IWFS APZ BRANCH WEBPAGE MANAGEMENT GUIDE

INTRODUCTION

https://www.iwfs.org/ is the main webpage of the Society.

Branches can manage their individual branch sites. Below is a guide on how to navigate the site.

Main Society Webpage
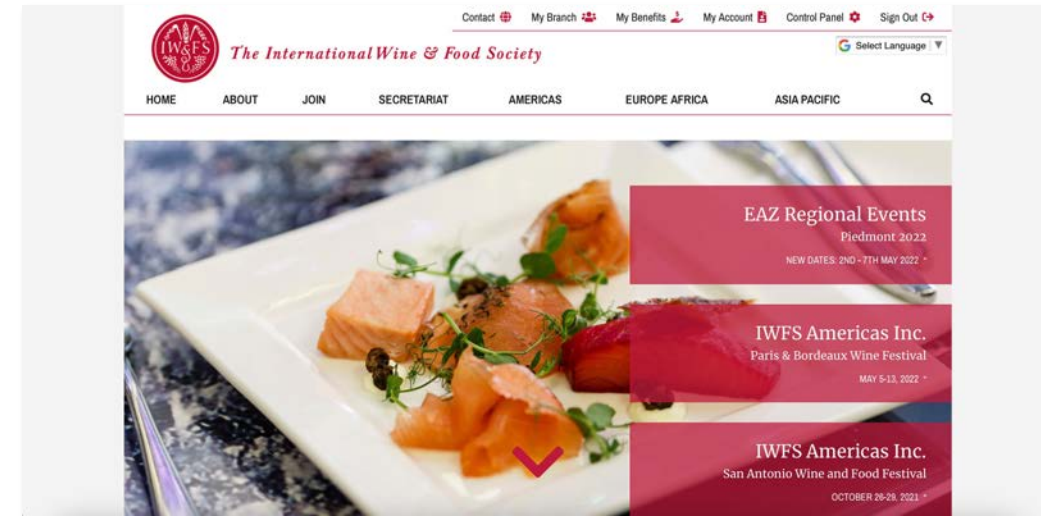
Example of Branch Site – Singapore

APPOINTING A BRANCH MANAGER

Each branch should appoint a Branch Administrator who will be assigned the special access to the branch's control panel where the branch can update its webpage and membership database.

What is expected of the Branch Administrator?

To administer to the needs of your IWFS website. Each branch has its own webpage (within the main IWFS website iwfs.org). The aim is for its upkeep to be done by the Branch itself.

What will this IWFS APZ Branch Webpage Management Guide help me do?

This Guide contains step by step processes for website results that each branch can manage
You will be able to change the content and photos on the webpage.

OBJECTIVE OF THIS GUIDE

In detail this guide will show you how to :

a) Insert links to exterior branch website or social media account in **Details** under **Control Panel**
b) Update **Overview** in **Content**
c) Update **Branch Officers** in **Content**
   Update **Events** in **Content**
d) Update **Events Calendar** under **Control Panel**
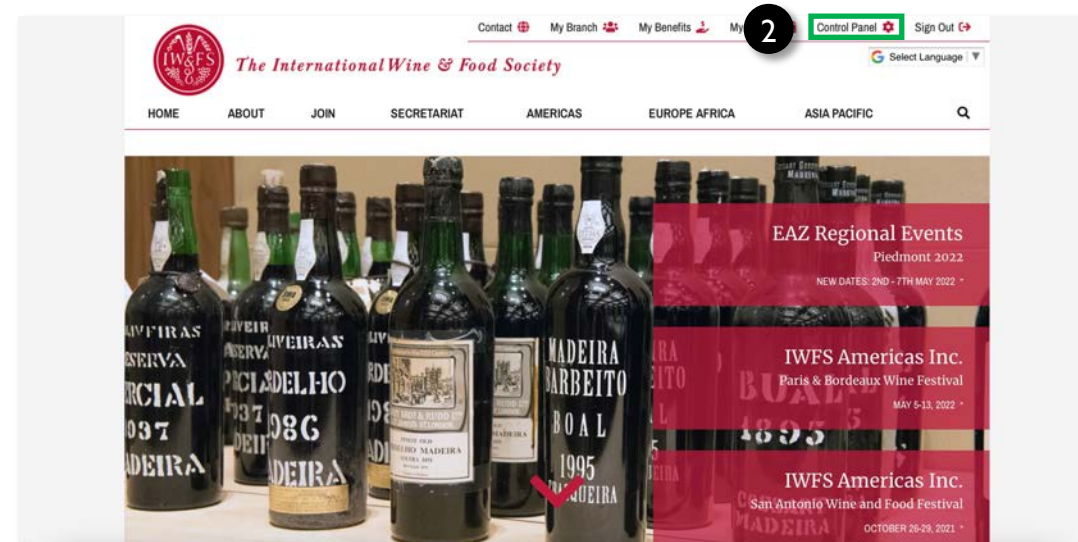e) Update the **Slideshow** (photographs) in **Control Panel**
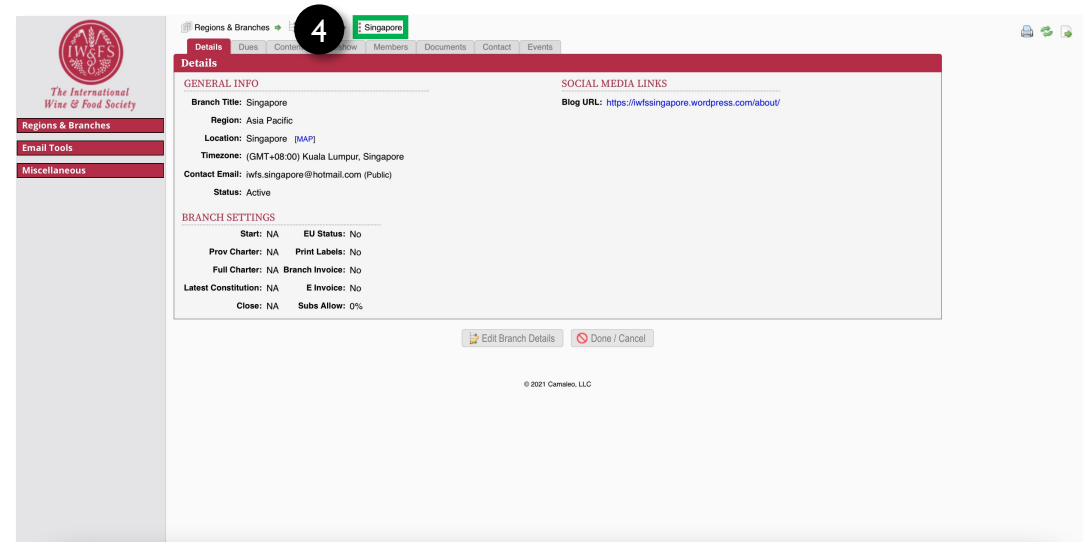
LET'S START

1. Log in at https://www.iwfs.org/members

2. Click onto **Control Panel**

LET'S START

3. Click onto **Regions & Branches**

4. Find your own branch

LET'S START

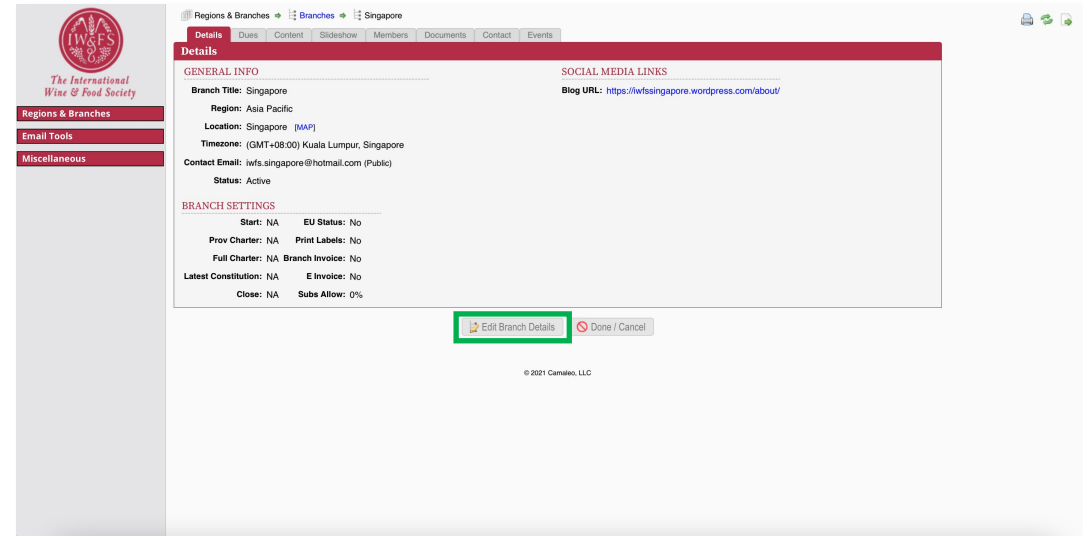You have arrived at your main working page in the **Control Panel**. Look for the top bar.
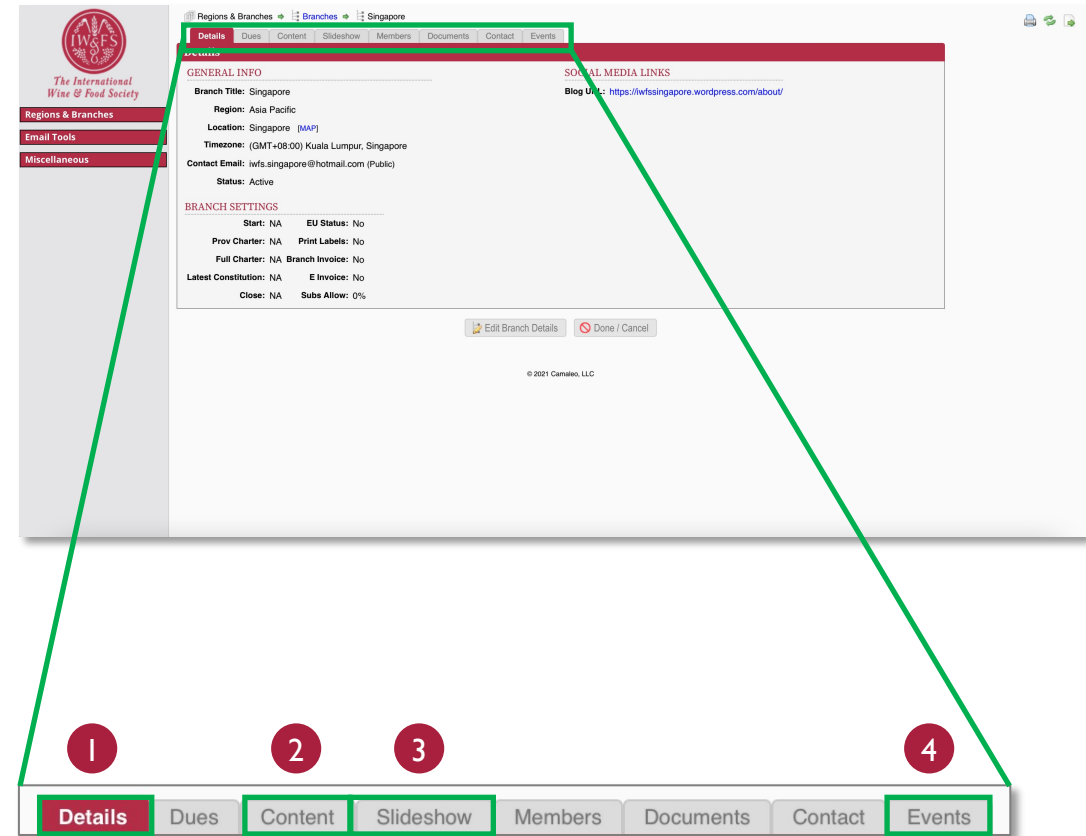
It should be as on the right:

The highlighted areas are the **4** main areas that you will need to maintain your branch webpage, with most work to be done in the **Content** section.

DETAILS

This section allows you to key in your **branch's Social Media links (if any) and update any information.**

CONTENT

This is the section where you can update the information under each tab on your branch webpage.

We would like to ask you to select only the following **4** highlighted tabs on the right – **Overview**, **Branch Officers**, **Events** and **Contact Us** to be made available to "public" and we will advise you further on what to do with **Documents** and **Festivals**.
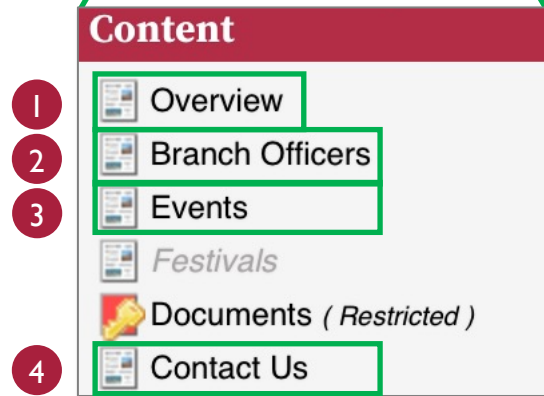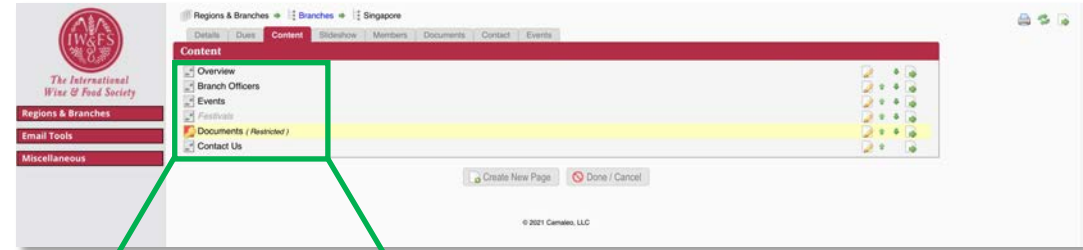
CONTENT – OVERVIEW

Page Settings

1. Click on **Page Settings**
2. Check that you are clicked on **Public Page** – if not the web community cannot see you
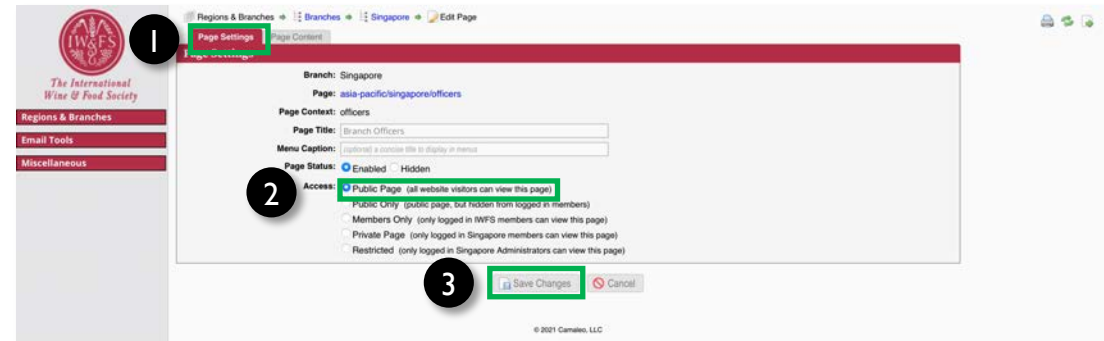3. Click **Save Changes** when finished
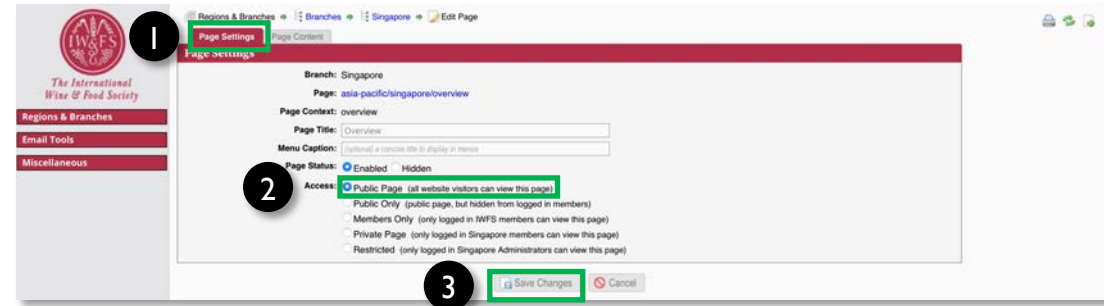
Page Content

1. Click on **Page Content**
2. Write an overview, a description of your branch or short message to the IWFS community. If you have an open social medial account and are happy to let you fellow IWFS members join you can put it up here too.
3. Click **Save Changes** when finished
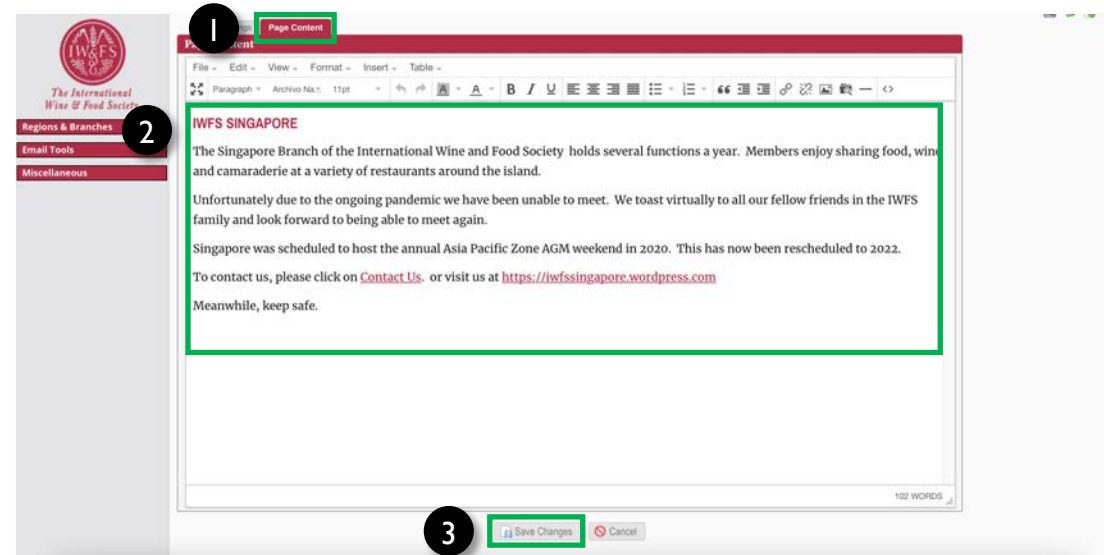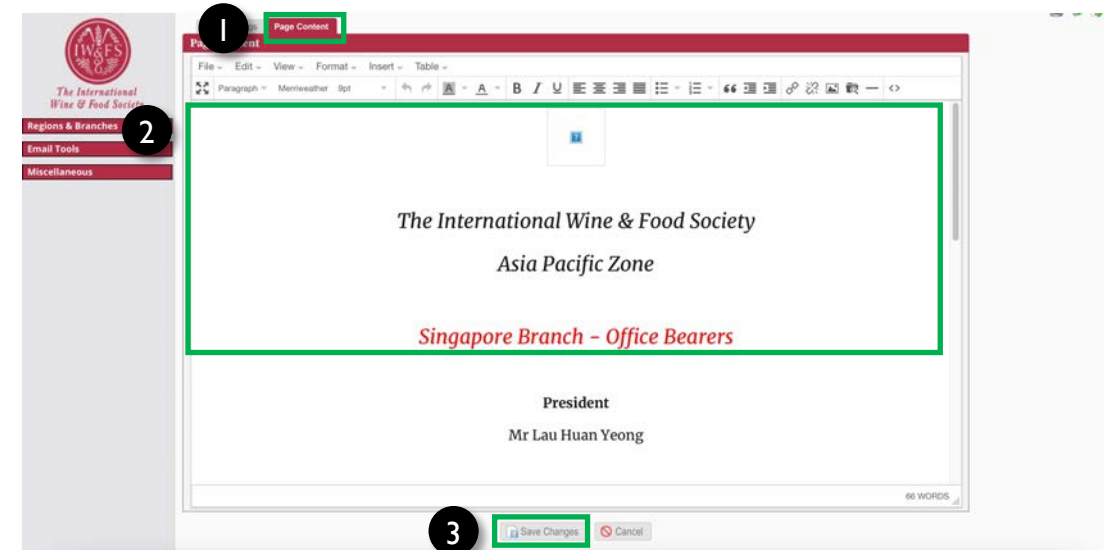
CONTENT – BRANCH OFFICERS

Page Settings

1. Click on **Page Settings**
2. Leave untouched. Ensure that you have clicked on **Public Page**
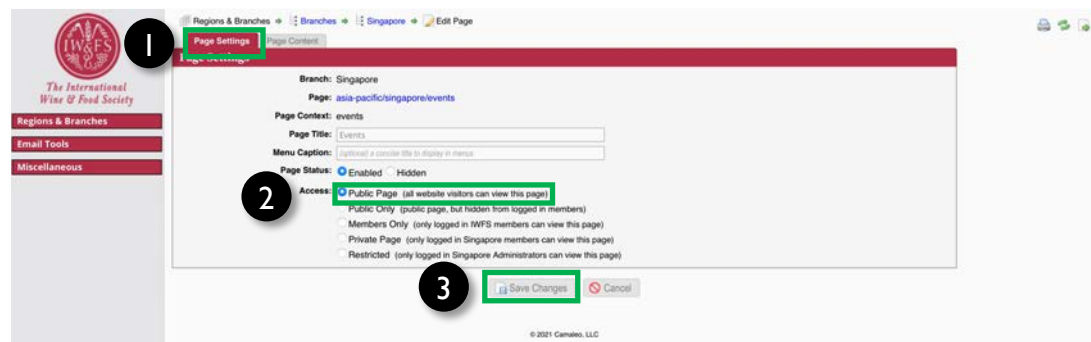3. Click **Save Changes** when finished

Page Content

1. Click on **Page Content**
2. Edit your branch officers details here.
3. Click **Save Changes** when finished

CONTENT – EVENTS

Page Settings

1. Click on **Page Settings**
2. Leave untouched. Ensure that you have clicked on **Public Page**
3. Click **Save Changes** when finished

Page Content

1. Click on **Page Content**
2. You can update the IWFS family on any events you have held recently by writing a description of the event and uploading photos here.
3. Click **Save Changes** when finished

Add **Events Calendar** for past and future events in the **Events** section under the **Control Panel** *(See pg. 14 and 15. You are currently in the "Events" under "Content")*
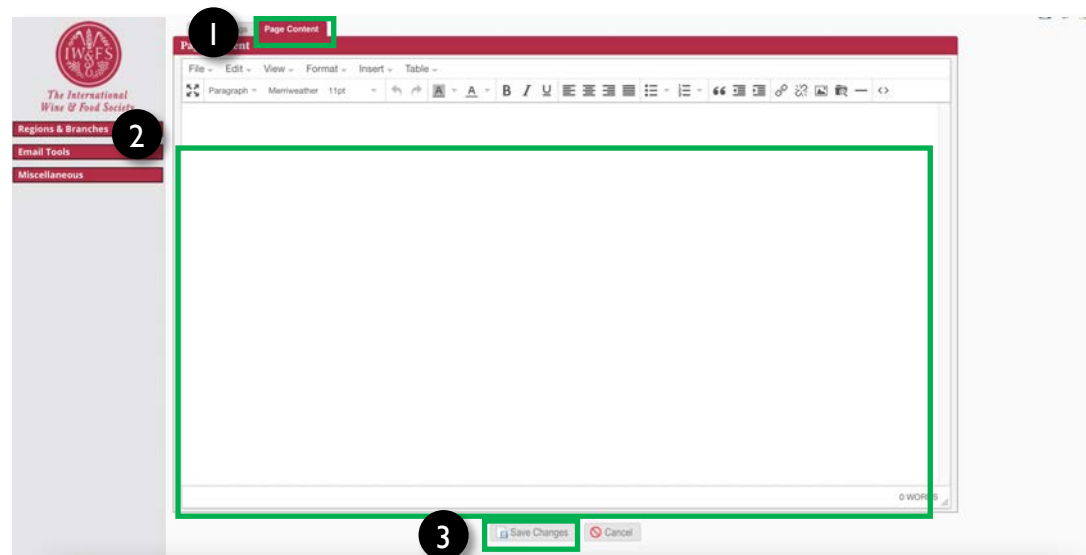
CONTENT – CONTACT US

The contact form here will be sent to APZ Administrator's email. The APZ Administrator will forward these contact enquiries regarding your branch onto your Branch contact person.

EVENTS

1. Go back to your **Control Panel**
2. Click on **Events** and you will see a calendar.
3. Insert your past or future events in the calendar.
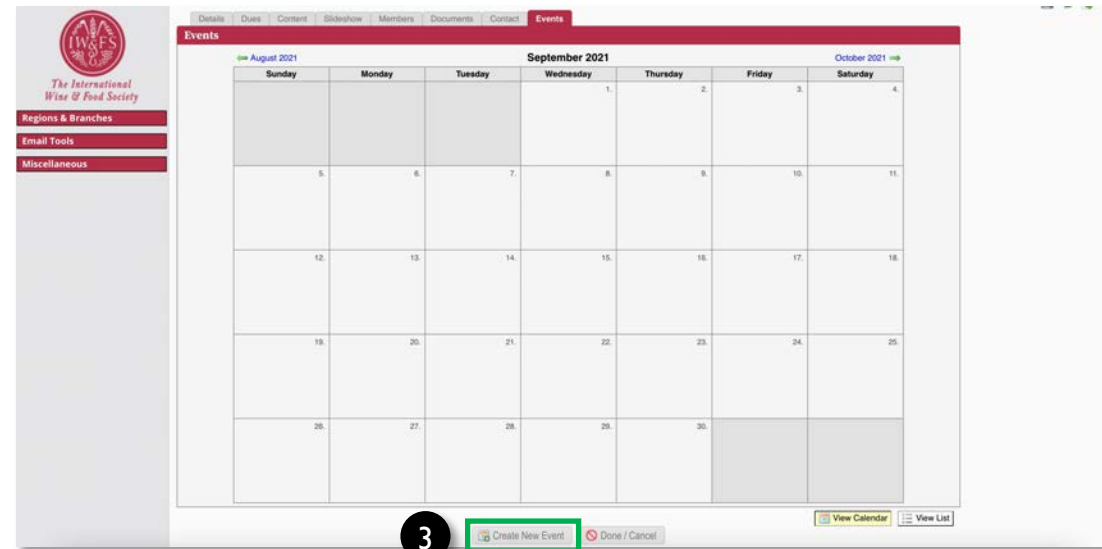
EVENTS

4. There is an area for you to key in full event details such as cost of event etc. this is up to you if you wish to fill this in.

5. It would be good to key in the event and this can serve as an archival record of your branch events.

6. When you finish click **Create This Event** and it shall show up under **Events** on your webpage (refer to example on next page).

EVENTS

Example of where an added Event will appear on the webpage

SLIDESHOW

1. Go back to your **Control Panel**
2. Click on **Slideshow**
3. Upload and add photographs one at a time for it to flash as the banner that appears across your branch page.
4. Click the **New Slide Button** and follow the instruction there to upload your photo then add it to the **Slideshow** section. When you add more than 1 photograph, one after another, all in the same section, it becomes a slideshow. If there's only 1 Photograph, it will appear as a still banner.
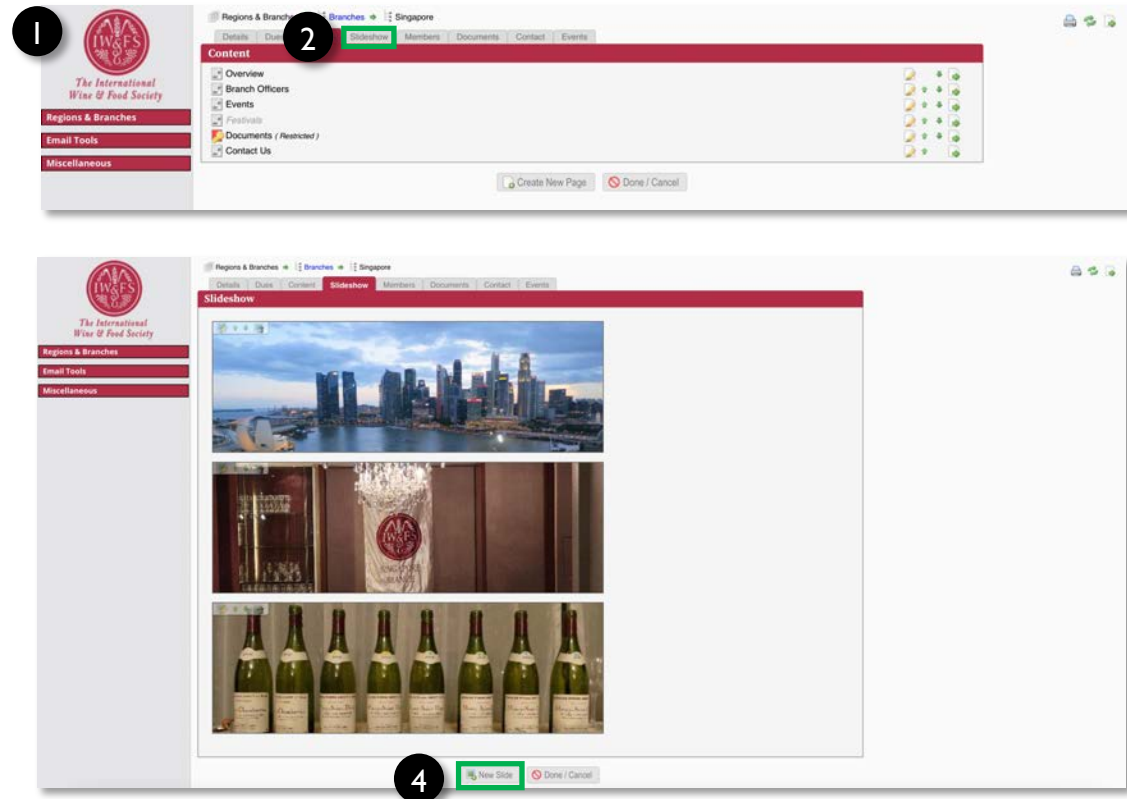
SLIDESHOW

Example of where the added photograph will appear

Please go to your branch on IWFS website to see if the revision you've made is correct and live.

Please contact the APZ Administrator at apz@iwfs.org should you require any assistance.