

Categories, Publicise and Expiry

General

This document describes some of the more complex but common tasks associated with creating posts

You should be familiar with the topics in the “Adding a Post” document before using this document

Contents

General	1
Categories	2
Publicise	3
Post Expiry.....	4

Categories

The site has a number of sub-categories to allow people to find what they are looking for quickly. Currently there are seven categories defined, and these are configurable using the panel in the lower right hand corner of the edit post screen.

By default all posts will be added to the “News” category, meaning they will appear in the news lists. Most pages show two types of list, a news feed on the left and an events feed on the right.

If your post is about something that has happened select the “News” category

If your post is about something that will happen e.g. a fixture in the future select the “Events” category

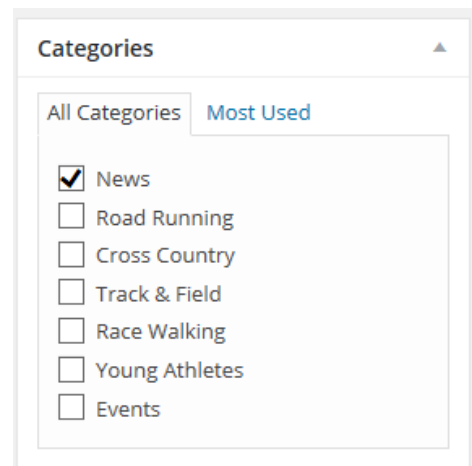
You should always select one but not both of the “News” and “Events” categories.

The other, event based, categories determine which pages a post should appear on. So if your post is relevant to road runners select the “Road Running” category as well so the post appears on road running page

You can select any number of event categories, but should always select at least one.

For example if the categories “News”, “Road Running” and “Young Athletes” are selected the post will appear on the following pages

- Home page
- Latest new page
- News page
- Road Running page
- Young Athletes page

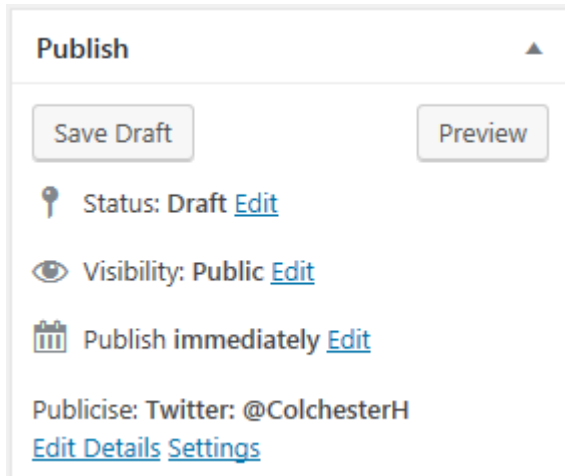


The screenshot shows a 'Categories' panel with a title bar and a small upward arrow. Below the title bar are two tabs: 'All Categories' (highlighted in blue) and 'Most Used'. The main area contains a list of categories, each with a checkbox and a label: 'News' (checked), 'Road Running', 'Cross Country', 'Track & Field', 'Race Walking', 'Young Athletes', and 'Events'.

Publicise

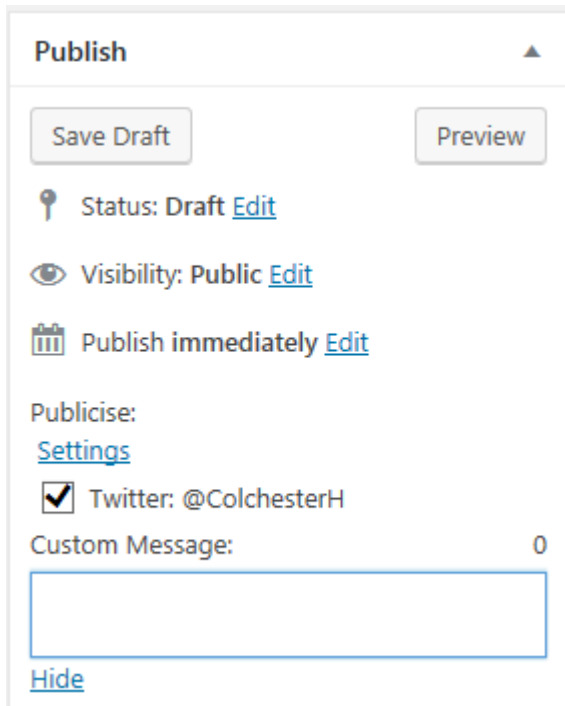
Publicise is a system that allows posts to be automatically published to social media when they are posted. Currently the only social media system connected to the site is Twitter. By default all posts are sent to Twitter with a message which contains the post title and a link to the post

The publicise options are available in the “Publish” settings on the right hand side of the post



The screenshot shows the 'Publish' settings panel. At the top, there are 'Save Draft' and 'Preview' buttons. Below these are three settings: 'Status: Draft' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, and 'Publish immediately' with an 'Edit' link. At the bottom, it shows 'Publicise: Twitter: @ColchesterH' with 'Edit Details' and 'Settings' links.

To edit the details select the “Edit details” link



This screenshot shows the 'Publish' settings panel with more options. It includes the same top buttons and settings as the previous panel. Under 'Publicise:', there is a 'Settings' link, a checked checkbox for 'Twitter: @ColchesterH', and a 'Custom Message:' section with a text input field and a character count of '0'. A 'Hide' link is at the bottom.

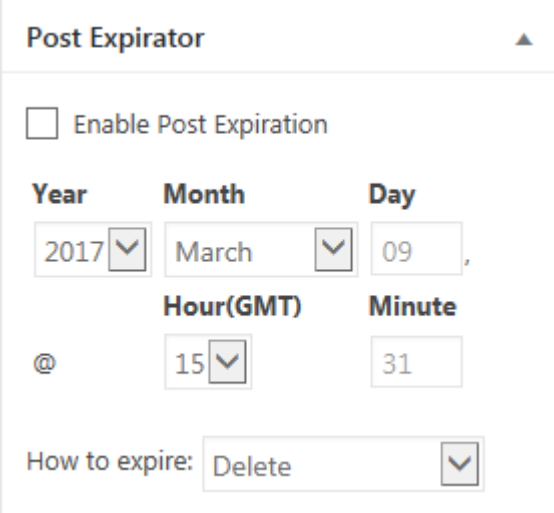
To prevent the message being sent to Twitter simply uncheck the box

You can also edit the custom message to give more details. A character count is provided, but please remember to keep the message short to stay within the message size limits and avoid losing some of the message

Post Expiry

The website has an option to automatically remove content at a given date and time. This can be useful for event posts and allows the content to be deleted after the event has passed

The post expiry options can be found by scrolling to the bottom of the posts page.



The screenshot shows a form titled "Post Expirator" with a close button (triangle icon) in the top right corner. The form contains the following elements:

- A checkbox labeled "Enable Post Expiration".
- Three dropdown menus for date selection:
 - Year:** 2017
 - Month:** March
 - Day:** 09
- Two dropdown menus for time selection:
 - Hour(GMT):** 15
 - Minute:** 31
- A label "@" positioned to the left of the Hour(GMT) dropdown.
- A "How to expire:" label followed by a dropdown menu set to "Delete".

To enable the system simple check the option “Enable Post Expiration” and enter the date and time you would like the content to be removed from the site

Leave the “How to expire” setting as “Delete”

After the expiry date the post will automatically be deleted from the site and place in the recycle bin. If necessary the post can be restored. From time to time the site administrator will empty the recycle bin