

Boulder Dance Coalition Web Site— User Guide

Welcome to the Boulder Dance Coalition (BDC) web site.

- ✓ No one likes to read instructions; we know that. Nonetheless, we hope you will use this guide to learn how to manage your information on the BDC web site.
- ✓ Please read this guide to understand the terminology, and follow the steps as you go.

Before you start, visit the site, <https://boulderdance.org> to familiarize yourself with the kind of information you will be creating and managing.

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Overview

You have been given a user account so that you can edit your BDC member group page and create events for your group.

- ✓ Groups that have paid their annual dues can have a page on the web site that describes the group and lists the group’s events. The web site term for a group is *Organizer*. Whenever you see the term Organizer in this guide, it means a BDC member group, and you are representing that group. So, you can think of yourself as an organizer on behalf of your group
- ✓ Take a look at the BDC groups page at <https://boulderdance.org/groups>.
 - Scroll through the list to see whether your group already has a group page. If so, click on your group to see what information is already there. You can edit it if needed.
 - If your group does not have a page, you can create one.
- ✓ An Event is a single or recurring activity held by an Organizer, that is, a BDC member group, like your group. See the calendar at <https://boulderdance.org/events>.

An Administrator can help you do these tasks, but we hope you will quickly become self-sufficient.

- ✓ An Administrator is a user who has rights to create, modify, and delete user accounts, and other tasks regular users do not have permission to do. An Administrator can edit all Organizer pages (group pages) and Events on the site, and can help you if you have difficulties. Contact us at webadministrator@boulderdancecoalition.org. We will try to get back to you soon, but please remember that we are volunteers.

Logging in

On your first login, you should have received an email that includes your user name and a link in the email to reset your password. Click the link in the email.

- ✓ Set your password so something strong, and write it down.

After that, to log in, go to the web site, <https://boulderdance.org>. From the **about us** menu, choose **organizer login** (remember, you are acting as an Organizer for your dance group).

- ✓ Log in using the username you have been given and the password you set.
- ✓ Please do not share your account with anyone.

When you log in, you will see the WordPress dashboard with a menu in the left column. Use that menu to locate the items you need to work with.

- ✓ The site is built using WordPress, which is a commercial program commonly used for blogging. The WordPress interface doesn't look anything like the BDC web site.
- ✓ Only you, and other Organizers, can see the dashboard. The general public cannot. The dashboard is where you enter the information that is displayed on the web site.
- ✓ To get back to the web site, hover your mouse over the small words **Boulder Dance Coalition** in the upper left corner, and click **Visit Site**.
- ✓ To get back to the dashboard, hover your mouse over the small words **Boulder Dance Coalition** in the upper left corner, and click **Dashboard**.

Forgot your password?

1. On login screen, under the box for your username and password, click **Lost your password?**
2. Check your email for a message from WordPress that contains a reset link. Click the link.
3. Set your password so something strong, and write it down.

Creating and/or updating a dance group page

In the left column, click **Events** and then click **Organizers**.

- ✓ Remember, an Organizer is the web site name for a BDC member group. You are representing an Organizer.
- ✓ You might not see any Organizers listed. Click **Published** to load the Organizers.
- ✓ TIP: Click the **Save Draft** button at the upper right after every action when you are creating your page.

Use the **Search** button to find your group.

Click your group name or, if it's not there yet, click **Add New**.

The Organizer page for your group contains fields where you can select or type the information about your group.

Step	Explanation
1. Title: edit as necessary.	This is the official name of your group as you want it to display on the web site under "dance groups" and on your Events.
2. Main description area: type or paste text that describes your group. Format as desired.	TIP: Type the text in a word processing program first, then paste it into the description. TIP: Don't make this text too long, or users will have to scroll past it to see your contact information and events. TIP: Use the default fonts and sizes for your entry so that your group page conforms with the site. TIP: Add media (photos and/or video) if desired.
3. Organizer Information: Use the email, phone, web page (if applicable) for the group.	Make sure your contact information is up to date.
4. Featured Image: Select an image to represent your group.	This image will show up on the list of all groups, as well as on your group page.
5. Group Summary: Add a short summary for your group.	This text will show up on the list of all dance groups.
6. Group Type: Select from the dropdown.	NOTE: this takes a second to load.
7. Organizer Name: Use the name of the contact person for the group.	The Organizer Name should be the person who can respond to inquiries from phone and email address in the organizer information block.

Step	Explanation
8. Calendar color: Select a color, which will be the outline around your group events on the events calendar.	

When you are finished editing your page, scroll back to the top right:

1. Click **Preview** to open the page as a draft and view your progress.
2. Click the **Update** button to publish your changes.
OR
If this is a new Organizer (dance group), click **Submit for Review**.

Send an email to webadministrator@boulderdancecoalition.org to let us know that we need to review your submission. An Administrator will check that your page is working properly, and that your group has paid its dues prior to publishing.

Creating events

Creating an event results in several things on the BDC web site:

- ✓ A small Event item on the Events calendar, which is searchable by type of dance, location, and/or dance group
- ✓ A quick view by mouseover that shows the title, location, cost, and date/time
- ✓ An Event page that shows full details for the Event
- ✓ An Event listing under the group information on the group's Organizer page

In the left column, click **Events** and then click **Add New**.

The Event page contains fields where you can select or type the information about your Event.

- ✓ **WARNING:** Do not create events until the Organizer page for your group has been published, and you can see it at <https://boulderdance.org/groups>. If you create an event without a published Organizer in the system, your event will have an error. Also, you need to be the owner of that page; that is, you are able to edit that page. If you are not, send an email to webadministrator@boulderdancecoalition.org.
- ✓ **TIP:** Read and understand this whole section, and know what you are trying to create, before starting. Also, gather all of the information that you will need.
- ✓ **TIP:** If you don't have time to finish; click the **Save Draft** button at the upper right.

Step	Explanation
1. Title: Type the name of your event	Tip: If possible, keep the title to one line; two lines if necessary. You can see how your title will look in the Calendar Preview in the right pane.
2. Main description: Type or paste text that describes your Event. Format as desired.	TIP: Don't make this text too long, or users will have to scroll past it to see the event details, such as where and when. TIP: Use the default fonts and sizes so that your event conforms with the rest of the site.
3. Time and Date:	
<p>1. Click the start date to open the calendar and pick a date for this event, or your FIRST event if this will be a series.</p> <p>Do the same with start time and end time.</p>	<p>WARNING: Do not change the end date unless you are creating a single event that lasts for more than one day, including when the end time is the early the next morning.</p> <p>TIP: Do not select All Day Event unless it really is all day (e.g., 7am to midnight) and you expect people to come and go.</p>
2. Event Series: click Schedule Multiple Events if you are creating more than one event that is basically identical.	Use this feature if you hold a weekly or monthly event. TIP: You can modify each event in a series; see the next section on modifying events.
<p>1. Choose Daily, Weekly, or Monthly.</p> <p>2. Depending on what you have chosen, choose the settings for how the recurrence should work. See the tips in the Explanation column on the right.</p>	<p>TIP: Do not select Yearly; the calendar only goes out 18 months, so you'll need to create multiple events anyway.</p> <p>EXAMPLE: A daily event can be every day, every three days, etc. It can be at the same time every time, or at a different time on different days.</p>
<p>3. If your event is ongoing, use the dropdown to change On to Never.¹</p> <p>If it lasts only a certain number of months, or a certain number of times, set as needed.</p>	<p>EXAMPLE: A monthly event can be every month on the same date, or it can be on a certain day, e.g., the second Tuesday.</p> <p>EXAMPLE: Set a 3-lesson series to end after 3 events.</p> <p>EXAMPLE: Set a series with a defined end date (such as 6 months from now) to end on that date.</p>

¹ The calendar goes out 18 months, so when you set the end date to Never, it actually ends after 18 months.

Step	Explanation
<p>4. If your event series happens at multiple times, such as second, fourth, and fifth Saturdays, click Add more events, and set those in the same way.</p>	
<p>3. Event will not occur: Click Add Exclusion if necessary.</p>	<p>TIP: you can ignore exclusions when creating the series and manually delete events that will not happen. See the Modifying Events section.</p>
<p>1. Select daily, weekly, monthly, or once.</p>	<p>Example: a weekly exclusion can be used to eliminate every Wednesday from something that otherwise happens every day.</p>
<p>2. Depending on what you have chosen, set the recurrence.</p>	<p>Example: a monthly exclusion can be used to eliminate a certain week, such as the third week of the month, from a series that otherwise happens every week.</p>
<p>3. Add additional exclusions as needed.</p>	<p>WARNING: Setting recurring exclusions is more complicated than it seems. If you are trying to set a daily, weekly, or monthly exclusion and you have trouble, contact webadministrator@boulderdancecoalition.org</p>
<p>4. Location: Choose the Venue from the dropdown.</p>	<p>Setting the venue does two things: it shows as the location on your event, and it allows people to search for events by location on the calendar.</p> <p>WARNING: DO NOT LEAVE THIS BLANK. If you do not set the Venue, the location will be set to "Other, " and attendees won't know where to go for your event.</p> <p>TIP: if your venue is not listed, contact us at webadministrator@boulderdancecoalition.org to add a venue to the list.</p>

Step	Explanation
<p>5. Organizers: Select your Organizer (dance group) from the dropdown.</p>	<p>WARNING: If you do not select the Organizer, the event will not show up on dance group’s page. If no organizer is available, contact us at webadministrator@boulderdancecoalition.org.</p> <p>WARNING: DO NOT TYPE TEXT IN THIS FIELD! That will result in a blank dance group on the dance groups page. If you realize that you have done this inadvertently, contact us immediately at webadministrator@boulderdancecoalition.org.</p> <p>TIP: An event can have more than one Organizer. However, you can only add Organizers to your event that you have the rights to edit. For example, AVD cannot add Boulder Israeli Dance as an Organizer on an AVD event. If your event has multiple Organizers, contact webadministrator@boulderdancecoalition.org and we can add it for you.</p>
<p>6. Event Website: Add if applicable.</p>	
<p>7. Additional Event fields: Select the type(s) of dance.</p>	
<p>8. Event cost: Select the \$ symbol and type the price.</p>	<p>WARNING: Contrary to the text under the Cost field, if you leave the price blank, the event will say “free” on the calendar.</p> <p>TIP: You can type text instead of—or in addition to—the price in the Cost field.</p>
<p>9. Contacts:</p>	
<p>1. If the contact is a BDC site user, select the contact from the dropdown.</p>	
<p>2. If not, or if you need more contacts, type the contact name(s), etc., into the fields.</p>	
<p>10. Link Calendar Item to Event Web Site: If you have a full web site for your event, and you do not wish to have an Event page on the BDC web site, check this box.</p>	<p>Checking the box opens your event web site directly, and no Event page is created on the BDC site.</p>
<p>11. Excerpt: Not currently used.</p>	

Step	Explanation
12. Discussion: Not currently used.	
13. Tags: Not currently used.	
14. Event Categories: Check the Special Events box to feature your event as a special event on the home page.	NOTE: Event Categories are in the right column near the top.
15. Event Options: Not currently used.	
16. Featured Image: Add an image if desired.	

When you are finished adding your event, scroll back to the top right:

1. Click **Preview** to open the page as a draft and view your progress.
 2. Click **Publish** to publish your event.
- ✓ NOTE: When you publish, the system creates every event in the series. This can take several seconds. The status bar at the top of the page shows when all of the events have been created.

Modifying events, including cancelling

In the left column, click **Events**.

- ✓ You might not see any events. Scroll past the filters area, and click **Published** to load the events.

Every event is listed, including every instance of a recurring event. For example, if you have created a weekly event that is every Friday, the Published list includes an event for every Friday in your series.

Tips for finding your event in the published list:

- ✓ Notice the **Mine** link. This link is designed to filter to only the events that you have created. If this link is not working for you, contact us at webadministrator@boulderdancecoalition.org.
- ✓ Type the name of your event into the search field at the top of the events list, and click **Search Events**. Note: a partial name is sufficient.
- ✓ You can use the filters at the top to filter events. Click **Add a Filter**. Choose your filter and click **Apply**. If the events aren't listed, click **Published** to see the filtered events.

Also, you can filter by start date to hide past events.

Your filter(s) will be saved for the next time you log in until you clear them by clicking **Reset to Default**.

- ✓ Mouse over the column headers to see the sort arrows. The default sort is by start date, descending (that is, last events first). Click the arrow for Start Date to see the soonest events first. You can use the same process to sort by Organizer to find your events.
- ✓ NOTE: Events that you can edit are active; that is, they are shown in blue text and are editable. You can view others' Events but not edit them.

Once you find your Event, you can edit a single Event in your series, or you can edit the entire series at once.

- ✓ Under your event name, click either **Edit All**, **Edit Single**, or **Edit Upcoming**. To delete a single event, click the **Trash** link. Make sure you have selected the correct date to edit or delete!
- ✓ TIP: If you only need to change a few fields, you can use the Quick Edit link to open a pared down interface with limited functionality.
- ✓ NOTE: if you click the Event name to open the Event, you will be editing all of the Events in the series. Notice the alert under the Event name that says that you are editing all Events

Action	Explanation
<p>Edit Single: Choose when one event should be unique.</p>	<p>For example, you can to add instructor information for that Event only.</p> <p>When you edit single, you disconnect the event from the series, so that future edits to the series do not apply to the single event you have edited.</p> <p>TIP: Edit single to add the word "Cancelled" to the title for a last-minute weather cancellation.</p>
<p>Edit all: Choose when all events should all be identical.</p>	<p>For example, you may want to change the contact or correct a typo in the description.</p>
<p>Edit Upcoming: choose when you only want to update events that are after the event you have selected.</p>	<p>You can use this in a couple of ways:</p> <ul style="list-style-type: none"> ✓ To set a new location on only the split-off portion, e.g., a class that runs outdoors in summer, then indoors in winter. ✓ To put a break between a series of classes where the next session will have a different teacher or topic.

Editing your Event is just like creating it: modify the fields as needed.

When you are finished editing, click **Update**.