

INSTRUCTIONS FOR CSP SCHEDULING

Draft 4-7-15

Overview

You will now be able to enter new CSP lectures yourself on the website, and make edits to any existing lectures.

You may no longer need to maintain a PDF of the schedule, because you will post the lectures directly to the website.

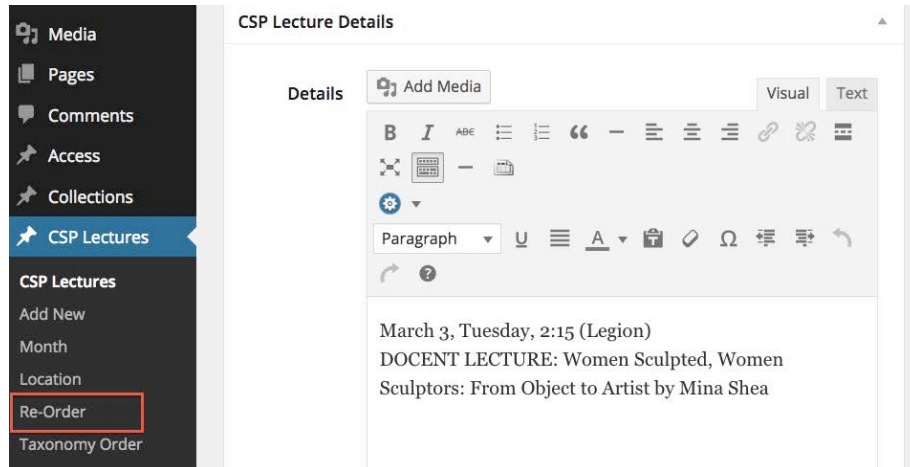
How to Create a New CSP Lecture Assignment

1. Log onto the website:
 - a. Open up a browser window and go to <http://famsfdocents.org/> (bookmark this page)
 - b. Log on. Username: **Password: (these are the ones sent to you by Leslie Latham).** You will see the dashboard for our site.
2. Return to the Home page of the website
 - a. In the dashboard, go to top left where you see an icon for **HOME** and **FAMSF**. Click **Visit site**.
3. Find Tours in the top navigation, select **CSP LECTURE SCHEDULE**
4. Scroll down to the bottom of the page, and you will see a form.
 - a. Enter a **TITLE** - *Month & date - time AM/PM - Lecture Name*
 - b. In the large text box, enter all the information for your lecture. (Follow the format you see in the help text below the text box.)
 - c. Select **Lecture Month**
 - d. Select **Museum**
 - e. Click **Submit**.
5. Now re-order the list of lectures (this program does not automatically place the new tours in calendar order).
 - a. Click on the link called **Re-Order the CSP Lectures**
 - b. You will see all the lectures, for both museums, listed in chronological order. The lecture you just created appears at the top of the list
 - c. Drag and drop the new lecture into the correct chronological order
 - d. Click **Update**.
 - e. **NOTE:** the list of tours does not include the museum name. The WordPress system already knows which museum (from the box you checked), and will put it into the correct column.
6. To check your work, go to the end user view of the website
 - a. If you are in the dashboard, go to top left where you see an icon for **HOME** and **FAMSF**. Click **Visit Site**.
 - i. Navigate to the page you just changed
 - b. Or, if you already have the page open on the end user view of the site, click refresh in your browser.

How to Edit An Existing CSP lecture

1. Log on following steps 1, 2 and 3 above.

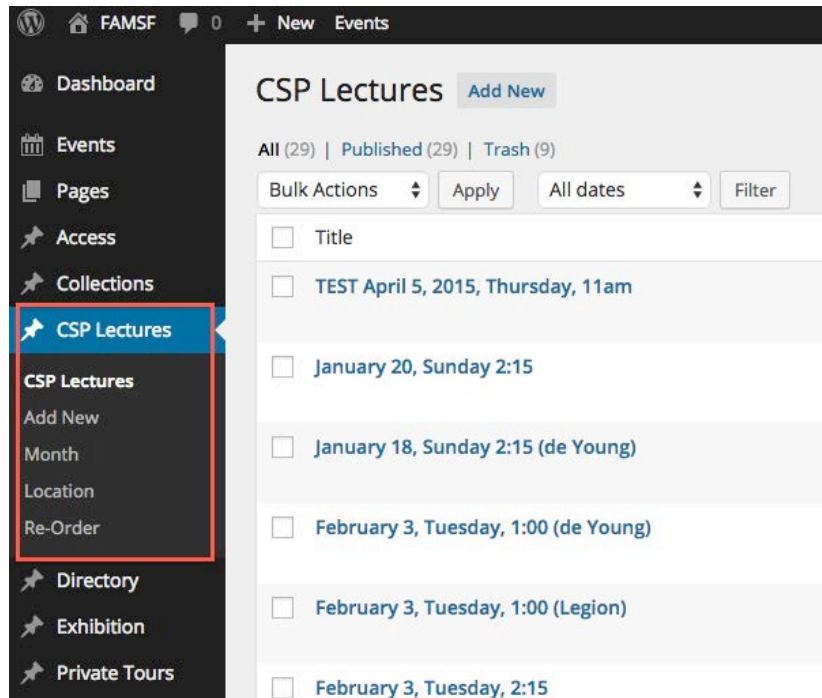
2. On the **CSP LECTURE SCHEDULE** page, next to each entry, you will see >>. Click here, next to the entry you want to edit.
 - a. You will see a **TITLE** field, followed by a larger text field. Edit the TITLE or text where appropriate.
 - b. If the location (Legion or dY) has changed you must also change the check boxes on the right of the page. When finished, scroll back up and click **UPDATE**.
3. If the **month** has changed you must also **Re-Order** the entry.
 - a. In the left navigation, under CSP Lectures, find and click on **Re-Order**.



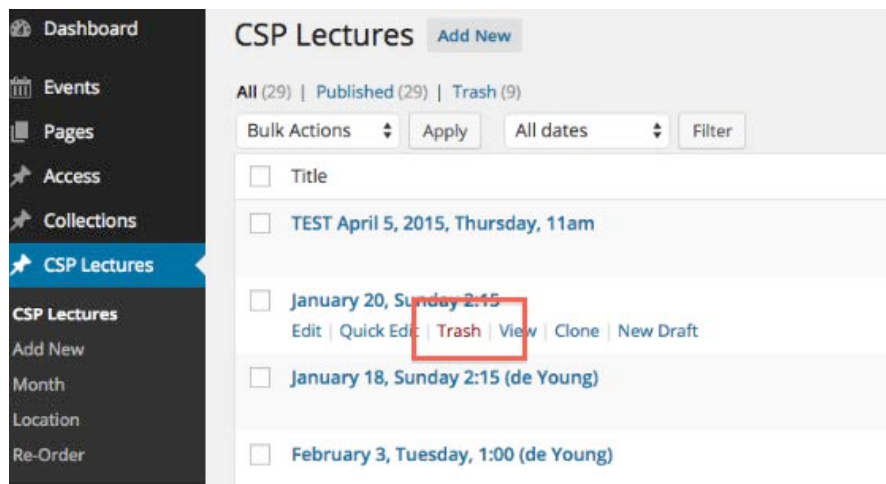
- b. The tour will be at the top. Drag it to place it in the correct chronological order.
 - c. Click **Update** at the bottom of the page. The system will confirm.
 - d. **NOTE:** the list of tours does not include the museum name. The WordPress system already knows which museum (from the box you checked), and will put it into the correct column.
4. To check your work, follow step #6 above.

Monthly Maintenance

1. On a regular basis, the editor needs manually to delete lectures that have already come and gone. Because this is not a calendaring program, per se, the dates do not disappear automatically.
2. There are several ways to delete a lecture, but here is the way we recommend:
 - a. Go to the **Dashboard** view of the website (see Steps 1a and 1b)
 - b. On the left black navigation, look for the heading CSP Lectures and the pin icon. Click on it to open the functions below. Select CSP Lectures below the heading. This will open up a list view of each of the lectures on your calendar.



- c. Move your cursor over the date (it's actually the title of your lecture) of the lecture you want to delete. Some editing options will appear, below the entry. Click Trash.



- d. The edit you made is automatically saved.
- e. To check your work, return to the end user view of the website.