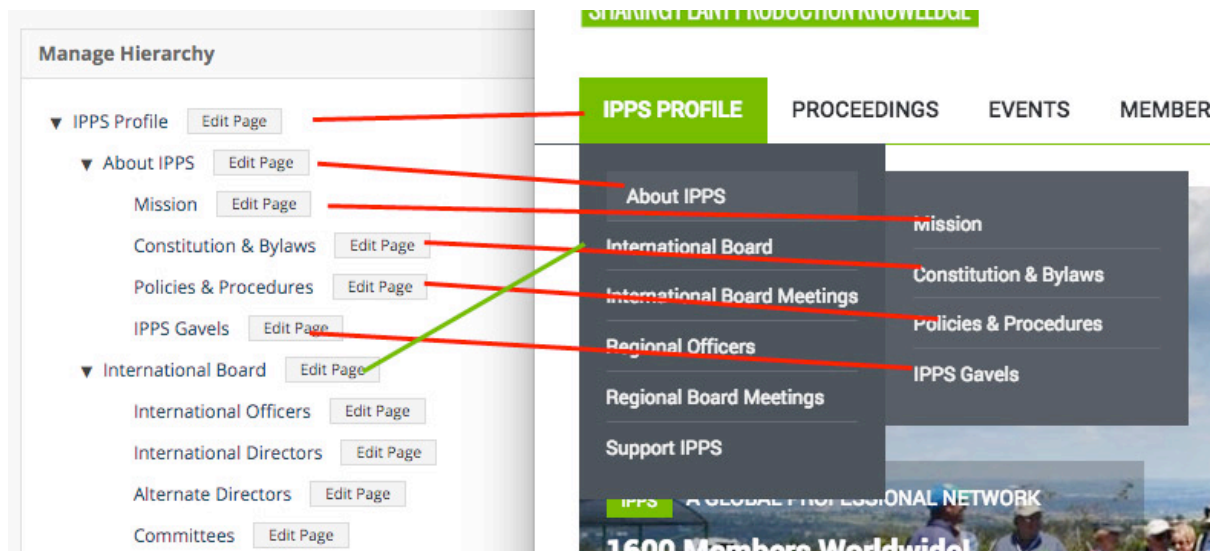
Hierarchy is used to arrange the menu items in the order you would like to view them on the website and also to place pages under certain categories and sub categories.

ARRANGING MENU ITEMS

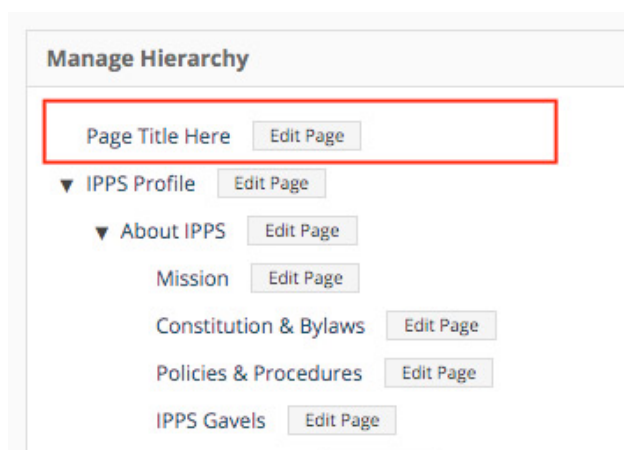
Once you have created a new page in the Pages functionality, you will need to arrange where the new page will be displayed / how it will link.

1. Click on PAGES > Hierarchy.
2. You will see all the pages you have created in the same hierarchy as shown on your website.

In the example below, we have pages featured (IPPS Profile > About IPPS > Mission, Constitution... etc). You will see that they are displayed in the same order on the main menu.



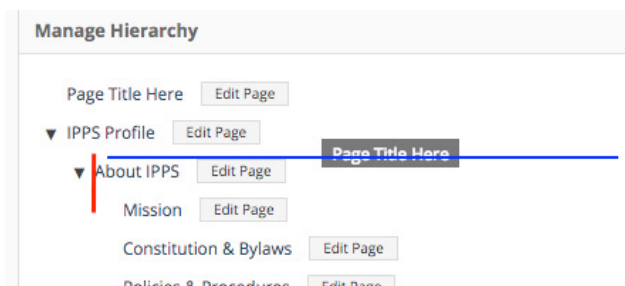
3. With newly created pages, it will always display at the top of the hierarchy menu. See screenshot below - here we created a new page called "Page Title Here".



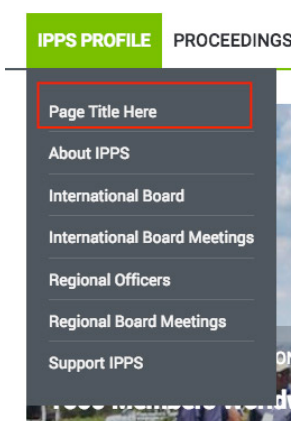
4. If you create a new page, and would like to insert it underneath one of the main menus, you will need to drag and drop the item into position. From the screenshot above, the place or position of the page is in the root and that means it will be slotted into the first position of the main menu until you move it into the correct slot. See example below:



- a. So, let's say you wanted to move this underneath IPPS Profile as a 2nd level category, here's how to do that: Create a sub-category by dragging and dropping the page that you want to make a sub-category into the Category menu item. In the example below, we're moving it into the first slot of the IPPS profile submenu. When you drag and drop it, you will see a blue line to indicate where it should be positioned. In the screenshot below, you'll notice how the blue line is in line with the item called "About IPPS" just below it. This means that where you are dragging the new menu item to, will be on the same level as "About IPPS" – level 2. Once that is dropped in there, you would need to click on the UPDATE button at the bottom of the page.

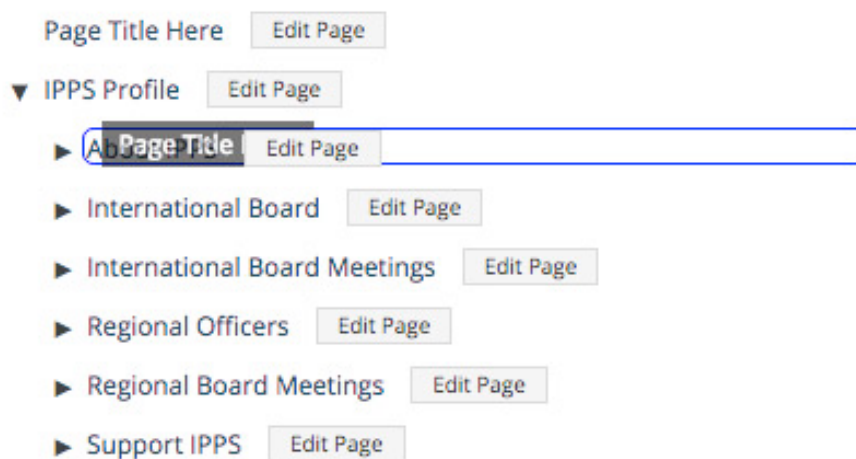


Once updated, the menu item on the website would then look like this:

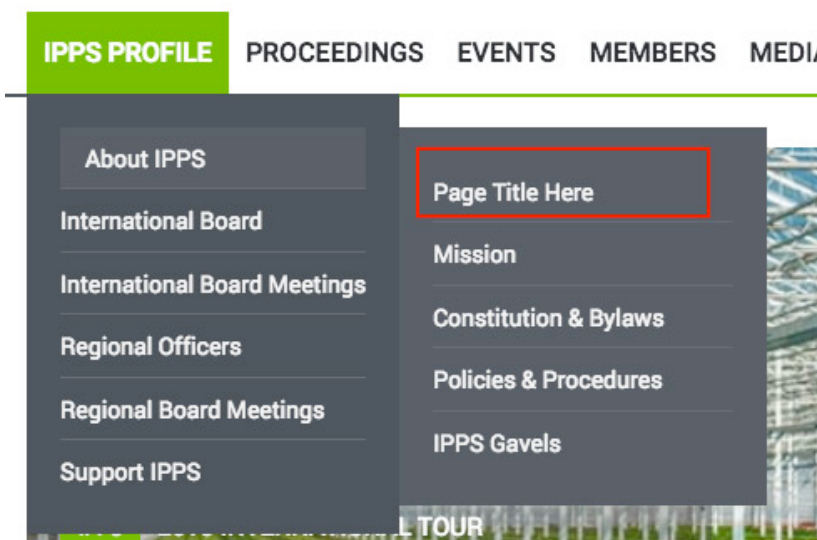


- b. Let's take it one step further. Let's say you want to place the new page you created under IPPS Profile > About IPPS. In other words, you want to make it a sub-sub menu, then here is how that is done:

Drag and Drop the item and over the menu item under which you would like to place it. You'll see that a circle appears around the menu item under which it is placed. See below screenshot. If you're placing it under a menu item that already has other categories in it, then a normal stripe as per above will appear and you can drag and drop it into position as you see fit.



5. Once you've completed the hierarchy, click UPDATE to complete the action.
6. The front-end website menu will now follow the same hierarchy as set above. See below example.



MINI PHOTO GALLERIES

All content pages have the ability to add in a mini photo gallery on the actual page itself. Below is an example of this.

IPPS PROFILE

PROCEEDINGS

EVENTS

MEMBERS

MEDIA CENTRE

REGIONS

CONTACT

Home / IPPS Profile / About IPPS / Page Title Here

ABOUT IPPS

Page Title Here

Mission

Constitution & Bylaws

Policies & Procedures

IPPS Gavels

MEMBER LOG IN

Access our library of articles, videos and proceedings for members only.

Username

☐ Remember me

LOG IN

or [Join IPPS](#)

PAGE TITLE HERE









More about the admin panel

Debet lucilius scribentur usu ne, pri at dolorum disputando. Omnium meliore concludaturque cu vel, ad elit discere consulatu mea. At etiam efficiendi constituam eos, sit sanctus fierent liberavisse ei. Ne novum quando iisque vix, sed ne nulla aperiri expetendis, etiam vocibus salutatus ei pro. An eos audiam fuisset elaboraret, ius natum fastidii deterruisset ex, prima oportere sadipscing pri eu.

Quo ea laoreet veritus accusam, et veniam cetero per. Quo ullamcorper consectetur et, timeam tritani scribentur his an. In ferri tempor disputationi per, ea nam aliquam imperdiet cotidieque. Postea nominati tractatos duo ea, ex nec illum oratio denique, meis novum maiestatis cu eam. Ne quem insolens est, sumo everti sanctus pro ea. Albus praesent ius cu, mel ei maiorum splendide. Usu no fugit veniam causae, nam ipsum nostrud moderatius an.

Agam placerat dignissim his ea, omnis elit detraxit per ad, hinc vivendum evertitur ut est. Saepe invidunt duo et, ea unum quaeque ceteros has, eu mea denique forensibus theophrastus. Id mea reque legere reprimique, te per iusto dolor persequeris, molestie dissensias inciderint cu nec. Cum mediocrem corrumpit accommodare at, te everti omittantur per. Ut pri facilisi principes posidonium, no similique contentiones quo, utinam assueverit quaerendum pro ex. Quo ex vitae invidunt, odio aliquid at has, pri placerat platonem te.

PHOTO GALLERY



CREATING A MINI PHOTO GALLERY

Before you can add a mini photo gallery to a page, you need to create the mini gallery first.

1. Click on the **MEDIA > Mini Photo Galleries**
2. You will now see a page that looks like the illustration below. In this example, there is a Mini Photo gallery called “Special Processes Gallery” added already.

Manage Mini Galleries

25 records per page

Search

ID	Gallery Title	Photos	
4	Special Processes Gallery	6	Photos Edit Delete

Showing 1 to 1 of 1 entries

← Previous 1 Next →

[Add Mini Gallery](#)

- Now click on green ADD MINI GALLERY button. Type in an ID name for the gallery – make sure that all your mini galleries are always named differently.

Edit Gallery

Title: Mini Photo Gallery Title

Public: ☒ * If unticked the content will only be available to registered members.

[Cancel](#) [Update](#)

- Tick the PUBLIC button if you want everyone and non-members to also see the mini gallery photos.
- Click UPDATE when you're done.
- This will take you back to the Mini galleries overview page. Now you need to upload photos into the gallery album you just created.

ADDING PHOTOS TO A MINI PHOTO GALLERY

Manage Mini Galleries

25 records per page

Search

ID	Gallery Title	Photos	
4	Special Processes Gallery	6	Photos Edit Delete

Showing 1 to 1 of 1 entries

← Previous 1 Next →

[Add Mini Gallery](#)

- Still within Media > Mini Photo Galleries on the page that looks as per the above image, now click on the green PHOTOS button towards the right side of the album into which you want to upload photos.
- You will now see a page that looks like the illustration below. In this example, there are no photos uploaded into this mini album yet.

Manage Mini Galleries

No photos yet in this gallery.

Add Files

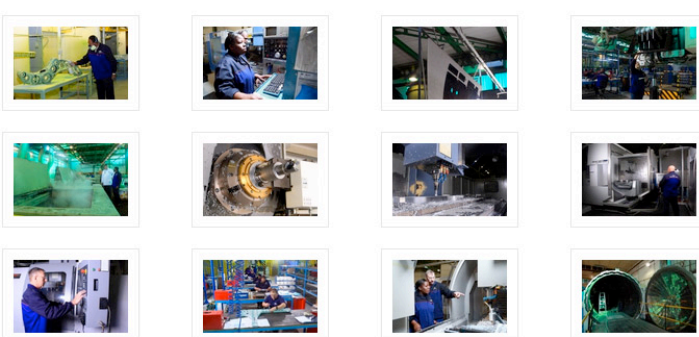
Photo 1:

diagram.jpg

+

- Under Manage Mini Galleries, you should see all photos uploaded as and when you upload new pics. Under Add Files, you will use this area to upload photos into a mini album.
- Next to **Photo 1**, add in a description of the photo you are about to upload. Remember to keep it as short as possible. With Mini and Normal Photo Galleries, you don't need to include a description if you don't want to – the photo will still appear.
- Choose File:** Now select the photo you would like to upload from your computer. We recommend photos with a maximum size of 900 pixels wide. For photos that are portrait mode, we recommend no wider than 600 pixels.
- If you would like to upload more images, click on the PLUS button on the right hand side. This will duplicate another entry space as per above. Repeat steps 4 & 5 above. You can add more photos this way. The system will allow you to upload a maximum of 5 photos at a time. This is to ensure that the website is not crashed by file size overload. Note, Mini Galleries are unlimited – so you can add as many photos as you want to any one page.
- On completion of the photo info, click UPLOAD PHOTOS. Wait for the system to complete its upload. On completion of the upload, you will now see the photos you have uploaded in the left hand panel (see image below). You can now continue to upload more photos into the album by repeating the steps above.

Manufacturing Photos



Add Files

Photo 1:

No file chosen

+

EDITING OR DELETING PHOTOS INSIDE A MINI GALLERY

- If you would like to edit a specific photo, you would need to click **MEDIA > Mini Photo Galleries**

2. Select the mini photo gallery in which there is a photo you would like to edit by clicking on the green PHOTOS button.
3. Click on the photo you want to edit. You will now see the page as per below image.

4. To EDIT: Change the description of the photo as you see fit or simply choose another image to overwrite the existing one. Click UPDATE.
5. To DELETE: No editing required. Simply click on the DELETE button. Confirm the delete.
6. With mini galleries, ignore the COVER PHOTO radio box.

ADDING A MINI PHOTO GALLERY TO YOUR WEBSITE PAGE

Now that you have created a mini photo gallery, you can now insert it into your content page. In this example, we are going to insert a mini gallery in the Company Profile page.

1. Go to the page where you want to insert your mini photo gallery. Click on **PAGES > Pages**. This will take you to the page overview of all your pages created.

Manage Pages					
25 records per page			Q		
ID	Parent	Title	Type	Visible In Menu	
43	About Us	Company Profile	Standard Content Page - No side menu	Visible	Edit Delete
44	Root	Capabilities	Category / No Content	Visible	Edit Delete

2. Click on the EDIT button next to the page where you want to insert the mini photo gallery.
3. This will take you to the editing page view. Assuming you have already filled in all the content as needed for this page, scroll right to the bottom of the page until you get the **Mini Gallery** drop down menu. See below image.

Slide Show:

Mini Gallery:

- Click on the Mini Gallery drop down menu and select the mini gallery you have just created by clicking on the ID name. In this case, we created a Mini Gallery called "Mini Photo Gallery Title".
- Once selected, click the green UPDATE button.
- If you now visit the relevant page on your website, you will see the selected mini gallery added below your page text.
- If you would like to remove a mini gallery from a page, simply follow the steps again above and on the drop-down menu, select the "none" option and UPDATE.

EDITING A MINI PHOTO GALLERY

- Click on **MEDIA > Mini Photo Galleries**
- Click on the green EDIT button next to the mini gallery that you would like to edit.
- Make the changes as required.
- Click UPDATE.

DELETING A MINI PHOTO GALLERY

If you delete a mini photo gallery, you will also delete all photos within it.

Manage Photo Albums

25
records per page

Q

ID	Album Title	Photos	
6	Manufacturing	12	Photos Edit Delete
7	Military Action	6	Photos Edit Delete

Showing 1 to 2 of 2 entries

← Previous
1
Next →

Add Photo Album

- Click on **MEDIA > Mini Photo Galleries**

2. Click on the green DELETE button next to the mini photo gallery that you would like to delete.
3. The system will ask you to confirm whether you would like to delete the gallery.
4. Click OK or Cancel the action.

PHOTO GALLERIES

To create a photo gallery, there are 2 steps to the process:

Step 1: Create the album into which you will load photos

Step 2: Loading photos into an album.

CREATING A PHOTO ALBUM

1. Click on the **MEDIA > Photo Galleries**
2. You will now see a page that looks like the illustration below. In this example, there are no albums loaded/created yet.

The screenshot shows a web interface titled "Manage Photo Albums". At the top, there is a search bar with a magnifying glass icon and a dropdown menu set to "25 records per page". Below this is a table with three columns: "ID", "Album Title", and "Photos". The table is currently empty, with a message "No data available in table" displayed. At the bottom of the table, it says "Showing 0 to 0 of 0 entries". To the right of the table are two buttons: "← Previous" and "Next →". At the bottom left of the interface is a green button labeled "Add Photo Album".

3. Now click on green ADD PHOTO ALBUM button.
4. You will now see a page that looks like the one below where you can fill in the album details.

The screenshot shows a form titled "Add Photo Album". It has three main sections. The first section is "Title: *" with a text input field containing "Flower Fun". The second section is "Description:" with a text area containing "This year we celebrate a new event where the best of flowers are exhibited in New York. This album contains some exciting new specimens available which will be rolled out to nurseries soon." The third section is "Public:" with a checked checkbox and the text "* If unticked the content will only be available to registered members." At the bottom right of the form are two green buttons: "Cancel" and "Update".

- **Title:** Name the album. Keep it very short.
 - **Description:** Add in a small description about the album.
 - **Public:** Make sure this box is ticked if you want non-members to view the photos. If a photo album is strictly for members only, then leave this option unticked.
 - Click the green UPDATE button on completion.
- Once updated, you will now be returned to the album overview page and you will see your latest entry as per below.

Manage Photo Albums			
25 records per page		Q	
ID	Album Title	Photos	
27	Flower Fun	0	Photos Edit Delete

- If you look on the front end of the website, you will now see a photo album that was created with a default image. See below example.



Flower Fun
0 PHOTOS

ADDING PHOTOS TO AN ALBUM

1. Still within Media > Photo Galleries on the page that looks as per the above image, now click on the green PHOTO button towards the right side of the album into which you want to upload photos.
2. You will now see a page that looks like the illustration below. In this example, there are no photos uploaded into this album yet.

Manufacturing Photos

No photos yet in this gallery.

Add Files

Photo 1:

Choose File

diagram.jpg

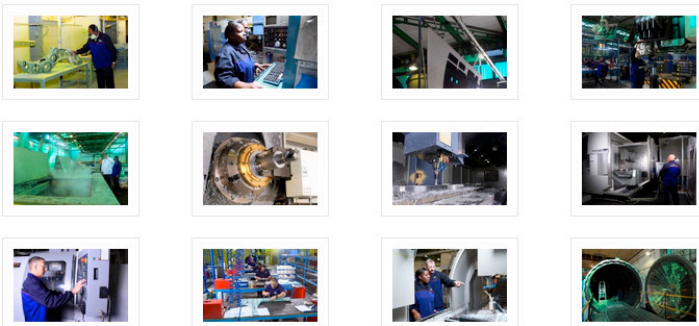
+

Back

Upload Photos

- On the left hand side, you should see all photos uploaded as and when you upload the images.
- Next to Photo 1, add in a description of the photo you are about to upload. Remember to keep it as short as possible.
- Choose File: Now select the photo you would like to upload from your computer. We recommend photos with a maximum size of 900 pixels wide. For photos that are portrait mode, we recommend no wider than 600 pixels.
- If you would like to upload more images, click on the PLUS button on the right hand side. This will duplicate another entry space as per above. Repeat steps 4 & 5 above. You can add more photos this way. The system will allow you to upload a maximum of 5 photos at a time.
- On completion of the each max 5 photos, click UPLOAD PHOTOS. Wait for the system to complete its upload. On completion of the upload, you will now see the photos you have uploaded in the left hand panel (see image below). You can now continue to upload more photos into the album by repeating the steps above.

Manufacturing Photos



Add Files

Photo 1:

Choose File

No file chosen

+

Back

Upload Photos

- While all your photos are loaded into the photo album, you need to select a single photo to make it the album cover photos. Be sure to pic the nicest photo from the album and click on the thumbnail in the left hand panel. This will open a screen that looks as per the screenshot below.


Edit Photo

Title:

Cover Photo:

☒

Picture:



Choose file

No file chosen

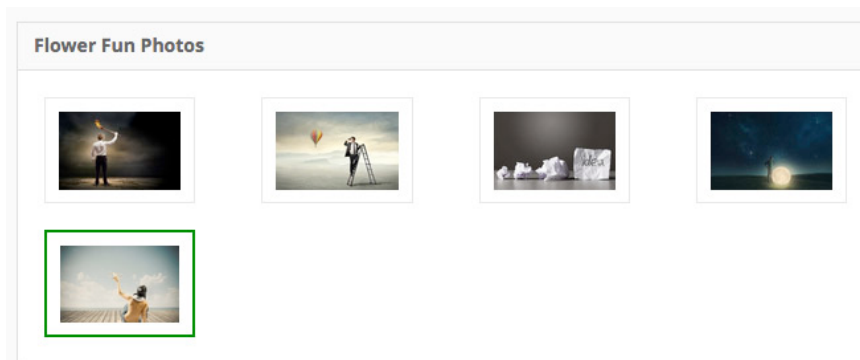
Cancel

Update

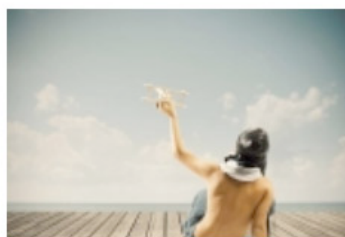
Delete

Simply select the Cover Photo radio button and click on UPDATE.

You will then be redirected to the album page and you'll see that the photo you selected as your album cover, will have a green border around it. See the screenshot below.



Now that you've selected the album cover, go to the front-end website and refresh the Photo Gallery page if it is open. You'll now see that the default image has been replaced with you cover selected. See screenshot below.



Flower Fun
5 PHOTOS

EDITING A PHOTO ALBUM

1. Click on MEDIA > Photo Galleries
2. Click on the green EDIT button next to the album that you would like to edit.
3. Make the changes as required to the album.
4. Click UPDATE.

DELETING A PHOTO ALBUM

If you delete a photo album, you will also delete all photos within an album.

The latest uploaded album will always appear at the top of the page on the website. Each album will feature the amount of photos that is within each album. This can also be seen on the admin panel on the album overview page – see below image.

Manage Photo Albums				
25 records per page			<input type="text"/>	
ID	Album Title	Photos		
27	Flower Fun	0	Photos	Delete

5. Click on MEDIA > Photo Galleries
6. Click on the green DELETE button next to the album that you would like to delete.
7. The system will ask you to confirm whether you would like to delete the album.
8. Click OK or Cancel the action.

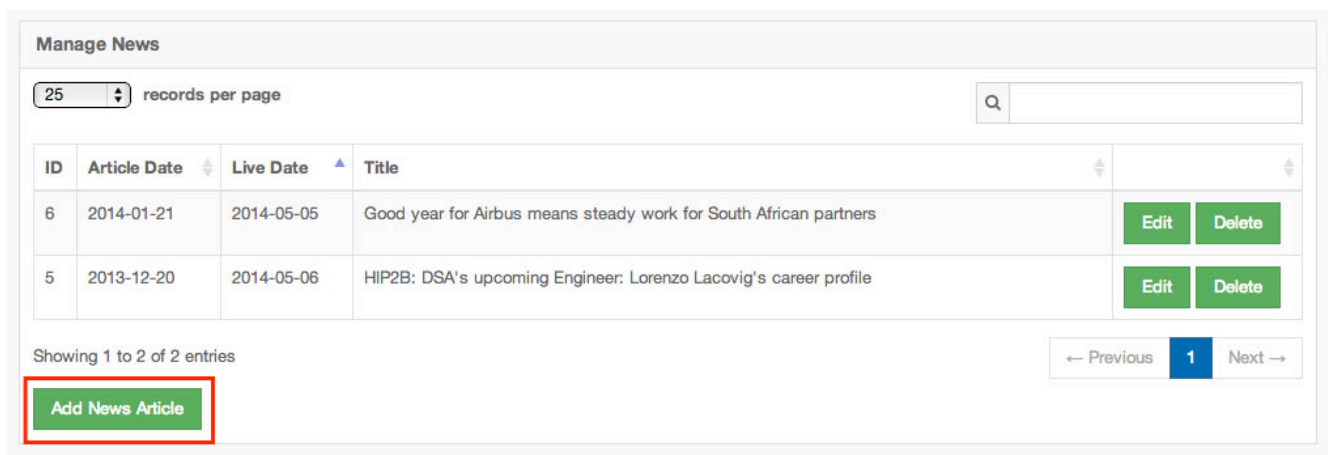
NEWS ARTICLES

This functionality allows you to upload news articles as and when needed. The system will automatically load the latest news articles onto the home page. IPPS International will have the ability to push news articles to all of the IPPS websites as and when required, but for any individual news articles that need loading, each region's administrator must upload their own news / press article.

This system will allow you to include an image with each article and also attach up to 3 documents if required.

ADDING A NEWS ARTICLE

1. Click on **NEWS** in the admin panel menu.
2. You will now see a page that looks like the one below. Click on the ADD NEWS ARTICLE button.



The screenshot displays the 'Manage News' interface. At the top, there's a header 'Manage News'. Below it, a dropdown menu shows '25 records per page'. To the right is a search bar with a magnifying glass icon. The main content is a table with columns: ID, Article Date, Live Date, and Title. There are two rows of data. Each row has 'Edit' and 'Delete' buttons. Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom left, a green button labeled 'Add News Article' is highlighted with a red rectangular box. At the bottom right, there are navigation links: '← Previous', '1' (highlighted), and 'Next →'.

ID	Article Date	Live Date	Title	
6	2014-01-21	2014-05-05	Good year for Airbus means steady work for South African partners	Edit Delete
5	2013-12-20	2014-05-06	HIP2B: DSA's upcoming Engineer: Lorenzo Lacovig's career profile	Edit Delete

3. You will now see a page that looks like the image as shown below.

- **Title:** This is the name of the news article – try to keep it as short and informative as possible.
- **Article Date:** When you click on this field, the calendar will pop up where you can select a publishing date as it should appear on the website.

- **Live Date:** When you click on this field, a calendar will pop up again where you can select the date on which the article should go live on the website. You can therefore use this to pre-set an article date in advance.
 - **Content:** Insert the article in the wysiwyg editing block as you see fit.
 - **Article Photo:** Should you have a photo to accompany your article, you can upload it here. The system will auto-size the image into the correct format. Insert the description that you would like the photo to have. Then select the photo you want to upload by clicking the Choose File button.
 - **Attachments:** If you have document that you would like to attach with your article, you can add up to 3 documents with each article. In the field next to the Attachment, insert the document name as you'd like it to appear on the website. Then select the document you want to upload by clicking the Choose File button.
 - **Meta Keywords:** Insert the most important keywords that appear in the article.
 - **Meta Description:** Insert an overall description of the article using some of the keywords. As a guideline, you could generally copy the article heading into this space.
 - **Public:** Tick this box if you want non-members / public to see the news article.
4. Click on UPDATE when you're done. Allow a little time for the system to upload any documents and images before navigating away from this page. The article will now appear in the news database as per the example shown below.

News added!

Manage News

25

↓

records per page

Q

ID	Article Date	Live Date	Title	
25	2015-09-01	2015-09-02	Title of the Article Goes Here	<div style="display: inline-block; background-color: #28a745; color: white; padding: 2px 5px; margin-right: 5px;">Edit</div> <div style="display: inline-block; background-color: #dc3545; color: white; padding: 2px 5px;">Delete</div>

Showing 1 to 1 of 1 entries

← Previous

1

Next →

Add News Article

EDITING A NEWS ARTICLE

1. Click on **NEWS** in the admin panel menu.
2. Click on the green EDIT button next to the article that you would like to edit.
3. Edit the article as required.
4. Click UPDATE.

DELETING A NEWS ARTICLE

1. Click on **NEWS** in the admin panel menu.
2. Click on the green DELETE button next to the article that you would like to edit.
3. The system will ask you to confirm whether you would like to delete the item.
4. Click OK or Cancel the action.

06 March 2016

INTERNATIONAL COMMUNICATIONS PROJECT UPDATE

The strategic plan approved in March 2014 in South Africa set three main objectives to improve communication from the International Board.

1. Updating the Website was identified as a priority. The International website should be the central point of all information with Regions being able to contribute their own unique material. The website should present IPPS as one global society. The complete Proceedings library should be hosted on the IPPS website, accessible to members only.
2. Improving direct communication with members by implementing a digital international newsletter using a mass mailing service such as MailChimp
3. Improving, updating and coordinating the International social media presence

WEBSITE

The website is complete and functional according to the design and system specifications of the project. Since going live during October 2015 we've done extensive testing and the programmer continually responded to our requests, fixing bugs and making improvements to various sections of the website and content management system. *The programmer is still working on the membership renewal template and membership list download feature This should be completed by the end of this week.*

We are looking at all user feedback and possible improvements and/or new features which could be added to a possible phase 2 of the project.

The proposed custom programmed Proceedings paper and presentation tracking system would be a priority feature which was not included in the original specifications. Google Analytics does not track downloads, it only tracks page visits. It is important that IPPS can track the amount and titles of papers/presentations downloaded for a given period.

Here follows an overview of all key system specifications and design features:

1. System specifications

Database system:

One system with a main domain and 9 sub-domains. The International website is hosted on the main domain, ipps.org, and the regions each on a sub-domain, region.ipps.org. There are 10 websites in one system.

Responsive website template:

The website design is based on the customization of a HTML/CSS responsive template created to adapt the web content to display on any mobile device or small screen resolution. The website template is compatible with IE9 and up, Fire Fox, Chrome and Safari. Each page includes meta tags for basic SEO (search engine optimization)

Website administration

The system is designed with flexibility allowing easy in-house administration. An intuitive and easy to use CONTENT MANAGEMENT SYSTEM (CMS) with a super administrator level with access to the whole system and a regional admin level with access to each regional website only. Each administrator can create or delete pages, set page hierarchy, add and edit content to pages. Pages can be marked to be visible or invisible. Member data can be downloaded in CSV format which can be opened in Excel.



Member only access:

The website has a public area and a member only area accessible with a unique username and password. A 'forgot your password' system is included.

Document Management System (DMS):

Documents are uploaded to a single document management system. Documents uploaded by the super admin are visible on every website and those uploaded by a regional admin are only visible on the specific regional website. The complete Proceedings Library, 64 Volumes, has been uploaded to the DMS.

The DMS specifications are:

- All pages and documents uploaded, including events, photo and video galleries, can be marked for member only viewing or member and public viewing.
- The following file formats can be uploaded: PDF, PowerPoint, Word, Excel, zip folders and MP4 video.
- YouTube video links can be used but cannot be marked for member only streaming
- With all document uploads keywords for search purposes can be included

Search facility:

All databased content areas and the document management system, which includes the **Proceedings Library**, can be searched by search field keywords included in each document uploaded. The facility can't search content within documents, the process of adding correct search field keywords to documents when uploading, is very important. Proceedings can be searched by **author, title and search field keywords**. In the Proceedings Library, the abstract of each paper is used as search field keyword information.

Online membership application:

Membership application can be done from any of the websites for membership of any region. Membership fees can be paid securely online using the PayPal service which accepts any of the major credit or debit cards. Payment can also be done offline by any other preferred method by checking out with the 'Cheque or Direct Bank Transfer' option.

The application procedure: User completes the application form which includes contact details, choice of region, membership category, purchase of Proceedings in print or CD form or none. After checkout the system sends the member and the regional secretary/treasurer an invoice. If payment is done via PayPal the system automatically enables the new member and sends activation details to the member and to the regional secretary/treasurer. If payment by 'Cheque or Direct Bank Transfer' is chosen, the regional secretary manually enables the new member as soon as proof of payment is available. Zero value membership such as for students in some regions: the system does not issue an invoice but instead enables the account immediately and sends out the activation email. A members' expiry date can be edited by the system administrator allowing for e.g. two-year membership periods.

Japan has a link to the existing Japanese online payment facility. China membership applications fall currently under International.

Online membership renewal:

Members that are logged in to the website can access their 'My Profile' page where they can **update** their contact details and/or **renew** their annual membership.

The membership renewal procedure: Fourteen days before the annual membership expiry date the member receives a renewal reminder. On the expiry day the member receives another reminder announcing that membership has lapsed and that membership needs to be renewed to gain access to the member only area again. The renewal procedure is similar to the new member application

procedure. When a member whose membership has expired, logs in to the site, a red warning band appears with a link to the 'My Profile' page to renew membership.

Events database/Online event registration

Each region can upload their own events for online registration. Events can be marked for public or member only access. All events can be accessed from the main International page and region specific events from the respective regional sites. Events can be open for online registration or show only information without registration active. An event can have up to ten individually priced options/packages. Different pricing for members and non-members is possible. Events are paid directly to the host region.

Events pages have a sponsor section where sponsors names and logos with a link to the sponsors website can be uploaded.

Events can be paid online using PayPal, by cheque or direct bank transfer.

Japan and China websites

Japanese and Chinese characters can be used on the respective sites.

2. Website Design

The system makes use of template pages which can be updated by the administrators/secretaries.

Menu layout and initial pages created:

- **Home page** for International and each region with a banner image area for up to 5 images with relevant descriptions. Welcome message and latest news section to click through to article. Main pages include links to the following pages: Terms & Conditions, Logo Policy & Disclaimer.
- The International Home page includes a rotating "Our Sponsors" section with space for up to 12 sponsor logos linking to the sponsors website.
- IPPS PROFILE with sub-categories and pages with information about the society
- PROCEEDINGS Library: all 64 Proceedings Volumes have been uploaded in the format supplied by the International Editor. Papers, presentations and videos can also be uploaded individually by the administrators. Future edited Volumes can be uploaded for a fee by the programmer using a custom designed program.
- EVENTS: regional and international events pages including a page to promote event sponsorship.
- MEMBERS includes pages with all member related information e.g. membership application, scholarships, awards, foundations, membership lists etc.
- MEDIA CENTRE with sub-sections for News, Video Galleries, Photo Galleries, Resources and Links, Downloads
 - News database: Can include up to 3 documents per article to download, can include a single image with description, ad links to external sites, set for public or member only view, 2 – 3 latest articles feature on home page.
 - Resources & Links: Create links to other websites
 - Downloads: Sections for International and regional domains to download documentation
 - Video Gallery: upload selected YouTube videos, ad title and date.
 - Photo Gallery: photos can be uploaded into photo albums marked for public or member only viewing. Photo album with title, description, date published and unlimited photos.
- REGIONS with a dropdown menu of links to each regional website
- CONTACT with sub-pages to an International 'contact us' page and a page with all regional contact details.

Standard page templates:

Administrators can include the following to the standard page template if needed:

- Side menu on the left hand side of the page for easy navigation to other pages within a category
- A mini photo gallery
- Video clip from YouTube
- Single image with description
- META description and key words for Search Engine purposes

Page text can be edited with a WYSIWIG editor.

Social Media:

Links to social media profiles, groups or pages inserted on main pages' 'Stay Connected' section

Google Analytics:

Google analytics code has been included on each page to track the sites activity via Google analytics.

NEWSLETTER

MailChimp account for International created and newsletter templates done. Members email list can be updated from website member data downloaded from the CMS (content management system).

SOCIAL MEDIA

Brie Arthur setup the IPPS International Facebook Group. The Group is active, Group admins have to approve group applicants

Alan Jones is managing the IPPS LinkedIn Group

Regions have their own Facebook Pages. These need to be updated with the new logo.

IPPS International: Digital Communication





Overview of communication channels

E-mail		Website				Social Media			
Personal mail	Group mail	IPPS Profile	Proceedings	Members	Media Centre	Facebook	LinkedIn	YouTube	Twitter

Overview of the use of each channel


E-mail	Personal mail	‘One on one’ email communication
	Group mail	‘One to many’ email communication: e.g. Memos to board members & Newsletters. International & Regions. Mail Services e.g Mailchimp

Website International & Regional sites.	Access to information on all IPPS websites	Members only	Documents, videos & photos uploaded to the websites marked as 'members only' can only be viewed by members that are logged in.
		Public view	Documents, videos & photos uploaded to the websites marked as 'public' can be viewed by anyone.
	IPPS Profile	Information about IPPS: e.g. mission, constitution, management, board meetings	
	Proceedings	Proceedings library includes all conference proceedings, edited and un-edited, in various formats: e.g. pdf, video, PowerPoint	
	Members	Member related information: e.g. scholarships, awards, membership lists, membership application & renewal	
	Media Centre	Various sections for online information: e.g. News, Video Galleries, Photo Galleries, Resources and Links, Downloads.	

Social Media	Facebook 	Facebook Pages	The IPPS FB pages allow IPPS to communicate broadly with people who <i>like</i> the pages. Each region should have their own page managed by an IPPS official.
		Facebook Group	The IPPS International Group provides a space on FB for people to communicate about IPPS & plant production interests. Any group member can post information and comments.
	LinkedIn 	LinkedIn Group	The IPPS Group is a place on LinkedIn for plant production professionals to share content, find answers, post & view jobs, make business contacts and establish themselves as industry experts. It is an open group promoting IPPS
		LinkedIn Company Page	An opportunity on LinkedIn to promote IPPS within the LinkedIn community and direct interested people to the IPPS website. (Not yet created)
	YouTube 	YouTube Channel	Host IPPS videos on YouTube to share on the internet. Videos on the IPPS website video galleries are hosted by YouTube. International & regions need own channel.
	Twitter 	A short message service on the internet to communicate IPPS information broadly to people choosing to follow IPPS Twitter accounts. (only European Region tweets)	

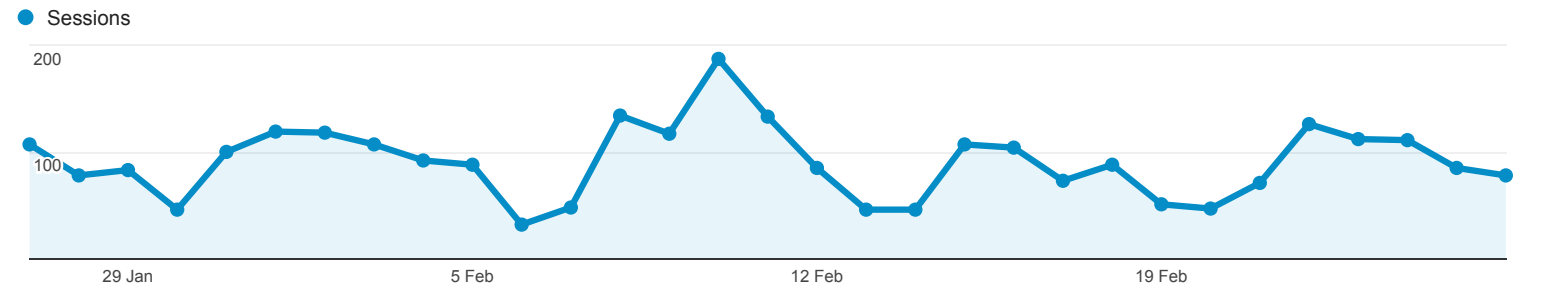
Audience Overview

27 Jan 2016 - 26 Feb 2016




All Users
100.00% Sessions

Overview




Sessions

2,819




Users

1,880




Page Views

12,259




Pages/Session

4.35




Avg. Session Duration

00:04:33




Bounce Rate

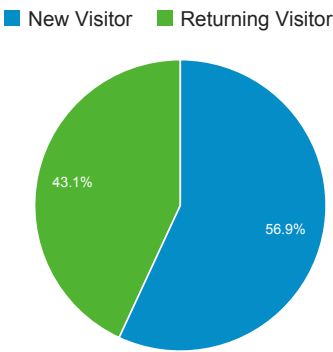
42.53%



% New Sessions

56.90%





Country		Sessions	% Sessions
1.	United States	1,217	43.17%
2.	South Africa	355	12.59%
3.	New Zealand	227	8.05%
4.	United Kingdom	216	7.66%
5.	China	123	4.36%
6.	Canada	107	3.80%
7.	Australia	88	3.12%
8.	India	72	2.55%
9.	Russia	29	1.03%
10.	Germany	23	0.82%