Guide

Template Use

My Parish Council
myparishcouncil.co.uk

TEEC

teec.co.uk

Contents

Version 11

2

Introduction

TEEC Ltd provides a free to use template specially created for local government councils.

The template provides all the required functionality to enable a council to publish the required information under the Local government transparency code 2015.

https://www.gov.uk/government/publications/local-government-transparency-code-2015

In addition, the template adheres to the latest WCAG 2.1 guidelines for web content accessibility.

https://www.w3.org/WAI/standards-guidelines/wcag/

About this guide

This guide will walk you through the various features of the template as well as how to do a basic setup) assuming you are self-managing). For the latest information please refer to the training sections on the myarishcouncil website.

If you cannot find what you need feel free to contact us using myparishcouncil@teec.co.uk

Our intent was to remove the programming requirements normally associated with web site maintenance allowing any clerk to be able to carry out the governance requirements associated with parish councils.

You can find a series of training video on YouTube. Just search for myparishcouncil

https://www.youtube.com/playlist?list=PLojbFTNrPtXsBvvkzYc15-tcSCOc2V3ol

Functions & Features

There are several functions within the template that remove the need to directly manage web pages. The features are intended to automatically build a web page so that anyone can help keep content of the site current without the need for any specific programming skills.

These functions are.

- Amenities
- Announcements
- Calendar
- Carousel
- Councillors
- Events
- History
- Image Gallery
- News
- Local Attractions
- Meetings
- Notice Board
- Policies
- Reports
- Virtual Tour

This training covers each of the functions as well as looking at the WYSIWYG functionality associated with adding content.

Setup & Styling

You can alter the colour scheme, background, logo and other elements of the website from within the clerk's admin area of the site without the need for any special programming skills.

This training has training sections on

Setting the

- Parish Configurations with things like the navigation orientation, logo, background, telephone number, email google analytics code.
- Page Access type - You can give different users different permission so that a particular user can edit a specific page or pages
- The contact form emails to be used.
- The social media configuration
- Altering the colour scheme through styling

Amenities function

Overview

The amenities function is designed to provide an easy-to-use way of adding details on the amenities available within the Parish. As you add each amenity the sub menu grows automatically to allow people to navigate to a page dedicated to that amenity.

Edit or Add.
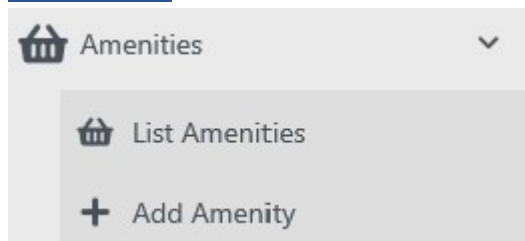
To edit or add an amenity first select "Amenities" from the left menu and then either select "List Amenities" to edit an existing one or select "Add Amenity" to create a new one.

The page works best if you provide an image of the amenity. You can upload this to the media library and select using "Image" within the form. This can be changed at any time using the "Edit" button after using "List Amenities". You can upload the image when first completing the form or directly to the "Media Library" and then selecting it from the form.

Create an amenity form.

New Amenity

Title

Enter A Title ← Add your Amenity Title

The title of the content item. Set empty to generate it using the pattern.

Amenity Details

Enter the copy using this WYSIWYG editor

Use the WYSIWYG editor to add details about the Amenity

Image

← Use "+" to add an image of the amenity (it will appear on the "Amenities" page)

No File Selected

Image alternative text

Add the alt tag for WCAG compliane ← Add the tag for WCAG compliance

Required for WCAG Compliance

Display Position

1 ← This allows you to set the order of the sub menu

Position to display in navigation menu.
1 at the top.

Publish   Save Draft   Preview

Announcement's widget

The announcements widget is intended to make it easy for councils to deal with events of significant interest to the nation. This includes things such as Deaths, Births, Weddings & such like that relate to the Royal family and other people of national importance. With these types of announcement there is usually a protocol to follow with imagery often sought from https://www.royalimages.co.uk/ the official supplier of this type of image.

The page is created in the same way as any other except the widget is dragged onto the page and then configured to the type of announcement needed.

Then configure the widget

Carousel Function

Overview

The carousel function is designed to provide an easy-to-use way of editing the slider that forms the top of the "Home" page.

Edit or Add.
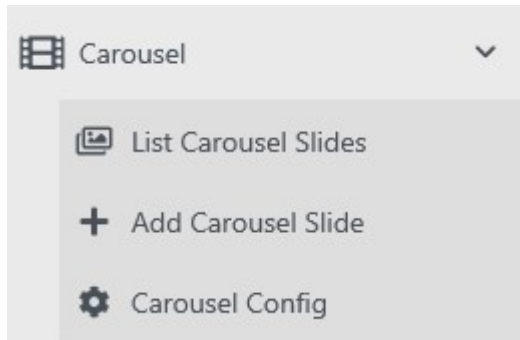
1st Login and Navigate to "Carousel".

To edit or add a carousel slide first select "Carousel" from the left menu and then either select "List Carousel Slides" to edit an existing one or select "Add Carousel Slide" to create a new one.

The carousel works best if all images have the same dimensions which are suggested as 1920px wide by 768px high.

The order in which the slides appear is set using the "Display Position" for each slide. 1 is the lowest number to use and makes the slide 1st to appear. Setting 2 makes that slide appear 2nd and so on.

Create a carousel slide form.

New Carousel Item

Title

Insert a title for the slide ← Add your title

The title of the content item. Set empty to generate it using the pattern.

Image

Use "+" to add your image. You can upload direct or if you have already uploaded to the media library then just select.

No File Selected

Image alternative text

add the alt tag for the image selected (required for WCAG compliance)

Required for WCAG Compliance

Text line 1

Add text for your first line (optional)

Text line 2

Add text for your second line (optional)

Text line 3

Add text for your third line (optional)

Display Position

position with a number ← This allows you to set the order of the slides.

Position in carousel. 1 is first slide.

Publish   Save Draft   Preview

Carousel Settings
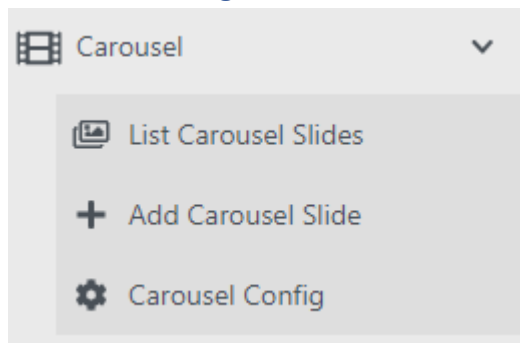
We have provided some simple options for your carousel. These can be found in "Carousel Config".

The options are to change the speed of the text "Animation Speed" The time between each slide changing "Carousel Speed" and the type of animation. ("Slide" or "Fade")

Here is a screen grab of what the setting screen looks like

Edit Carousel Config

Animation Type

Slide

Animation Speed

2000

Speed of animation betwe
en slides (milliseconds 10
00 = 1 second)

Carousel Speed

5000

Speed of carousel (Millise
conds 1000 = 1 second)

Publish   Save Draft   Preview

Councillors Function

Overview

The councillor's function is designed to allow you to manage all public facing details associated with the clerk and councillors. By simply filling in the form provided and selecting the order in which to display the information for the "Councillors" web page is populated. The information that can be displayed includes. A photo of each person, their name and address, their contact details, their title within the council, their declarations of interest and the subcommittees they belong to.

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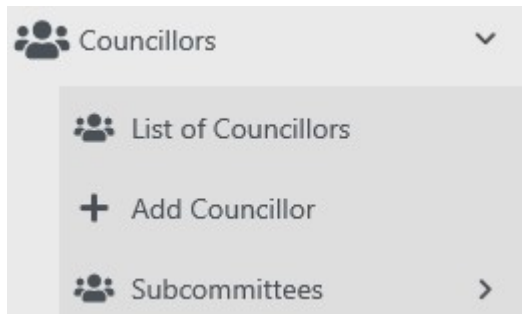
Edit or Add.

1st Login and Navigate to "Councillors"

To edit or add a councillor or clerk navigate using the left menu to "Councillors".

There are three options. To "edit" an existing councillor or clerk first select "List of Councillors" and then select the relevant councillor or clerk to edit".

To add a new councillor simply, select "Add Councillor" and complete the form with as many details as available.

Edit Councillors

Title

Chairman John Smith

Position on council and full name. e.g Chairman John Smith The title of the content item. Set empty to generate it using the pattern.

Profile Picture

councillor-image-new.png

Status

Active

Position on council

Chairman

Address

221b Test Street

Office phone number

0XXXXX XXXXXX

Mobile phone number

0XXXXX XXXXXX

Email address

chairman_john@myparishcouncil.co.uk

Declaration of interests

No File Selected

Subcommittees
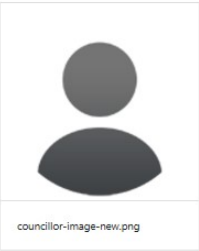
Type to search

Select as many subcommittees as appropriate for this councillor. {new subcommittees can be added here ...}

Display Position

1

Position councillor information is displayed in the list on the C ouncillors page starting with position 1 at the top.

Publish | Save Draft | Preview | Cancel

Adding a Subcommittee

You can amend the list of subcommittees a councillor can belong to by selecting "Subcommittees" from the menu. Then when you are creating or editing a councillor you can add as many as needed for that councillor.

Declarations of Interest

All councillors are required to declare their interests within the parish. The system provides a way to upload this document to the web so that when any member of the public wants to view them, they simply select that councillor, and the document will be available to view and download.

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Events Function

Overview

The events function is intended to allow parish or community events to be published and appear on the dedicated events page.

Edit or Add.
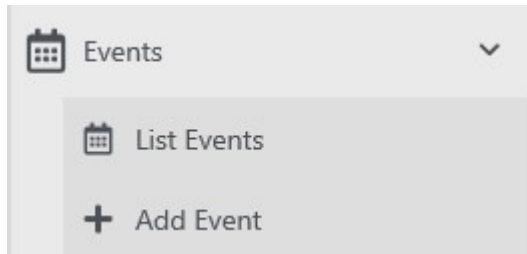
To edit or add an Event first go to the "Events" in the left menu and then either select "List Events" to edit an existing one or select "Add Event" to create a new one.

The screen grab of the form below shows the layout of the "Add Event" form. Simply complete the form and then "Save Draft" or "Publish. The Event will then appear on the Events web page which is a sub-menu of the "News" main navigation.

The "+" symbol under the "Image" text allows you to select from the "Media Library" (if you had already uploaded the document there) or to upload the image and select at the same time.

Create an Events entry using this form.

Add your event title

Add the event location

Set the event date

Set the event start time

Set the event end date

Set the event end time

The image alt tag is required

Use the "+" symbol to select an image file from the media library

Add the event copy using this WYSIWYG editor

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History Function

Overview

The history function is designed to provide an easy-to-use way of adding details of the history of the parish that appears on the "Home" page, as an individual sub-menu selection under the main "History" and on the history page itself.

Edit or Add.
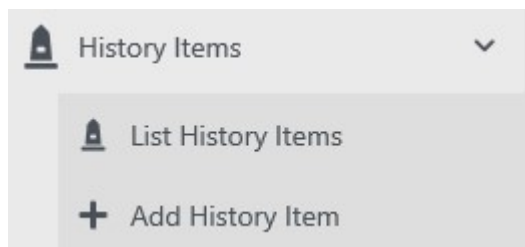
1st Login and Navigate to "History"

To edit or add a history item first select "History Items" from the left menu and then either select "List History Items" to edit an existing one or select "Add History Item" to create a new one.

The solutions works best if all images have the same dimensions which are suggested as 1024px wide by 664px high.

Create a history item form.

New Carousel Item

Title

Insert a title for the slide

The title of the content item. Set empty to generate it using the pattern.

Image

No File Selected

Image alternative text

add the alt tag for the image selected (required for WCAG compliance)

Required for WCAG Compliance

Text line 1

Add text for your first line (optional)

Text line 2

Add text for your second line (optional)

Text line 3

Add text for your third line (optional)

Display Position

position with a number

Position in carousel. 1 is first slide.

Publish   Save Draft   Preview

Local Attractions Function

Overview

The Local Attractions function is designed to provide an easy-to-use way of adding details of the Local Attractions of the parish. They appear as sub-menus under the main "Local Attractions" and on the Local Attractions page itself.

Edit or Add.

🥁 Local Attractions ⌄	1st Login and Navigate to "Local Attractions"
🥁 List Attractions	To edit or add a Local Attractions item first select "Local Attractions" from the left menu and then either select "List Local Attractions " to edit an existing one or select "Add Attractions" to create a new one.
➕ Add Attraction	The solutions works best if all images have the same dimensions which are suggested as 1920px wide by 768px high.

Create a Local Attractions item form.

New Local Attraction

Title

Add Your Title

The title of the content item. Set empty to generate it using the pattern.

Image

No File Selected

Attraction Details

Add your content about the attraction
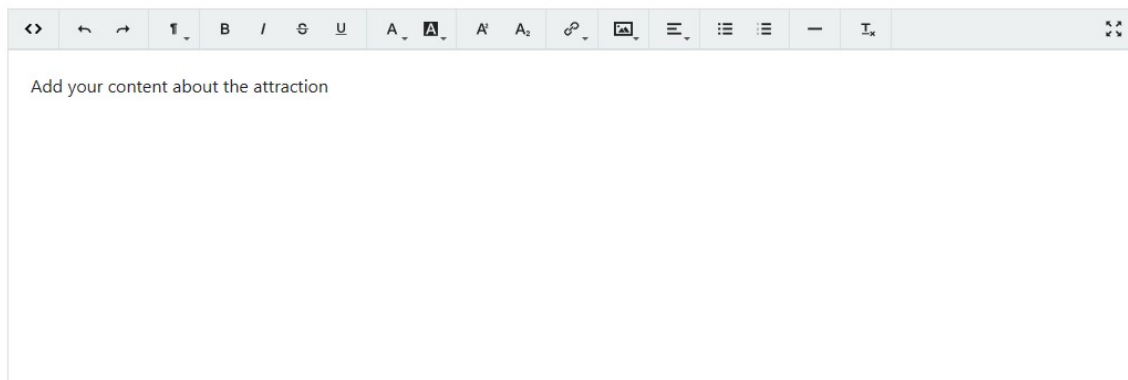
Image Alternative Text

add the alt tag for the image (WCAG requirement)

Required for WCAG compliance

Display Position

position with a number

Position to display in navigation menu.
1 at the top.

Publish   Save Draft   Preview

Meetings, Agendas and Minutes Functions

Overview

The meeting function is designed to achieve several things. 1st to ensure that the next meeting is automatically placed on the "Home" page. The 2nd purpose is to provide a way to insert Agenda for meetings to be held and to add Minutes for those that have been held. The 3rd purpose is to provide a searchable archive by year and month.
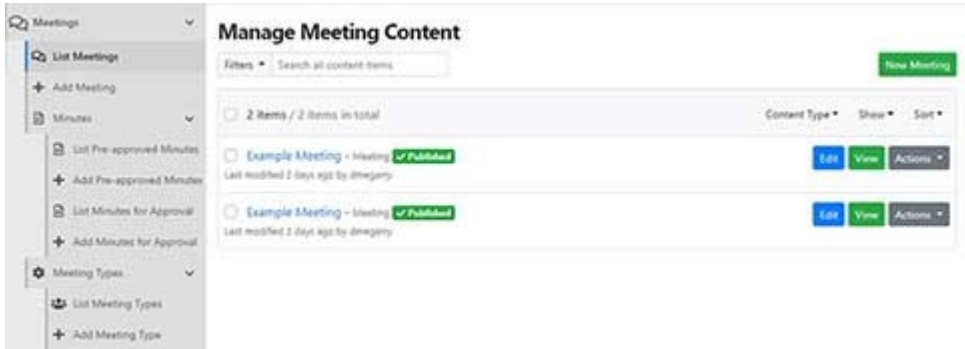
The meeting function now support an easier way to insert as many additional files as needed by simply using the "Additional Documents" feature. The feature allows you to browse the media library and select documents which are added as links.

The simplest way to find a meeting is to select "List Meetings" and then use the search filter by typing whatever you know about the title of the meetings.
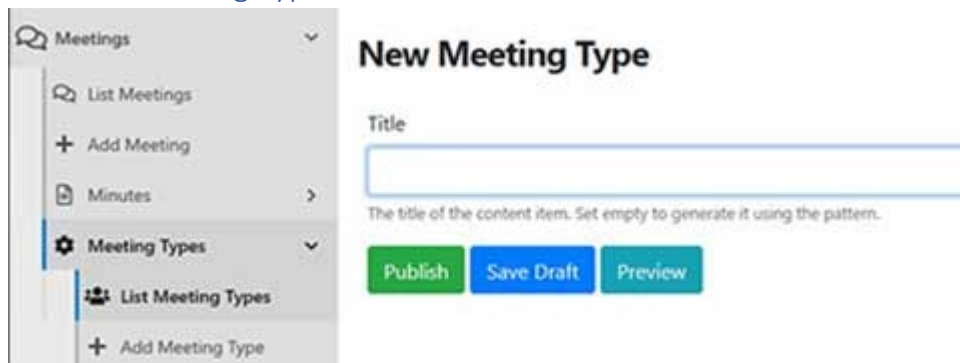
Please note the additional functions of "Meeting Type" and "Minutes". "Meeting Type" allows you to create a drop-down list to select from when creating a meeting. The minute's function allows for an approval workflow or the adding of pre-approved minutes from meetings.

Create a Meeting Form

Enter a brief meeting Title (suggested <30 characters inc spaces)

Set the meeting date

Enter A brief description (optional)

Select Your Meeting Type

Select your Minutes . Approved or Draft.

Use "+" to add the Agenda

Use "+" to add as many additional docs as needed

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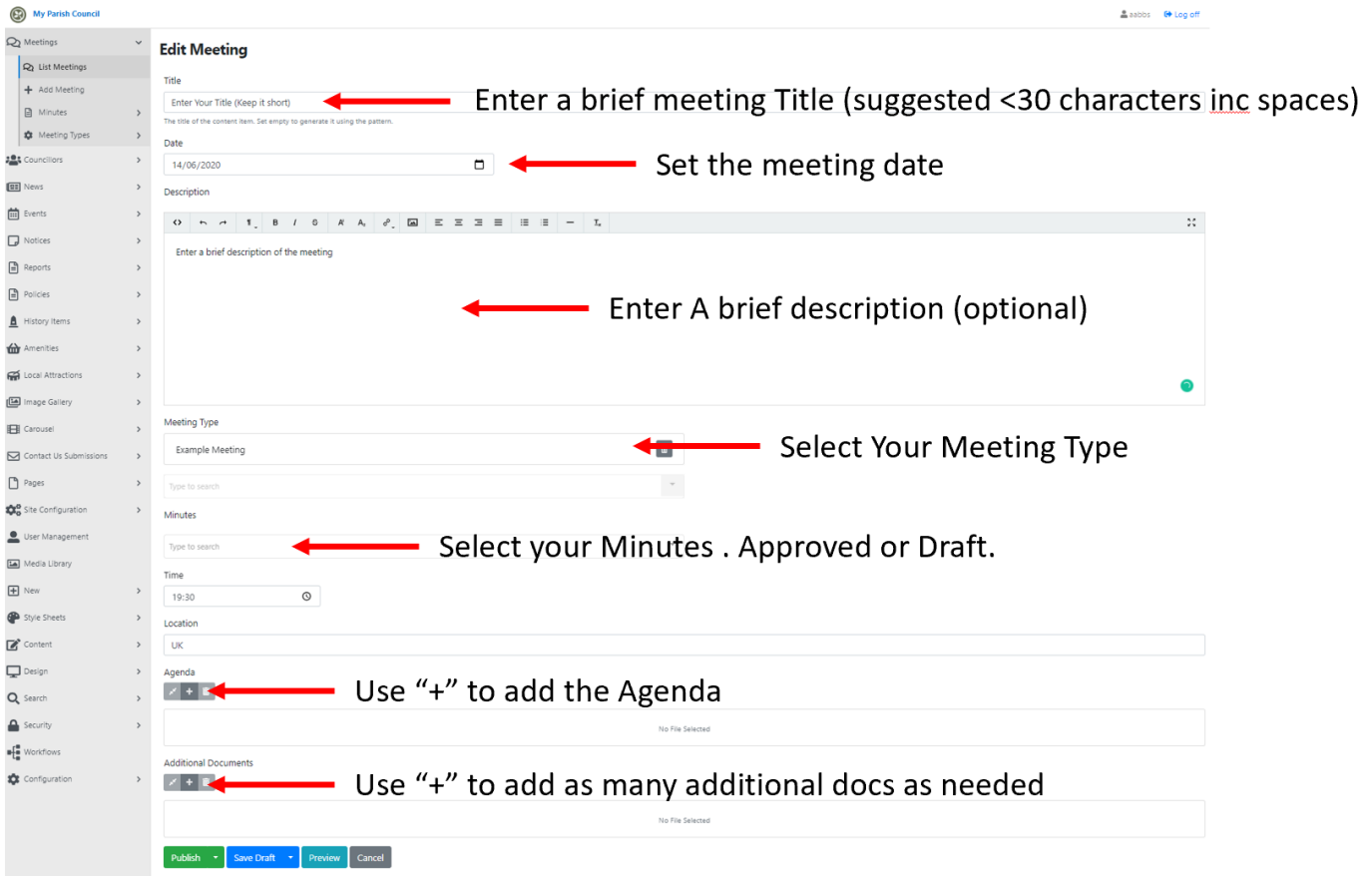
1. Select "Add Meeting" from the menu on the left or if you have already listed meetings then you can use the "New Meeting" button.
2. The "New Meeting" form will appear, and you simply fill in the blanks. (it's best to have the Agenda ready but is not a requirement)
3. You set the date, time, location and a brief description of the meeting in the appropriate fields.

Create a Meeting Type

Select "Meeting Types" from the menu and then select "Add Meeting Type". A very simple form appears asking you to add a "Title". Do this and publish. You can edit the title later if needed.

Adding an Agenda

An agenda can be added at any time to the "Media Library" but can also be adding during the creation or editing of a Meeting. The "+" symbol opens up the Media Library for you to select or upload your agenda. Most document types are supported but Adobe .pdf or Microsoft Office documents are most common.

Adding Minutes

Minutes are not normally available when creating the meeting and are required to be signed off by the relevant committee or council.

They can be associated with the relevant meeting by selecting from the "Minute's drop down". For the minutes to exist in this drop down they have to have already be added. To do that use the "Add Minutes for Approval" link in the menu or "Add Pre-approved minutes" if already approved.

News Function

Overview

The news function is intended to allow parish or community news to be published and appear on the home page as well as on the dedicated news page. The latest 2 news articles appear on the "Home" page.

Edit or Add.

News ▾
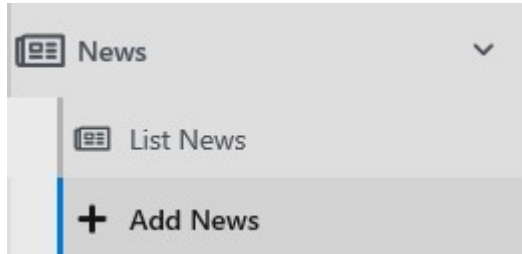
    📰 List News

    ➕ Add News

1st Login and Navigate to "News"

To edit or add news first go to the "News" in the left menu and then either select "List News" to edit an existing one or select "Add News" to create a new one.

The screen grabs of the forms below show the layout of the "Add News" form. Simply complete the form and then "Save Draft" or "Publish. The News will then appear on the News web page as well as the Home page.

The "+" symbol under the "Files available to download" text allows you to select from the "Media Library" (if you had already uploaded the document there) or to upload the document and select at the same time.

Create a News entry using this form

New News

Title

`Add a Title` ⬅———————— Add the title for the News article

The title of the content item. Set empty to generate it using the pattern.

Date

`mm/dd/yyyy` ⬅———————— Set the date of the News

Image

🗗 ➕ 🗑 ⬅———————— Use "+" to select an associated image from the "Media Library"
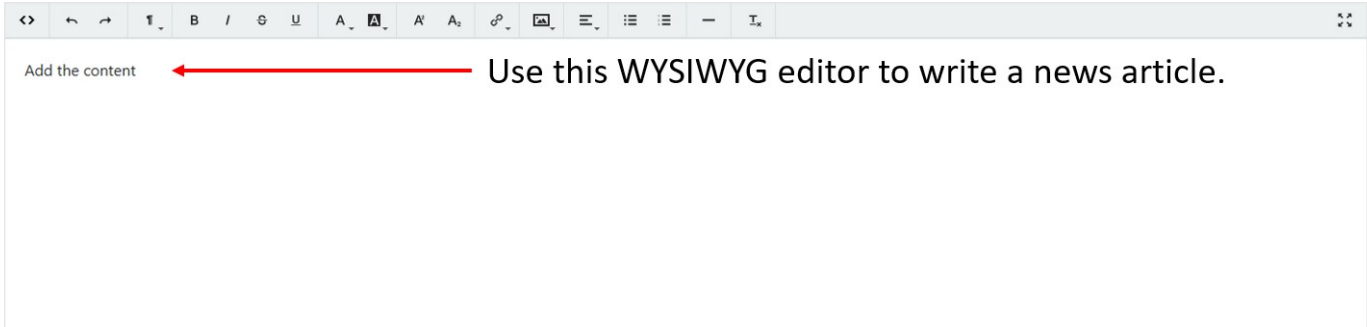
No File Selected

Image alternative text

`Add the alt tag for WCAG compliance (Mandatory)` ⬅———————— The image alt tag is required

Required for WCAG Compliance

Location

`Add a Location` ⬅———————— Enter the associated location of the News

Content

`Add the content` ⬅———————— Use this WYSIWYG editor to write a news article.
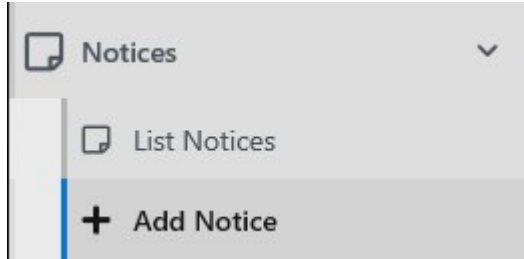
Publish **Save Draft** **Preview** ⬅———————— These buttons allow you to save and publish the document

Noticeboard Function

Overview

The Notices function is designed to provide an easy-to-use way of creating a parish Notices Board for the public to be able to review. They appear on the sub-menu page called "Notice Board" under the main "Parish Council" navigation.

Edit or Add.

1st Login and Navigate to "Notices"

To edit or add a Notice item first select "Notices" from the left menu and then either select "List Notices" to edit an existing one or select "Add Notice" to create a new one.

The form below shows the layout of the "Add Notice" form. Simply complete the form and then "Save Draft" or "Publish. The Notice will then appear on the Notice Board web page.

The "+" symbol under the "Files available to download" text allows you to select from the "Media Library" (if you had already uploaded the document there) or to upload the document and select at the same time.

Create a Notice using this form.

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Policies Function

Overview

The Policies function is designed to provide an easy-to-use way of adding parish Policies for the public to be able to review and download. They appear on the sub-menu page called Policies under the main "Parish Council" navigation.
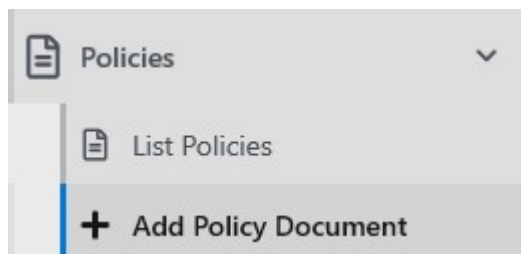
Edit or Add.

1st Login and Navigate to "Policies"

To edit or add a Policy item first select "Policies" from the left menu and then either select "List Policies " to edit an existing one or select "Add Policy Document" to create a new one.

The form below shows the layout of the "Add Policy Document" form. Simply complete the form and then "Save Draft" or "Publish. The policy will then appear on the Policies web page.

The "+" symbol under the "Document File" text allows you to select from the "Media Library" (if you had already uploaded the document there) or to upload the document and select at the same time.

Create a Policy entry using this form.

New Policy document

Title

Add a Title

The title of the content item. Set empty to generate it using the pattern.

Description

Add a description of the policy

Document file

No File Selected
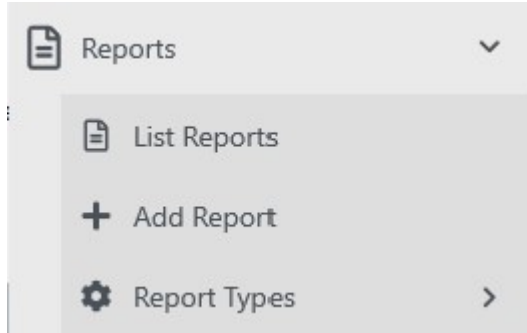
Publish   Save Draft   Preview

Reports & Audits Function

Overview

The Reports function is designed to provide an easy-to-use way of adding parish reports. They appear on the sub-menu page called Reports & Audits under the main "Parish Council Navigation". The "Report Types" sets if the report is an Audit report or any other type of report.

Edit or Add.

1st Login and Navigate to "Reports"

To edit or add a Report item first select "Reports" from the left menu and then either select "List Reports " to edit an existing one or select "Add Report" to create a new one.

Set the "Reports Type" from the drop-down menu" - You can add to this drop-down list by using "Add Report Types". Next select your report you want using the "Report File" "+" symbol. This which allows you to select from the "Media Library". Set the publication and the report coverage range if needed. Then just "Save Draft" or "Publish".

Create a Report or Audit using this form.

New Reports and Audits

Title

Add a Ttile

The title of the content item. Set empty to generate it using the pattern.

Report Type

Type to search

Report File

No File Selected

Publication Date

mm/dd/yyyy

Report Coverage Start

mm/dd/yyyy

Report Coverage End

mm/dd/yyyy

Publish   Save Draft   Preview

Virtual Tour widget

The virtual tour widget allows you to create a map for your site where you can then place pins that in turn allow site users to click on the pins and be taken to a street view of that location.

It uses Google Street view and maps as a backend to do this.

The widget can be placed on any page but the example below dedicates a page to the widget

Having created the page (any name can be used) using the normal process edit the page.
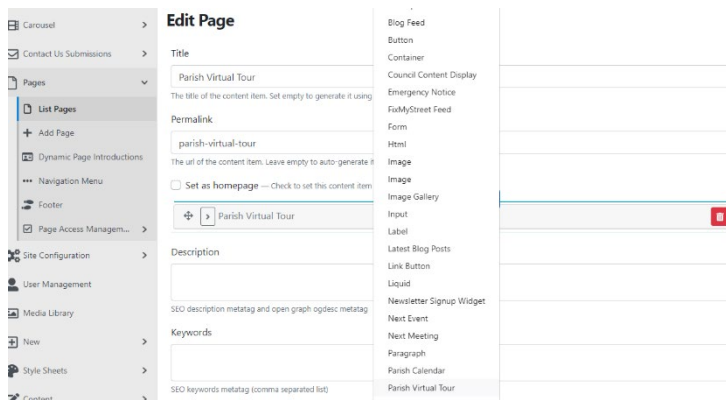
Step 1 Insert the Widget called Parish Virtual Tour.

Step 2 Select "Add Item"
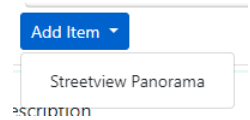
Step 3 Fill in the Blanks – The lon and Lat can be obtained from Google Maps

You can also select the colour of the market that will appear on the map.

Step 4 publish and add to the navigation menu so people can access the page.

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Calendar Function

Overview

The calendar function works by monitoring both the meetings and events functions. You can place a calendar on any page. As you add new events and meetings they will automatically appear as link within the calendar which when clicked takes you to the detail of that event or meeting.

Adding a Calendar to a page
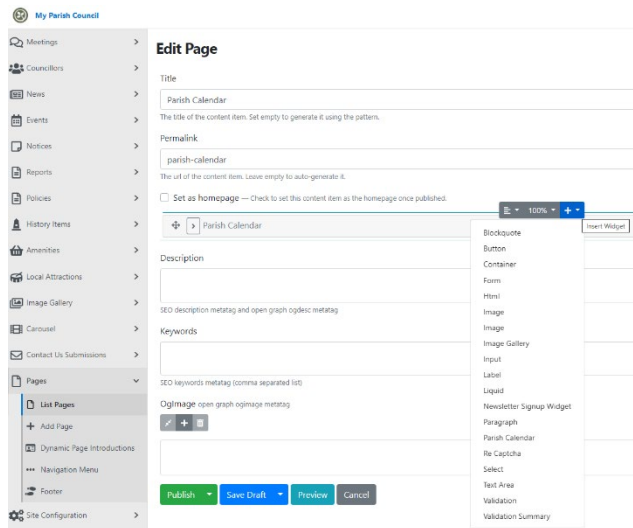
You can add the calendar to any page by editing the page and then inserting the "Parish Calendar" widget. The function has been tested using 100% width, but it may be possible to use other widths.

If you choose to do this, check the page across many browsers and on your smartphone to ensure you can still read the links that get embedded.

The example on the left used a dedicated page. This is not a requirement but allowed a menu link to be added easily.

The result will look like the screen grab below.

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Image Gallery

Overview

There is both a main Image gallery function and an Image gallery widget. The difference is that the Image gallery function is built using the menu on the left (it is singular) and allows for every image selected to have a Title and description associated with it.

The Image Gallery Widget allows you to just browse the media library and create a gallery from the images you select.

Menu Image Gallery
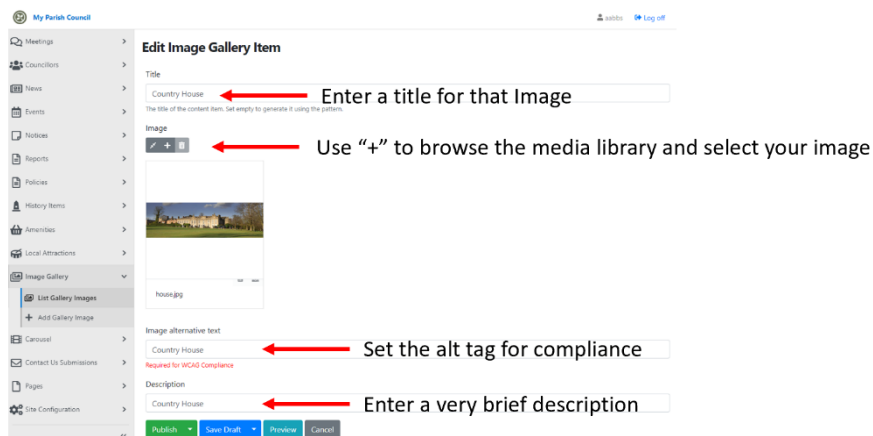
This feature creates a gallery by adding an image at a time and ensuring it is labelled so details can be displayed in the gallery.

The default template places the Image gallery as the last sub menu under the main "Parish Council" tab. The result looks like the screen grab below.
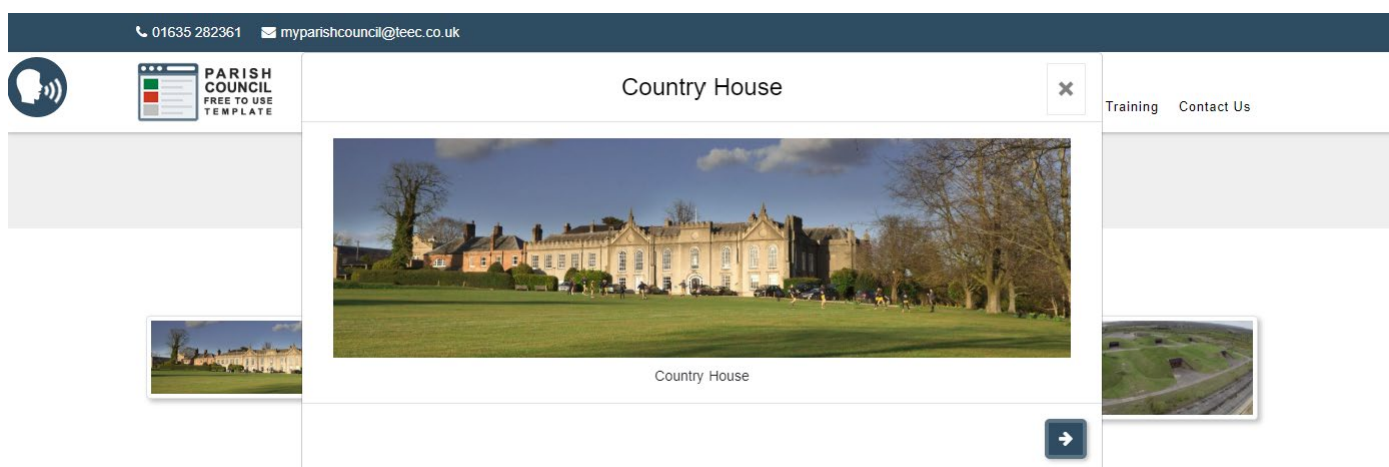
Note the description and Title are displayed whilst browsing the gallery.

Image Gallery Widget

The widget can be added to any page and has been tested at 100% width. Other widths might be possible, but you should check on different browsers and smartphone to ensure correct display.

Below shows the widget added to a page.

Enter a title for that Image

Select Widget to add gallery to a page

Shows like this when widget added

Once you have added the widget you can then add the images from the media library. Just expand the widget and use "+" to browse and select images. (see example below)

The gallery ends up looking like this.

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Pages Training

Overview

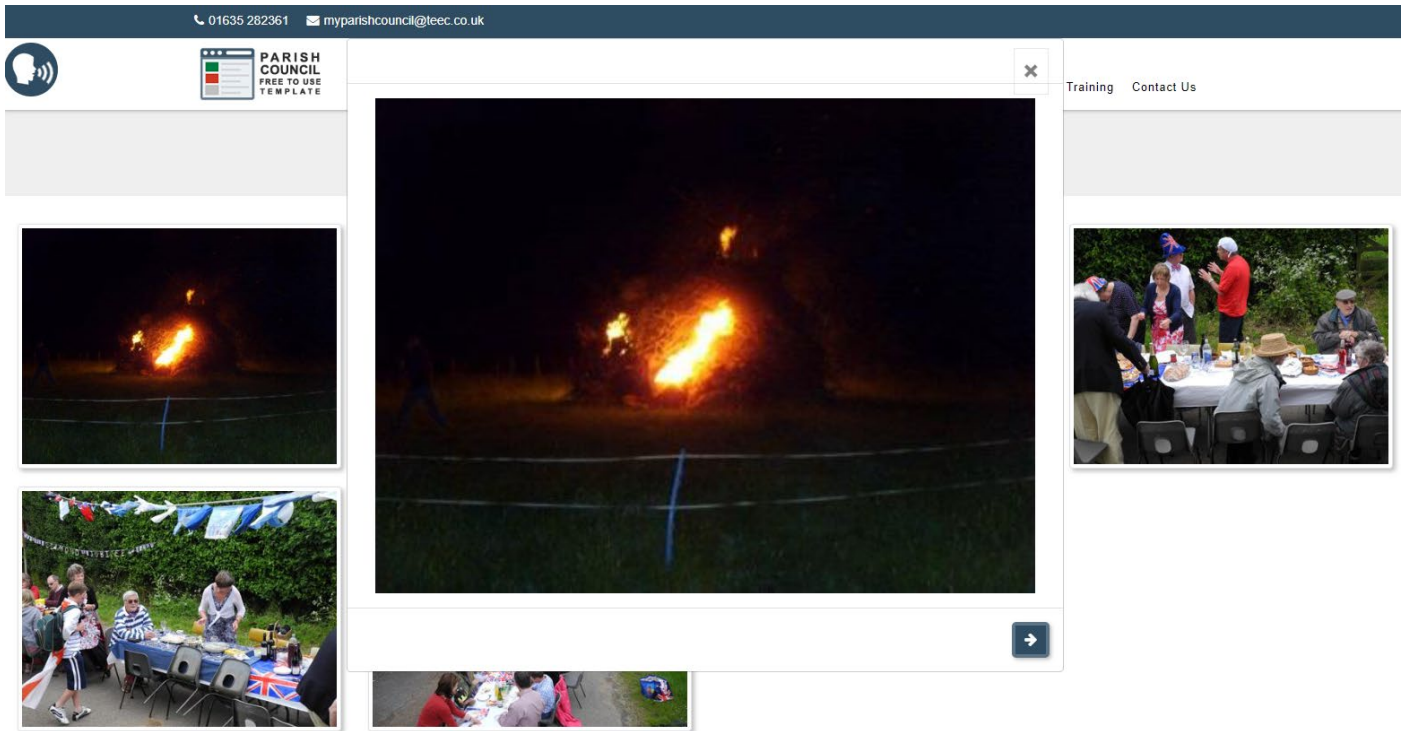Pages is the most complex of the functions provided, mainly because it provides the most functionality. Once you have browsed to the "Pages" menu on the left you will see several options all related to the general operation of web pages. When creating a page, you need to set what is called a "Permalink" This is the address of the page within the web site. All pages must also have a unique permalink!

Once you have set the "Title" for the page and the "Permalink" you are able to create the page using the layout and other tools provided. The main tools appear as your mouse hovers over the area on the screen just below the text "Set as homepage". You can set the width of the content block, its alignment, and the type of blocks you wish to insert.

Pages sub-menu's
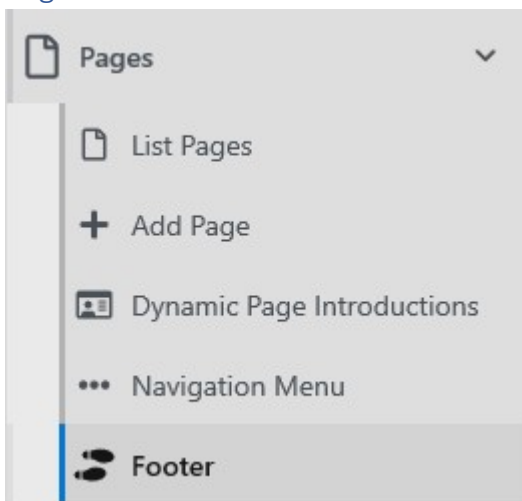
Let's take a look at each sub menu in turn starting with the "Footer" which is common to all pages on the web site.

1. If you select the sub-menu "Footer" a form will open containing the html code that is used to generate this part of all pages. You can edit this code, but it is not advised unless you are an advanced user! It is provided to allow expert users to add additional social media or links that are not provided as standard.

2. The "Dynamic Page Introductions" is a form that allows you to insert custom copy at the top of pages that are populated automatically for you (such as the "Councillors, Meetings, Reports, Notice Board, Policies, Image gallery, News & Events pages. They can be blank if required but a WYSIWYG editor is provided for you to add any content you require.

3. The "Navigation Menu" is the tool used to alter the main navigation and its submenus. It is intended that you only place your additional pages within the existing navigation. These should be done as 1st level sub-menu's not at the main navigation level. If you place pages at this level it may mean the navigation may not work correctly in all web page sizes.

4. "List Pages" allows you to list and search all existing pages and to the edit, clone, unpublish and other functions that may be required to create the web pages exactly as you need.

5. "Add Page" provides a quick link to the form that allows you to design and build a new page. This page can be linked into the navigation using the "Navigation Menu" sub menu.

Basic New Page Form

New Page

Title

⟵——————————————— Add your page title

The title of the content item. Set empty to generate it using the pattern.

Permalink

⟵——————— Add your Permalink (don't forget the "/" at the start and don't use spaces in the link)

The url of the content item. Leave empty to auto-generate it.

☐ Set as homepage — Check to set this content item as the homepage once published.

⊕ ⌄ Container   You can delete a block using this ——————————————⟶ 🗑

          This allows you to manage content blocks ⟵—

Publish Save Draft Preview ⟵——————— Use these controls to preview your page, save it as a draft or publish

Page Templates

To help you create pages of different formats we have provided 26 different page templates. These provide you with a ready to go layout for pages you may wish to create yourself. Use **the clone feature** to make a copy before you edit so you always retain the original for future use.

They all start with the word Template so when in "List Pages" you can just type "Template" into the Search filter to find them.

They are several labelled as "x-x-x" after the word template. This refers to the number of columns in each row.

So "1-2-1" Would consist of a first row of 1 column 100% wide, second row of 2 columns of 50% each and a 3rd row of 1 column again 100% wide.

Another set are labelled "xx-xx". These templates have 3 rows, but the columns are XX% and XX% wide. Those with the word "alternate" in its name have alternating rows of %. For example, if a template was "33-66" it would mean 3 rows of 33% and 66% width in each row. The alternate version would have row 1 as 33% and 66%, row 2 as 66% and 33% and the final row as 33% and 66% again.

There are 2 templates that are 25% and 75% widths and another 2 that provide 4 rows of 100% width or 50/50 width.

Example of "Template 1-2-1"

Edit Page

Title

Template 1-2-1

The title of the content item. Set empty to generate it using the pattern.

Permalink

https://www.myparishcouncil.co.uk template-1-2-1

The url of the content item. Leave empty to auto-generate it.

☐ Set as homepage — Check to set this content item as the homepage once published.

✛ ﹥ Paragraph   🗑 ← **Row 1 100%**

✛ ﹥ Paragraph   🗑 ✛ ﹥ Paragraph   🗑 ← **Row 2 50/50 %**

✛ ﹥ Paragraph   🗑 ← **Row 3 100%**

Navigation Menu management

Edit Menu

Title

Main Menu

The title of the content item. Set empty to generate it using the pattern.

Alias

main-menu

The alias of the content item. Leave empty to re-generate it.

Add Menu Item

Home //- Link   Edit Add Delete

Benefits and Costs ~/benefits-and-Costs- Link   Edit Add Delete

F.A.Q. ~/Frequently-Asked-Questions- Link   Edit Add Delete

You can manage the navigation menu by selecting the sub menu under pages called Navigation menu.

The overall navigation is optimised to work within certain limits. These differ slightly depending on if you have selected the horizontal structure or vertical structure.

For a horizontal menu we suggest up to 8 top level links and up to 8 sub menu items per page.

More sub menu can be added, but this leads to scrolling when using the navigation in mobile modes, so no more than 12 is recommended. So, 96 navigation items

For the vertical menu there can be up to 12 top level items 4 sub menu layers each also containing 12 items making a max maximum of 20,736 menu items.

Items are group into sub menu by the use of "//" as shown in the image to the right. Sub menu are added by using the "Add" button associated with the top-level navigation menu item (see below)

This can be repeated up to 4 sub levels and so allows you to create simple and complex navigation structures. Remember to publish changes to the navigation menu after you have made them otherwise, they will not display.

**Edit Link Menu Item**

Link Menu Item
Name

Home

Url

//

Publish   Preview

Media Library

Overview

All your images and documents are held in the media library. We have prepopulated a set of folders which are there to help you keep things organised, so they are easier to find as your site grows.

Once you have selected "Media Library" in the left-hand navigation the folders will appear and you can search, edit and upload new assets to the library.

Version 11
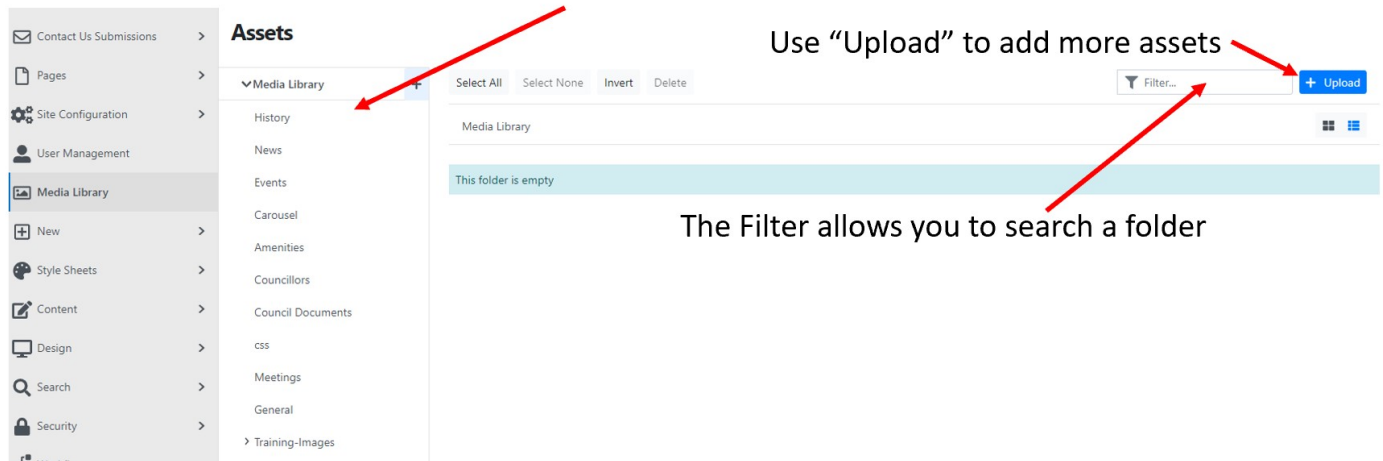
Your folders

Use "Upload" to add more assets

The Filter allows you to search a folder

Uploading

When you want to upload a new asset to the library just use the Upload button after selecting the folder you want to upload to. A new window will open allowing you to select the asset from your desktop or you can drag and drop the asset or assets into the pop-up window.

Views

You can select list or grid view when browsing the library. You can also change the number of assets show at once (see the next image for where on the screen to do this.

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Assets

Changing labels for self-build pages

(contact TEEC to do this as not available to parish admin)

1) Go to "Content" and sub menu "Content Items".
2) Search for "Meetings"
3) "Edit".
4) Alter Title as needed

Recommended Image Sizes

Dimensions to use.

- Logo – H 82px & W 200px

- Carousel – W 1920px & H 768px

- History – W 1024px & H 664px

- News – W 1200px & H 442x

- Councillors – H 150px & W 150px

- Image Gallery – Any physical size but try and make each image < 1Mbyte.

- Events – H 291px & W 960px

- Any other image – If full width of screen then W 1920px & H 768px

If unsure about any image we suggest using W 1920px & H 675px

This works well right up to Full HD screens

Site Configuration

Once you have logged in go to the left-hand menu and open "Site Configuration"

Here you will be able to change many of the base elements that make the website applicable to your town or parish.

Select the sub-menu you need, and the centre area of the browser screen will show you all the options you can alter.
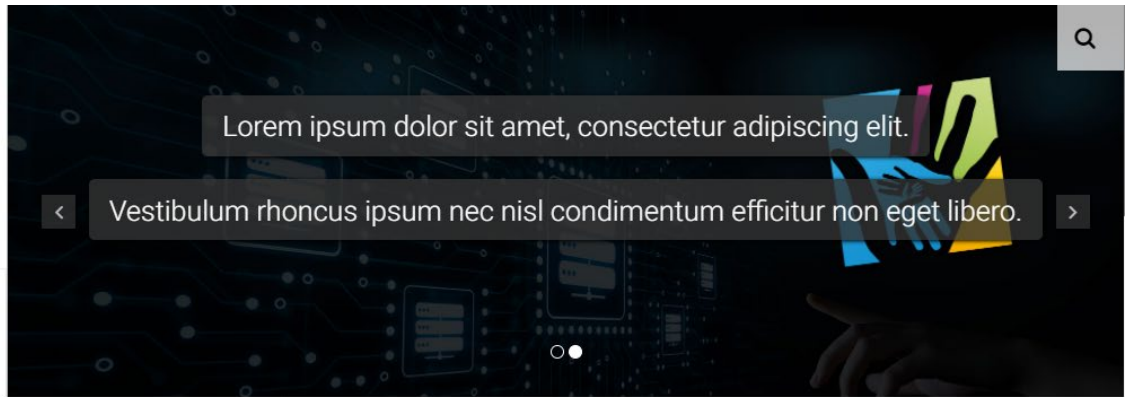
Parish Config

In the "Parish Config" sub menu you can edit the following elements of the site.

- The "Parish Name" this alters the copyright notice at the bottom of all web pages.
- "Navigation Menu Orientation" This allows you to have your navigation along the top (Horizontal) or along the left side (Vertical)

This is what it looks like when "Vertical" is selected.

This is what it looks like if "Horizontal" is selected

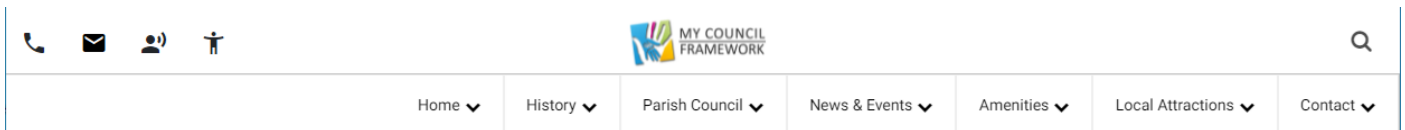- "Horizontal Nav Alignment" This lets you set the alignment to be "Left", "Centred" or "Right"

Version 11

"Left"

"Centred"

"Right"

- "Logo Image" & "Mobile Logo Image" – This allows you to provide different shaped logo's for display on desktop type displays and on mobile type displays.
- The "Background Image" used to give interest to what would be blank areas of the screen on very large screens Ones greater than 1600px wide)
- "Email Address" Which appears at the very top of the website and is always visible.
- "Document Approver Email" used on document approval workflows when needed by a parish.
- "Phone Number" which also appears at the very top of the website and is always visible.
- The "Logo Image" Used if the Parish has a logo.
- "Email Header Image" Used at the top of emails sent from the website.
- "Latitude" and "Longitude" This allows you to place the centre of the map where you want within the parish. It also forms the location for which the weather information is based. The Lat & Long are entered in XX.XXXXXXX format with "- "used to denote locations west of datum.
- "Parish Boundary Data" This creates the red boundary line that overlays the map shown at the bottom of the home web page.
- "Boundary Map Zoom Level" This sets the zoom level for the start of the map displayed.
- "Google Analytics" This allows you to add your google analytics code to the site (UA-XXXXXXXXX-X)

Most of the fields are simply text fields you can update and then save as drat or Publish. The "Background", "Logo" and "Email Header" are images that you select from the media library using the "+" symbol which opens up a pop-up window so you can browse to what you want.

Content Config

Here you can control 3 elements of the site. The default image used for news and events and the "Additional Information" section of the "Contact Us" page.

The Additional information section is a WYSIYG box so you can change the copy to exactly what you need.

Contact Form Emails

For GDPR compliance and other information requests coming from web forms you can set the same or different emails for each purpose. Most parishes have just one contact for handling this (the clerk), but some larger ones have separate members and clerks for this task.

Edit Contact Us Form Emails

General Queries

myparishcouncil@teec.co.uk

semi-colon separated list

Request Details

myparishcouncil@teec.co.uk

semi-colon separated list

Deletion Request

myparishcouncil@teec.co.uk

semi-colon separated list

Alternative Format Download Request

myparishcouncil@teec.co.uk

semi-colon separated list

Publish   Save Draft   Preview

You can set separate emails for "General Enquiries", "Request Details" used by the form that allows a person to request what details are held by them. "Deletion Request" used to request deletion of a person's details from the parish system, "Alternative Format Download Request" used to cover of all other types of request.

Social Media Config

Edit Social Media Config

Facebook

https://www.facebook.com/TEECgroup/

Full URL of Facebook page. e.g https://www.facebook.com/BillGates/

LinkedIn

https://myparishcouncil.co.uk/

Full URL of LinkedIn page.

Twitter

https://myparishcouncil.co.uk/

Full URL of Twitter page e.g. https://twitter.com/mickeymouse

Instagram

https://myparishcouncil.co.uk/

Full URL of Instagram page. e.g. https://www.instagram.com/donaldduck/?hl=en

YouTube

https://myparishcouncil.co.uk/

Full URL of YouTube video. e.g. https://www.youtube.com/watch?v=2n7UgwWGUeQ
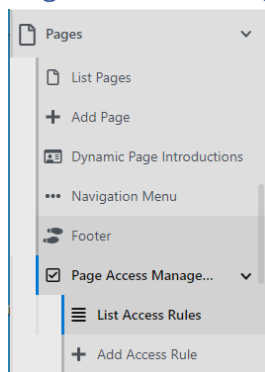
Publish   Save Draft   Preview

There are 5 different social media types supported as standard. These are Facebook, LinkedIn, Twitter, Instagram & YouTube.

To have the social media icon appear in the footer of every page on the website simply add the URL you wish people to go to when the icon is selected.

If blank the social media icon will not appear. With all 5 selected the footer will contain the 5 links and appear like this.

Page Access management

Pages

List Pages

Add Page

Dynamic Page Introductions

Navigation Menu

Footer

Page Access Manage...

List Access Rules

Add Access Rule

You will find "Page Access Management" under the Pages part of the menu on the left.

Here you can "Add" rules and the list pages that have restricted access to them.

Follow these steps to create the access management you need.

We suggest going to "User Management" before you try and create a rule. Make a note of the username (which is case sensitive).

You will also need at least 1 page to have been created to apply the rule to. More can be added later.

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Step 1 create the access rules.

Simply select "Add Access Rule" from the left menu

You can alter the pages associated with the rule by selecting List Access Rules and then "Edit" the rule you want.

Styling Config

Base Styling

When styling the site, you have two sets of options available to you. The first called "Base Styling" gives you control of many of the main colours used in the site. Simply select "Base styling to show the options in the centre panel of your browsers.

The annotated screen grab below shows which colours can be altered without the need for any programming skills.

Other changes can be made by overwriting the provide cascading style sheet with your own SEE Style Sheets

Version 11

Edit Base Style

h1 to h6 tags are used for different size and style of headings throughout the site.
You can set a colour for each.

Sets the background colour of the main navigation

Sets the link colour

Sets the background colour

Sets the hyperlink colour

Sets the hyperlink hover colour

Sets the button background colour

Sets the button font colour

Sets the button background colour when mouse hover over button

Set the font colour on hover

Style sheets
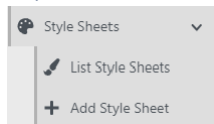
When working with style sheets it is helpful to understand some basic html programming language.

Definition: - Cascading Style Sheets (CSS) is a style sheet language used for describing the presentation of a document written in a markup language like HTML. CSS is a cornerstone technology of the World Wide Web, alongside HTML and JavaScript. CSS is designed to enable the separation of presentation and content, including layout, colours, and fonts.

To allow a Parish the most flexibility we have provided a "Style Sheet" function that means you can upload your own. We have also moved other areas where you might wish to alter the colour into a themeColour.css which is installed when we deploy your site. You can alter this to make even finer adjustments to the site colour theme.

You can find the colourTheme.css in the media library under the "CSS" folder. You can view and update this in the normal way with files held in the "Media Library".

The image below shows how to add your own style sheet.

Version 11
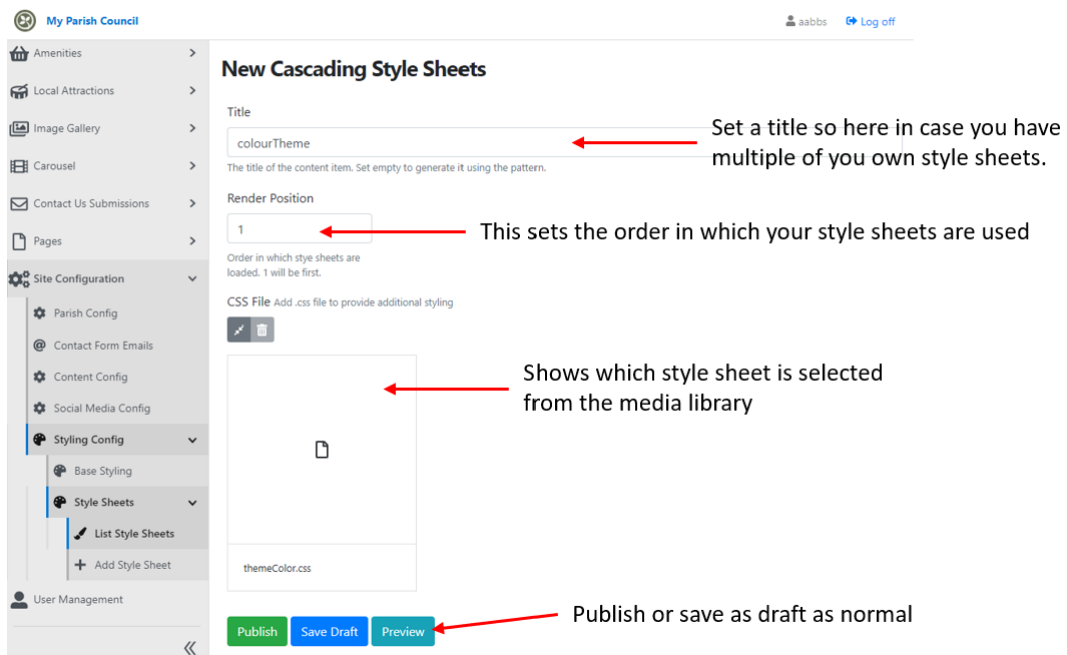
Parts of the colourTheme.css that tend to get altered are explained below.

Colours can be represented in two ways.

1) By name (see here for a list of options available)
2) By hex code represented as hex values "#XXXXXX". The named colours are available as hex value (see here) but you can also set any hex value colour you wish.

".gdprcookie" This style controls the colour of the cookie pop up. Some people prefer to change the colour of the background to match other colours set in the base styling.

".floatTopMenu" This style alters every top bar of the website across all pages.

".btn:before" This style controls the colour that surrounds the buttons used throughout the site. You can also alter how think the border is and styling associated the border (see WC3 School for options)
".textToSpeechInactive" his style allows you to alter the inactive colour associated with the text to speech feature of the site.

Default style sheet code
```
/*-------start of code------*/

.active {
   background-color: #375f19;
   color: #FFFFFF ;
}
.footer .active {
   background-color: white;
}
.floatTopMenu {
   background: #515151;
}
.gdprcookie {
```

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```css
   background: #375f19;
}
.parishCouncilLinksWrp .fa {
   color: #375f19;
}
.div-table-col.secondcolumncolour {
   background-color: #375f19 ;
}
div#divHomeHistoryGalleryWrp {
   background-color: #375f19;
}
div#divHomeHistoryGalleryWrp h2 {
   color: white !important;
}
#mainNav .navbar-nav .nav-item .nav-link.active, #mainNav .navbar-nav .nav-item .nav-link .active, #mainNav
.navbar-nav .nav-item .nav-link:hover, #mainNav .navbar-nav .nav-item .dropdown-menu .nav-item.active .nav-link  {
   background-color: #375f19;
   color: #FFFFFF !important;
}
#divEmergencyNoticeWrp a {
   color: #FFFFFF !important;
}

.footer .social-buttons a {
   color: #FFFFFF !important;
}
ul.social-buttons li a {
   background-color: #212529;
}
.nav-item .dropdown-menu {
   border-top: 3px solid #375f19;
}
li.nav-item.active > a {
   color: white !important;
}
li.nav-item.active .dropdown-menu a {
   color: #000000 ;
}
.textToSpeechInactive
{
        background-color:#375f19!important;
}
.btn:before
{
   border: #b8cf3e solid 4px!important;
}
/*--------------web form---------*/
.field-name-contacts-general-query-full-name {
   position: relative;
   width: 80%;
   padding-top: 2%;
   margin: 0 auto;
```

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```css
        font-weight: 800;
        font-size: x-large;
}
.field-name-contacts-general-query-email-address
{
            position: relative;
    width: 80%;
    padding-top: 1%;
    margin: 0 auto;
}
.field-name-contacts-general-query-message
{
            position: relative;
    width: 80%;
    padding-top: 1%;
    margin: 0 auto;
}
@media only screen and (max-width: 991px)
{
#navbarResponsive.navbar-collapse
{
    background: transparent;
}
}
/*-------end of code---------*/
```