

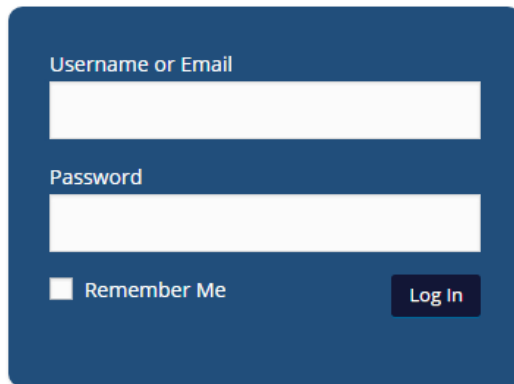
- BASIC TRAINING -

Main site: <http://summervillega.org/>

Login for editing: <http://summervillega.org/secured>

Forgotten Password?

- If you have forgotten your login password, use the “Lost your password?” option on the login screen.



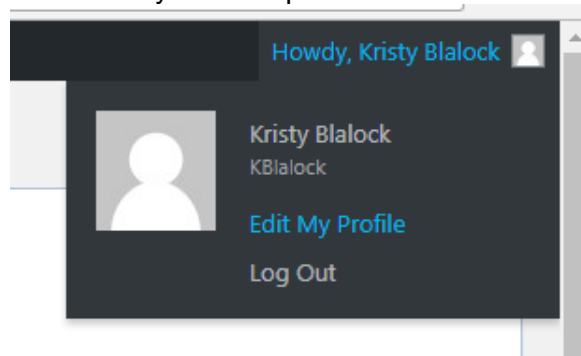
A login form with a dark blue background. It contains two white input fields: the top one is labeled "Username or Email" and the bottom one is labeled "Password". Below the password field is a checkbox labeled "Remember Me". To the right of the checkbox is a dark blue button with white text that says "Log In".

[Lost your password?](#)

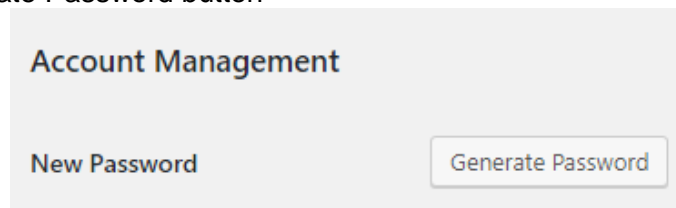
Account Management:

To reset your password after logging in:

- Log in to the site
- In the upper right hand corner of the screen, hover over your name
- Choose the Edit My Profile option



- Scroll down to the Account Management section of the Profile page and click the Generate Password button



A screenshot of the "Account Management" section. It has a light grey background. At the top, the text "Account Management" is displayed in a bold, dark font. Below this, there is a text input field labeled "New Password" and a button labeled "Generate Password".

- Type in the new password, click the “confirm use of weak password” if required and hit the Update Profile button to save the password change.

Account Management

New Password Weak

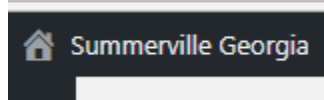
Confirm Password Confirm use of weak password

Sessions

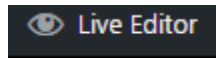
Did you lose your phone or leave your account logged in at

Basic Editing:

- After logging into the site, click on “Summerville Georgia” in the upper left hand corner



- Navigate to the page you wish to edit
- Click the “Live Editor” option at the top of the page




- Once the Live Editor opens, click on the portion of the page you’d like to edit. This will open an editing screen similar to this:

SiteOrigin Editor

Title

Paragraph **B** *I*




The mission of the Summerville Parks and Recreation Department is to provide a safe and wholesome place to help young people of our community learn and build basic skills in sports, develop moral character, self discipline and team work that will help them become productive citizens for the future.

- After making your changes, click the Done button in the bottom right hand corner of the detailed editor



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- Click the Done button in the top left hand corner of the main editor screen
- Click the Update button on the right hand side of the screen



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- To return to the main site, click the “Summerville Georgia” link in the top left hand corner

Note: If you do not have the correct permissions to edit the page, you will see this message:

You have no rights to access this content.

- Hit the back button and choose a different page to edit.

Adding Photos:

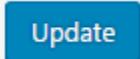
- Follow the Basic Editing steps to open the Live Editor for the portion of the page you’d like to edit.
- Click the Add Media button and upload any photos that need to be added to the page



- Select the photo to be added to the page and click the Insert into Page button



- Position the photo as need, then click the Done button in the bottom right hand corner of the detailed editor
- Click the Done button in the top left hand corner of the main editor screen
- Click the Update button on the right hand side of the screen



- To return to the main site, click the “Summerville Georgia” link in the top left hand corner of the page

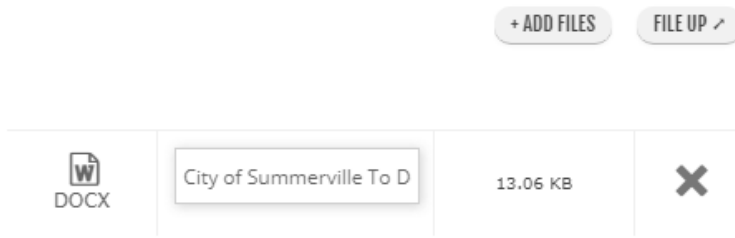
Uploading Documents and Minutes:

- If you have permission to manage documents or minutes, navigate to the Documents (<http://summervillega.org/upload-document/>) or Minutes upload page (<http://summervillega.org/minutes-upload/>)

Note that you will be required to log in to the site if you are not already signed in.

- Click the Add Files button

- Select the file you'd like to upload from your computer and click Open
- Click the File Up button to upload the file to the site



Deleting Documents and Minutes:

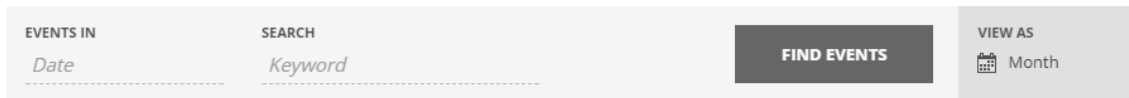
- If you have permission to manage documents or minutes, navigate to the Documents (<http://summervillega.org/upload-document/>) or Minutes upload page (<http://summervillega.org/minutes-upload/>)

Note that you will be required to log in to the site if you are not already signed in.

- Find the file you wish to delete and click the Delete link in the right hand column
- Click “Proceed” to delete the file

Managing the Events Calendar

- If you have permission to manage the public events calendar (pictured below), you will have a menu option called Events



EVENTS FOR JULY 2017

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	1	2
3	4	5	6	7	8	9

- To add a new calendar event, click Add New under the Events menu
- Fill in the details of the event including the Date, Time, and Location. Please also add an event Title and Description at the top of the page

Event Title Here

Permalink: <http://summervillega.org/event/event-title-here/> Edit

Add Media Add FooGallery

b i link b-quote del ins img ul ol li code more close tags

Description of Event here, including applicable photos or documents

- Click the Publish button on the right hand side of the screen to add your event to the calendar
- Navigate to <http://summervillega.org/calendar/> to see your event displayed on the public calendar page
- To remove a calendar event, click on the Events menu
- Find the event to remove in the listing of items to the right and hover over the title of the event

<input type="checkbox"/>	ID	Title
<input type="checkbox"/>	1485	Event Title Here Edit Quick Edit Trash View
<input type="checkbox"/>	1182	Duck Derby

- Click “Trash” and your event will be removed from the calendar