

# ROA website Help

Lindsey Blow  
lindsey.blow@gmail.com  
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Introduction	3
Updating your Details	5
Adding an Event to the ROA diary	6
Creating a Link	7
Creating an Advert	8
Adding a Blog Item	9
Creating a Photo Gallery	10
Further help	12

# Introduction

Welcome to the Rival Owners Association website. The website encourages member participation for it's content.

You can

- Submit forum questions and answer questions from other members.
- Add Events in the ROA diary,
- Create useful Links for yourself and other members
- Add and manage your own For Sale and Wanted Adverts
- Write articles for the Blog page
- Create your own Photo Gallery

This short document is intended to help you achieve each task.

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## Who can see the content

Some of the content of the website is available to everyone and is discoverable via internet search engines.

However some content is protected and only visible to ROA members who are logged in. Protected content also not discoverable by internet search engines.

Protected information is

- Original technical drawings and documentation provided by Jane Ashe,
- Register of Members
- Rival RoundUps
- Forum comments

*Initial forum threads are visible to non members and discoverable via internet search engines.*

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## Logging in

To be able to see this protected information and to add your own content you will first need to login.

1. Select **Login** on the top right hand corner of the screen.

You are now on the Login page.

*This screen will also be presented to you if you try to visit one of the protected pages before logging in.*

If you are an ROA member your username has already been set up and is made up of your first and last names with a full stop in between, eg. **peter.brett**

2. Enter your **Username** and either enter your **Password** or press **First time logging in**
3. Press **Sign in**

If this is the first time you have logged into the website, you will receive an email from [info@rivalowners.org.uk](mailto:info@rivalowners.org.uk) and once your have followed the instructions in the email, you will be sent a password which you can enter on the Login page.

You are now logged into the website and have two new options available. In the top right corner is a **Logoff** button and a **Your Area** button.

Once Logged in, you can view all of the pages on the website and add content of your own.

## Updating your Details

To update your details on the ROA site, including your email address, boat name and login password

1. Login to the website
2. Select **Your Area** from the top right corner of the screen
3. Select **EDIT YOUR AREA** from the menu bar
4. Update your details on the form provided and select **Edit User** to save your changes.

## Adding an Event to the ROA diary

To add an Event in the ROA Diary

1. Login to the website
2. Select **Your Area** from the top right corner of the screen
3. Select **EVENTS** from the menu bar
4. Select **Add an Event**

You are now in the **Adding a New Event** window

5. Fill in the information asked for.
6. The Description field is a WYSIWYG editor where you can add a description of your event. You can also format the text and add photos and links.
7. Once you have completed your Event information, select **Save**

You are now back on the **Events** page and your new Event is listed.

You can choose not to display the Event by pressing the **Green Tick** icon

You can delete the Event by pressing the **Red No Entry** icon.

You can edit the Event by selecting it.

To view your event in the diary, return to the website

8. Select **Back to the website** in the top right corner.
9. Select **EVENTS**
10. View your Event in the diary.

## Creating a Link

Useful Links are stored on the Links page. To add a Link to this page

1. Login to the website
2. Select **Your Area** from the top right corner of the screen
3. Select **LINKS** from the menu bar
4. Select **Add a Link**

You are now in the **Adding a New Link** window

5. Select your **Category** and fill in the information asked for, putting the URL of the Link into the **Url** box.
6. Select **Save**

You are now back on the **Link categories** window

To view your Link on the website

7. Select **Back to the website** in the top right corner.
8. Select **LINKS**
9. View your Link and check the URL works as expected.

NB. If you would like a different Category to add your Link to, contact the Web Administrator who can add a category for you.

# Creating an Advert

To create an Ad,

1. Login to the website
2. Select **Your Area** from the top right corner of the screen
3. Select **FOR SALE** from the menu bar
4. Select **Add an Ad**

You are now in the **Adding a New Ad** window

5. Select your **Category** and fill in the information asked for.

To add a photo to your Ad

6. Select **[change]** under the **Image** box

You are now in the **Image Manager**.

To add a new photo

7. Select **Upload Image** at the bottom of the **Image Manager** window
8. Select **Choose File** in the dialog box that opens.
9. Navigate to the jpeg file with your photo on your disk, select it and then press **Choose**.
10. Press **OK** on the **Choose file to upload** dialog box.

After a short while the dialog box will close and your photo will be visible on the **Image Manager** window.

11. Click on your Photo to select it.
12. The **Create resized versions of this image** window opens.
13. Resize the photo by pressing the **Resize** button and dragging the cursor over the photo to select the part of the photo you want to show, and press **Save**.
14. Then press the **Select** button.

You are now back on the **Adding a New Ad** window and the photo you selected will appear in the **Image** window.

15. Select **Save** at the bottom of the page to save your Ad.

Back on the Ad categories page, you will see your advert listed.

Adverts do not display on the website for ever and your Advert will have an expiry date further along the row. You have the option to **Extend** this date later if you want your advert to display for longer.

Once the expiry date is reached, your Advert will no longer be displayed. It can still be Extended by returning to this page and selecting **Extend** and **Display**.

Should you want to delete your Advert, click on the **Red No Entry** icon. If you do not want your Advert to display, click on the **Green Tick** icon.

To view your Advert on the website

16. Select **Back to the website** in the top right corner.
17. Select **FOR SALE**



## Adding a Blog Item

To add a Blog item,

1. Login to the website
2. Select **Your Area** from the top right corner of the screen
3. Select **BLOG** from the menu bar
4. Select **Add a Blog**

You are now in the **Adding a New Blog** window

5. Fill in the information asked for.
6. The Content field is a WYSIWYG editor where you can add a description of your event. You can also format the text and add photos and links.
7. Once you have completed your Blog, select **Save**

You are now back on the **Blogs** page and your new Blog is listed.

You can choose not to display the Blog by pressing the **Green Tick** icon

You can delete the Blog by pressing the **Red No Entry** icon.

You can edit the Blog by selecting it.

To view your Blog on the website

8. Select **Back to the website** in the top right corner.
9. Select **BLOG**

Your Blog will be listed on the right hand column and, if it is the latest blog to be posted, on the main screen.

Your Blog will also be discoverable via Google and visible to non ROA members.

## Creating a Photo Gallery

To create a Photo Gallery, first login to the website and go to **Your Area** using the button on the top right hand corner of the screen.

Select **PHOTOS** from the menu bar.

You are now on the **Gallery categories** page where you can see all of your Galleries. From here you can either edit one of your existing Galleries or create a new one.

To edit an existing Gallery, just select it. You are now in the **Adding a New Gallery** page and looking at your existing gallery.

To create a new Gallery, select **Add a Gallery** from the **Gallery categories** page.

On the **Adding a New Gallery** page, select the **Category** you want this Gallery to be placed in, add a **Name** for your Gallery and a **Description**.

Then select **Create**.

Once you have created your Gallery, a new box will appear further down the screen called **Images**. This is where you get to add the photos you want in your Gallery.

There are several steps to adding photos to your gallery.

1. Organising your photos on your own computer first.
2. Adding your photos into the Image Manager.
3. Selecting photos for your Gallery.
4. Checking how your new Gallery looks.

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### Organising your photos

The Image Manager stores your photos in a single, personal directory and orders them alphabetically so before uploading them it is worth spending a few minutes renaming your photos to a consistent file naming system so that you can find them easily in future.

For instance, you could rename all the files for the South Coast Trip 2014 gallery to 2014SCT-00x and then increment the number in the order you would like them displayed.

Doing this beforehand will make finding your photos in the Image Manager much easier. Storing them in an easily accessible folder will also make the upload easier.

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### Adding your photos into the Image Manager

#### **OPENING THE IMAGE MANAGER**

You can get to the Image Manager from any one of the **Your Area** editors.

To get to the Image Manager from the **PHOTOS** editor,

10. Select one of your Galleries to edit or create a new Gallery and add a **Name** and **Description** and Select **Save**.

11. Scroll down the window to the **Images** box
12. Select [**change**] next to the **Preview** window to open the Image Manager.

The Image Manager stores your photos in a single, personal directory on the server. Each photo is displayed as a thumbnail image and ordered alphabetically.

#### ADDING A NEW PHOTO TO THE IMAGE MANAGER

1. Select **Upload Image** at the bottom of the Image Manager window
2. Select **Choose File** in the dialog box that opens.
3. Navigate to the jpeg file with your photo on your disk, select it and then press **Choose**.
4. Press **OK** on the **Choose file to upload** dialog box.

After a short while the dialog box will close and your photo will be visible on the **Image Manager** window.

Photos can only be added one at a time and it is easier to add all of your photos to the Image Manager before moving on to the next step of **Selecting Photos for your Gallery**.

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### Selecting Photos for your Gallery.

Photos can be added to your Gallery by selecting them from the Image Manager.

To add photos to your Gallery,

1. Go to the Adding a New Gallery window,
2. Scroll down to the **Images** box,
3. Select [**change**] next to the **Preview** box to open the Image Manager window.
4. Select the photo you would like to add.
5. The **Create resized versions of this image** window will open.  
(*All photos in a Gallery are a fixed size.* )
6. Resize the photo by pressing the **Resize** button and dragging the cursor over the photo to select the part of the photo you want to show, and press **Save**.
7. Then press the **Select** button.
8. You are now back on the **Adding a New Gallery** window and the photo you selected will appear in the **Preview** window.
9. Add some text in the **Caption** box and press the **Save/Add** button.

Repeat these steps for each of the photos in your Gallery.

The **Images** box now displays all of the photos in your Gallery. You can change the display order by changing the number under each photo.

When you have completed adding photos to your Gallery, select **Save** at the bottom of the screen.

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### Checking how your new Gallery looks.

Once you have Saved your Gallery you will be back on the **Your Area** editor screen your new Gallery will be listed.

To check how your Gallery appears on the website,

1. select the **Back to the Website** button on the top right hand corner of the screen,
2. select **PHOTOS** from the menu bar.

Your Gallery will be listed in the right hand column. Select it to view.

## **Further help**

This document has hopefully enabled you to achieve what you wanted on the ROA website.

However, should you need more information, please contact Lindsey Blow at [lindsey.blow@gmail.com](mailto:lindsey.blow@gmail.com)