FIRSTSPORTS

FSI Websites

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Introduction

The websites facility First Sports offer to clubs are incredibly unique, as not only does it enable clubs to create their own public facing site, they are the only website that offers integration with the RFU's GMS system (Game Management System).

Everyone can be managed through a single source, meaning a club, CB, league, referee society can have an external web presence and can manage the club's online memberships, payments, and event management. This links in with the RFU's GMS system and pushes data to all social media platforms.

The intention is clear, **"Everything in one place"**

The websites are in a default format, meaning the structure of the sites are from a fixed template. The website is made up for several widgets which clubs can use to embed pieces of functionality within their website without having the technical expertise e.g. a social media feed. All the widgets can be managed by the club on how and what they want displayed.

Data entered in GMS by clubs is displayed onto the sites, this means it does not have to be re-entered twice. Typically, the data displayed will include:

- Club crest/logo
- Teams
- Players
- Photos
- Fixtures & Results
- Key contacts
- Events
- Location

Currently there are two administration roles used to edit the site (not GMS), these are:

- **CMS Site Editor** – Key main role. With this role, assigned individuals can create new content, pages, team profiles etc.
- **CMS Site Author** – With this role assigned individuals are unable to create new pages etc as the Editor; however, they can upload new content e.g. match reports.

1. Signing In

To log in select the following at the bottom of the sites page:



Enter your username and password (these are the same credentials used to log into GMS)



Once logged in, additional icons will become available. The Dashboard icon is the most important as this loads the admin area of the system.

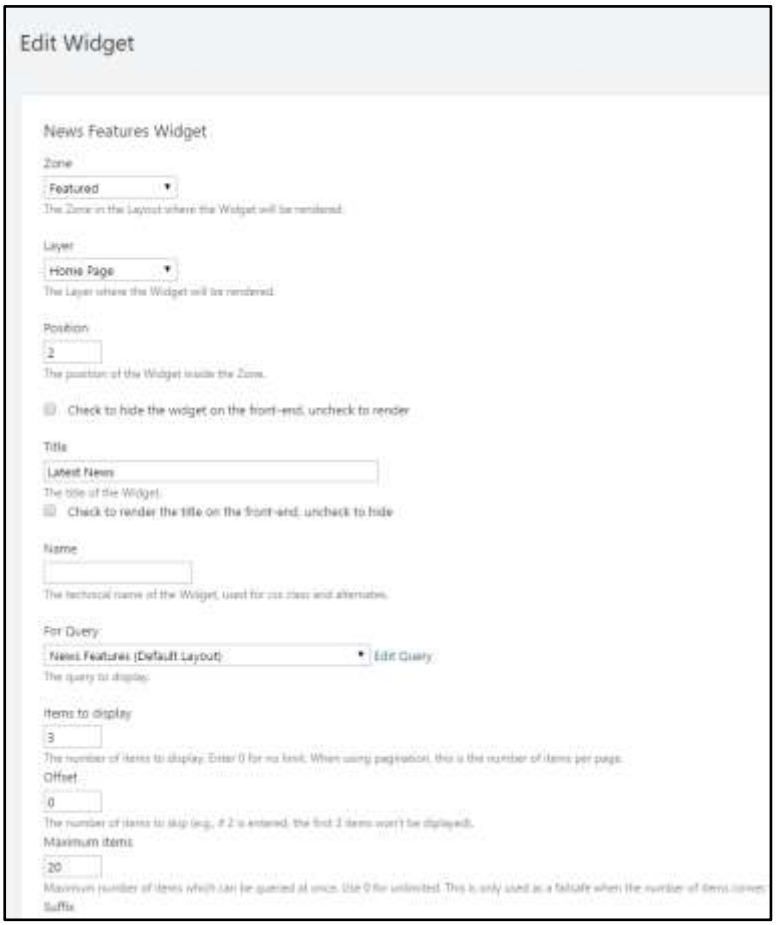


2. Editing Widgets

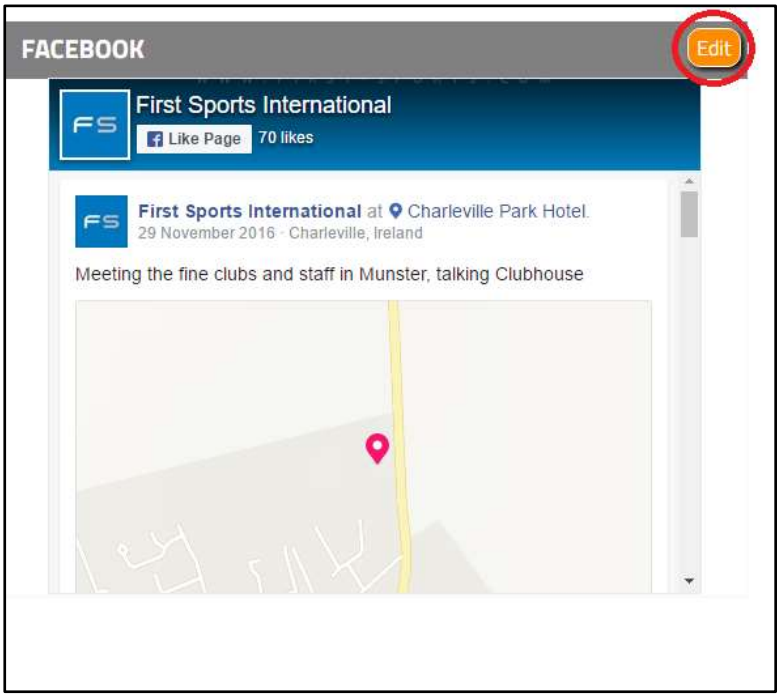
When logged into the site, the Preview icon displays edit fields to represent the ability to update and change the widget.

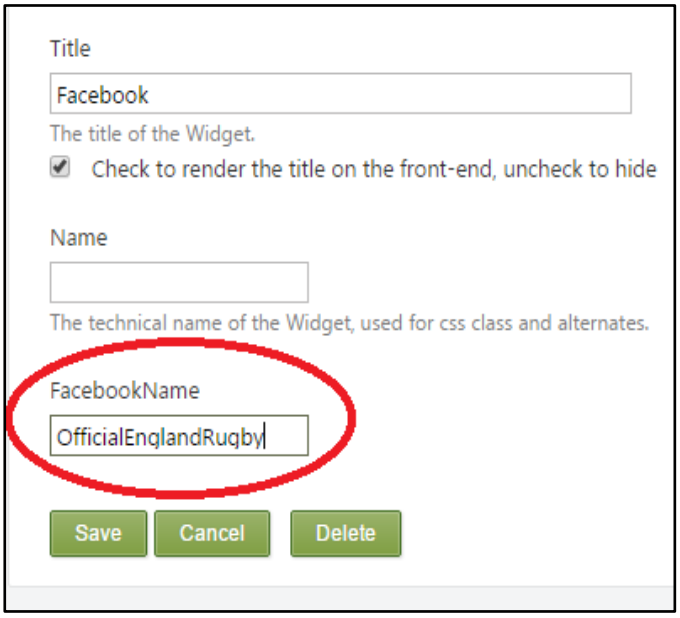


Selecting the 'Edit' option will load a page where text can be edited and changed.
Note: Widgets cannot be removed and populated.



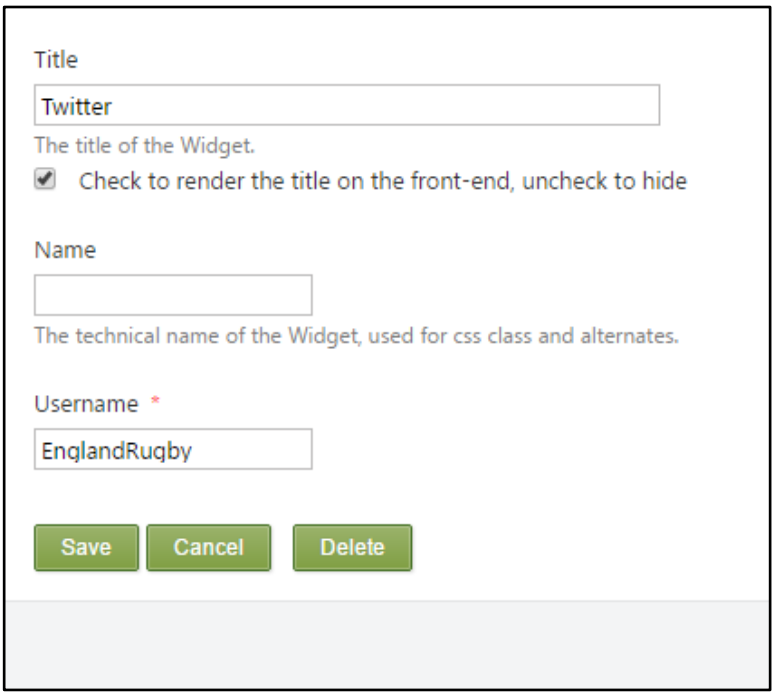
To edit the Facebook feed, select the edit button and update the Facebook Name to what Facebook feed you want to view on the site i.e. clubs Facebook and Save.





This process is the same when editing Twitter. Edit the widget, enter the Username of the Twitter page, and Save.





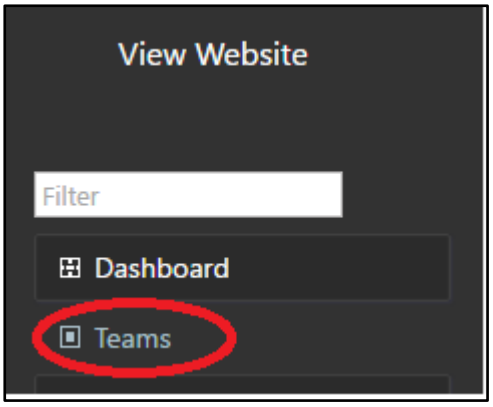
Certain widgets are editable on certain pages. Anything listed above that is populated in GMS must be changed, created, or edited in GMS, it cannot be edited in the front-end website.

3. Pages

Every club will have the following pages and information available:

- **Home** – Set template with editable widgets.

- **Teams** – List of any teams created in GMS and Players that are eligible or assigned to those teams (from GMS). Within the Dashboard of the website Teams can be managed to set what people can see by selecting Teams.



- **Membership** – Where the public can view the club's memberships to purchase. These must be set as Yes to view on the Web.
- **Events** – Events created in GMS and 'Is Available to Web' is set to Yes.
- **About** – Those assigned to Golden Roles in GMS are displayed to contact and the club info is listed (primary contact, address of club and map)
- **News** – Non-featured and featured news.
- **Gallery** – Galleries created in the Dashboard
- **Info** – The club can create Information pages i.e. History of club, shop (added link)



4. Administration

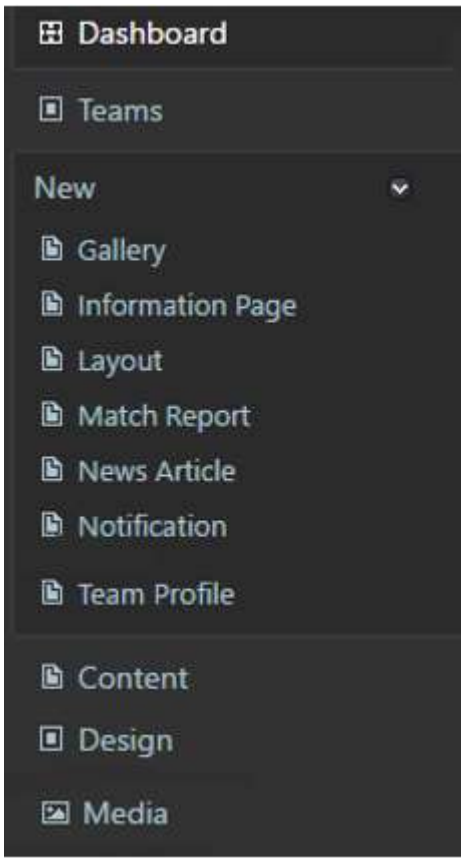
To enter the administration area of the website, select the dashboard icon at the top of the page.



This page loads with the administration tools list in the left-hand navigation. These are broken down into 4 sections:

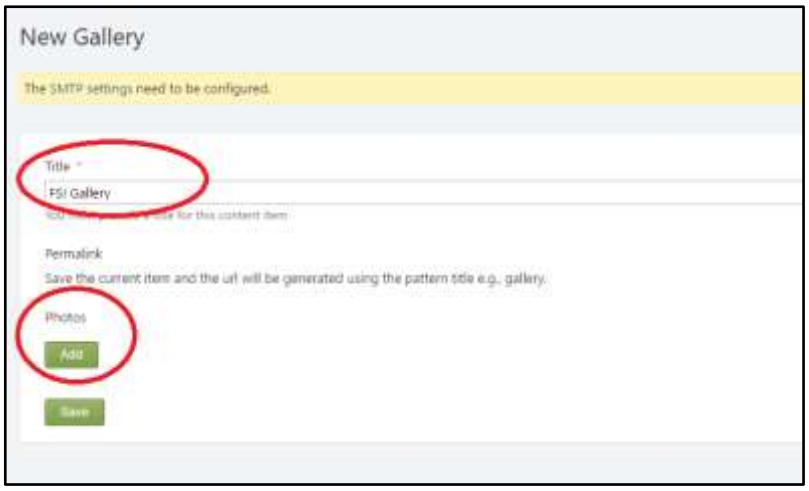
- **New** – This is where galleries, match reports, information pages etc are created.
- **Content** – This gives you the ability to manage the content that has been uploaded onto the site and who has uploaded the content. E.g. edit, delete, unpublish.

- **Design** – In this section clubs can change the colours of the site and any images (background images).
- **Media** – Import and manage media uploads (images/photos).



4.1. New – Gallery

Within the dashboard select Gallery under New. Enter the title of the gallery and add photos, this will load a new page where you can add new photos or choose from the existing photos added.



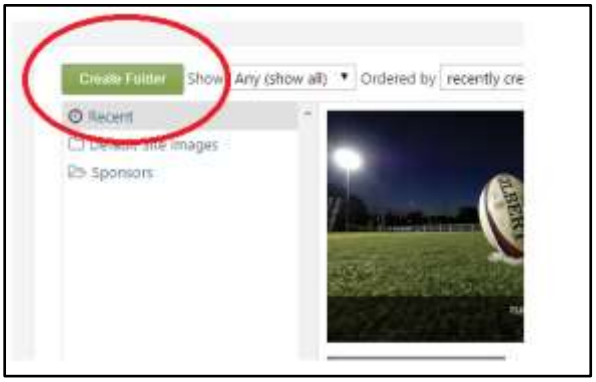
4.1.1 Choose Existing Photos

Select the image or images (hold CTRL and select) to insert into the Gallery. Click the Select button to add those images.



4.1.2 Uploading New Photos

Create a folder or select an existing folder to import images to.

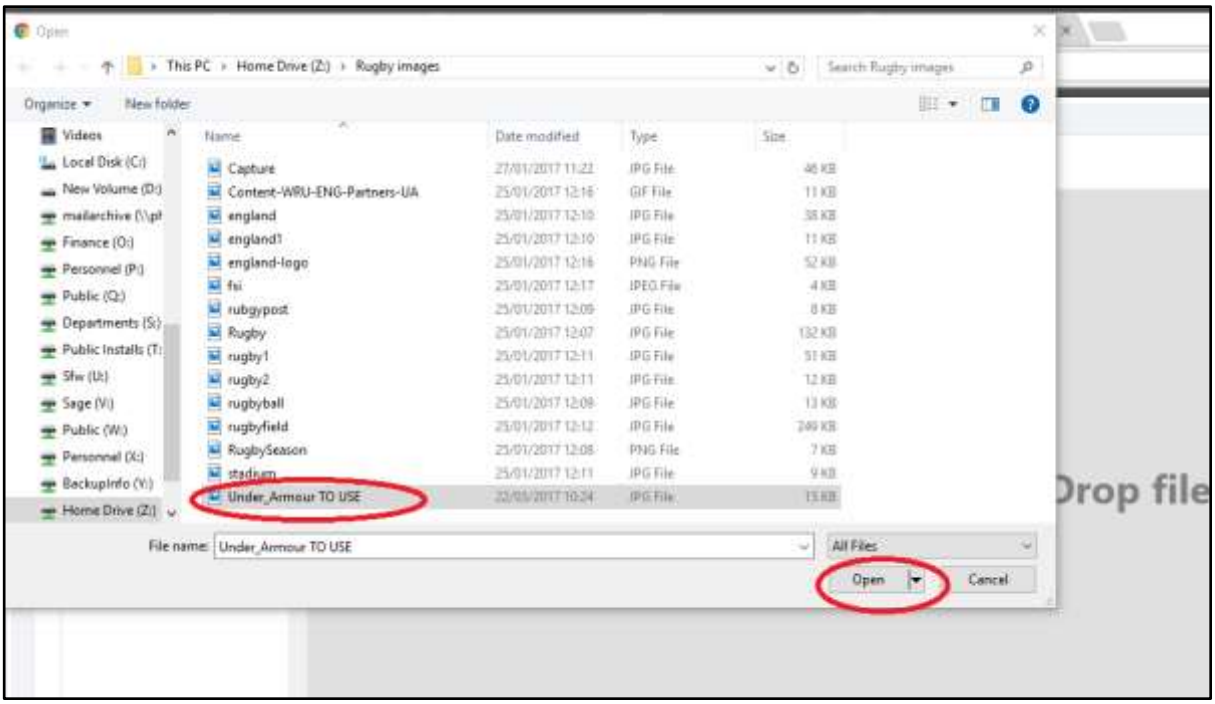




Under My Computer, click in the body (Click here…) to load from the desktop.



Find where the images are saved and double click or open the image(s) to upload and close.





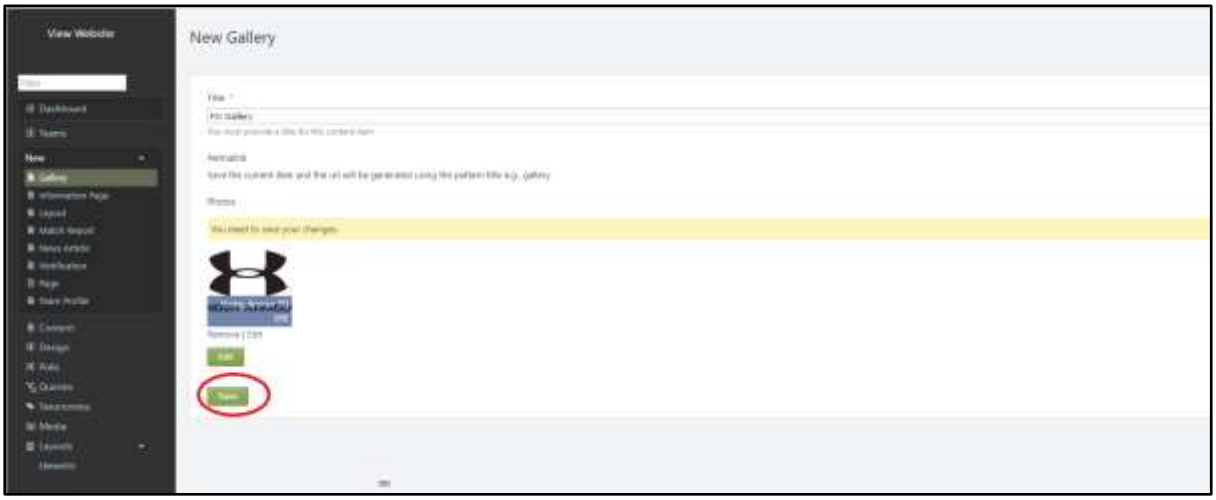
The image will load into the media folder you selected to import into. Under Recent are all the images that have been uploaded.



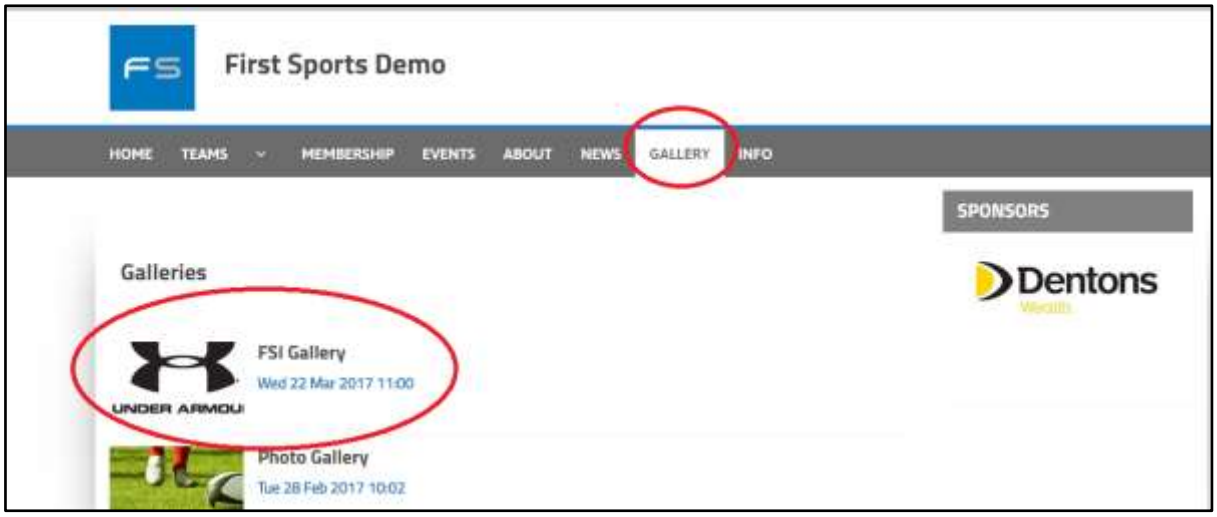
Choose the image for the Gallery and Select.



This will upload the selected image into the Gallery created at the start, select Save to complete that Gallery or Add to add more images.



When you have saved, a new gallery will have been added under Gallery.



4.2 New – Information Page

The website can only have new pages added under the heading Info. This can be anything from the History of the Club, Club Shop (insert link to take you there), Club Rules etc.

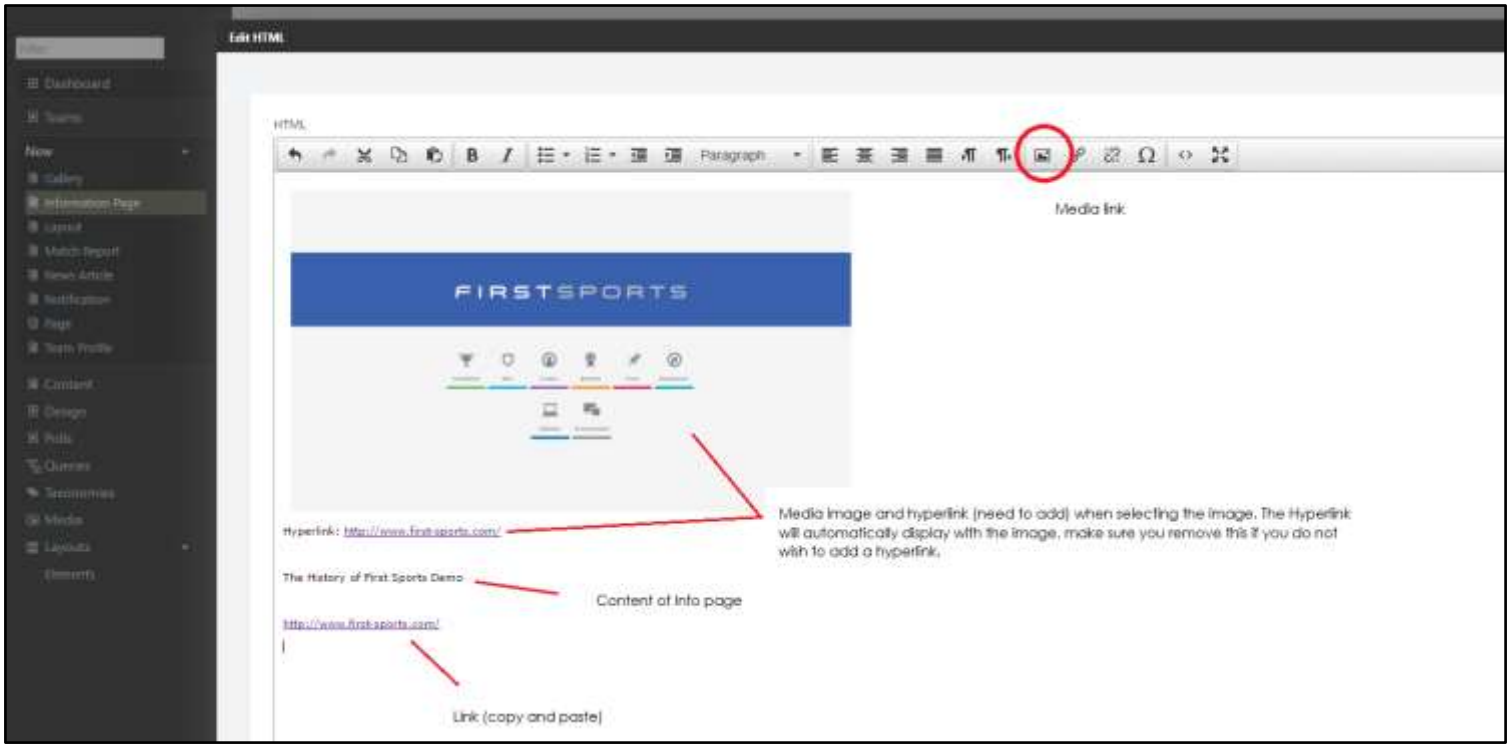
In the Dashboard under New, select Information Page. Here you will need to add an Info Title e.g. History of Club. Make it a Member of Page: Information and insert the Layout of the info page. This ranges from text to images.

To add text, select the body of the layout and click on the arrows.

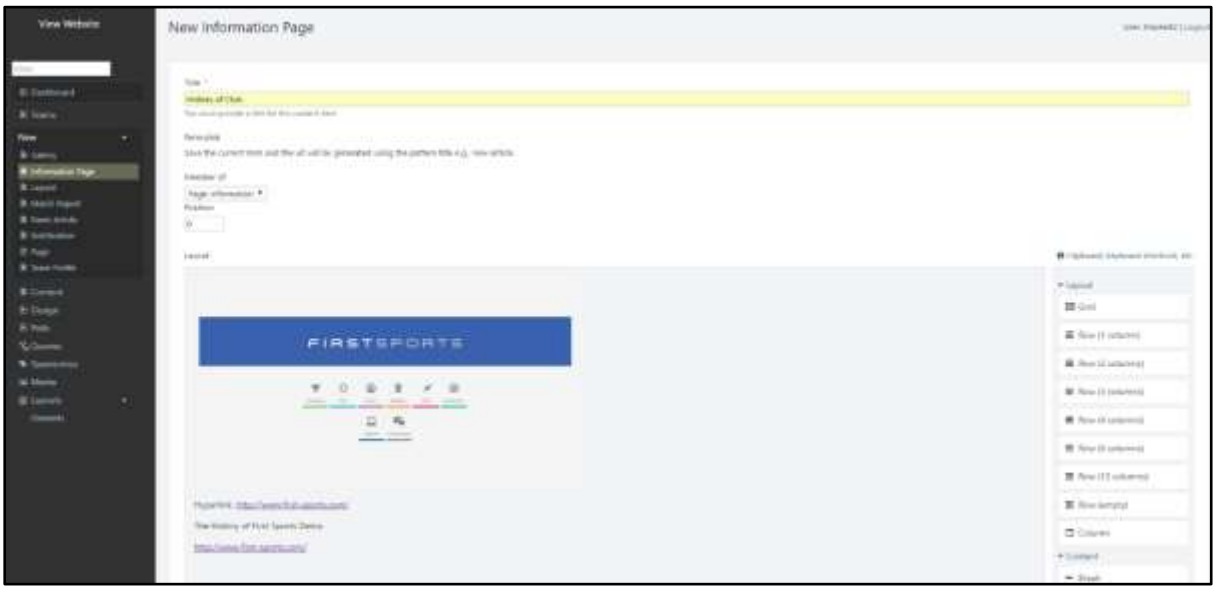


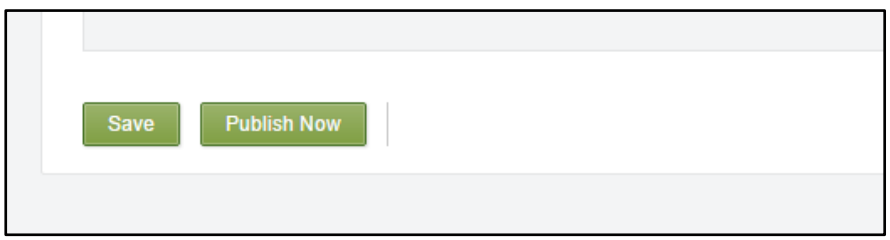
(Please enter your page detail here. This can be HTML or text. To edit click the first menu icon on the small HTML menu that appears when you click on this text. Please use the elements on the right if you wish to construct a richer page content with headers, images, and layout grids)

This will load for you to add content e.g. information, links (copy & paste) and media, Save the content.



This will bring you back to the New Information Page to view, once happy select Publish Now and then Save at the bottom of the page.

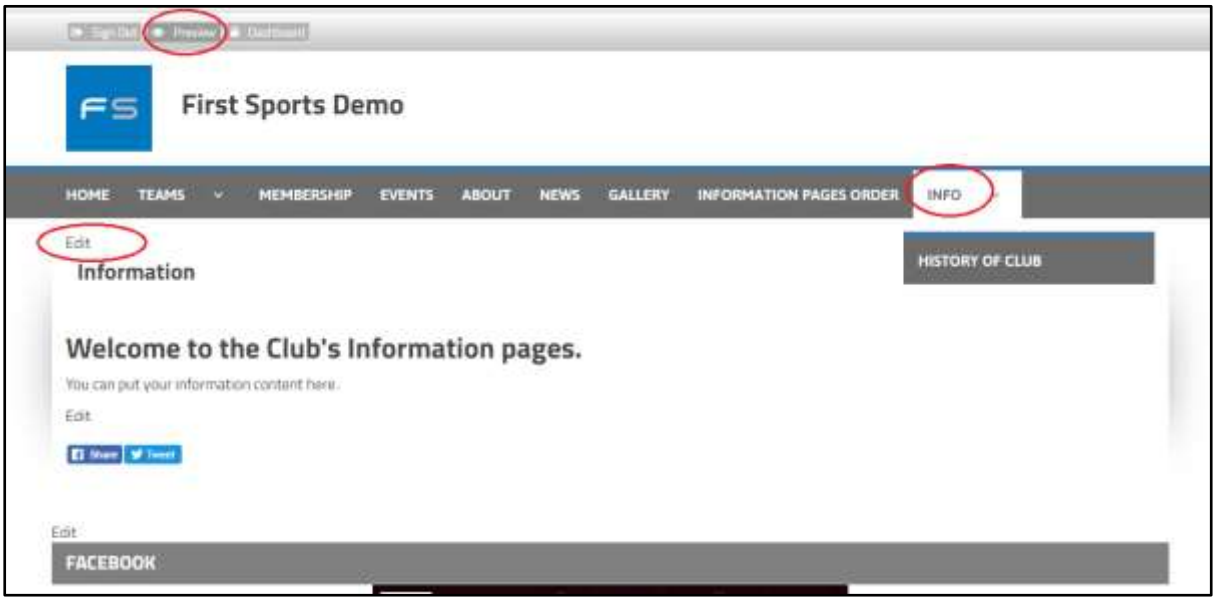




The page has been created as a subpage under Info.



To edit the information on the main Info page, select Info, then select Preview and Edit. This will load the page for you to able to edit the content.



4.3 New – Layout

In the Dashboard under New, select Layout. Layout allows you to create your own design/layout when it comes to creating Information Pages, News Articles etc.

Add a title for the Layout, then add the features you would like in that Layout, e.g. Heading, Image and Text, by dragging the content from the right-hand side to the Layout.



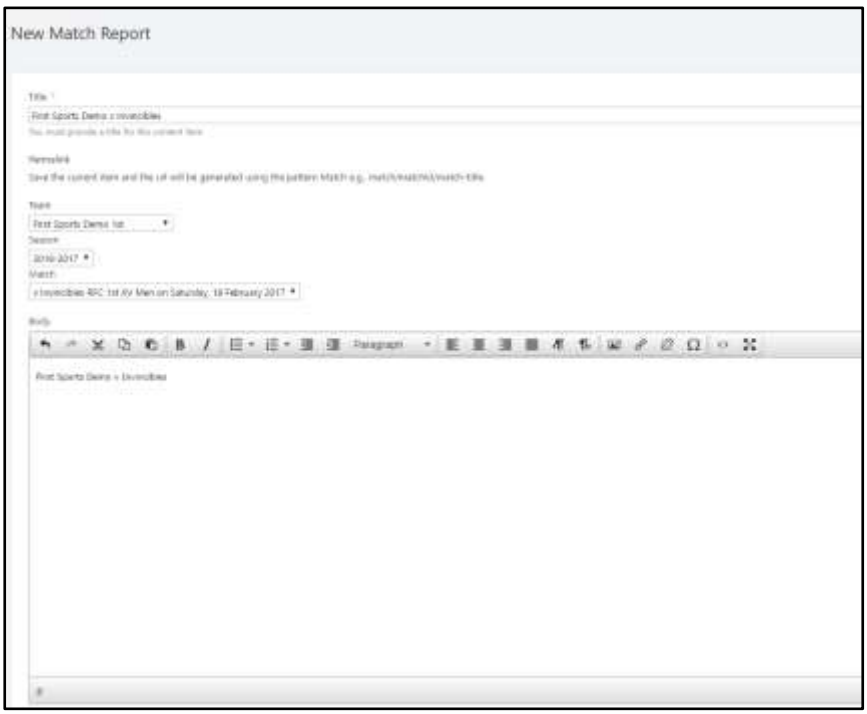
Select **Save** and **Publish now**, this will create your Layout design. To implement this when creating an Information Page or News Article go to 'Use existing layout'. Here you will find the Layout created, select this and the template will display for you to use.



4.4 New – Match Reports

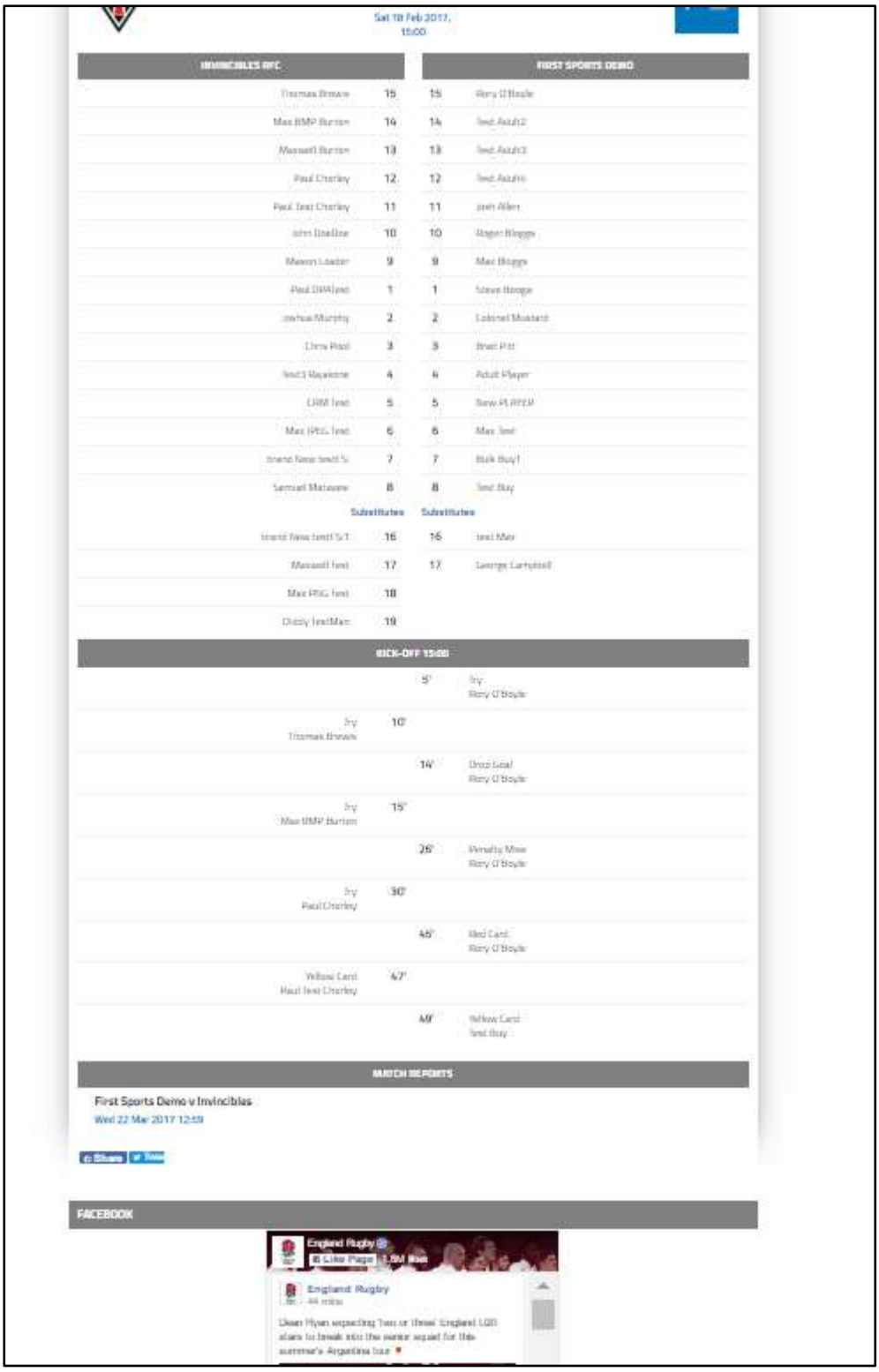
Within the Dashboard under New, select Match Reports. Enter the Title of the Match Report, select the Team, Season, and Match.

Enter information about the match in the body and Save/Publish Now.



The match details are auto generated from GMS, the matches displayed will be the ones with scores associated to them In GMS > Results.

The match report will be saved under the Team > Results. The match card for this match appears (team players, kick off time, tries scored and Match Report)



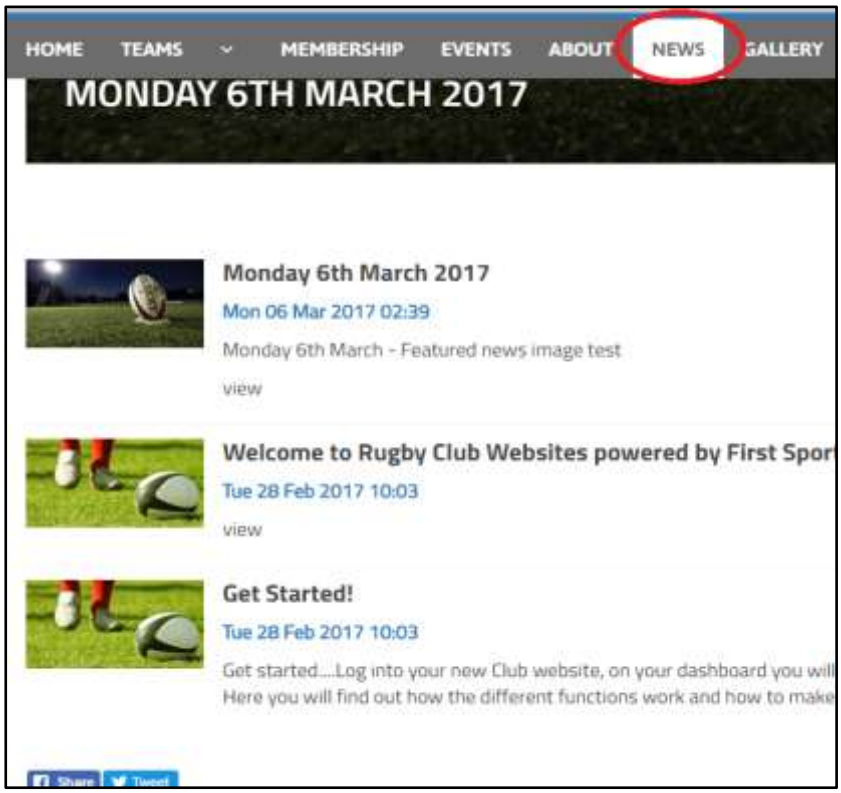
4.5 News – News Article

Under Dashboard select News Article. Add the title of the News Article, you can add an image associated to that news article, edit the Layout (text, headings etc) and Save. There are 2 types of News Articles that can be created:

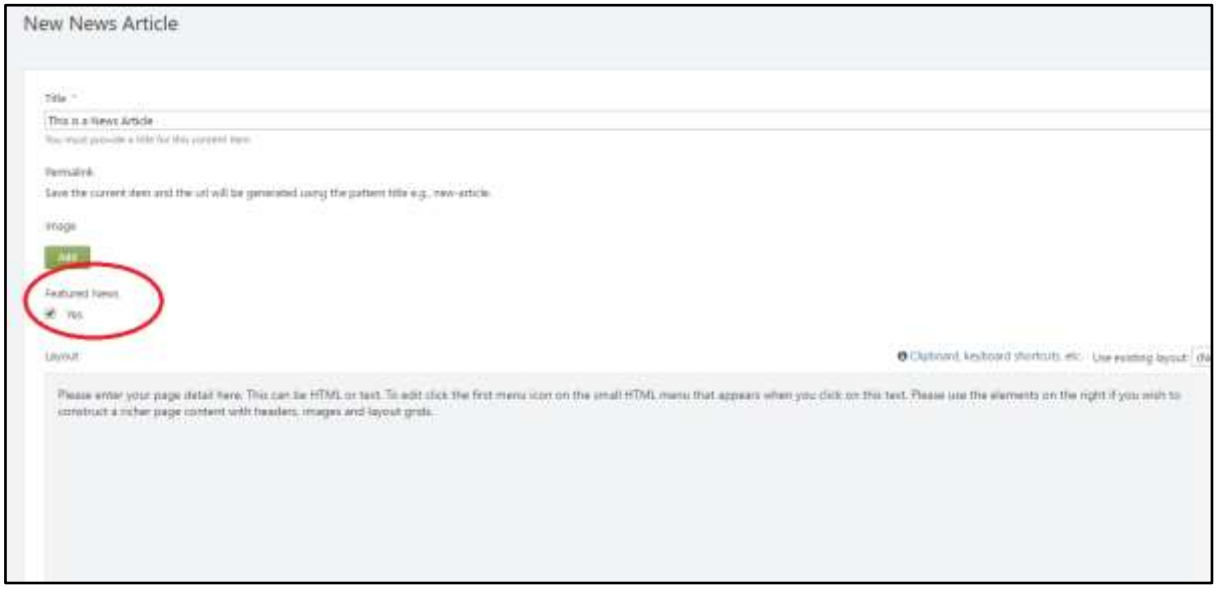
1. **Featured News** – this appears on the Home page



2. **General News** – this appears on the News page only

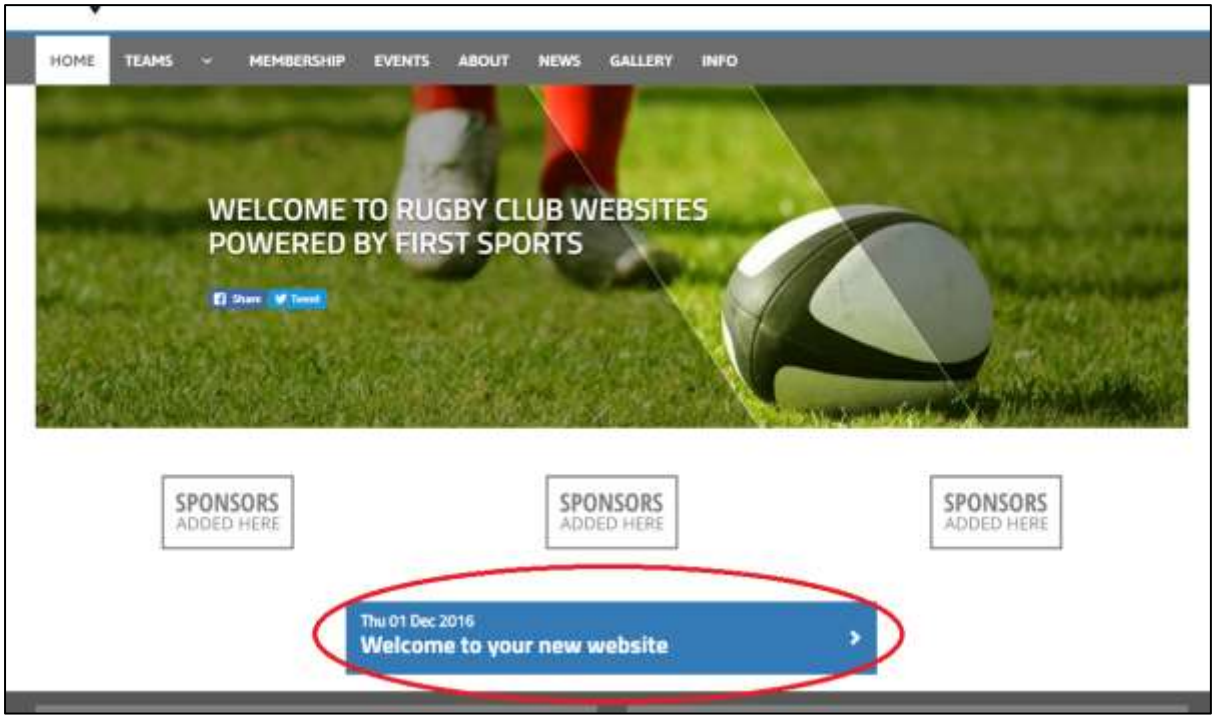


The featured news article will appear when you have ticked Yes to 'Featured News'. The News Articles will be created on the relevant pages.



4.6 New – Notification

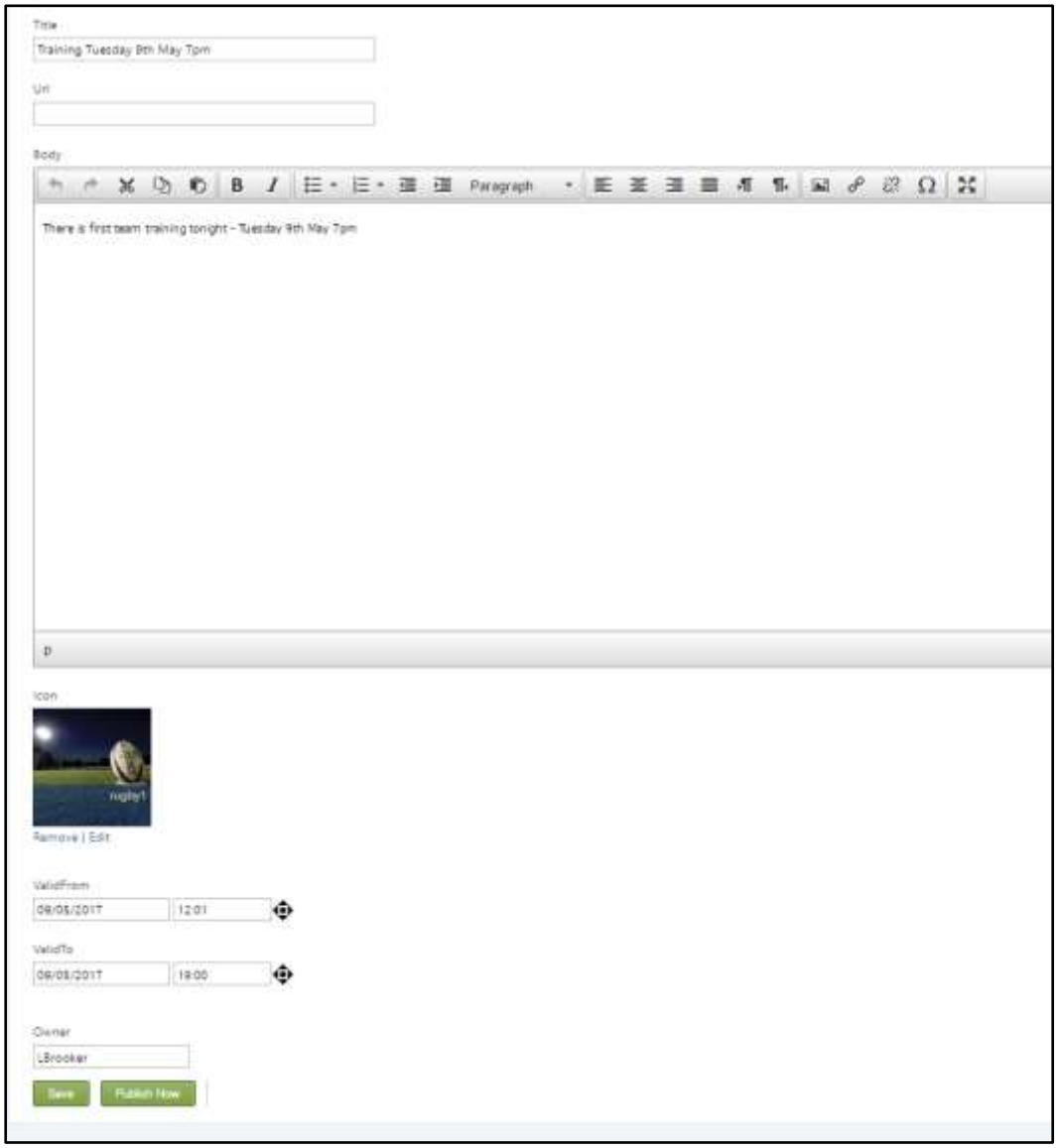
Notification can be found under New, this displays small news items or Notifications on the Home page.



Add a Title for your Notification, leave the URL as this autogenerates when selected to view the body of the notification, or you can add a website URL e.g. England

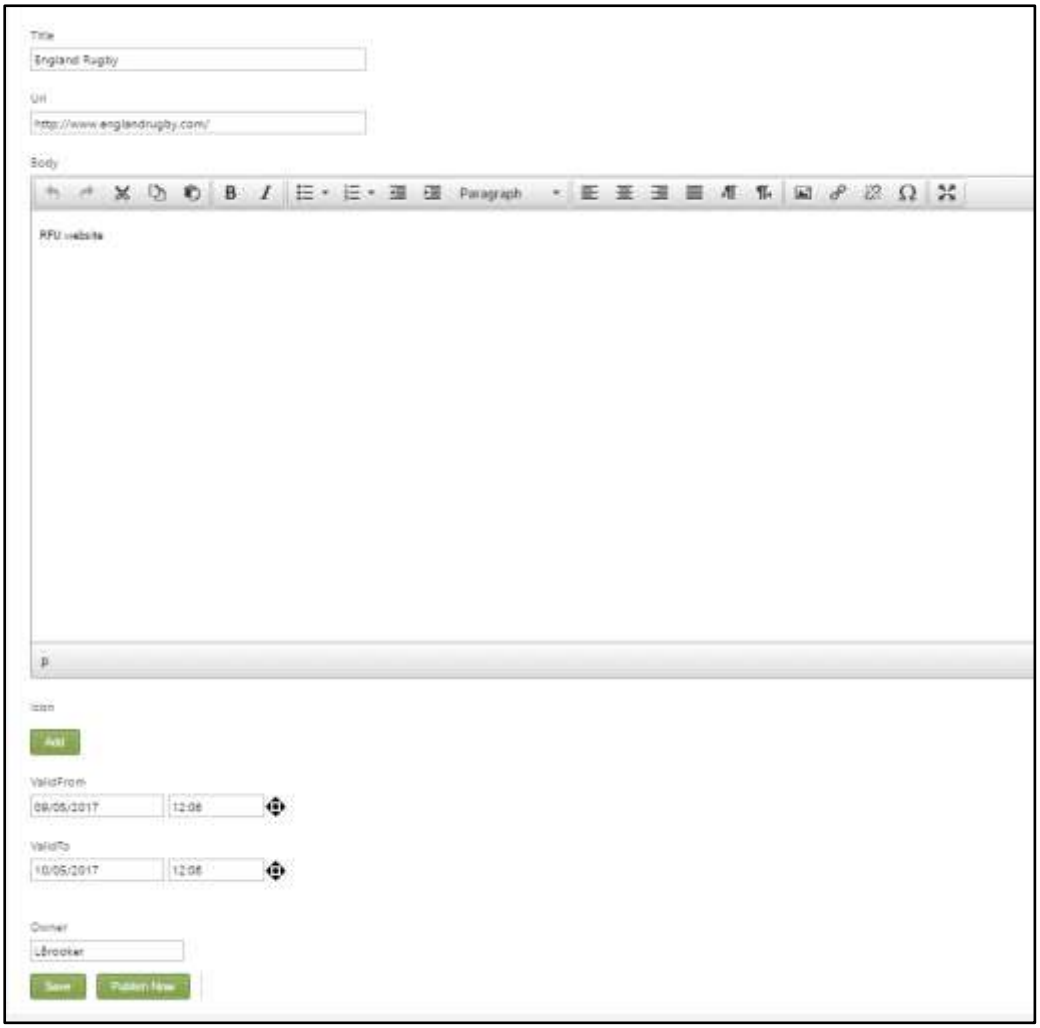
Rugby, when the notification is selected it will redirect straight to that URL page. Add information into the Body, an icon image (this will appear when the notification is selected) and add a validation time to the notification. Publish Now and Save.

Without URL





With URL







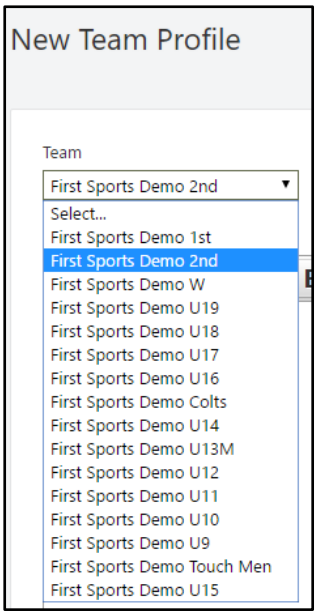


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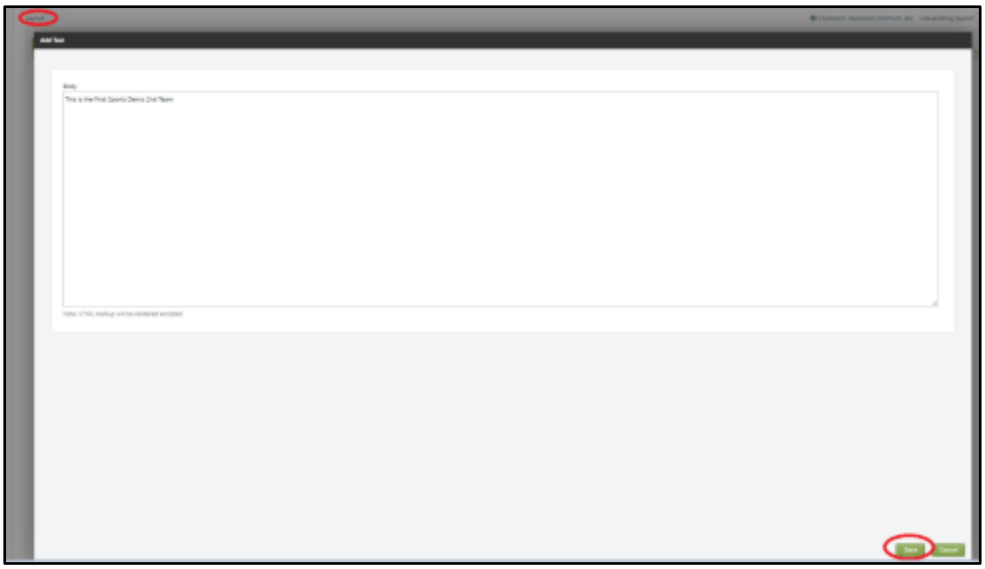
4.7 New – Team Profile

In the Dashboard under New you can create a Team Profile. This provides information on each team within the club.

Select Team Profile and select the Team you want to add a profile to.

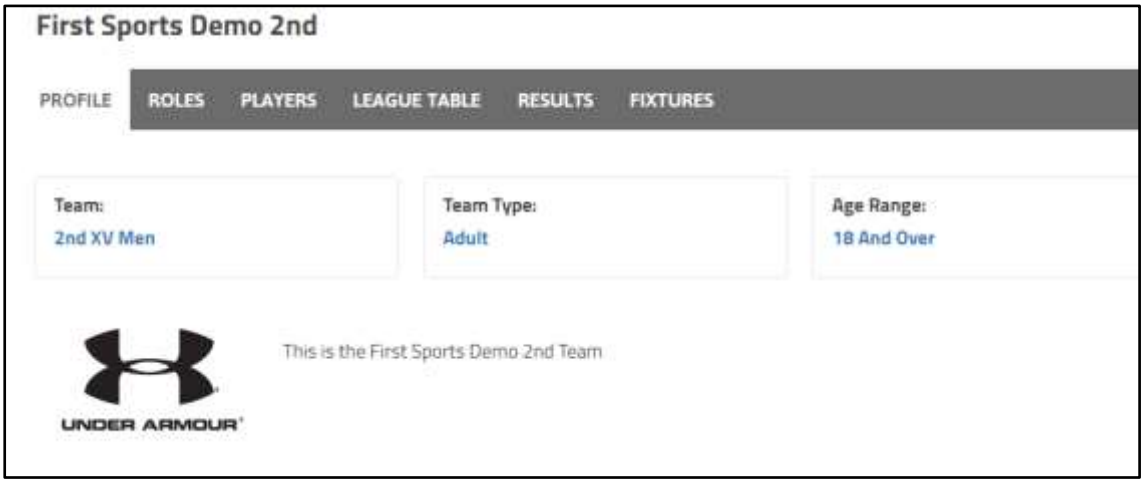


Enter information into the Layout to include e.g. image, headings etc or add a sponsor to the team. Click on Publish Now and Save.





Go to the 2nd team on the site and under the teams profile the information will display. In the Team Profile, defaulted information such as; Team, Team Type and Age Range is displayed.

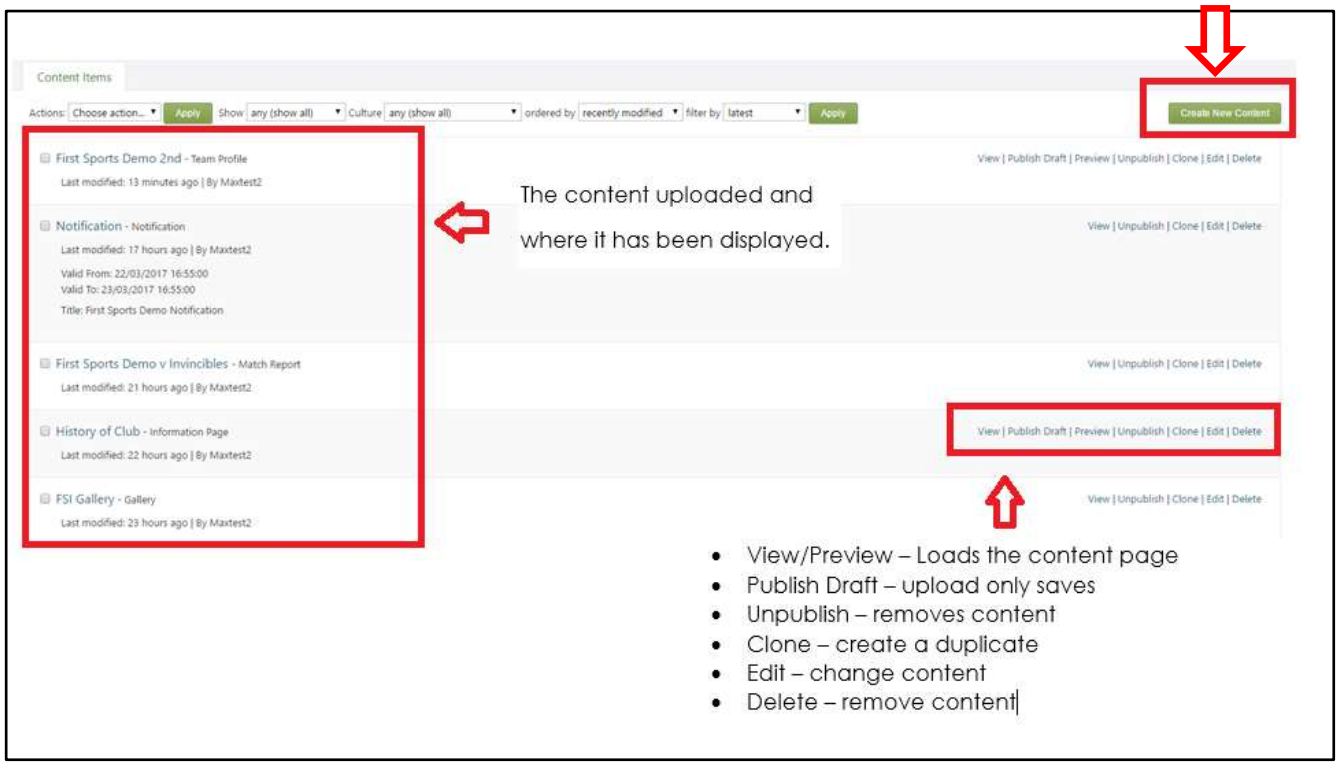


5. Content

In the Dashboard, you can select Content, this lists all the uploaded information and content on the site.

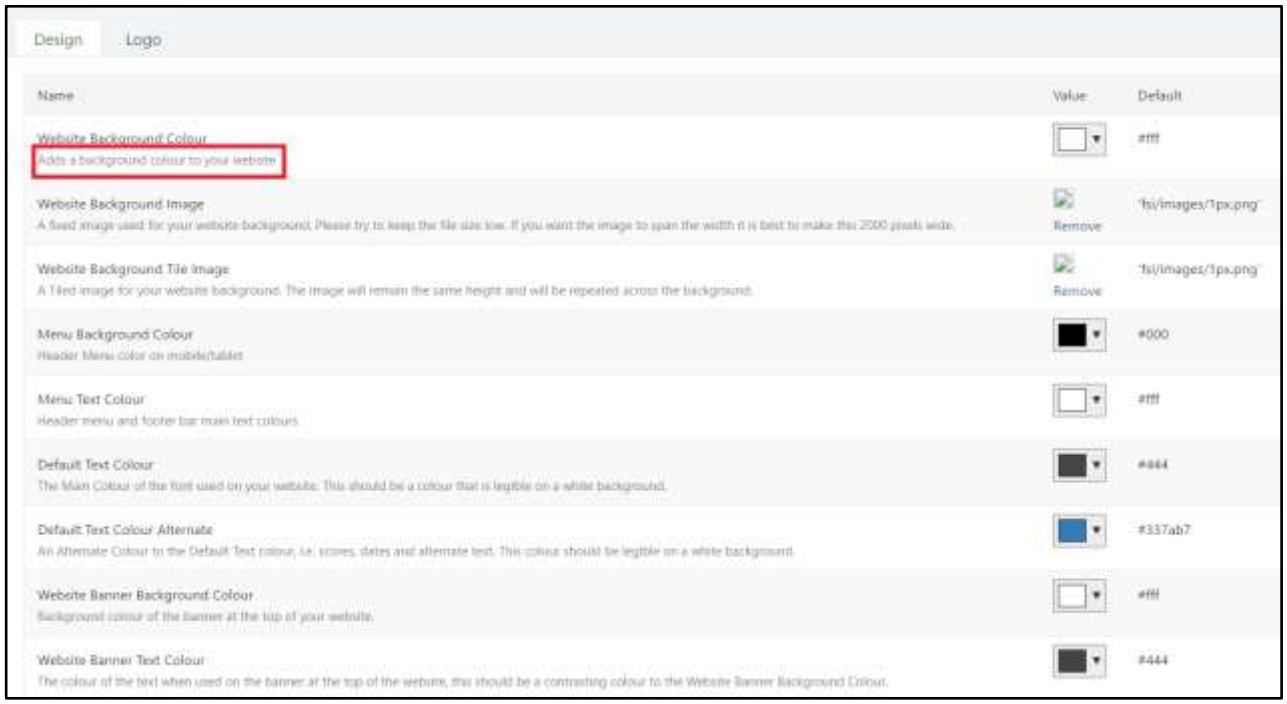


6. Design



As an administrator, you can edit and change the colours, themes and images that will personalise the site. E.g. colours of club, images of the club.

There is a description of where the colours, images are reflected.



7. Media

The Media option is like Gallery in the way it works, but rather than display images it is where the content etc can be uploaded without the need to view in publicly straight away – **Media Management**.

