

Agshows - Managing Your Show

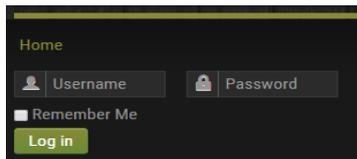
The following is an instruction on how to update the data that appears for your show in the ASC's main Agshows website. There are a number of advantages to keeping the data within the Agshows website up to date. The main benefit being exposure, the Agshows website gets nearly 1 million visitors per year, because of this your show is potentially seen by this many people every year, also, search engines rank websites with lots of visitors very highly so your show could improve google rankings just by putting some your information into the Agshows website.

Viewing Your Show

Firstly go to the website:

www.agshowsnsw.org.au

Login at the bottom left of the screen.



Please enter your username and password that was sent in the email to you.

When you login for the first time you will be asked to change your password. Please make sure it is something you can remember as you will need to contact the ASC head office to have it reset should you forget.

You will be taken to the following screen



Please enter your password into the “Password” field and then repeat in the “Confirm Password” field. Once you have entered your new password into the two fields, go to the bottom of the screen and press Submit.



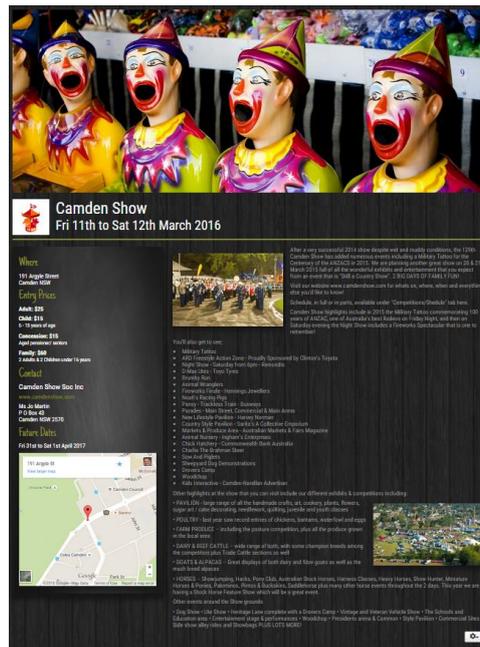
Once logged in click on “Shows” in the top menu



Once the shows page opens click on the first letter of your show in the menu under “Shows List” or scroll down to find your show name and click on it.



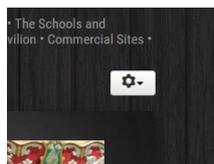
This will open your show page, in the case of this example we will use Camden.



Editing Your Show

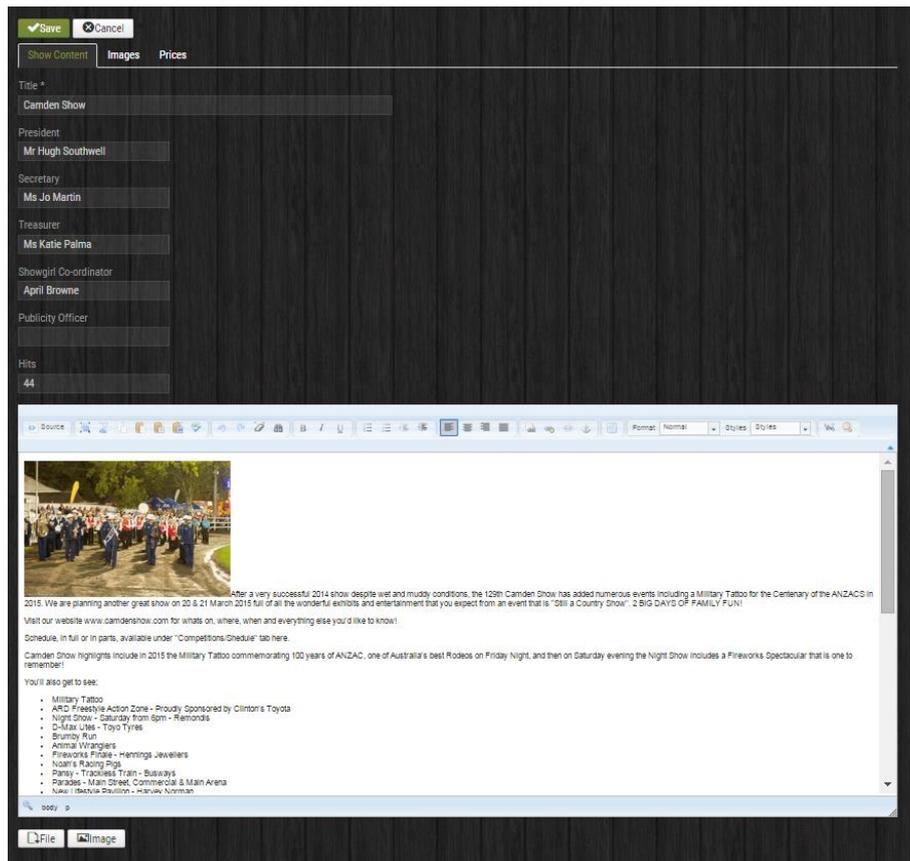
If you are a registered member of the executive for your show as advised to the ASC you will have access to edit the information in your show's page. You must either be registered as the President, Secretary, Treasurer, Showgirl Co-ordinator or the Publicity Officer with the ASC.

Once you have logged in and navigated to your show's page, a white icon with a gear on it will appear at the bottom right of the page as shown below,



Click on this button then press edit to edit your show.

This will open the edit page



IMPORTANT

Do not press the browsers back button once in this edit page, either press the save button to save your changes and close or press the cancel button to discard any changes and close.

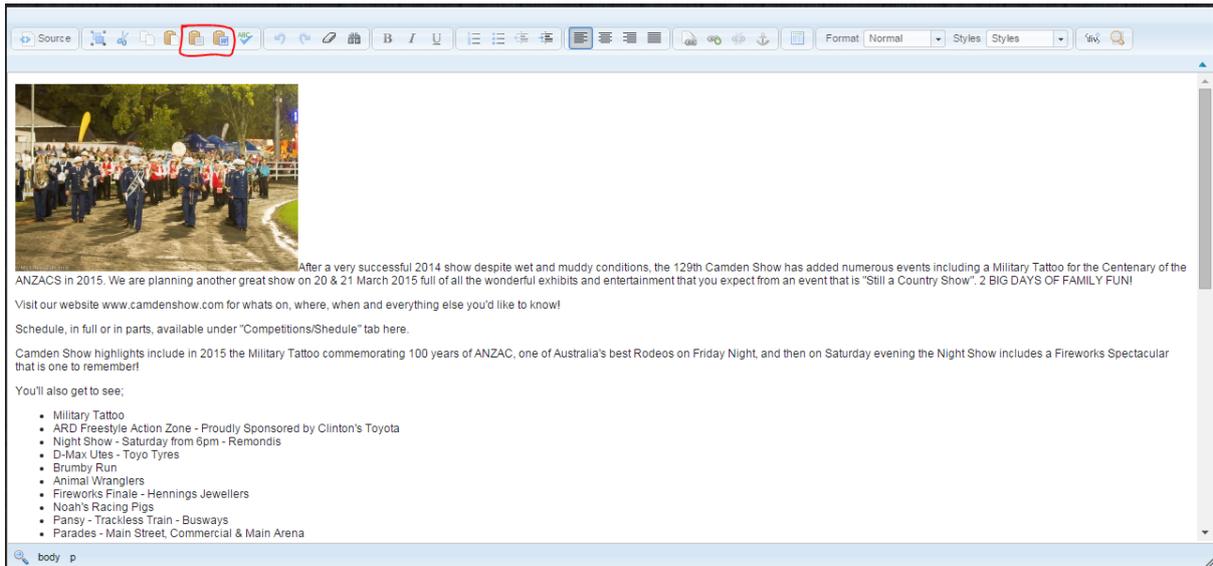
The first information shows you who is registered as executive for your show, you cannot change this yourself, please submit the relevant form to the ASC to have this information corrected. You can also see how many visits (or hits) your show page has had.

At the bottom of the screen is where you will enter the information shown on the public view of the website.

This is very similar to Microsoft Word. I would suggest keeping the formatting basic and allow the website to style the font and layout of your page automatically to ensure a consistent look over the whole website.

To paste in text from another source

Please **DO NOT JUST COPY AND PASTE** when you copy out of a word document or another website it brings all of the formatting associated with it as well. Please do not do this. To copy information from Word or another website please paste is as plain text using the below button circled in Red.



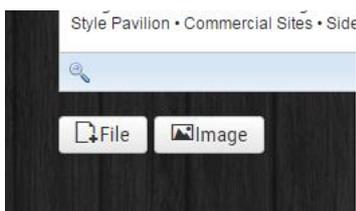
This will open a box that allows you to paste the text into.

Inserting Images

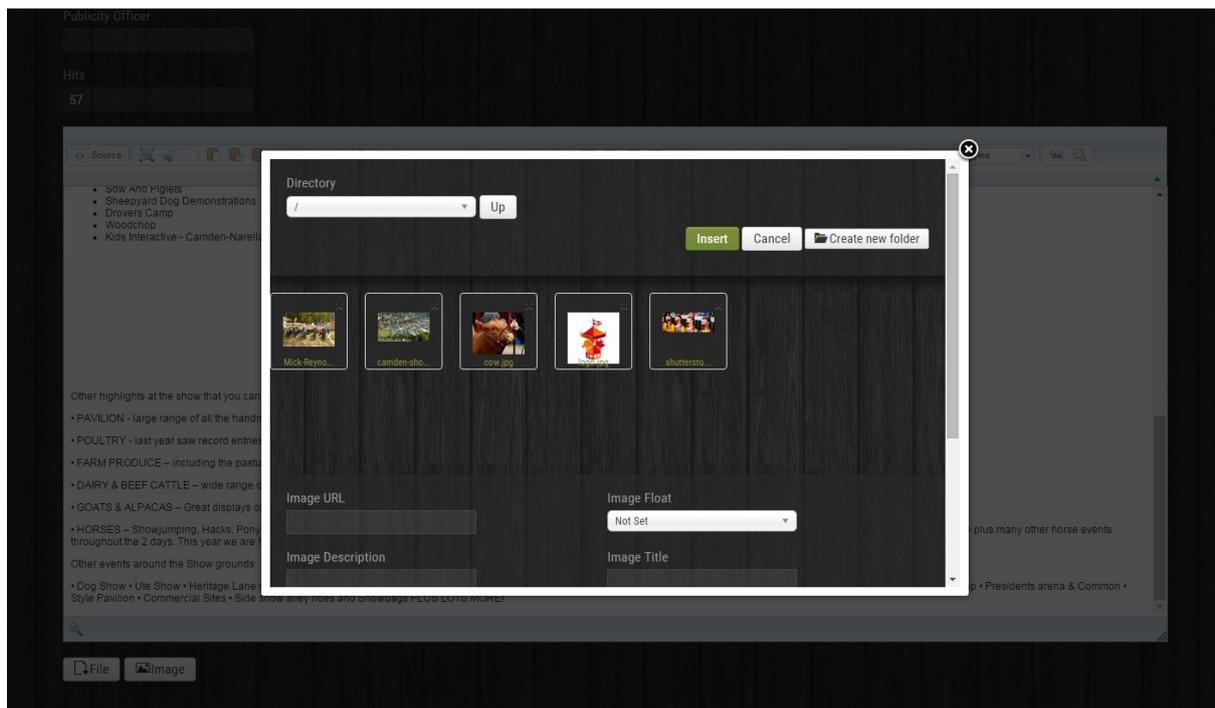
I recommend putting images on your shows page. However, there are a few things to consider first.

- Only use images you own or have permission to use.
- Keep in mind what size the images are. Images have dimensions and when they are straight out of a camera they are quite big. Please look at resizing them before putting them into the website. This is a great guide if you're not sure how to resize images <http://windows.microsoft.com/en-au/windows7/resize-a-picture-using-paint>
- Please don't exceed 500px in width.

To insert an image, place your cursor in the section you would like the image to go then click the image button at the bottom

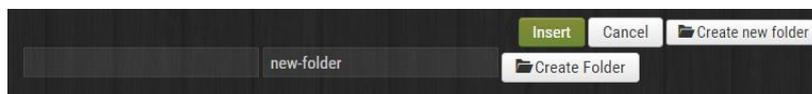


This will open the image manager



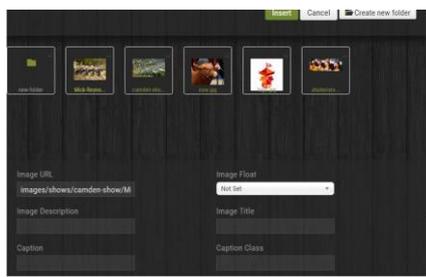
This folder is exclusive to your show and will display all folders and files that belong to your show.

- Creating a new folder: to create a new folder, simply press the “Create new folder” button then enter the name of the folder in the text box on the right. The names cannot have spaces so I would suggest separating words with a dash. The parent folder will be displayed in the box on the left if there is one.



Then simply press the Create Folder button. This will then put you in that folder. To go back to the parent directory simply press the up button.

- To upload Images: Navigate to the folder you wish to insert images (if there are any folders) then scroll to the bottom of the screen, select “Choose Files” this will open a window that allows you to pick the images you want to upload. Once selected press “Start Upload” and they will upload
- To select an Image: simply select the image with your mouse. This will automatically populate the Image URL box as shown.



The other boxes are as described:

- Image Float: This means to align the image to the left, the centre or the right of the screen.

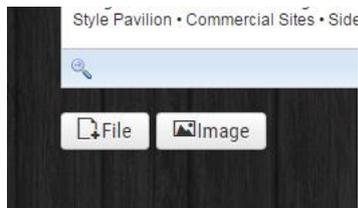
- Image Description: Is a long description of the image.
- Image Title: Is the name or short description of the image.
- Caption: This is the text that is shown with the image.
- Caption Class: This aligns the caption text.
- Deleting an Image: to delete an image from the page, simply select the image and press the delete key. To delete the image (or folder) permanently from the image manager then press the small cross at the top right of the image you wish to delete.

Once you have selected your image and filled in as much information as you would like then click the green insert button and it will insert the image into your document.

Inserting Files

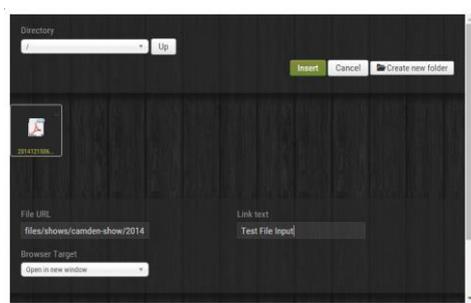
Inserting files is very similar to inserting images, everything to upload and create new folders is the same as images.

To insert a file, place your cursor in the section you would like the file link to go then click the file button at the bottom



This will open the file manager, this is a different location to your images and again is exclusive to your show society.

- To select an Image: simply select the file with your mouse. This will automatically populate the File URL box as shown.



The other boxes are as described

- Link Text: This is the actual text that people will see and click on to access your document. Use a short description of your file, for example "application form". Try to avoid words like "click here". This will automatically fill with your file name, simply highlight the text and delete it to enter your own.
- Browser Target: This describes what will happen when the user clicks on your link, "open in new window" does exactly that, opens you file in a new window and tab and leaves the current page open. "Opens in the same window" will replace your show and load the file instead. The first option is usually preferred.

Once you have selected your file and filled in as much information as you would like then click the green insert button and it will insert the link into your document.

Adding a Banner Image and Logo

Inserting your Logo



To insert your logo click on the images tab whilst in the edit screen



To insert an image simply click the Select button next to Logo, this will open the image screen as described earlier. Click on the image you would like then select the insert button.

This image should be square and no bigger than 100px wide and 100px high.

Inserting a Banner Image

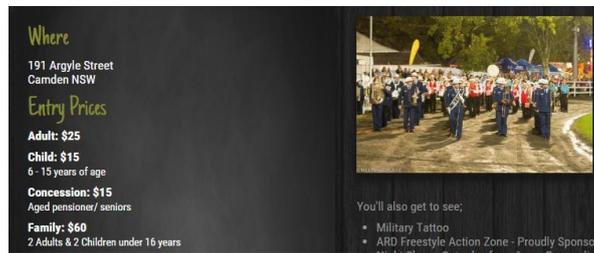
A banner image is a large image that appears across the top of your show page, in this case it's clown heads.



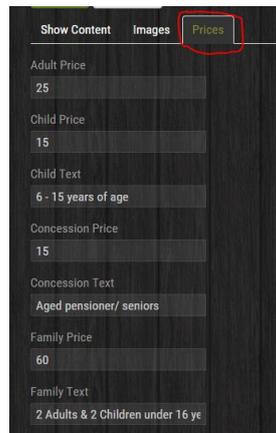
You insert a banner image in a very similar way to your logo. This should be a very good quality image and be 1280px wide and 500px high. Please only use good quality images here such as a Facebook banner image.

Adding entry prices

I would also recommend adding your entry prices to your show page. They will appear in the aside article.



To add entry prices, select the Prices tab whilst in the edit screen



The prices section is reasonably self-explanatory, the Child price is exactly that, the child text your own text that describes this group, i.e. from 6 – 15 years of age.

When entering prices please only use whole numbers with no dollar signs or decimal points. The website will format these for you so search engines can best understand what you mean.

All other information that is on your show page is information held by the ASC. If you wish to change this information then please contact the ASC.