

UNITED CHURCH
OF CHRIST

Getting Started with
GetActive

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A Manual for Authors in the GetActive Website Management System

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Introduction

About Website Management

The Website Management module is a content management system allowing you to easily manage one or more database-driven Web sites of any scale, with multiple authors and types of content.

Website Management provides tools to:

- Create and edit Web site content
- Submit and approve content
- Schedule and publish content
- Archive, store, and restore content

A variety of elements goes into a complete Website Management site, including components, wrappers, content types, templates, and categories.

What is a Content Management System?

A Content Management System is software used to automate the process of creating, publishing, and maintaining content, most often for the Web. It simplifies content production by empowering Web site authors, editors, and administrators to perform a variety of tasks within a uniform structure.

A Content Management System usually consists of:

- a front-end editor for creating and managing site structure and content
- a back-end system for storing content and adding business logic
- a template system for creating content with a consistent look and feel

Accessing the CMS

Logging in

1. Go to www.ga3.org.
2. On the login page, enter your full UCC email address in the *Email:* field and leave the *Password:* field blank.
3. Click the Login button.

Changing Your Password

1. After logging in, click the link with your name, under *My Info*.
2. Click the *Change Password* button and follow the instructions.

Navigating to the Workspace


1. After logging in, click the *United Church of Christ (UCC)* link, under *Organizations*.
2. On the *Organization Dashboard* page, click the *United Church of Christ* button, under *Manage Centers*.
3. On the *Center Dashboard* page, click the *Website Management* button, under *Modules*.
4. The *Workspace* you can access items and tools according to your Administrator level

Using the Website Explorer

Navigating to the Website Explorer

1. From the *Workspace* page, click the *System* link, under the main menu, at the top of the page. Then click **ucc Web Sites - www.ucc.org**.
2. You will see a message on the right: *You do not have author permission on this folder. Please check with an administrator if you need help*. Look at the left column for a folder(s) without the red circle icon.
3. Click on one of these folders - these are the folders (website sections) you have been given permission to access. If there is a folder that you need access to, please contact the head of your department or the PIC web team.
4. On the right, the subfolders and documents within the folder are listed. Above this list are a row of buttons for managing the content of the folder - Add a New Item, Add Subfolder, Copy Items, Move Items, Delete Items, and View. You can learn the function of each button by hovering over its icon.

Adding a new web page

1. In the left pane of the *Website Explorer*, click on a section that you wish to add to.
2. In the right pane, click the *New Item* icon .
3. From the drop-down menu, select the *New UCC Web Page...* option.
4. On the *Properties* page, enter the title of the page in the *Title* field and press the *Tab* button on your keyboard to auto-fill the *File Name* field. File Names must be lower case and cannot contain any spaces or special characters.

Note: Please do not use all UPPERCASE letters when entering the Title

5. Add a description that sums up the page content or copy and paste the title into the *Description* field. The description is used to assist website and external search engine users find the content they are looking for.

6. Select an *Issue Topic* from the list. The issue topics selected will determine how the page is indexed in the website and external search engines. To select more than one issue topic, hold the *Ctrl* button on the keyboard while you select issue topics from the list.

Note: If you require additional Issue Topics, email them to PIC web team.

7. Select a *Staff Contact* from the list.

8. In most cases, you should leave both the *Exclude from What's New* and *Exclude from Live Search Index* boxes unchecked. The only instance when these should be checked is if you are creating a page that you do not want the public to see.


9. The *Wrapper* checkbox is checked by default and should always be checked.

10. Click the *Next* button at either the top or bottom of the page.

11. On the *Body Content* page, use your mouse to place the cursor in the WYSIWYG editor. The WYSIWYG (What You See Is What You Get) editor allows you to easily enter and format content in the body of the web page. You can learn the function of each button in the WYSIWYG editor by hovering over its icon.

12. Enter the desired text and images. Press the *Enter* key on your keyboard to create double-line breaks; press the *Shift + Enter* keys at the same time to create a single line break.

Note: Please do not use all UPPERCASE letters; try bolding or italicizing text for emphasis instead.

13. If you are copying and pasting text from another source (a web page, PDF, Word document, etc.) be sure to select the text and click the *Remove Formatting* button .

14. After you are done entering content, you can click the *Next* button to go on to the *Preview* step. Please be aware, the *Preview* page in GetActive is very buggy and can take a long time to load.

15. On the *Schedule* page, you can select a day and time to make the page live or expire the page. If you want the page to be live now, leave these fields blank and click the *Next* button.


16. On the *Submit* page, you will see which Managers in the system can approve your page. Only one Manager needs to approve the page. Click the *Finish* button.

17. On the *Status* page, you can review information about the page and navigate back to any of the previous steps.


Updating a web page

1. In the left pane of the *Website Explorer*, click on a section that you wish to add to.
2. In the right pane, right-click on the *Title* of the Web Page you wish to update. Select *Edit Properties* or *Edit Body*.


Uploading a new image

1. In the left pane of the *Website Explorer*, click on a section that you wish to add to.
2. Open the *Images* subfolder.
3. In the right pane, click the *New Item* icon .
4. From the drop-down menu, select the *New Image...* option.
5. On the *Properties* page, enter the title of the image in the *Title* field and press the *Tab* button on your keyboard to auto-fill the *File Name* field. File Names must be lower case and cannot contain any spaces or special characters.
Note: The image title should be logical and descriptive so that it is easy to find later.
6. Copy and paste the title into the *Alt Text* field. Alt Text is used by screen readers to describe the image to Users with visual disabilities. Providing Alt Text for all images makes our site more accessible, which is a good thing!
7. Click the *Browse...* button next to the *File Upload* field.
Note: The image should be no bigger than 500 pixels wide and should have a resolution of 72 ppi (pixels per inch). Most images should be 200 pixels wide, so that fit properly with text.
8. Select your image in the *Choose File* window and click the *Open* button.
9. Click the *Next* button, then the *Finish* button to go the Image's *Status* page. Click the *Website Explorer* link at the top of the page.

Adding an image to a web page

1. In the left pane of the *Website Explorer*, click on a section that contains the web page you wish to add the image to.
2. Right-click on the web page. Select *Edit Body*.
3. Place your mouse cursor in the text box, in the section of the page that you want image to be in.
4. Click the *Insert Image* button .
5. Browse to the *Images* subfolder, where you previously uploaded the image.
6. Select the item and click the *Select* button.
7. Right-click the image in the WYSIWYG editor and select *Image Layout*.
8. In the *Image Layout* window, select the *Right* radio-button next to *Horizontal*.
Note: Because of a bug in the GetActive system, you must enter “0” in the Border Width field if you use any of the Image Layout options. Otherwise the image will have a large blue border around it.
9. After you are done adding images, you can click the *Next* button to go on to the *Preview* step.
10. On the *Submit* page, you will see which Managers in the system can approve your image. Only one Manager needs to approve the image. Click the *Finish* button.
11. On the *Status* page, you can review information about the image and navigate back to any of the previous steps.

Uploading a new PDF


1. In the left pane of the *Website Explorer*, click on a section that you wish to add to.
2. Open the *PDFs* subfolder.
3. In the right pane, click the *New Item* icon .
4. From the drop-down menu, select the *New UCC File...* option.

5. On the *Properties* page, enter the title of the PDF in the *Title* field and press the *Tab* button on your keyboard to auto-fill the *File Name* field. File Names must be lower case and cannot contain any spaces or special characters.
Note: The image title should be logical and descriptive so that it is easy to find later.
6. Add a description that sums up the page content or copy and paste the title into the *Description* field. The description is used to assist website and external search engine users find the content they are looking for.
7. Select an *Issue Topic* from the list. The issue topics selected will determine how the page is indexed in the website and external search engines. To select more than one issue topic, hold the *Ctrl* button on the keyboard while you select issue topics from the list.
Note: If you require additional Issue Topics, email them to PIC web team.
8. Click the *Browse...* button next to the *File Upload* field.
Note: The file cannot be larger than 10 MB.
9. Select your PDF in the *Choose File* window and click the *Open* button.
10. Click the *Next* button, then the *Finish* button to go to the PDF's *Status* page. Click the *Website Explorer* link at the top of the page.

Updating a PDF


1. In the left pane of the Website Explorer, click on a section that you wish to add to.
2. Open the *PDFs* subfolder.
3. In the right pane, right-click on the *Title* of the PDF you wish to update. Select *Edit Properties*.
4. On the *Properties* page, click the *Browse...* button next to the *File Upload* field.
Note: The file cannot be larger than 10 MB.
5. Select the updated PDF in the *Choose File* window and click the *Open* button.
6. Click the *Next* button, then the *Finish* button to go to the PDF's *Status* page. Click the *Website Explorer* link at the top of the page.

Linking a PDF from a web page

1. In the left pane of the *Website Explorer*, click on a section that contains the web page you wish to add the link to the PDF from.
 2. Right-click on the web page. Select *Edit Body*.
 3. Place your mouse cursor in the text box, in the section of the page that you want PDF link to be in.
 4. Click the *Insert Hyperlink* button  .
 5. In the Hyperlink Properties window, click the *Browse Folders* button. Browse to the *PDFs* subfolder, where you previously uploaded the PDF.
 6. Select the item and click the *Select* button.
 7. From the *Clicking the link* drop-down menu, select *opens the item in a new window*.
- Note:** You can change the link text by editing the *Text to Display* field.
8. After you are done adding PDF links, you can click the *Next* button.
 9. Click the *Next* button, then the *Finish* button to go the page's *Status* page. Click the *Website Explorer* link at the top of the page.

Adding an internal link from a web page


Internal links are links to other web pages on ucc.org

1. In the left pane of the *Website Explorer*, click on a section that contains the web page you wish to add the link to.
2. Right-click on the web page. Select *Edit Body*.
3. Place your mouse cursor in the text box, in the section of the page that you want link to be in.
4. Click the *Insert Hyperlink* button  .
5. In the Hyperlink Properties window, click the *Browse Folders* button. Browse to the folder where web page is.

6. Select the item and click the *Select* button.
7. After you are done adding links, you can click the *Next* button.
8. Click the *Next* button, then the *Finish* button to go the page's *Status* page. Click the *Website Explorer* link at the top of the page.

Adding an external link from a web page

External links are links to web pages and documents on other web sites

1. In the left pane of the *Website Explorer*, click on a section that contains the web page you wish to add the link to.
2. Right-click on the web page. Select *Edit Body*.
3. Place your mouse curser in the text box, in the section of the page that you want link to be in.
4. Click the *Insert Hyperlink* button  .
5. In the Hyperlink Properties window, click the *Browse Folders* button. Browse to the folder where web page is.
6. Select the item and click the *Select* button.
7. From the *Clicking the link* drop-down menu, select *opens the item in a new window*.
Note: You can change the link text by editing the *Text to Display* field.
8. After you are done adding links, you can click the *Next* button.
9. Click the *Next* button, then the *Finish* button to go the page's *Status* page. Click the *Website Explorer* link at the top of the page.