

# WEBSITE 'MINISITE' GUIDE for clubs and societies



## Introduction

All active Worcester Students' Union clubs and societies are allocated space on the WSU website to help promote their activities. This allocation is in the form of a mini-site which can be adapted and maintained by the club and society committee to help advertise what they do and also keep members up to date on what's going on. This document serves as a step by step guide to setting up your club or society mini-site.

## Appointing Your 'Webmaster'

The first thing you need to do is decide which member or members of your club/society committee are going to be responsible for keeping your mini-site up to date. Once you have done this you need to ensure that those committee members who will serve as your webmaster(s) have registered with the Worcester Students' Union website ([www.worcsu.com](http://www.worcsu.com)) and notify the Sports & Societies Co-ordinator so that they can set them up as administrators. When you have received confirmation of administrator status then you can get to work.

## Step by Step Guide

### Getting Started

1. First things first, you need to log-in to worcsu.com. Do this in the usual place in the top right corner of the site front-page.



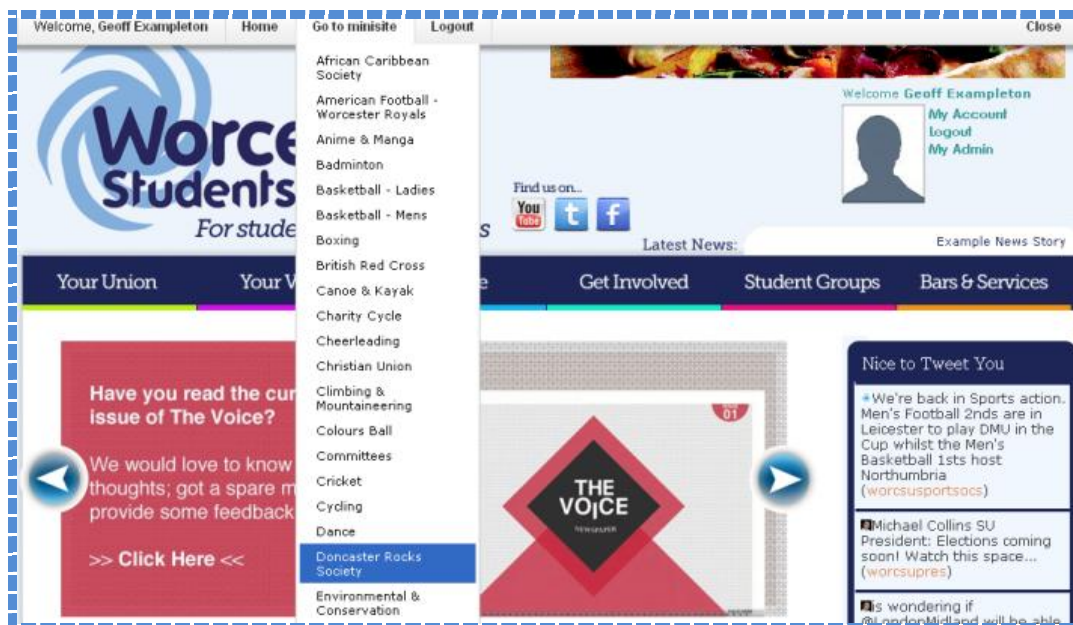
2. Having logged in, to get further access to admin you need to enter characters from your security key (your additional security password) in the drop down tab at the top of the page.



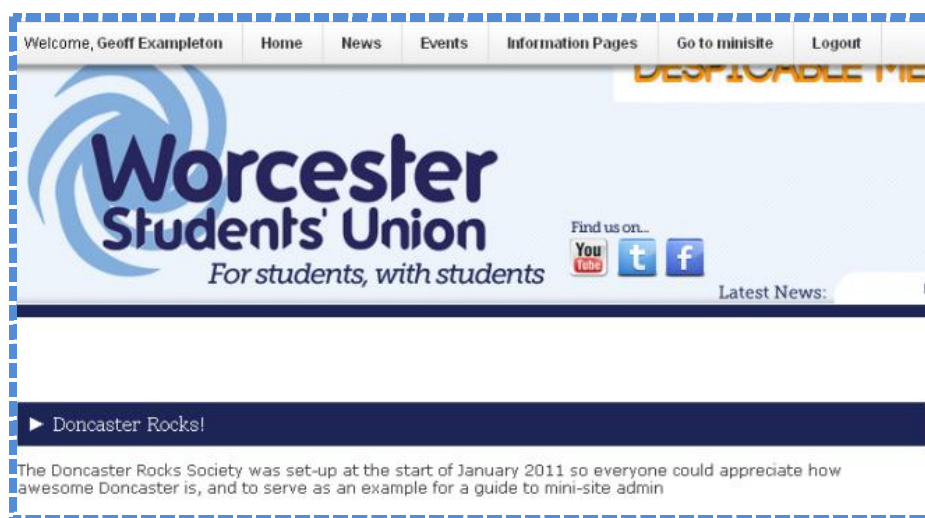
If you cannot see the drop down tab at the top of the page then you need to click on the 'Open Admin' tab in the top left corner, to open this options tab out.



- Once you've opened the top admin bar and have entered your 'Security Key' then you will get a list of three options in that bar; 'Home', 'Go to mini-site' and 'Log-out'. Of these click on the 'Go to mini-site' option and then within the drop-down menu that appears click on your society name. For the purposes of illustration we will be editing the *Doncaster Rocks Society*.



- When you reach your club/society mini-site you will notice that the options in the drop-down toolbar at the top of the page change.

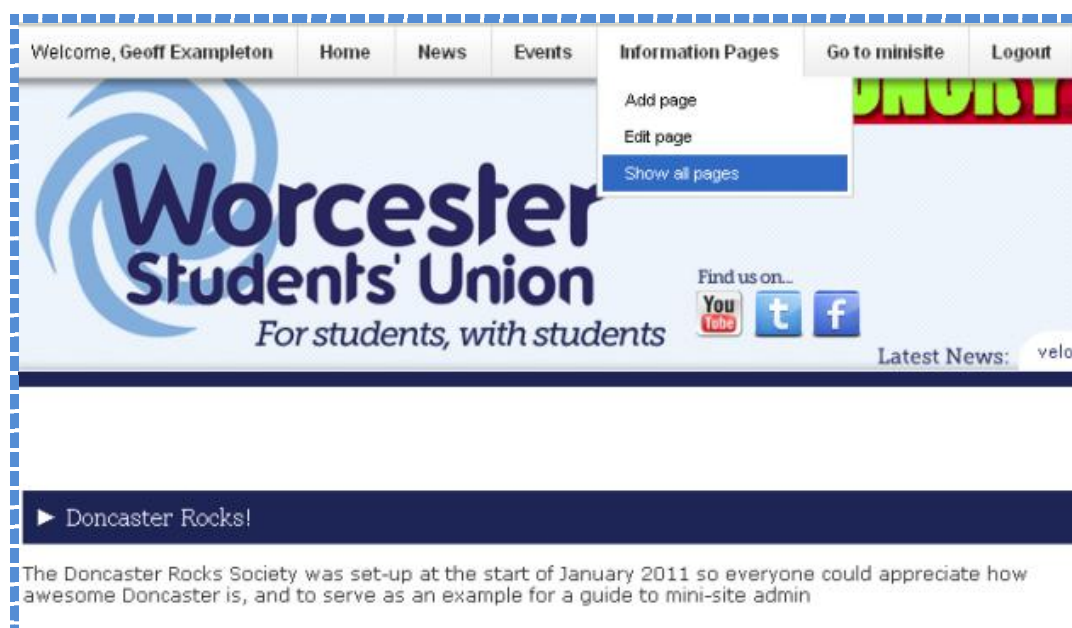


You should now see the following options as per the example screen-shot on the previous page;

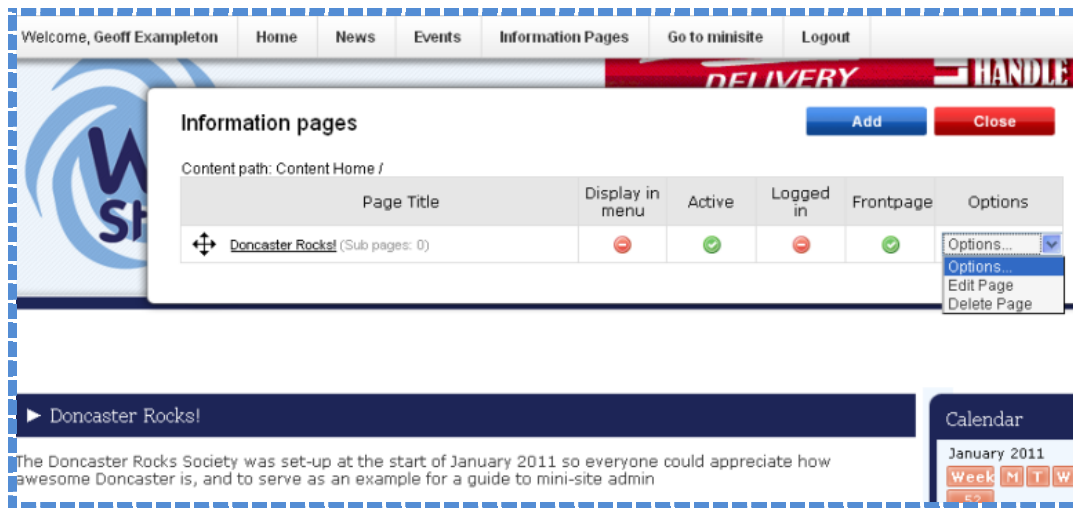
- **Home**                      this will take you back out of your minister to the main SU website
- **News**                      this will take you to the area for creating and editing news stories
- **Events**                    this will take you to the area where you can edit and create events
- **Information pages**      this is where you create general website pages, for any content
- **Go to minisite**          brings up the list of mini-sites you were on previously
- **Logout**                    unsurprisingly allows you to log out

## Editing Your Mini-site Homepage

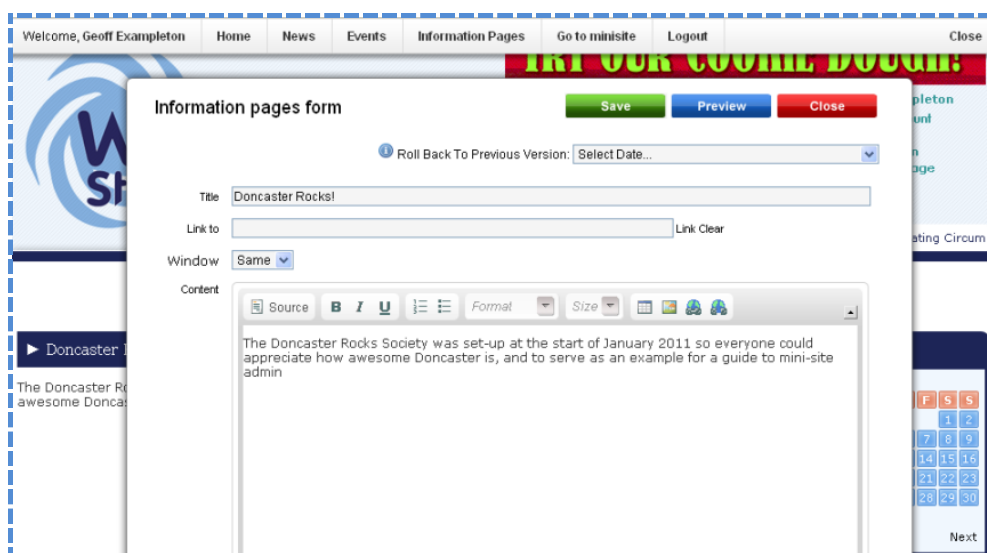
5. Each club/society mini-site already has a homepage already set up with very brief details about that club/society. To edit this home-page you need to click on '*Information Pages*' in the toolbar at the top of the page and then in the scroll down menu select '*Show all pages*'.



6. A box should appear like the one in the image below which lists all your information pages, which at this point will just be the homepage. To edit the homepage, in the '*Options*' column select '*Edit Page*' in the scroll menu



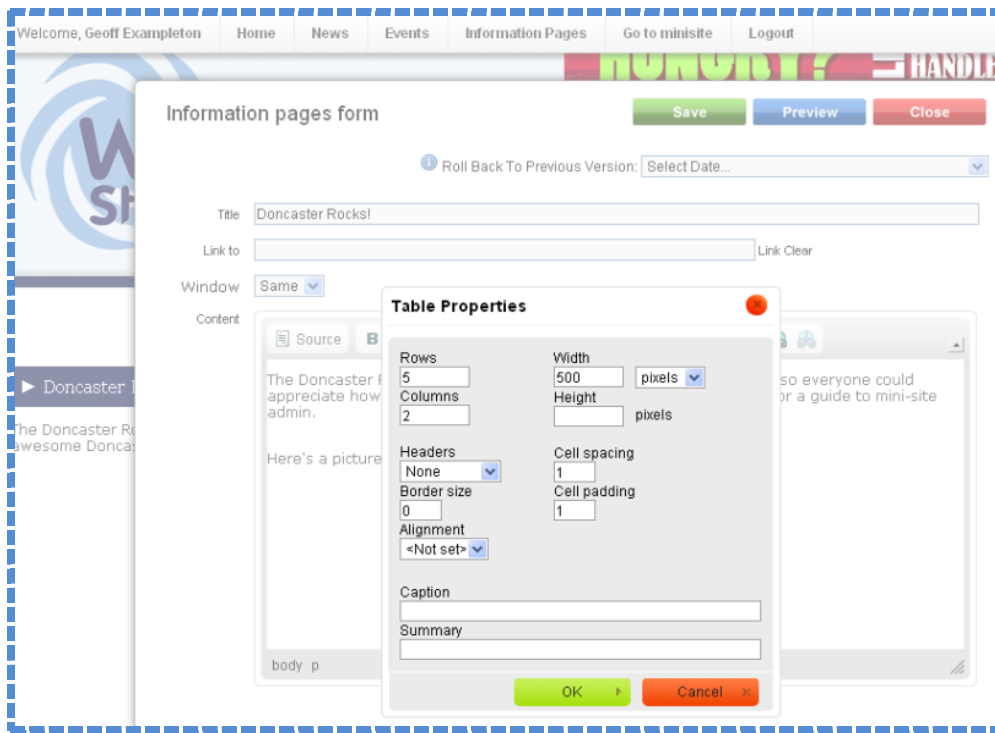
7. Selecting 'Edit Page' should bring up the 'Information Pages Form' which is a general text box as per the image below. Here you will see the existing text on the page and some option buttons above.



This section will give an explanation of these buttons from left to right (ignoring the source button which is not needed for the basic set-up). First off you have the general word-style buttons which you should be familiar with. The 'B' is to make text bold, the 'I' to make text italic, and the 'U' to underline text. The next two buttons are to help you do numbered or bullet-point lists.

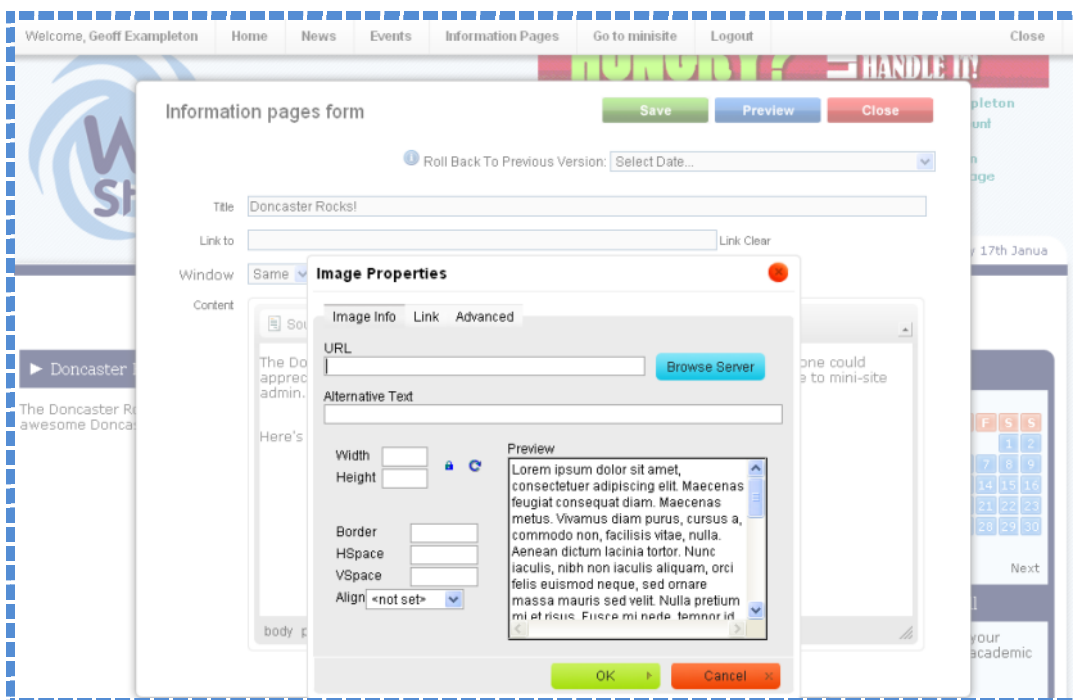
The two drop down menu buttons are also quite straight forward. The 'Format' menu gives you different text-style options. *Normal* is the standard written text our whole website is in; there are also options for different weighted heading sizes. *Heading 1* is the heading style we use for the rest of the SU website. The next button along, the 'Size' menu, is where you can alter the size of the text.

8. The next four buttons here are a little more complicated.
  - i. The first of these buttons enables you to create a table and will bring up the following box;

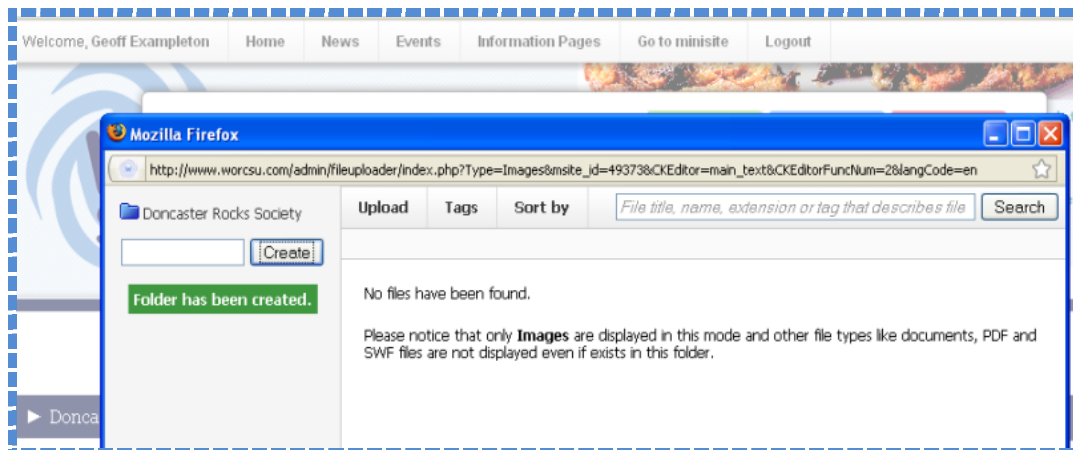


ii. In here you can choose the number of rows and columns you wish to use. The width is best measured in pixels; a table of 650 pixels wide will just about fill the page. The table will automatically calculate the 'Height' required for the text so you can leave that box blank. If you don't want the table lines to show up on the web-page put 0 in the 'Border Size' box whilst 'Cell Spacing' is best left at 1. 'Alignment' refers to the position of the table on the page, so either to the left, right or centre. Once you're happy with your table click 'OK' and it will appear within the 'Information Pages Form' for you to fill in accordingly.

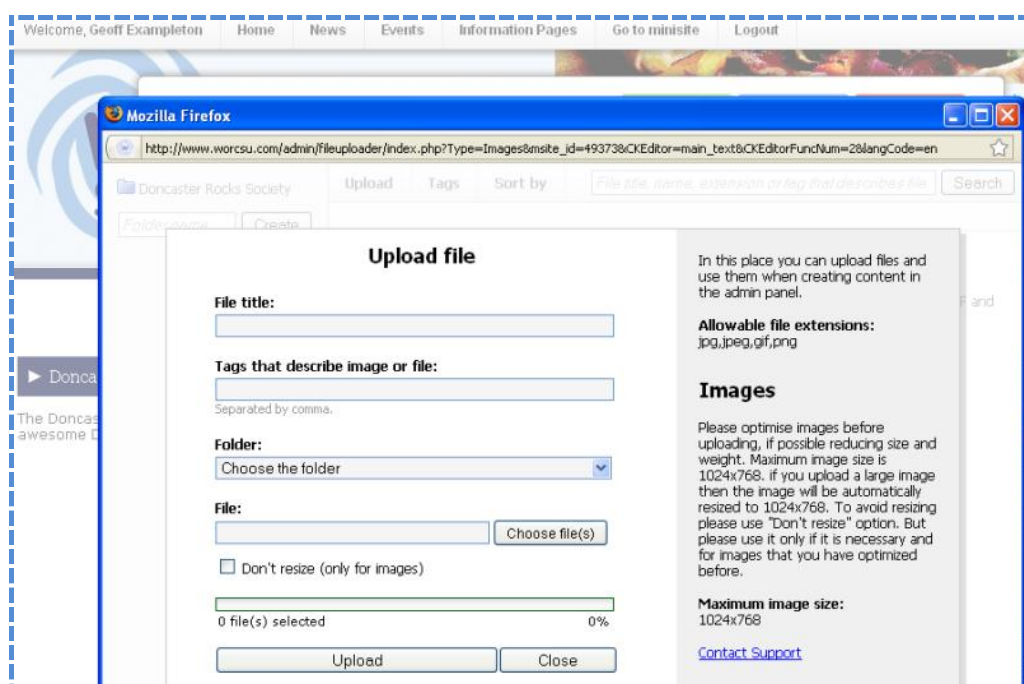
iii. The second button enables you to add a picture and will bring up the following box;



To find the picture you want to put on the page click the *'Browse Server'* button. Before you upload the picture its worth creating a folder in which to store your images. Write the name of your folder in the *'Create Folder'* box in the top left and then click *'Create'* as per the image below.

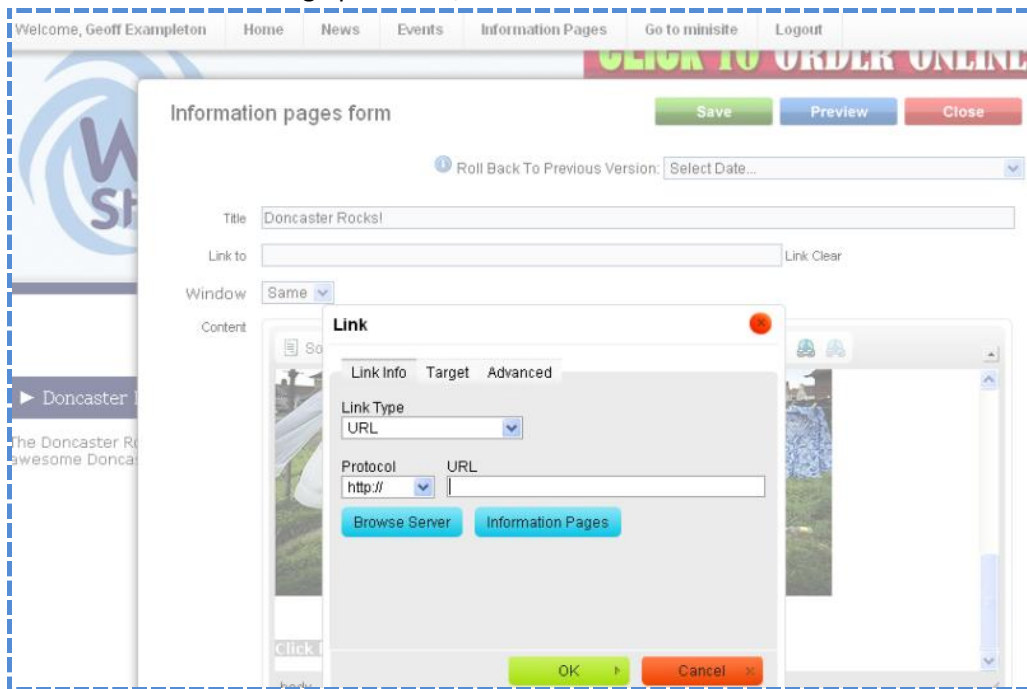


Once you've done this click *'Upload'* in order to upload the picture of choosing from your desktop or computer, and you'll get the *'Upload File'* box shown below;



Give the image a title in the top box and if you wish to add any *'Tags'* for the image in the second box down. Under the folder tab, select the folder name you have just created, this will ensure your image is easy to find for future use. Once you've done this click the *'Choose File(s)'* button to find the image on your computer. When you have the image, click *'Upload'* and once the green bar stating *'Upload Complete'* appears click close. Your image will appear in the folder you created. Select your picture within the folder and you'll be taken to a *'preview'* box where you can set the size and alignment of the image. When you're happy, click *'OK'* and your picture will be on the page.

- iv. The third button helps you to create a weblink. The easiest way to do this is to type some text on the page, for example; “Click here for more information on Doncaster” and then highlight the text and click this button to bring up this box;



Leave the scroll box titled ‘Link Type’ to say URL. In the box titled ‘URL’ write the website address you want to link to. Note that you don’t need to include the *http://* part as that is already in the ‘Protocol’ box. Under the ‘Target’ tab you can choose whether you want the link to open in a new web window or the same web window by clicking on the appropriate option in the ‘Target’ drop down box. Once you’ve entered all the information click ‘Ok’ and your link will be created.

- v. The fourth button is to enable you to remove a weblink. So if you have an existing link set up that you want to get rid of, simply highlight the link text on the page and then click this button.
9. Once you’re happy with this page you have created click ‘Save’. When it has confirmed as saved close the box and refresh the page and you will be able to see what you’ve created. Like this;

**Worcester Students' Union**  
For students, with students

Find us on...  
[You Tube](#)
[t](#)
[f](#)

My Account  
 Logout  
 My Admin  
 Edit this Page

Latest News: [inal Safety](#) [Top Flight Netball Club Backs Wo](#)

► **Doncaster Rocks!**

The Doncaster Rocks Society was set-up at the start of January 2011 so everyone could appreciate how awesome Doncaster is, and to serve as an example for a guide to mini-site admin.

**Doncaster's Pros and Cons;**

Pros	Cons
Its up North	Its not very sunny
Doncaster Rovers FC	All the pits are shut
Brian Blessed was born here	Jeremy Clarkson was born here
Its not Rotherham	Its quite close to Rotherham

**A picture of lovely scenic Doncaster**

[Click here for more information on Doncaster](#)

**Calendar**

January 2011

Week	M	T	W	T	F	S	S
52						1	2
01	3	4	5	6	7	8	9
02	10	11	12	13	14	15	16
03	17	18	19	20	21	22	23
04	24	25	26	27	28	29	30
05	31						

Prev Next

**WORCESTER Poll**

Have you met with your personal tutor this academic year?

Yes  
 No

[Vote](#)

[Poll Results...](#)

Search WORCSU.COM

Search:  
 Enter your search here  
[Search](#)

Popular Searches

- Union Council
- Course Reps
- The Dive

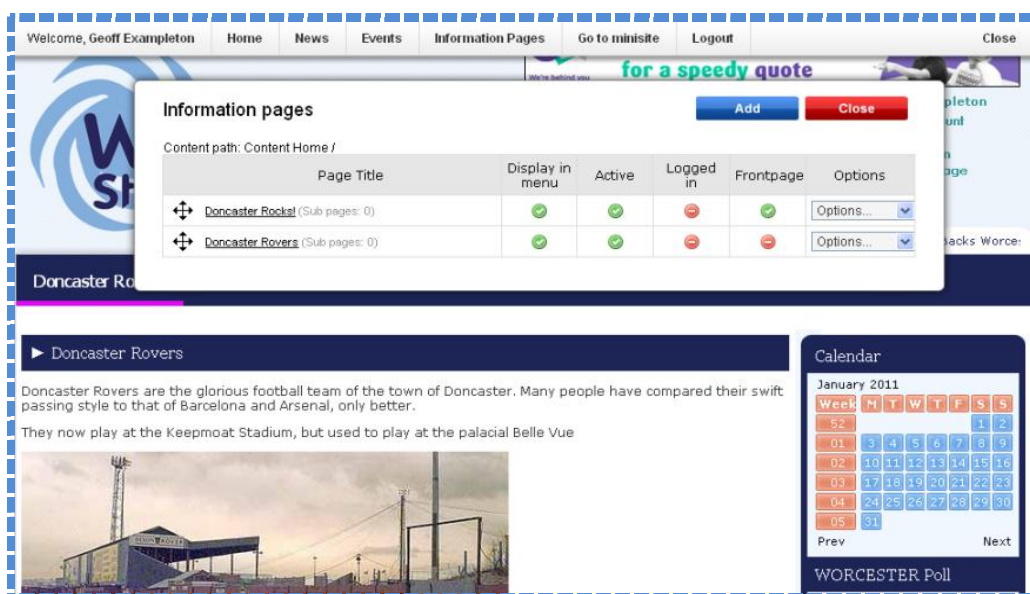
Student Marketing Specialists  
 0845 1300 667

## Adding Further Web-Pages

- If you wish to add any additional web-pages you need to return to the toolbar at the top of the page and click on 'Information Pages' and then the 'Show All Pages' option in the drop-down menu. In the top-right corner of the box which appears you will see a blue 'Add' button and a red 'Close' button. You're probably way ahead of me here, but you need to click the blue 'Add' button. If, having done that a dialog box appears on screen asking you if wish to add a *top level page* then click 'OK' to proceed. From this point on follow as per points 6-9 in this guide to edit your new page or pages.

## Putting Your Pages in Order

- Once you've created your pages following the instructions above, you may wish to alter the order of your pages. Click on 'Information Pages' in the toolbar at the top of the page and then 'Show All Pages' to bring up the table below;



To change the order which your pages are displayed within your menu bar you just need to change their order in the 'Page Title' column. To do this just click on the arrows at the left hand side of each page's title and drag them up or down accordingly. The order they display in this column is the order they'll show up across the menu bar from left to right.

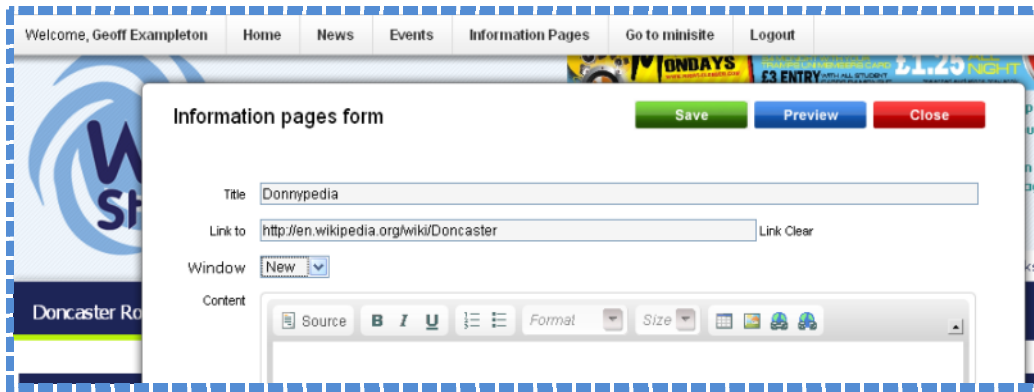
12. To explain the four columns to the right of your page title;

- Display in Menus**      Tick this column and you page will display in the menu-bar on your mini-site (the navy blue bar stretching the width of the page)
- Active**                      The page will only be live (visible) if this box is ticked.
- Logged In**                    If this box is ticked then it means only people logged in to the website can view that particular page.
- Frontpage**                    Ticking this box means that the page in question will become the front-page of your mini-site.

## Linking Direct to Other Websites

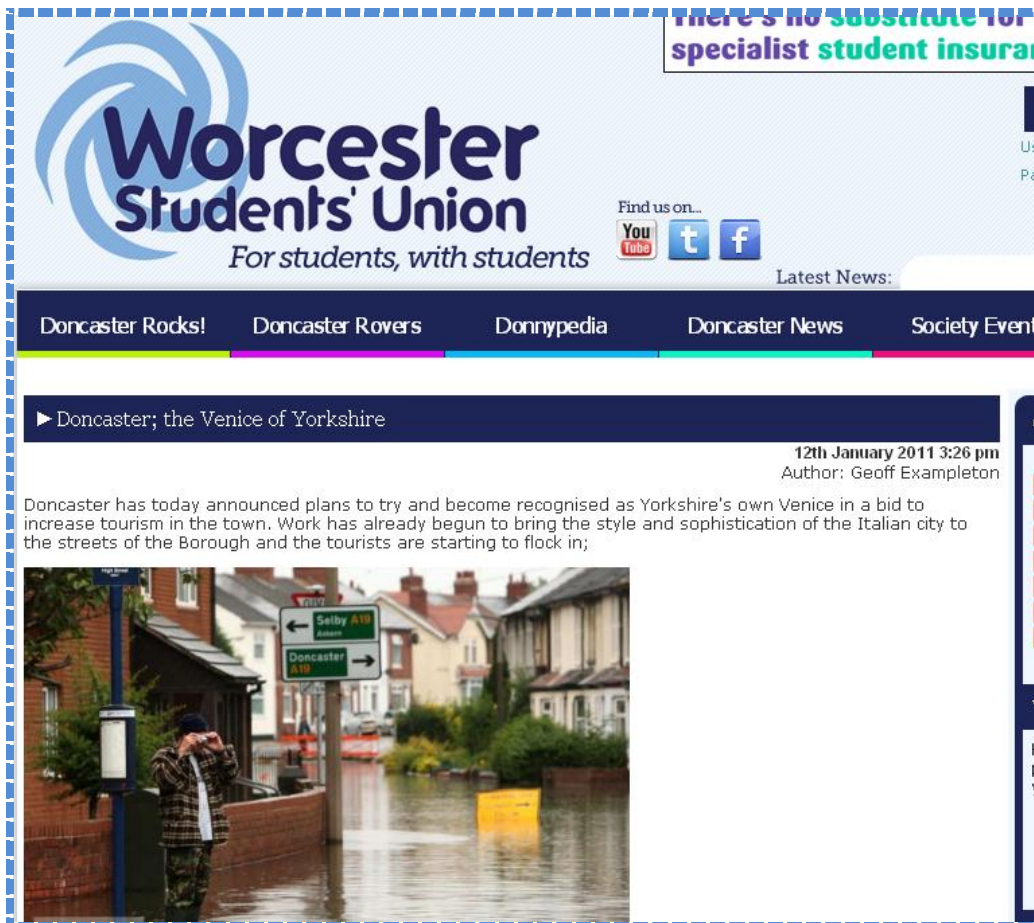
13. It is possible to create a link direct from the heading in your menu bar to another website. If you wish to do this you need to first create another web-page as per the instructions at points 6 and 7 within this guide.

In the Information Pages Form within the 'Title' box add the text you wish to display in your menu bar and then in the 'Link To' box write the full URL web address of the page you wish to link to. Within the 'Window' tab ensure that the scroll menu is on 'New'. Leave the large 'Content' text box completely blank as per below and then click on 'Save'



## Creating News Articles

14. In the toolbar at the top of the page click on the News' button and then on the drop down menu choose 'Add News'. This will bring up a 'News Form' which is similar to the 'Information Pages Form' in which you can add content as per the instructions in points 7 and 8 of this guide. At the top of the form you have a couple of additional options, namely to add a time and date for the news article and also to add an author name to the story. Your news story should display on your mini-site like this;



15. Your News page does not automatically show in your menu bar, but you can enable it to do so as follows. In the toolbar at the top of the page click on 'News' and then in the drop down menu click

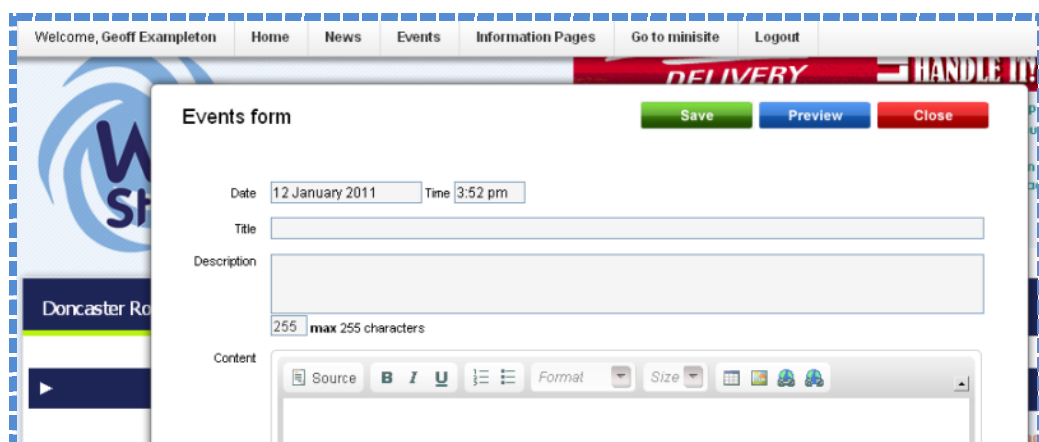
'Go to News Homepage'. On this screen click on the URL web address with your right mouse button as below and then select 'copy'.



Next, click on 'Information Pages' in the toolbar at the top of the page and then select 'Add Page'. In the 'Information Pages Form' which appears press your right mouse button in the 'Link to' box and then paste the URL web address in this box. In the 'Title' box add a suitable heading such as *News* or *Society News* and leave the 'Window' box as *Same*. Leave the 'Content' text box blank and then click 'Save'. Once it has confirmed as saved click close and then refresh your page and you should now have a link in the menu bar that will take you straight to your news page.

## Creating Events

16. Creating Events is essentially the same process as creating News articles. In the toolbar at the top of the page click on the 'Events' button and then choose 'Add Event'. This will bring up an 'Events Form' as per the image below;



Like the News articles content can be added as per the instructions in points 7 and 8 of this guide.

Also, as with the News articles at the top of the form you have a couple of additional options, however please note that for Events the Date and Time options refer to the date and time of the event itself, not the date and time you are creating them.

17. The Events homepage, like the News, does not automatically show in your menu bar, but you can enable it to do so in the same manner. In the toolbar at the top of the page click on 'Events' and then 'Go to Events Homepage', where you need to copy the URL as per point 15 of this guide. Next, click on 'Information Pages' in the toolbar at the top of the page and then select 'Add Page'. In the 'Information Pages Form' which appears press your right mouse button in the 'Link to' box and then paste the URL web address in this box. In the 'Title' box add a suitable heading such as *Events* or *Society Events* and leave the 'Window' box as *Same*. Leave the 'Content' text box blank and then click 'Save'. Once it has confirmed as saved click close and then refresh your page and you should now have a link in the menu bar that will take you straight to your Events listings, which should display like this;



## Example Mini-site and Further Help

18. That concludes this basic guide to setting up your club/society mini-site. You can see the example site created for this document by going to <http://www.worcsu.com/doncastersociety>

If you require further help with your mini-site then please seek assistance from the Sports and Societies Co-ordinator or Vice President in the Students' Union.