



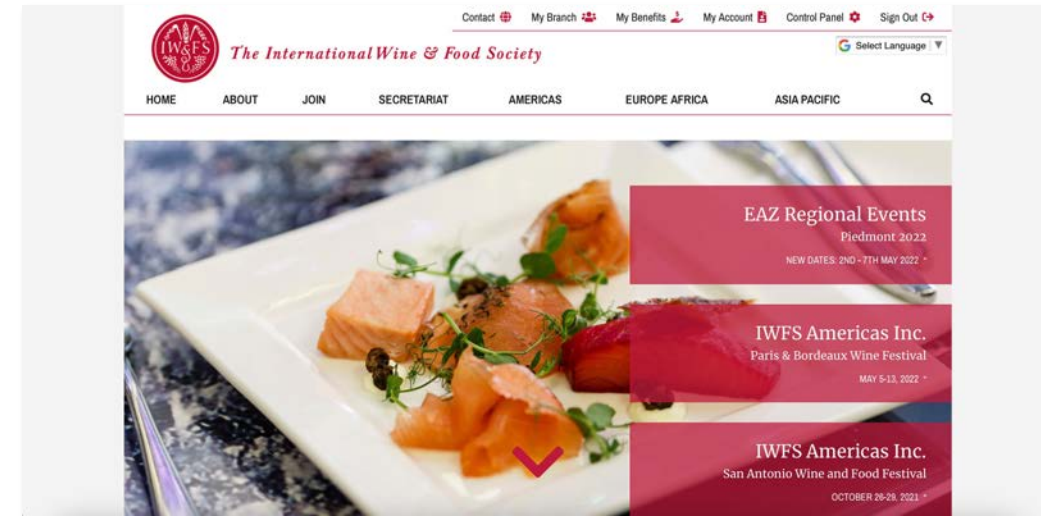
IWFS APZ BRANCH WEBPAGE MANAGEMENT GUIDE

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**

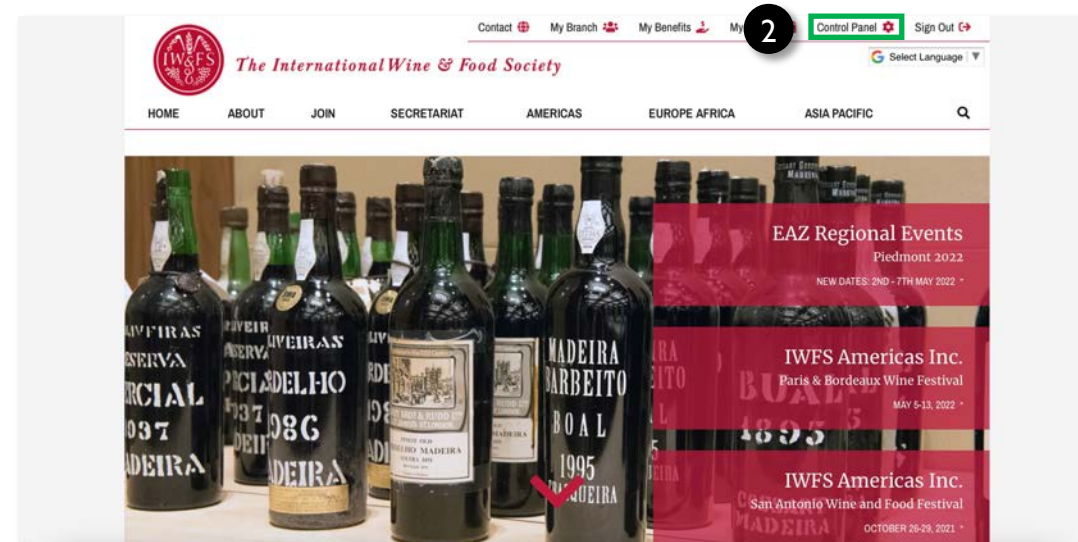


LET'S START

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



2. Click onto **Control Panel**

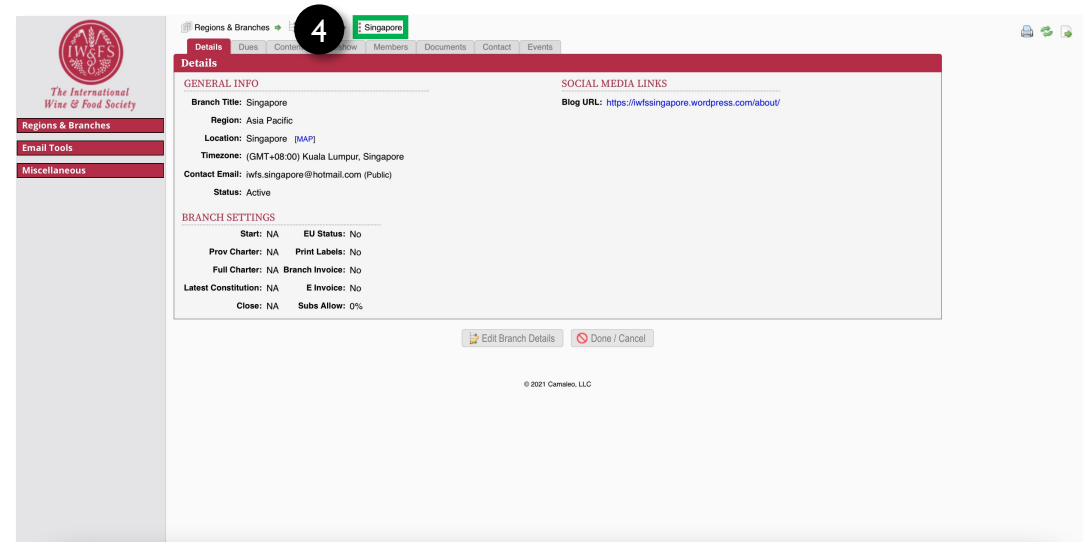


LET'S START

3. Click onto **Regions & Branches**

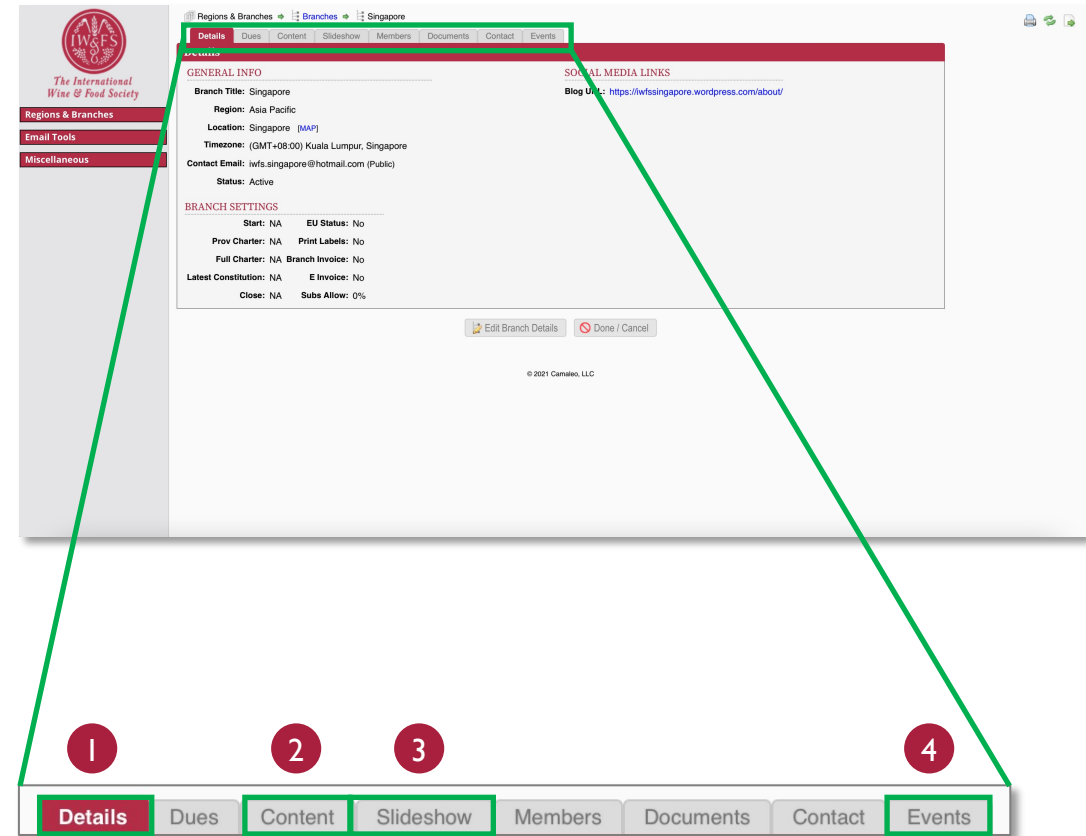


4. Find your own branch



LET'S START

You have arrived at your main working page in the **Control Panel**. Look for the top bar.



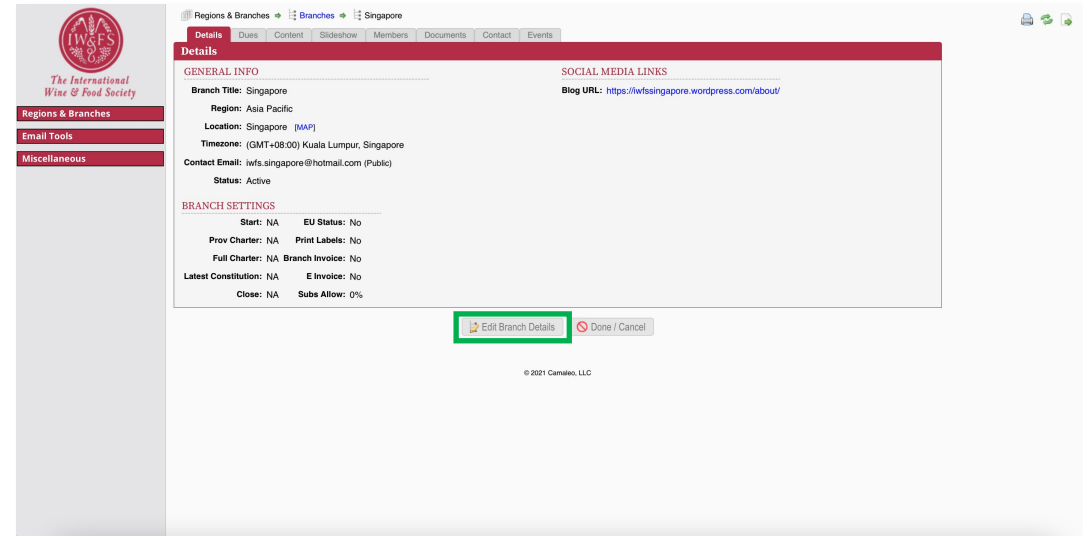
It should be as on the right:

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.



The screenshot shows the 'Details' page for the Singapore branch. The left sidebar contains the IW&FS logo and navigation links: 'Regions & Branches', 'Email Tools', and 'Miscellaneous'. The main content area is divided into two sections: 'GENERAL INFO' and 'SOCIAL MEDIA LINKS'. The 'GENERAL INFO' section includes fields for Branch Title (Singapore), Region (Asia Pacific), Location (Singapore), Timezone (GMT+08:00), Contact Email (iws.singapore@hotmail.com), and Status (Active). The 'SOCIAL MEDIA LINKS' section includes a Blog URL (https://iwsingapore.wordpress.com/about/). At the bottom, there is a green 'Edit Branch Details' button and a 'Done / Cancel' button.



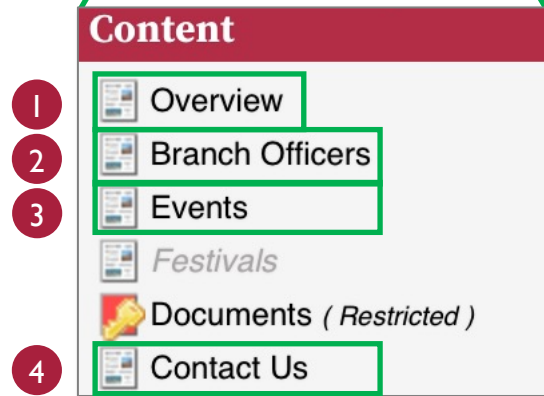
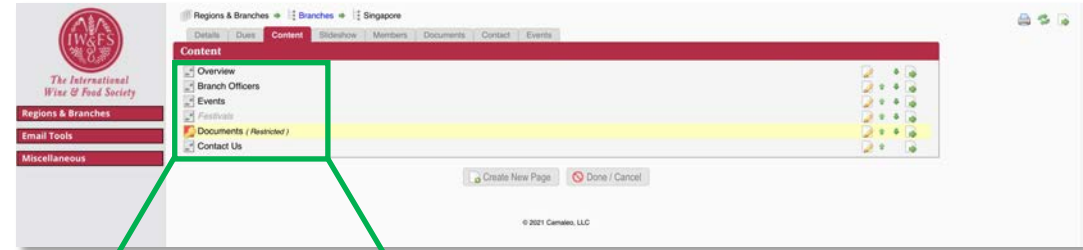
The screenshot shows the 'Edit Branch' form for the Singapore branch. The left sidebar is the same as the previous screenshot. The main content area is divided into two sections: 'GENERAL INFO' and 'SOCIAL MEDIA LINKS'. The 'GENERAL INFO' section has input fields for Branch Title (Singapore), Region (Asia Pacific), Branch Location (Singapore), Timezone (GMT+08:00), Contact Email (iws.singapore@hotmail.com), and Branch Status (Active). The 'SOCIAL MEDIA LINKS' section has input fields for Facebook, Twitter, Instagram, Flickr, LinkedIn, and Blog. At the bottom, there is a green 'Save Changes' button and a 'Cancel' button.



CONTENT

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

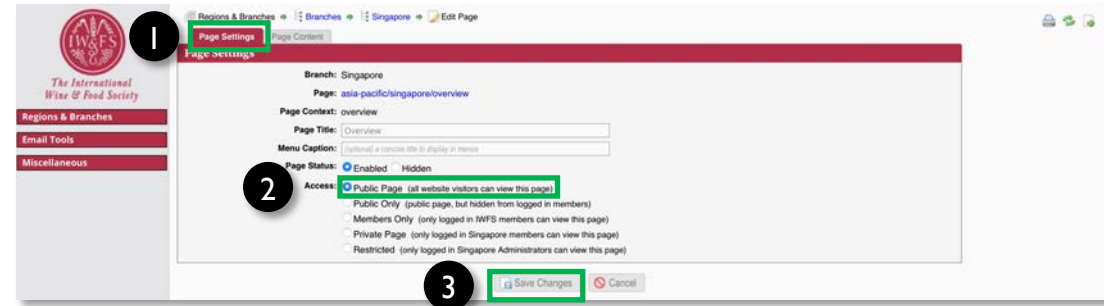
We would like to ask you to select only the following **4** highlighted tabs on the right – **Overview**, **Branch Officers**, **Events** and **Contact Us** to be made available to “public” and we will advise you further on what to do with **Documents** and **Festivals**.



CONTENT – OVERVIEW

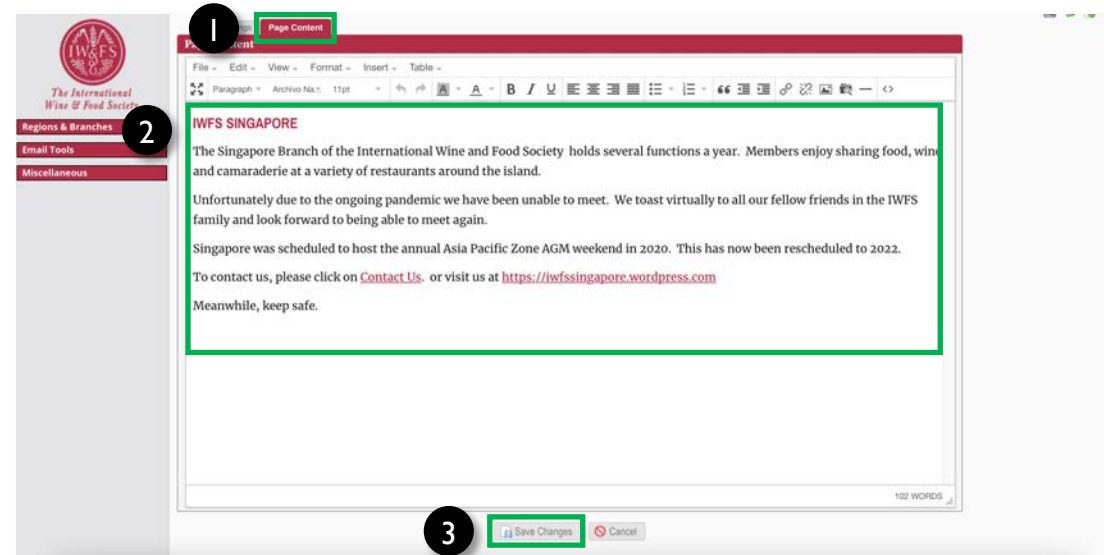
Page Settings

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

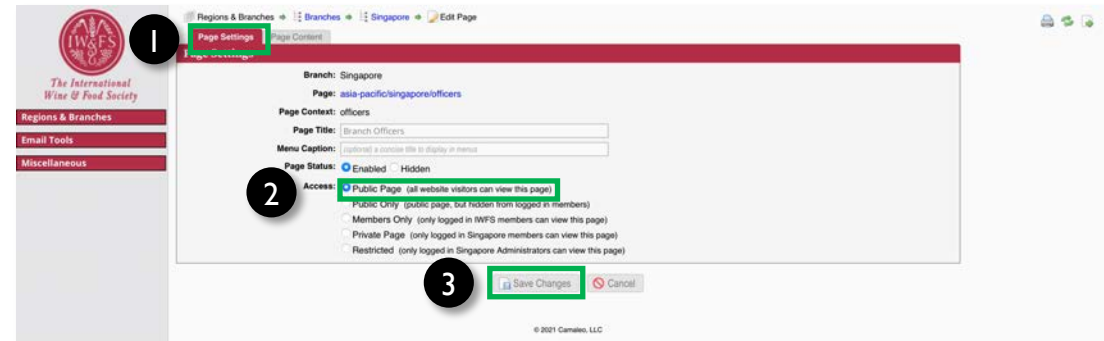
1. Click on **Page Content**
2. Write an **overview**, a description of your branch or short message to the IWFS community. If you have an open social medial account and are happy to let you fellow IWFS members join you can put it up here too.
3. Click **Save Changes** when finished



CONTENT – BRANCH OFFICERS

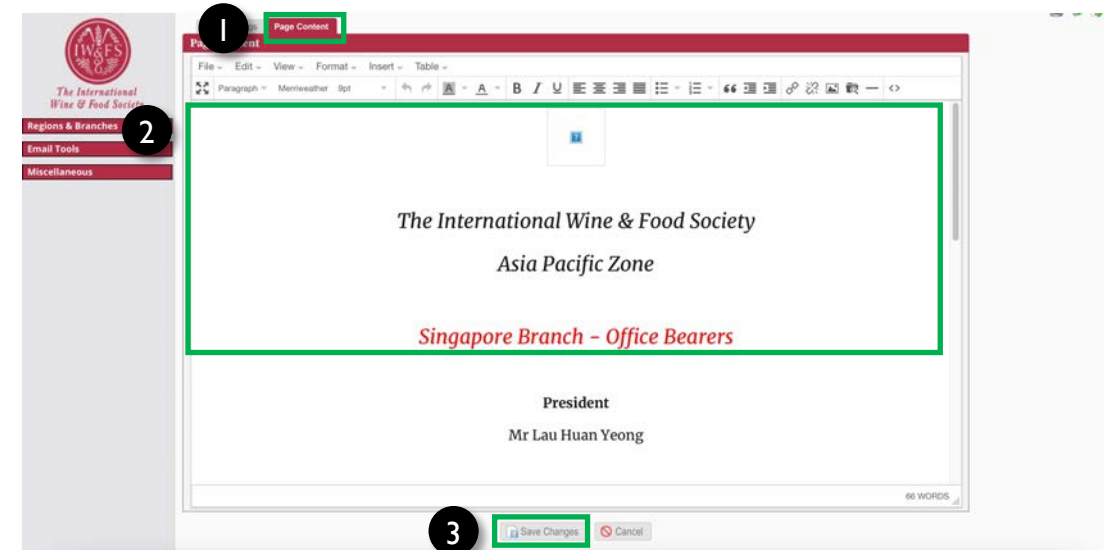
Page Settings

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



Page Content

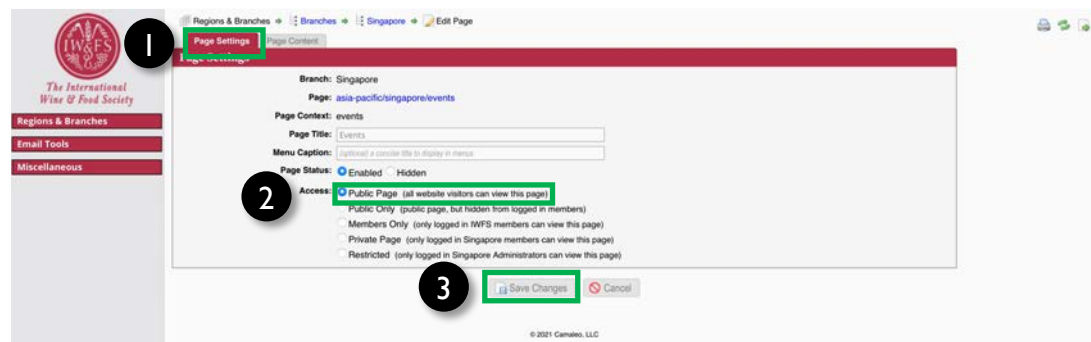
1. Click on **Page Content**
2. Edit your **branch officers** details here.
3. Click **Save Changes** when finished



CONTENT – EVENTS

Page Settings

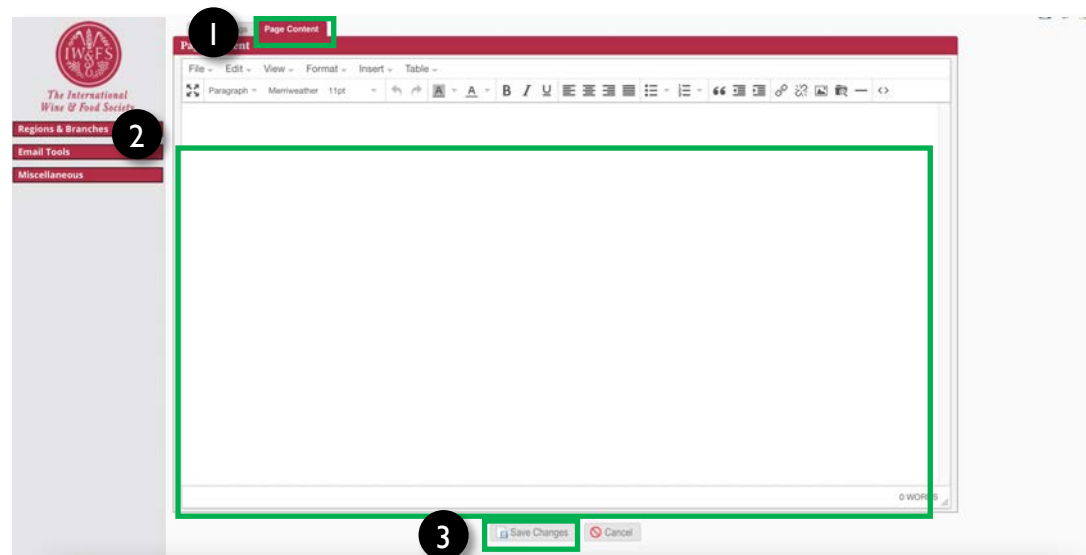
1. Click on **Page Settings**
2. Leave untouched. Ensure that you have clicked on **Public Page**
3. Click **Save Changes** when finished



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.



The screenshot shows the 'Page Settings' interface for the 'Contact Us' page. The left sidebar contains the IW&FS logo and navigation links: 'Regions & Branches', 'Email Tools', and 'Miscellaneous'. The main content area is titled 'Page Settings' and includes the following fields:

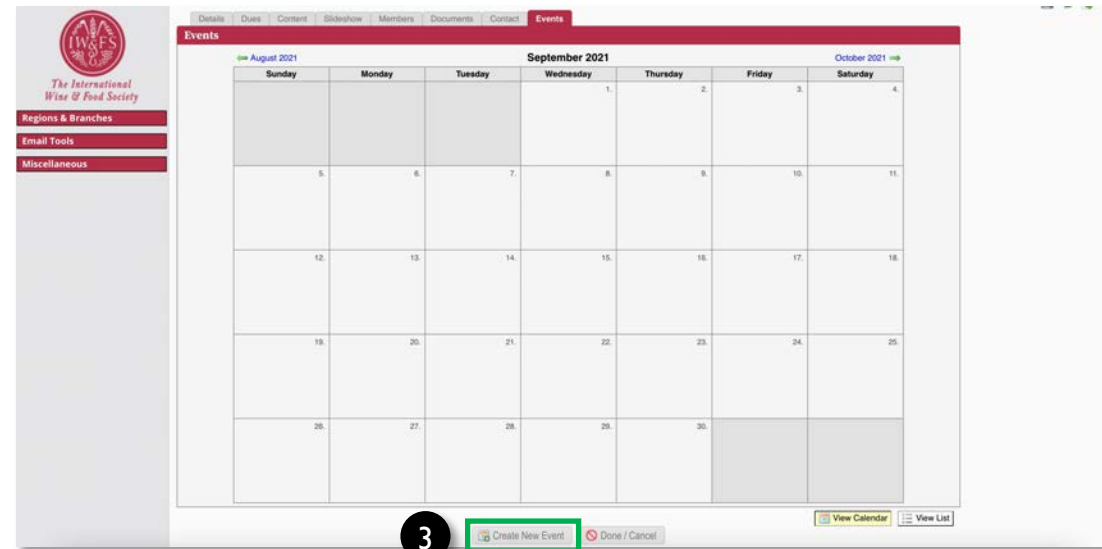
- Branch:** Singapore
- Page:** asia-pacific/singapore/contact
- Page Context:** contact
- Page Title:** Contact Us
- Menu Caption:** optional: a concise title to display in menu
- Page Status:** ☒ Enabled ☐ Hidden
- Access:**
 - ☒ Public Page (all website visitors can view this page)
 - ☐ Public Only (public page, but hidden from logged in members)
 - ☐ Members Only (only logged in IWFS members can view this page)
 - ☐ Private Page (only logged in Singapore members can view this page)
 - ☐ Restricted (only logged in Singapore Administrators can view this page)

At the bottom right, there are 'Save Changes' and 'Cancel' buttons. The footer indicates '© 2021 Camille, LLC'.




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).



The International
Wine & Food Society

- Regions & Branches**
- Email Tools**
- Miscellaneous**

Create New Event

EVENT DETAILS

Branch: Singapore

Event Title:

Venue:

Location:

Host:

Chef:

Wines Selected By:

Time / Hours:

Start Date: ☒ single day ☐ multi day

VISIBILITY & ACCESS

Status: ☒ Enabled ☐ Hidden

Access: ☒ Public Page (all website visitors can view this event)

☐ Public Only (public event, but hidden from logged in members)

☐ Members Only (only logged in IWFS members can view this event)

☐ Private Page (only logged in Singapore members can view this event)

☐ Restricted (only logged in Singapore Administrators can view this event)

REGISTRATION OPTIONS

Registration: ☒ Enabled ☐ Disabled

Organizer

Email:
Notify organiser of new or changed bookings
Email confirmation to member
☒ Allow Guest

Member Pricing:

Guest Pricing:

Payment: Online Bank Transfer Mail

Methods: Bring to Event

Max Attendance: ☒ Enable waiting list

Registration Cutoff:

Allow Cancellations: ☒ Yes ☐ No

Online Payment Details:

File - Edit - View - Format - Insert - Table -

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0 WORDS

Create This Event
Cancel

EVENTS

Example of where an added Event will appear on the webpage

The screenshot shows the IW&FS website interface. The top navigation bar includes links for Contact, My Branch, My Benefits, My Account, Control Panel, and Sign Out. The main header features the IW&FS logo and the text "The International Wine & Food Society". Below this is a secondary navigation bar with links for HOME, ABOUT, JOIN, SECRETARIAT, AMERICAS, EUROPE AFRICA, and ASIA PACIFIC. The breadcrumb trail indicates the path: Home > Asia Pacific > Singapore > Events. The main content area has a red header with "Asia Pacific Singapore" and a large image of a chandelier. Below the image is a navigation bar with links for Overview, Branch Officers, Events, Documents, and Contact Us. The "EVENTS" section is active, displaying the text "No September 2021 events found." and a calendar for September 2021. The calendar shows the following dates:

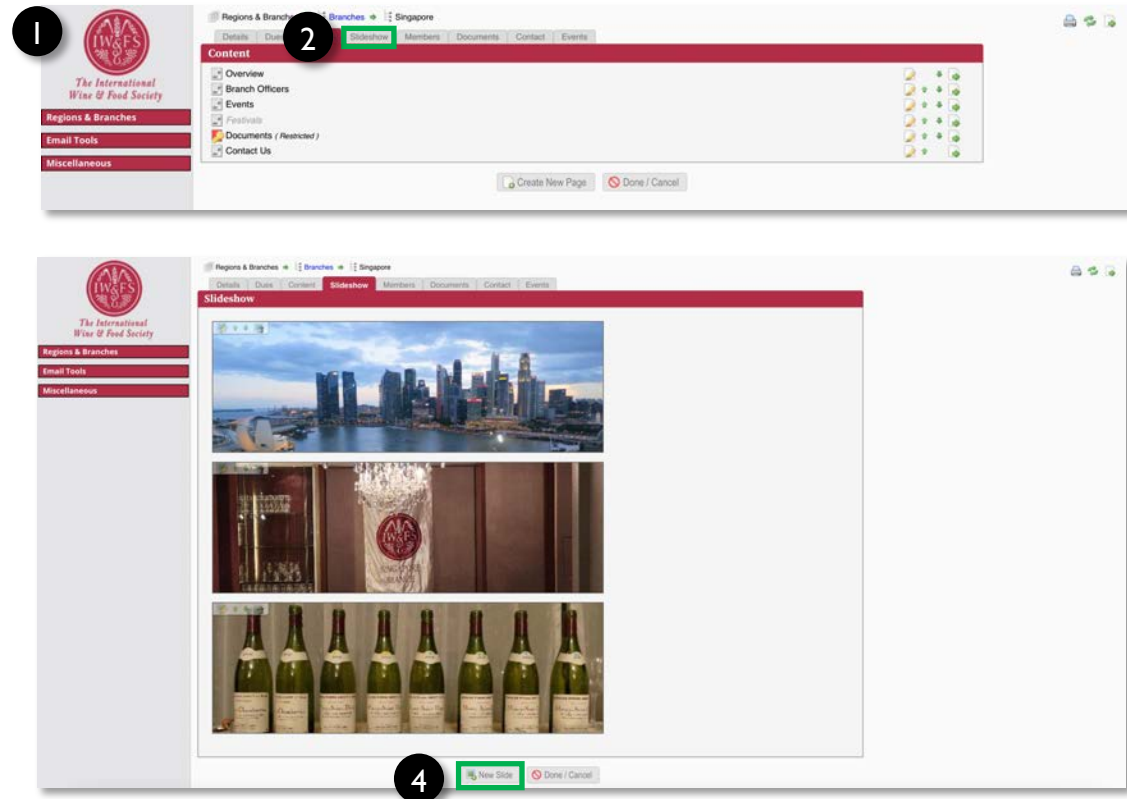
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Below the calendar is a dropdown menu labeled "List events by year:".



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.
