

## Simple Instructions for creating online Workshop Schedule notices

1. **Visit the Home page** (avpav.org).
  - a. There you'll find the space for displaying workshop schedules (or if there are any, the schedules themselves).
2. In the lavender horizontal menu (just below the site name), **click the Facilitator Resources link**.
  - a. This navigates to that page using the same browser tab you were already in.
3. Under the purple heading, Website Administration, **click on the link, "Go To Tiny MCE Editor"**.
  - a. This opens a new browser tab with the older style **WYSIWYG** (What You See Is What You Get) **Editor**. Unlike the other editor we reviewed, these two tabs (Home page tab, and editor tab) are the only ones you'll need. *(At this point, the "home page tab" is currently navigated to the Facilitator Resources page, but clicking that tab and using the Back arrow will arrive back at the Home page again.)* You will be switching back and forth between the editor and the Home page where the schedules appear (and will need page refreshing).
    - i. Although you don't need to use it, this editor also has a popup Code Editor like the other one we reviewed, available for tweaking to obtain better results. Generally you won't need to ever look at it or use it since the word processor style features of the WYSIWYG Editor are enough for most things.
  - b. This editor works very similarly to the other one we reviewed; however, there are less of the complex added things to be aware of. If they are needed, we can add some helper items later on.
4. **USING THE EDITOR:**
  - a. Toward the top of the page containing the editor (hidden at first) are a couple of rows of links. The links you will be using are noted as Peggy's Zone and those links are all colorized light green, making them easy to spot. Note that all other links on the page which are light green are also for your use. *(Other links are available, but are not things you would use and are mostly not relevant.)*
  - b. Lower on the page containing the editor (hidden at first) are a few additional light green links. You will be using these a lot. **Initially (when you're not logged in yet), only one light green link will appear: the Login link.** Also in the lower row of links is a red **Help** link. That link will access a copy of this file for easier reference.
    - i. The first of these links you will use is the only one showing, **Login**. Click this and login.
      1. Your login is *(all lower case)*:
        - a. Username: **diana**
        - b. Password: **douglas**
      2. I was going to use peggy / craik however, the function for changing or adding usernames and passwords is failing to work; however the old username/password combinations work fine. Sorry...but this in no way prevents the editor from functioning properly.
      3. For your first login, you'll use the provided login. If you logout after a session, you'll need to login each time you start a new session. If you do not logout and are using the same browser, you will still be logged in when you access the editor's page again.
    - ii. Once you've logged in, the Login link will disappear and be replaced by many links, 4 of which are light green (the ones for you to use).
  - c. **To Begin Using the Editor once you're logged in...**



- i. Using a link from the upper row of light green links, select the workshop you wish to edit. If creating one, you are free to use any of these but you should know that when they appear on the home page as schedules, they will appear in the order of the numbers on these links (if there is more than one). Typically, you would start with 01, then use 02, etc.
- ii. Once you go to one of the links, it's identifier title will appear in bold across the pale gray area (and if there is already information stored in that slot, it will also appear). **Click the Edit link** (either one as there are two for convenience). **The WYSIWYG Editor will open.**
- iii. **Enter the information desired**, formatting as seems best, and deleting or editing any existing information that is no longer needed if information already exists for a former schedule. **Then click Save.** Once you have Saved the information, it will show as a preview just below the bold workshop label title. That bold title is not part of the information displayed as a schedule.
- iv. Once you're satisfied the information is correct, **click the browser tab with the Home page in it.** [If the tab now has Facilitator Resources in it, just use the Back arrow to return to the Home page from there. **Then Refresh the page using either the circular arrow icon...or if handier, press the Ctrl key and hold it while pressing the R key, then let both go.**
- v. When you're done entering or editing workshop schedules and double checking that they appear correctly on the Home page, you're done and can close both browser tabs.
- vi. Additional thoughts:
  1. **NOTE:** The Restore and Backup links work but are not yet setup. They work like this...
    - a. For any schedule, once it is correct, you have the option of clicking the Backup link. This stores a separate copy of that information in case you make a bunch of changes then decide you need to start over.
    - b. Once the Backup link has been used for any specific schedule, it is available for starting over using that information by clicking the Restore link.
    - c. Remember that using a Backup or Restore link cannot be undone.
      - i. If you click Backup by mistake, whatever is showing in the editor slot for that schedule will be stored, overwriting whatever was previously stored.
      - ii. If you click Restore by mistake and end up with information you didn't want, you will need to redo that schedule to your liking and Save it...and then you are able to use the Backup link (again) to store the new information if desired.
    - d. **Optional reading not required at this time:** There is one other link and function that I caused to not show for now. It is the Original function. What that does is restores an original schedule or notice as a template that you've decided upon earlier. Setting up Original requires my assistance as its backup style feature is intentionally not automated so it will not be



overwritten accidentally. Once you've used this system for awhile and feel fairly comfortable with it, we can setup the Original link and its function. An Original can be setup for each of the 8 slots if desired, making it possible to setup various generic notice templates or workshop completion notices, etc. There's more to that subject, but it's not something you need for now. When we do that, I manually copy paste the template format and layout into a file that is stored online (with content as whatever you've indicated and shown to me). It will then be semi-permanently available once I setup the link(s). By semi-permanent, that means that we can get together down the road when perhaps the older templates for schedules, etc. no longer serve a helpful purpose and need to be replaced. Then those will become semi-permanent. That semi-permanence factor is what sets Original apart from Restore. Both use a restore style function, but one of them cannot be overwritten by clicking a link.

2. If later, a workshop is completed or you wish to change its information, you can click on the appropriate numbered link for that workshop and the information previously entered (*matching the schedule notice on the home page*), you can edit that workshop slot's information, or delete it and start over. Either method is fine for creating a new workshop in that same slot (per numbered link) as the one that is not longer needed or valid.
3. An idea: Sometimes it is handy or better to enter the workshop schedules in chronological order as this makes more sense to people looking at the notices on the home page. One way to do that is to put them in order initially, then once one is completed, just go to its numbered slot and delete its information...and that workshop will disappear from the schedule notices but will leave all other scheduled workshops as appearing and in their original order. Then, if you wish to create a notice for a new workshop schedule, you would just use the next unused slot and it would then appear in agreement with the existing order of workshop schedules.
  - a. There are 8 numbered slots for creating workshop schedules (or other notices), so eventually using the above idea, you will have used slot #8 and that idea cannot be applied further. In that case, if you still had one or more workshops which were not past or completed, you could use the following method:
    - i. Go to the slot with the next workshop that's coming up and copy the contents of the editor for that slot. Then go to slot #1 and paste that information into slot #1. Do the same in chronological order for each already-existing workshop so that they appear in order, starting from slot #1. Once those pre-existing workshop schedules are moved to the leftmost slots, you can use the next available slot to enter any new schedule. This of course, potentially creates duplicate notices. In that



case, just go to the older slot number where you had copied the information and pasted it in a slot further to the left, and delete the old information that is now redundant.