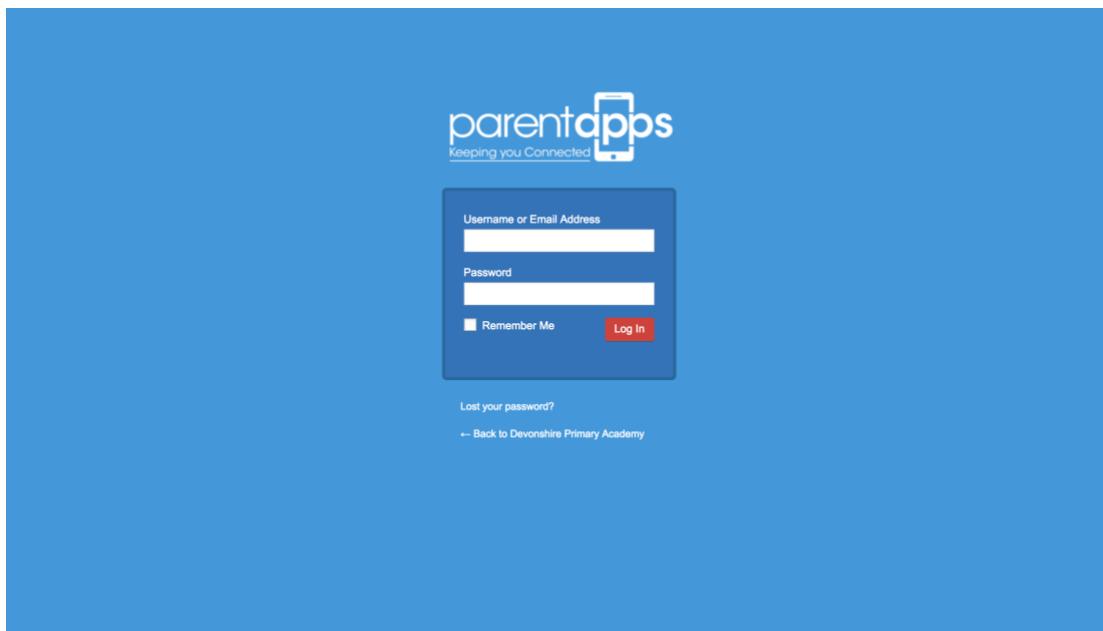


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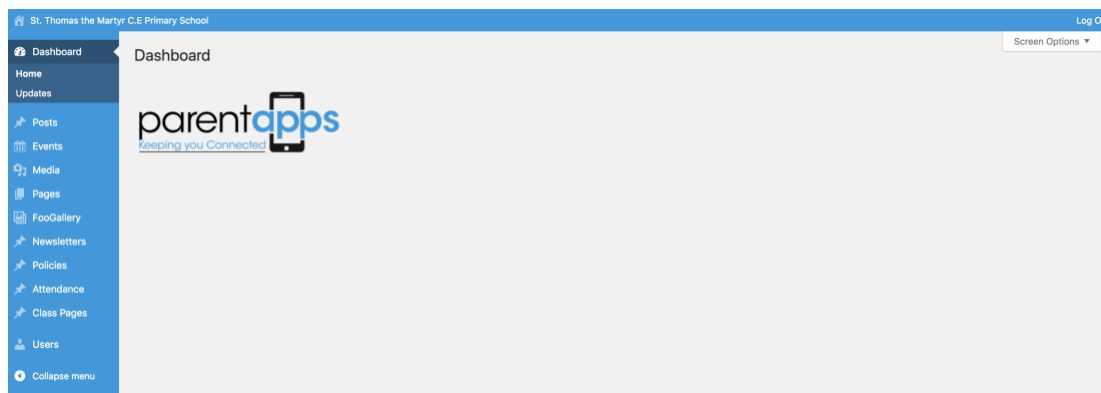
Getting Started

To access the backend of the website you'll need to log into the dashboard.
This can be done by visiting this web address:
www.yourwebsite.com/wp-admin



The screenshot shows a login form on a blue background. At the top center is the parentapps logo with the tagline 'Keeping you Connected'. Below the logo is a dark blue rectangular box containing the login fields. The first field is labeled 'Username or Email Address' and has a white input box. The second field is labeled 'Password' and has a white input box. Below the password field is a checkbox labeled 'Remember Me' and a red 'Log In' button. Below the login box, there is a link for 'Lost your password?' and a link that says '← Back to Devonshire Primary Academy'.

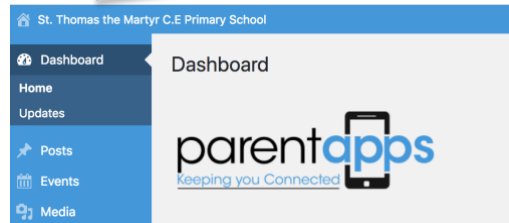
The Dashboard



Once you've logged in you'll see the **Dashboard** – The dashboard will provide you with a summary of your website, there are several key area to take note of, which are as follows:

- **Posts** – this is where the blog posts within the website are located
- **Events** – this is where your latest events are stored
- **Media Library** – this area allows you to manage your images and group them in folders
- **Pages** – this section contains all the pages and menu within the website
- **FooGallery** – this section contains your albums
- **Newsletters** – this section allows you to create the newsletters
- **Policies** this section allows you to add the policies
- **Attendance** – this section allows you populate the sidebar attendance
- **Class Pages** – this section contain your class pages information

You can easily switch between the dashboard and the front end of the website by clicking on the website name in the top left hand side.



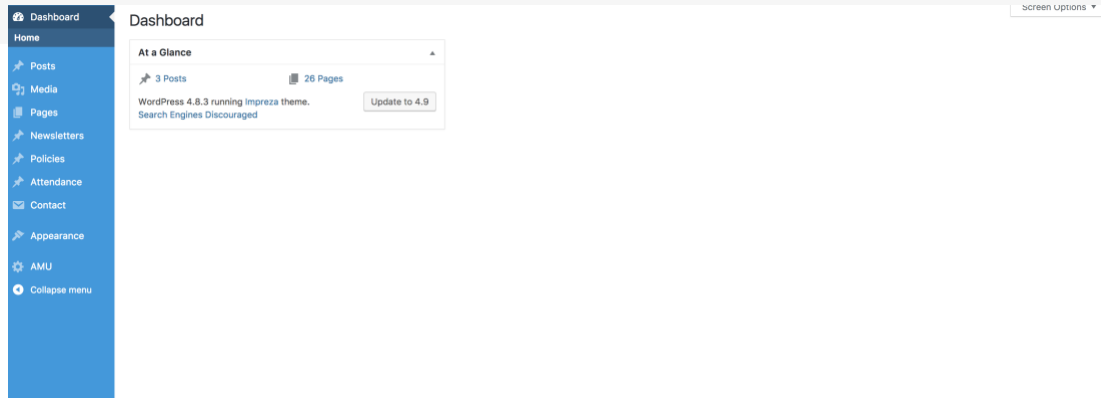
When you've selected this you'll see that you can now see your website as it displays for your users.

Editing the Homepage

You can edit the homepage by selecting 'Edit Page' when you're on the homepage in the top menu bar.

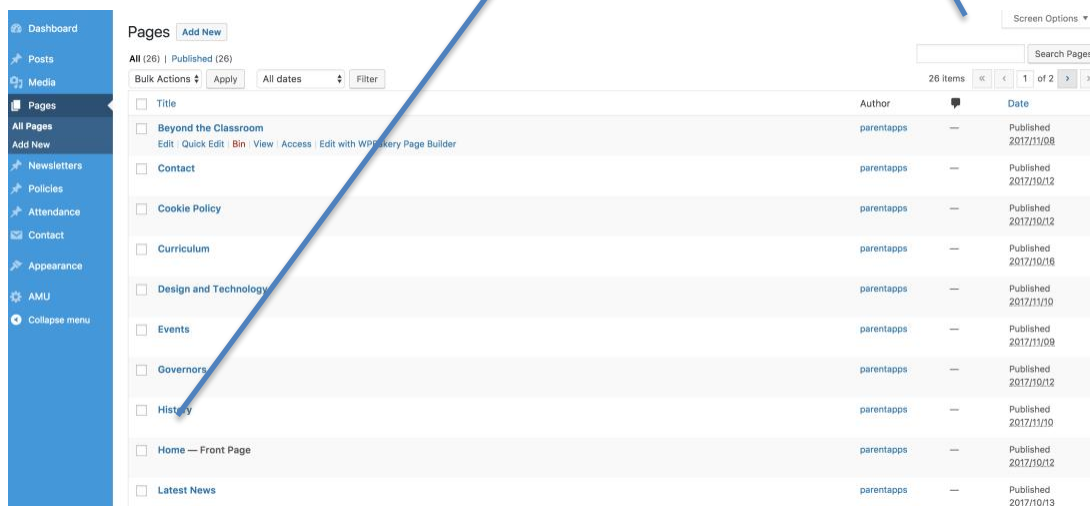


Or, you can edit the homepage by selecting 'Pages' from the Admin Dashboard.



Once selected this will load a new page with the list of all the pages you have within your website.

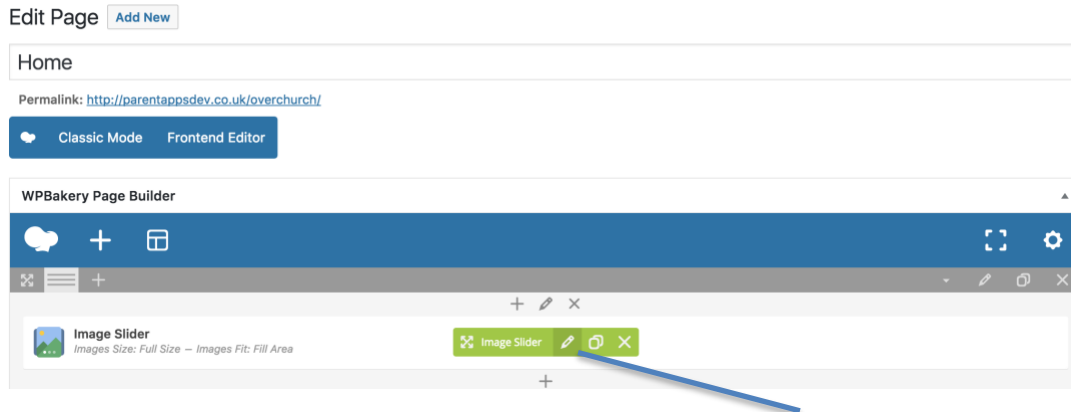
To edit an existing page, simply select the name of the page you wish to edit. Alternatively you can search for your chosen page name using the search bar at the top right hand side.



Once you have selected your homepage you'll notice that the page is made of blocks, this allows you to easily edit individual elements of the page.

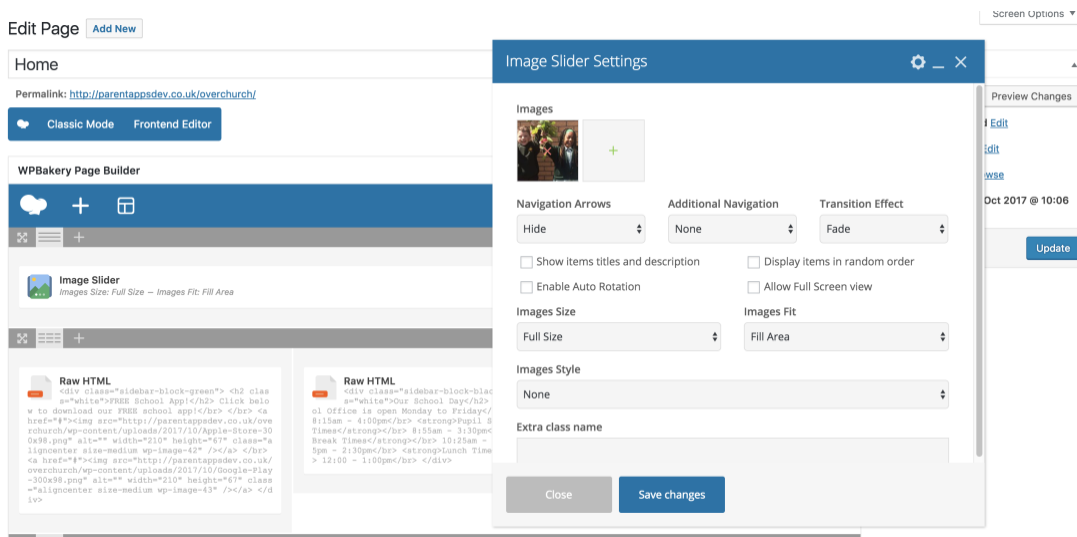
Editing the Slider

The Slider can be edited by hovering over the Slider element. Once hovered you'll notice a green box appear.

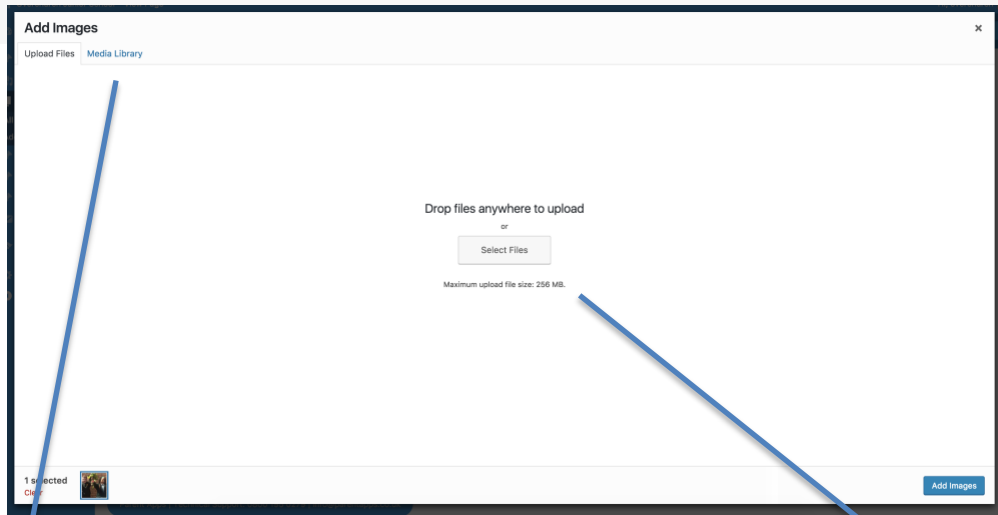


In this box you'll need to select the pen tool to edit the slider.

Once selected you'll see a pop-up appear.

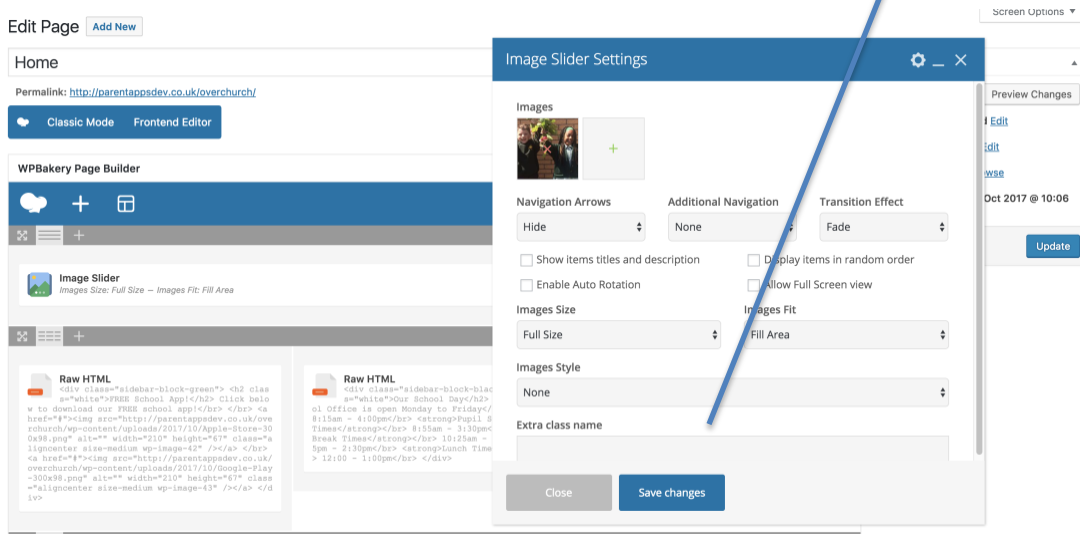


In the top box you can click the green (+) icon to add images to your slider. Once selected the (+) icon you'll go to your media library (where all your images are stored) to upload an image.



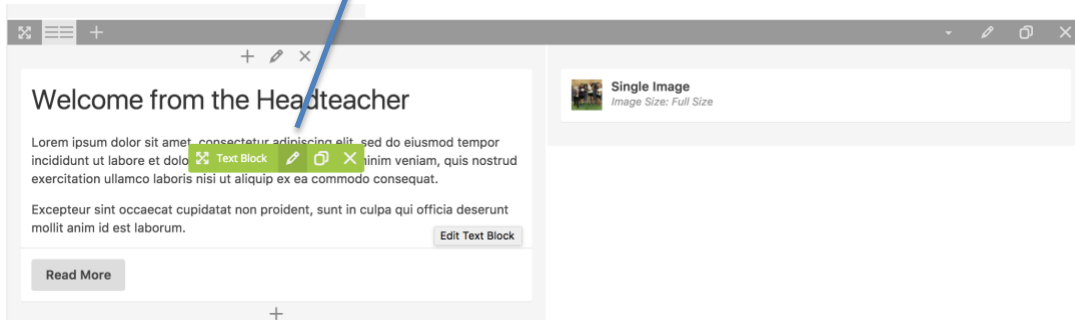
You can either choose to upload an image from your computer by selecting the button in the middle of the screen. Alternatively, if you have an image you've already uploaded, you can select the media library option to upload an image already uploaded to your media library.

Once you've uploaded your chosen image, make sure you select 'Save Changes' and Update the Page.



Editing the text

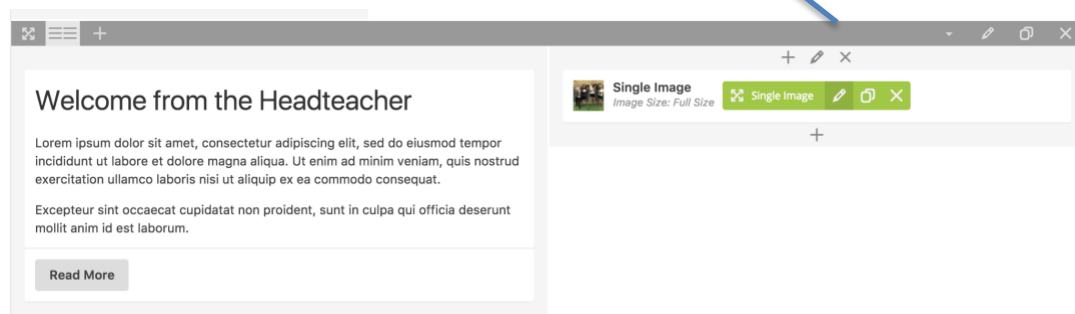
To edit the text, it's very similar to editing the slider. Hover over your chosen text block, and select the pen tool that appears on hover.



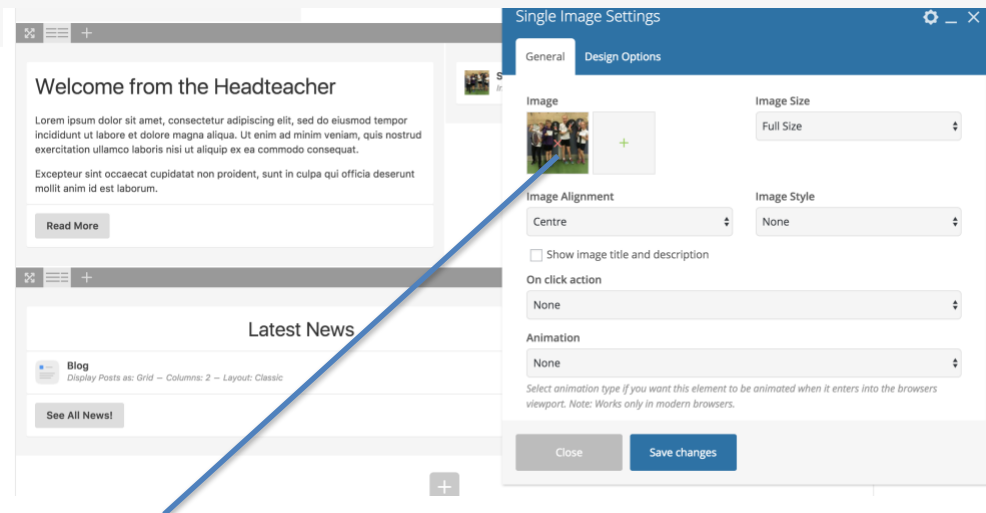
Once selected, a pop-up box will appear enabling you to edit the content as you wish. The editor layout is very similar to a word document. Once you're happy with the edits made. Select **Save changes**, and then update the page.

Editing the images

Images can be edited in the same way to slider and text blocks. To edit an image block hover over your chosen image and select the **Pen tool**, as shown below.



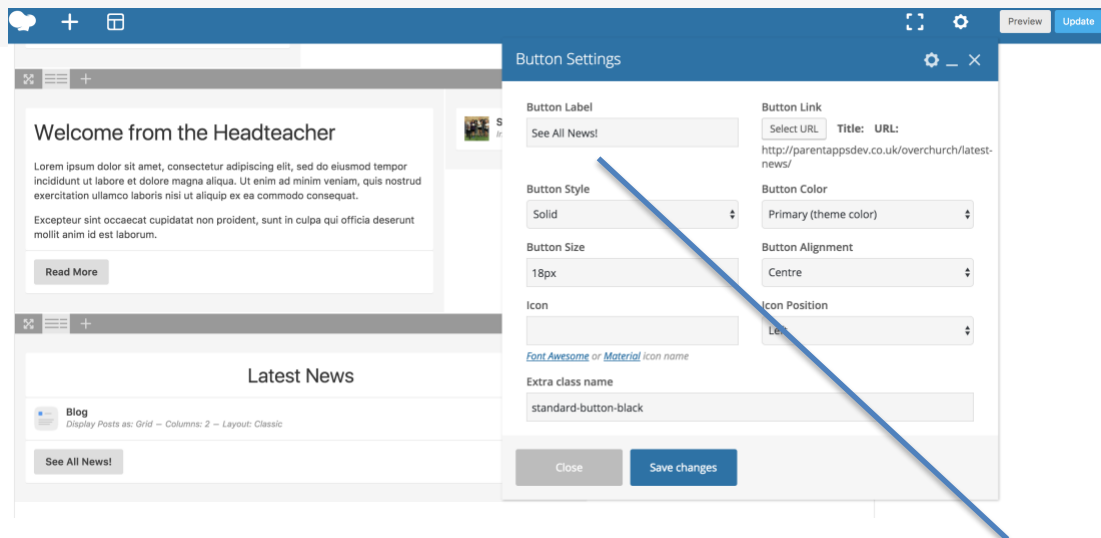
In the pop up appears you can now change the image.



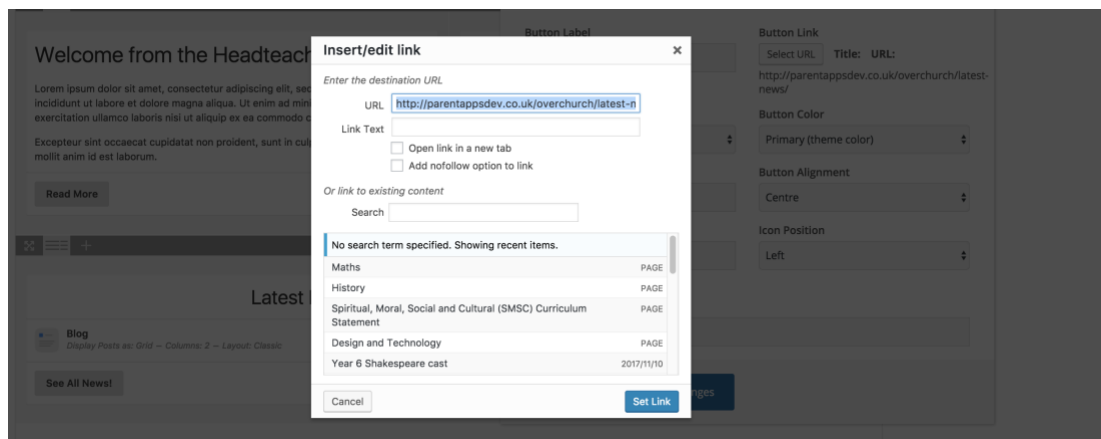
Select the **(x)** overlaid on the image to remove it. This will then change into a **(+)**. Selecting the **(+)** icon will allow you to browse through your media library – or upload an image from your desktop. Once you're happy with the change, select **Save changes** and update the page.

Editing the buttons

You'll notice on the homepage we have some buttons, these can be edited by hovering over your chosen button and selecting the pen tool, just as we do with the images and text blocks.



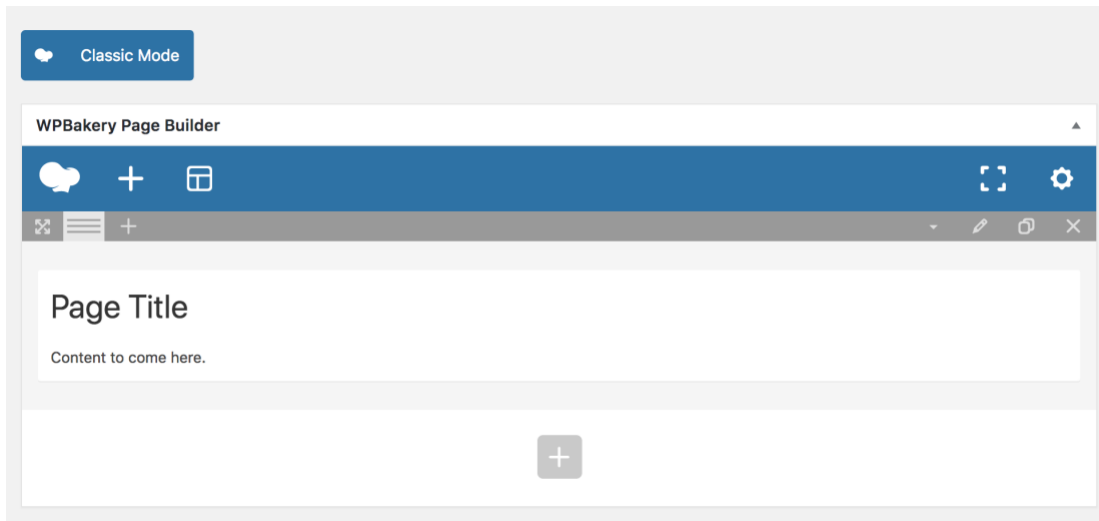
There are two things you can edit with the buttons. The first is the title. Simply insert whatever text you wish to display on the button. The second is the link for the button to go to. Click the 'Select URL' button.



In the pop-up that appears you'll be able to enter a URL for the button to link to. When you're happy with this link Select the 'Set Link' button and Save Changes on the Button – don't forget to update the page.

Editing the page Layout

When you edit a page, you'll notice that the content is made up of blocks. These blocks can be changed to customise your layout. When you edit or create a page you'll typically have a one-column layout, as per the screenshot below.



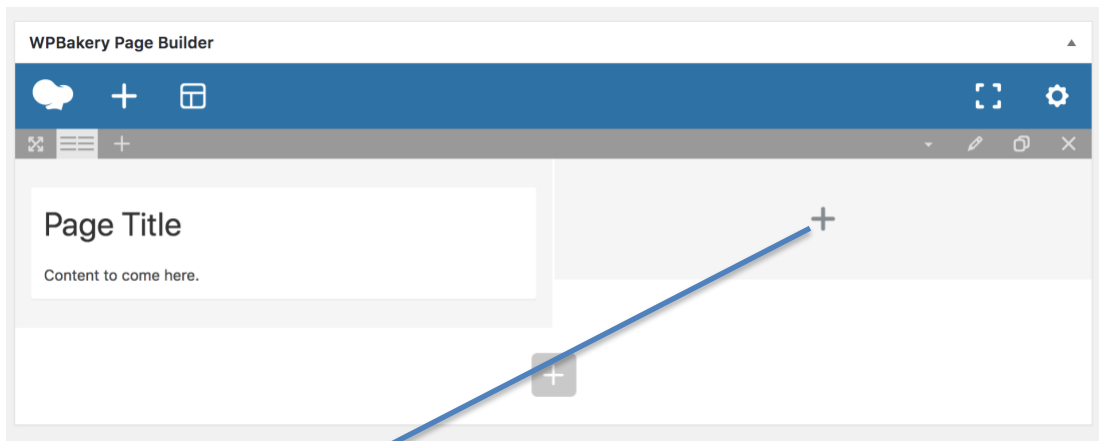
This layout can be edited to suit the content you're looking for. For example if you wished to have an image on the left and a block of text on the right, you would need a two-column layout.



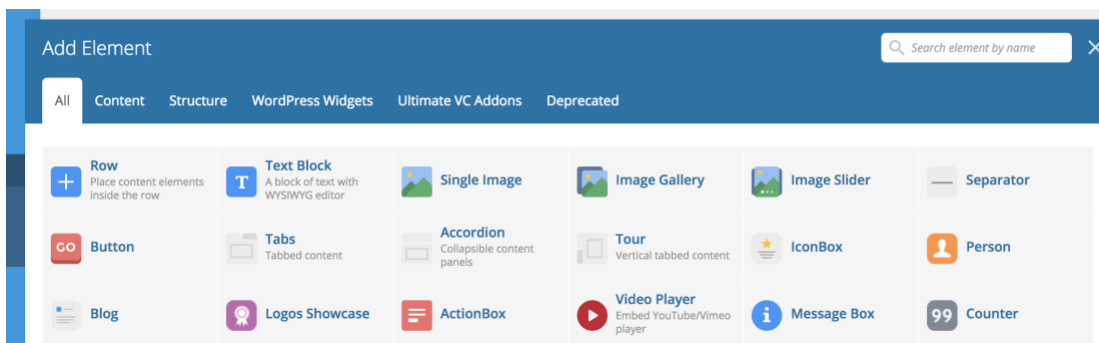
You can choose how many columns you want by hovering over the column section. Once hovered, you can then see a variety of options of your layout.

Clicking the two blocks side-by-side icon will convert this row into a two-column layout. Clicking the three-block icon will convert your row into three columns and the same for four.

Now we've changed our one column layout into a two-column layout, you'll see we have a (+) icon on the right hand side. This means we can add a feature to this section.



When you click on the (+) icon you'll have a pop-up of the different options you can add to your page.

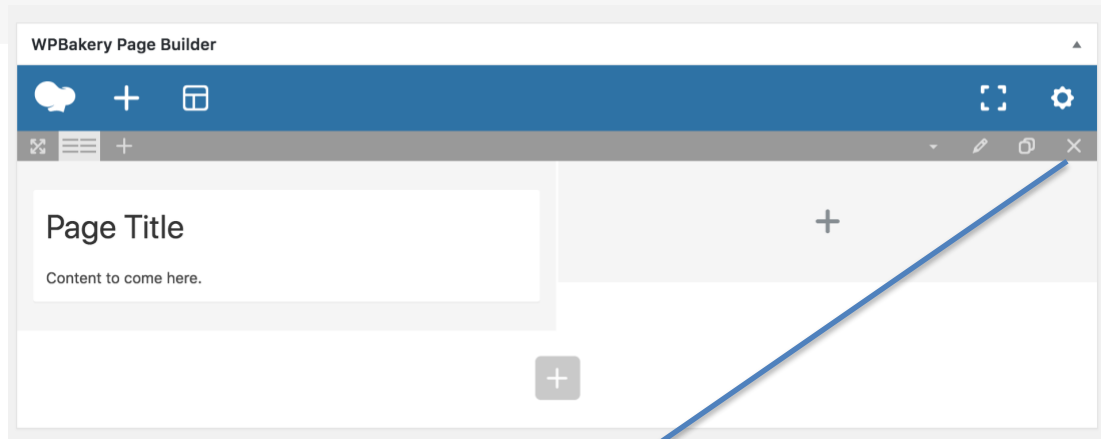


Some of the key features you can add to your page are as follows:

Row

- **What is it?** A row is a section that allows you to add content within it. You can split a row into multiple columns with it's own block of information.
- **When to use it?** You would use a row when you need a new section of content. If you had a two-column layout, but wished to create a one-column layout underneath, then you would create a new row.

To add a row, click on the (+) button at the bottom of your page.

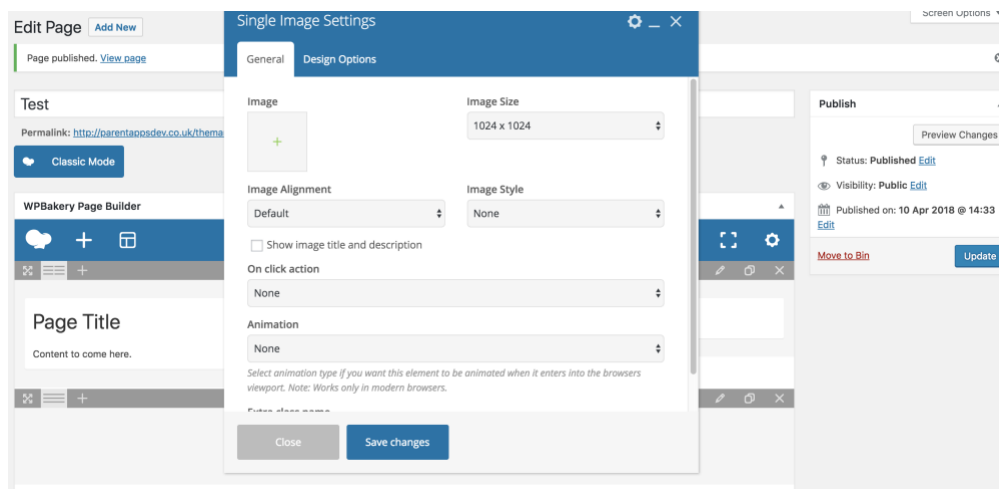


You can then select the row from the pop-up. If you needed to delete a row, this can be done by clicking on the (x) icon. Please note that this will also delete the content within the row as well. A row can also be cloned (duplicated), by clicking on the two paper icons next to the 'delete' icon.

Single Image

- **What is it?** A single image is a feature that allows you to add one image to your page.
- **When to use it?** You would use the single image whenever you needed to add just the one image to your page

To add a single image, click on the 'Single Image' option. Once it's been added to the page, you can then edit the options.

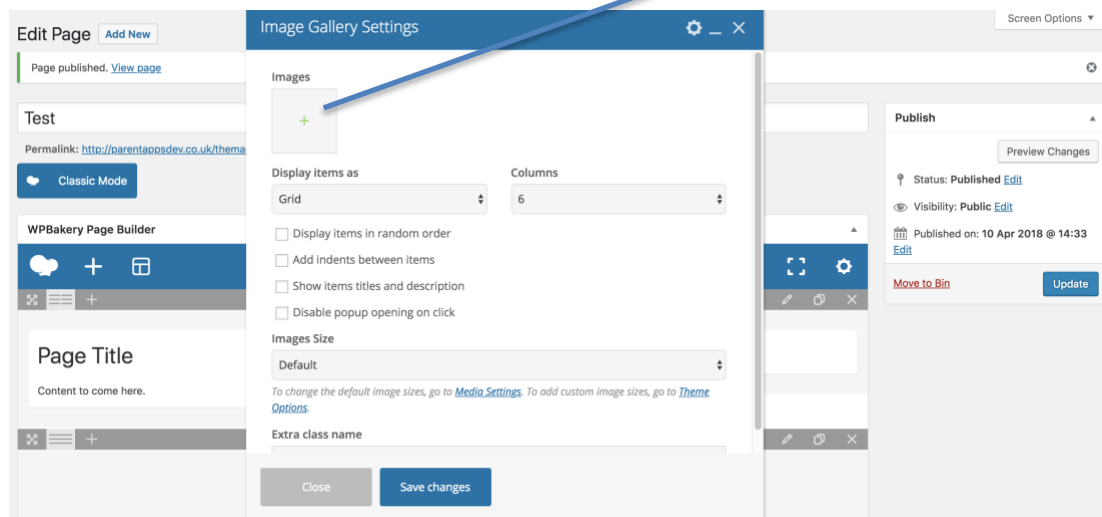


Click the (+) icon to browse your media library. Once you've chosen your image Click 'Save changes'. You can edit the image at any time you wish by hovering over your image and clicking the green pen tool on hover.

Image Gallery

- **What is it?** An image gallery is a selection of small thumbnails each of which links to a larger version for the user to view.
- **When to use it?** You would use an image gallery when you wanted to display a series of images on a page.

Once you've added your image gallery to the page you'll see we have the following options; just like the single image - click the (+) to browse your media library or to upload your chosen images.

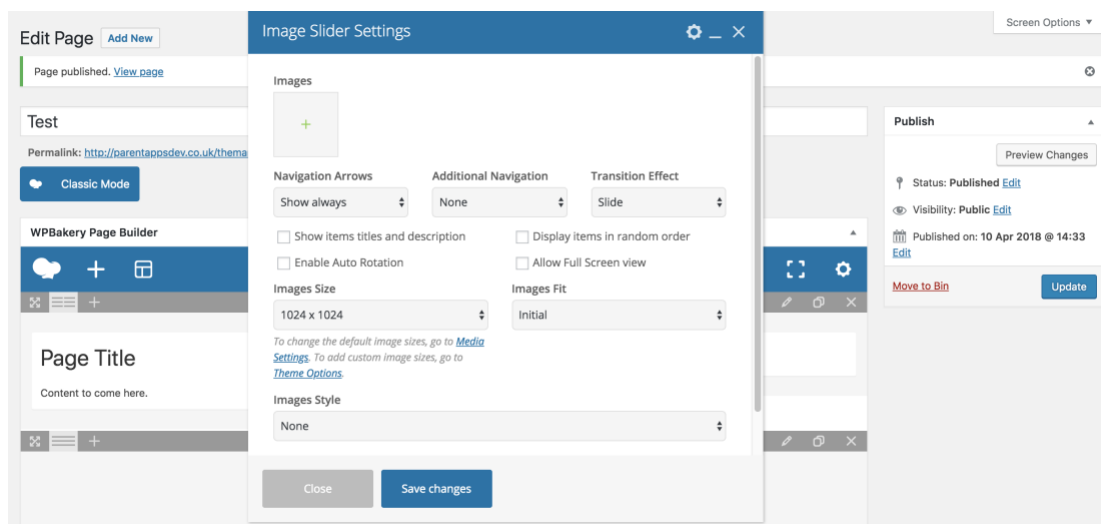


With the image gallery you can choose multiple images to display. You can also adjust the ordering, number of columns and the indents (spacing) of the images to ensure this fits well on the page.

Image Slider

- **What is it?** An image slider is a large image that transitions between a series of images in a slideshow format
- **When to use it?** You would use this whenever you wanted to show a series of larger images in a slider format

Once you've added your image slider to the page you can then click the (+) icon



Just like the image gallery, you can select multiple images you would like to add to the slider. When you're happy with your selection, click 'Save changes'.

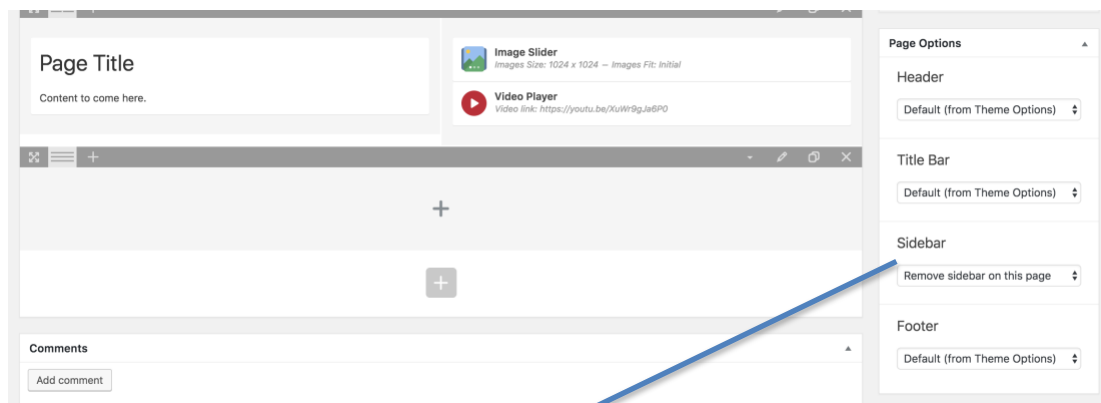
Video Player

- **What is it?** The Video player allows you to display your videos on the web page.
- **When to use it?** Whenever you wish to display video content from YouTube/Vimeo on your website.

Once you've selected the video player, you simply need to insert the web address of your chosen YouTube video into the 'Video link' field. Once you're happy with this option you can then click the 'Save changes' button.

Page Options

Another feature to note is that you can choose to remove the sidebar from your chosen page. This can be done by clicking on the dropdown for the Sidebar (on the left hand side of the page), and choosing 'Remove sidebar from this page'.



Once you have saved this page your sidebar will be removed from the page. If you wish to add the sidebar back at any time all you need to do is change the sidebar option to 'Default (from theme option)' and your sidebar will reappear.







Creating Albums

The albums can be accessed by clicking on the FooGallery option in the dashboard sidebar. Once selected, you'll see a list of all the galleries you have within your website.

Galleries [Add Gallery](#) Screen Options ▾

All (6) | Published (6) Search Galleries

Bulk Actions ▾ Apply All dates ▾ Filter 6 items

<input type="checkbox"/>	Title	Date	Template	Media	Shortcode	Usage
<input type="checkbox"/>	 KS2 Art Club	Published 2018/03/21	Single Thumbnail Gallery	10 Images	[foogallery id="368"]	• Gallery
<input type="checkbox"/>	 Year 5 – Fencing	Published 2018/03/21	Single Thumbnail Gallery	12 Images	[foogallery id="346"]	• Gallery
<input type="checkbox"/>	 Year 4 – Handball Tournament	Published 2018/03/21	Single Thumbnail Gallery	3 Images	[foogallery id="336"]	• Gallery
<input type="checkbox"/>	 Year 2 – Fire Safety Talk	Published 2018/03/21	Single Thumbnail Gallery	7 Images	[foogallery id="326"]	• Gallery
<input type="checkbox"/>	 Reception – Forest School	Published 2018/03/21	Single Thumbnail Gallery	12 Images	[foogallery id="312"]	• Gallery
<input type="checkbox"/>	 Nursery – Christmas Decorations	Published 2018/03/21	Single Thumbnail Gallery	7 Images	[foogallery id="302"]	• Gallery

Bulk Actions ▾ Apply 6 items


You can edit any of these galleries by clicking on the gallery name, or you can create a new gallery by clicking 'Add New' at the top of the page.

When you create a new Gallery, you'll need to add a title for the Gallery, you'll then need to select the 'Add Media' button to add images to your gallery.

Edit Gallery [Add Gallery](#) Screen Options ▾

KS2 Art Club

Gallery Items [Manage Items](#) [Gallery Preview](#)



Gallery Settings — Single Thumbnail Gallery ▾

General

Captions This gallery template only shows a single thumbnail, but the true power shines through when the thumbnail is clicked, because then the lightbox takes over and the user can view all the images in the gallery.

Appearance Size Width: 350 Height: 300

Hover Effects Crop thumbnail to exact dimensions

Advanced Position Full Center

Gallery Usage

This gallery is used on the following posts or pages:

- Gallery [Edit](#) | [View](#)

Publish

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: 21 Mar 2018 @ 16:43 [Edit](#)

[Move to Bin](#) [Update](#)

Gallery Shortcode

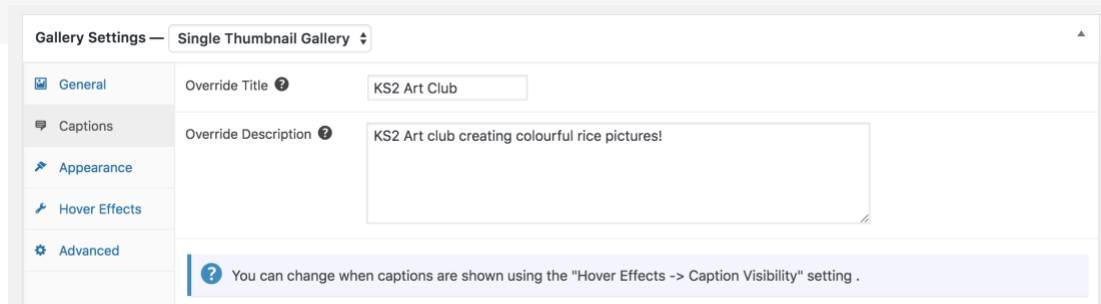
[foogallery id="368"]

Paste the above shortcode into a post or page to show the gallery.

Gallery Sorting

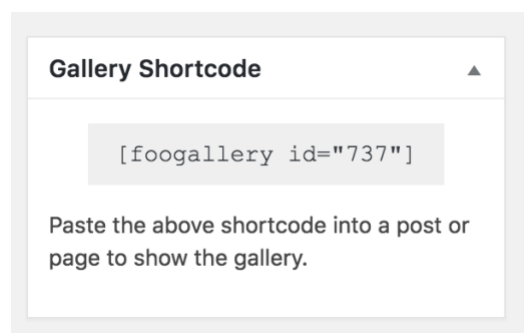
Change the way images are sorted within your gallery. By default, they are sorted in the order you see them.

Once you've added your images we'll then need to add captions and a title. This can be done by clicking on the 'Captions' option in the sidebar.



This section will allow you to add a title and a description. This will display for the user once they hover over your gallery thumbnail. When you're happy with your Gallery click save 'Publish/Save' changes.

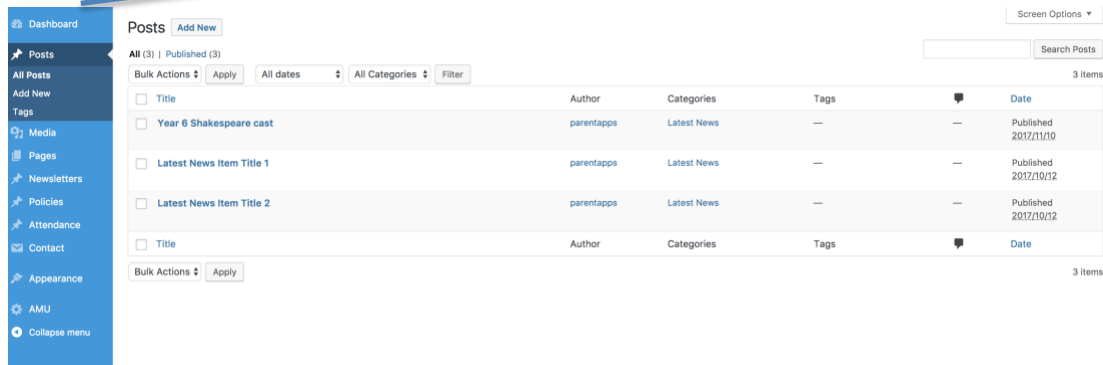
Once you've published your gallery you can then add this to the page. This can be done by copying the text on the Gallery short-code box (right hand side) and pasting this into your chosen page.



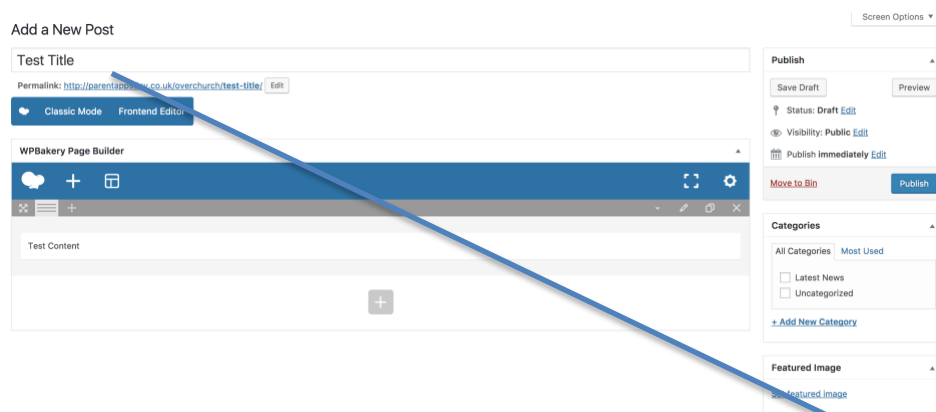
So for this particular gallery all we need to do is click the text within the square brackets and the short-code is automatically copied. We can then paste this short-code on our chosen page. For best results we would recommend putting the short-code within a 3-column layout.

Latest News

The News section can be edited by clicking the 'Post' option in the dashboard sidebar. Once selected you'll see a list of all the posts you have within your website.



You can edit a post by selecting on an existing post title or you can create a new post by selecting 'Add New' at the top of the page.



In the new post we've created, we can see we have a title and main body content, just the same as the pages.

You can also assign your post to a category by selecting the checkbox to the left.

You can also assign a featured image to your post by selecting the Add featured image link on the right hand side. This will allow you to browse your media library to choose an image – or upload a new one. When you're happy with your post, select 'Publish' – this will now display on the website.

Sidebar Attendance

The attendance section on the website can be accessed by selecting the 'Attendance' option in the back-end sidebar. In the new page that loads you'll have one option to choose.



The screenshot shows the WordPress 'Attendance' sidebar menu. At the top, there is a 'Screen Options' dropdown. Below it, the title 'Attendance' is followed by an 'Add New' button. The status 'All (1) | Published (1)' is shown. There are buttons for 'Bulk Actions', 'Apply', 'All dates', and 'Filter'. A search box labeled 'Search Attendance' is present. The main area contains a table with one item:

<input type="checkbox"/>	Title	Date
<input type="checkbox"/>	Best attending classes week beginning...	Published 2017/06/12

At the bottom, there are buttons for 'Bulk Actions' and 'Apply', and a '1 item' count.

Select this single option to load up your attendance information.

In the new page that loads, you'll see we have several options to input:

Edit Attendance [Add New](#)

Best attending classes week beginning...

Permalink: <http://parentapps-build.co.uk/james/attendance/best-attending-c...s-week-beginning/> [Edit](#)

Attendance ▲

Best attending classes week beginning...
30/06/2017

Best attending class name
Year 2 - 95%

2nd best attending class name
Year 3 - 90%

3rd best attending class name
Year 4 - 89%

We have three fields, which can be populated with any data needed (text/numbers etc.). Currently – the placeholder information we have is the class name and the percentage.

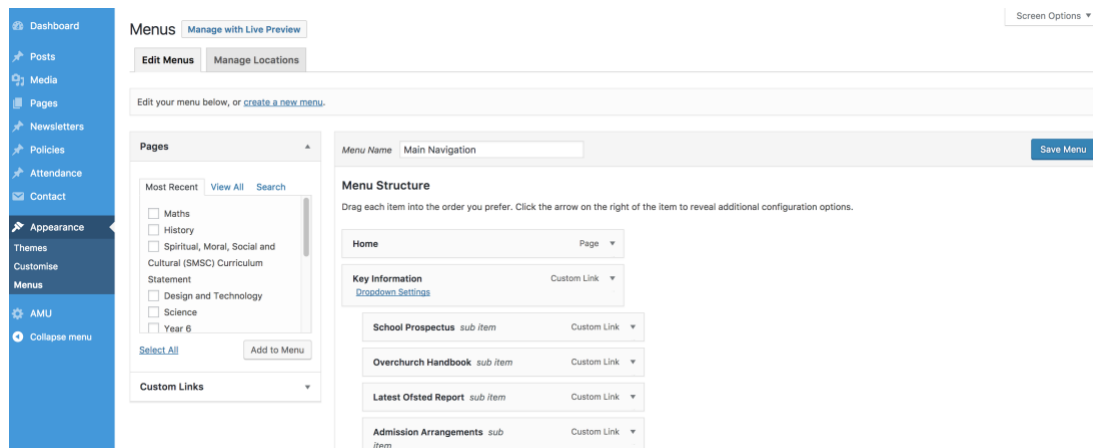
Key Information

Within the Key Information section of your website we have two types of pages. The first type links directly to a PDF document, the second type has information on a page, which then links to a document. Both these pages can be done as follows:

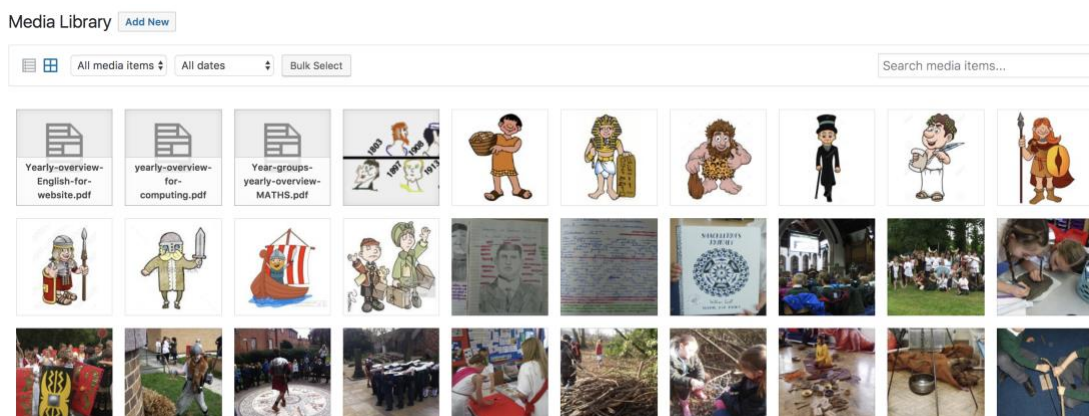
Linking Directly to a PDF Document

If you wish to link a page directly to a PDF document; this can be done by accessing the 'Appearance' option from the dashboard and selecting 'Menu'.

In the page the loads will be your navigation menu.

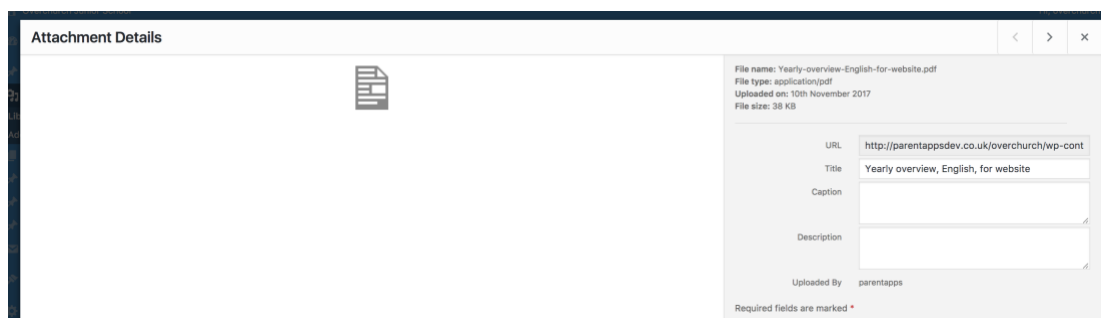


To make a PDF link, access the Media library – by selecting 'Media' from the dashboard sidebar. Here you'll see all the media files and document you have uploaded.



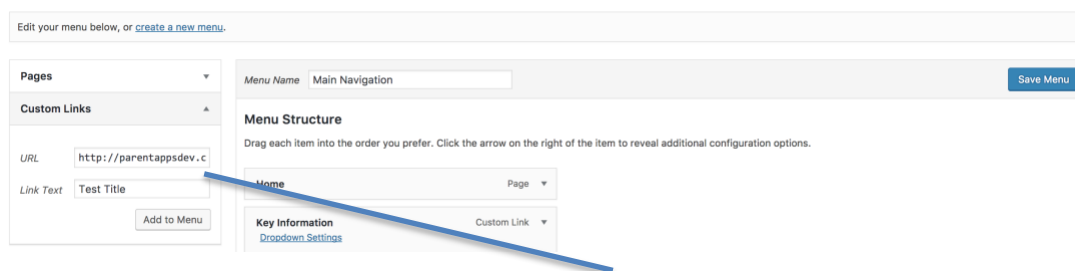
If your chosen file hasn't been uploaded, select the 'Add New' button at the top of the page.

When your document has been uploaded, select this file in the media library; you should see something similar below.



Copy the content that is in the URL field – make sure the full URL has been copied and not just what is visible in the box, as the URL will be longer than the box.

When you have copied your URL, navigate back to the menu. On the left hand side you'll notice there is a 'Custom Link' option.



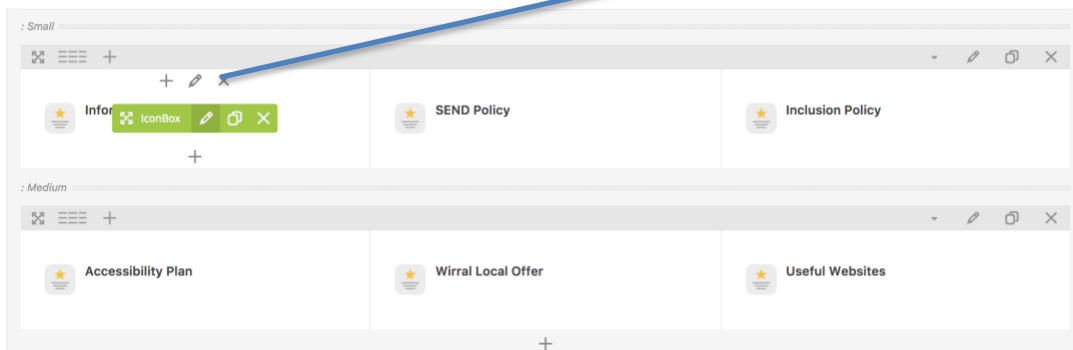
Here, you'll need to paste in the URL you have copied into the URL field on the left and change the 'Link Text' to a title that is relevant. Once you've added your content select Add to Menu.

This will add your new menu item to the menu. By default this will be at the bottom of your menu. When you hover over your menu item, your cursor will change to a (+) shape, this means you can move your menu item. You can drag and drop your menu item wherever you wish it to display in the menu. When you're happy with your menu positioning – click Save Menu.

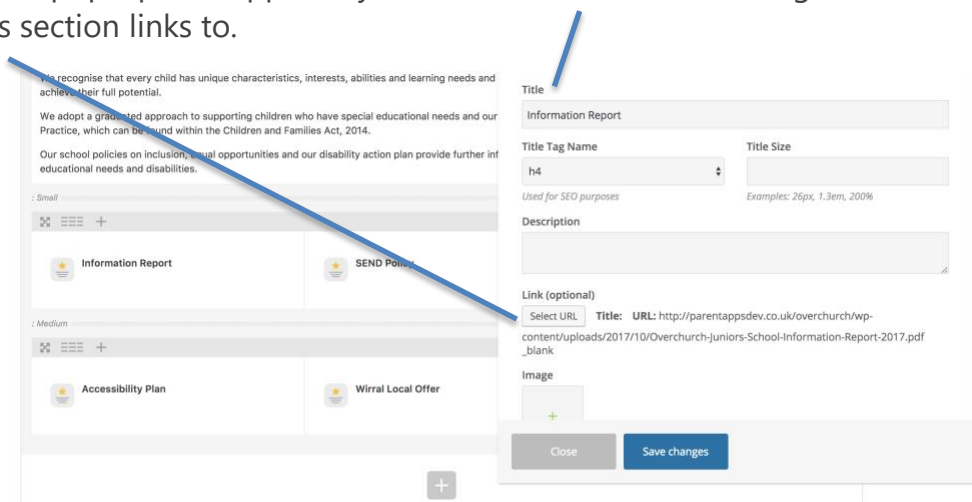
Document Links on Page

The second type of Key Information is content on a page, when then link to a document. To edit your chosen Key Information page either select 'Edit Page' from the top admin menu whilst you're on your desired page – or access your chosen page from the Dashboard Pages section.

When you're editing your chosen page, you'll notice we have blocks for the sections that links to the documents. Just like the images sliders and text blocks; to edit these sections hover over the item and select the pen tool icon the green section.



In the pop-up that appears, you can edit the title, and change the URL that this section links to.



Editing the URL to link to the document is the same process we used when adding a PDF link to the menu. You'll need to copy the URL from the media library and paste this in this field - once you've clicked the 'Select URL' button. When you're happy with your edit. Save changes and update the page.

Editing The Parents Pages

To edit the pages with the Parents section of the website select the 'Edit Page' from the admin toolbar menu whilst you're on your chosen page, or search for your page from the Pages list in the dashboard.

Editing the text

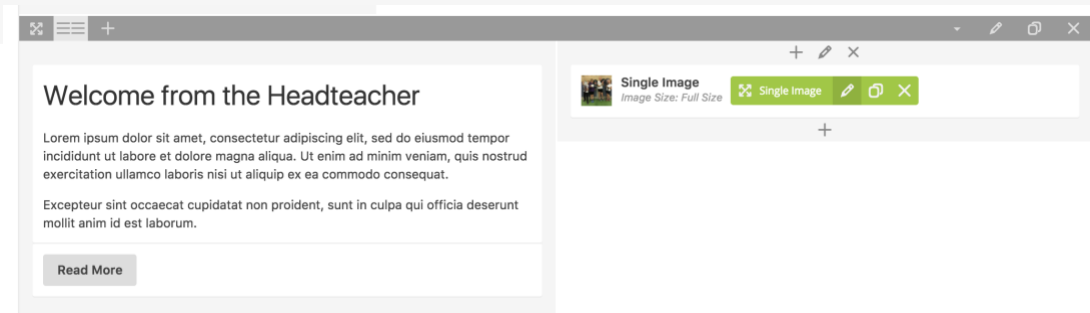
To edit the text, it's very similar to editing the slider. Hover over your chosen text block, and select the pen tool that appears on hover.



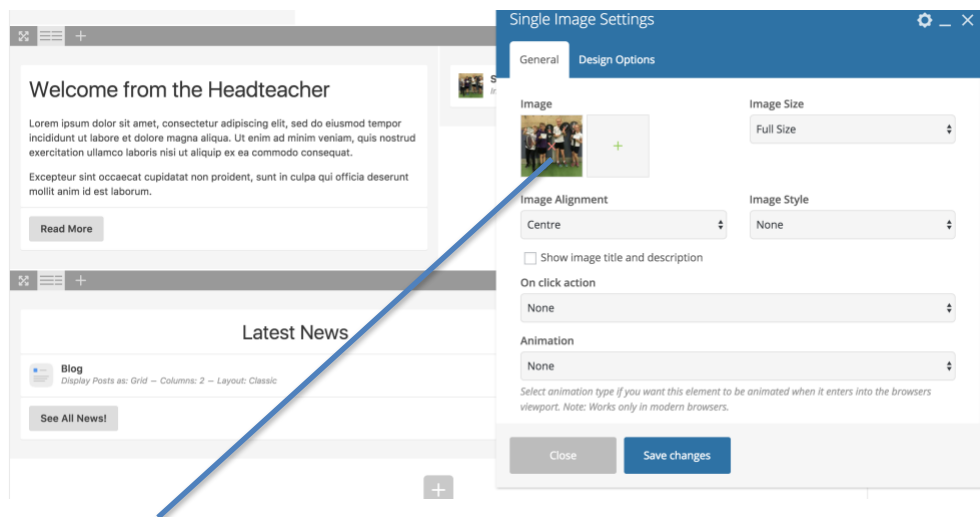
Once selected, a pop-up box will appear enabling you to edit the content as you wish. The editor layout is very similar to a word document. Once you're happy with the edits made. Select **Save changes**, and then update the page.

Editing the images

Images can be edited in the same way to slider and text blocks. To edit an image block hover over your chosen image and select the **Pen tool**, as shown below.



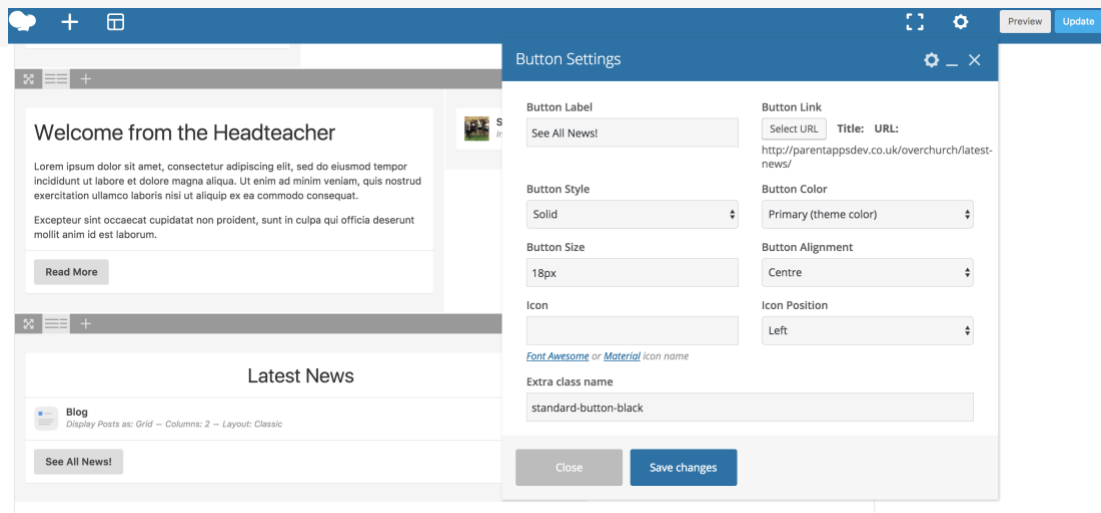
In the pop up appears you can now change the image.



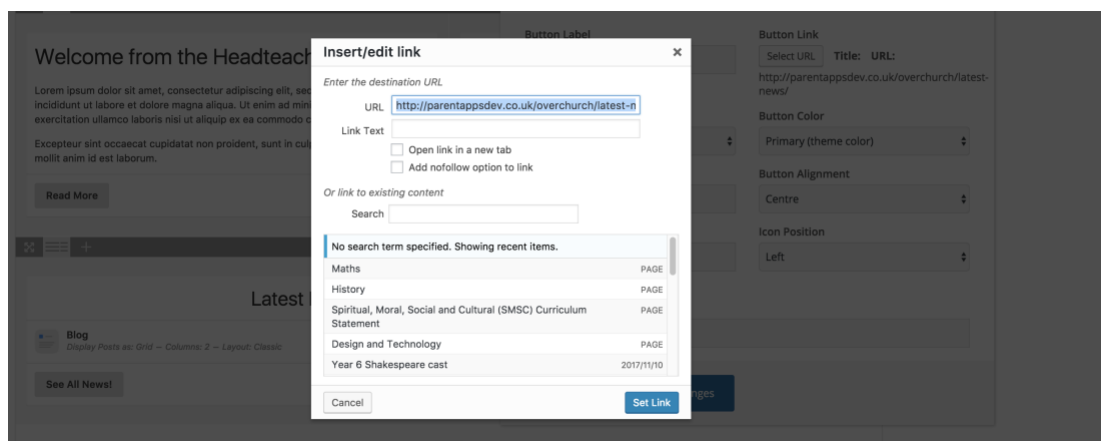
Select the **(x)** overlaid on the image to remove it. This will then change into a **(+)**. Selecting the **(+)** icon will allow you to browse through your media library – or upload an image from your desktop. Once you're happy with the change, select **Save changes** and update the page.

Editing the buttons

You'll notice on the homepage we have some buttons, these can be edited by hovering over your chosen button and selecting the pen tool, just as we do with the images and text blocks.



There are two things you can edit with the buttons. The first is the title. Simply insert whatever text you wish to display on the button. The second is the link for the button to go to. Click the 'Select URL' button.



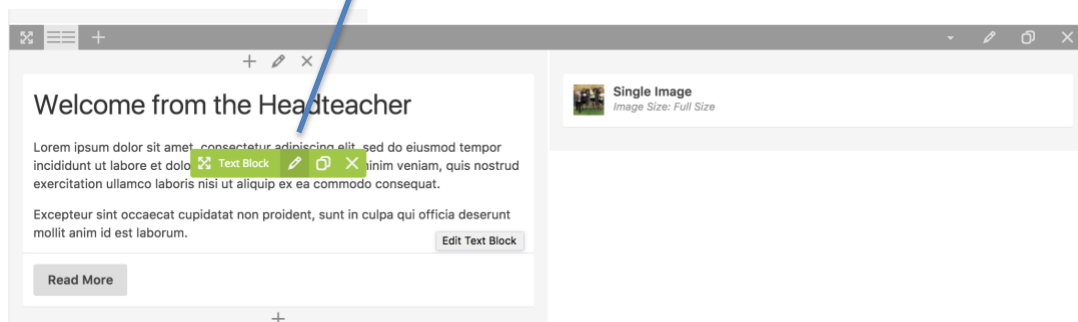
In the pop-up that appears you'll be able to enter a URL for the button to link to. When you're happy with this link Select the Set Link button and Save Changes on the Button – don't forget to update the page.

Editing The Class Pages

To edit the Class pages select the Class Pages section from the sidebar. This page can be edited just the same as any other page within your website.

Editing the text

To edit the text, it's very similar to editing the slider. Hover over your chosen text block, and select the pen tool that appears on hover.



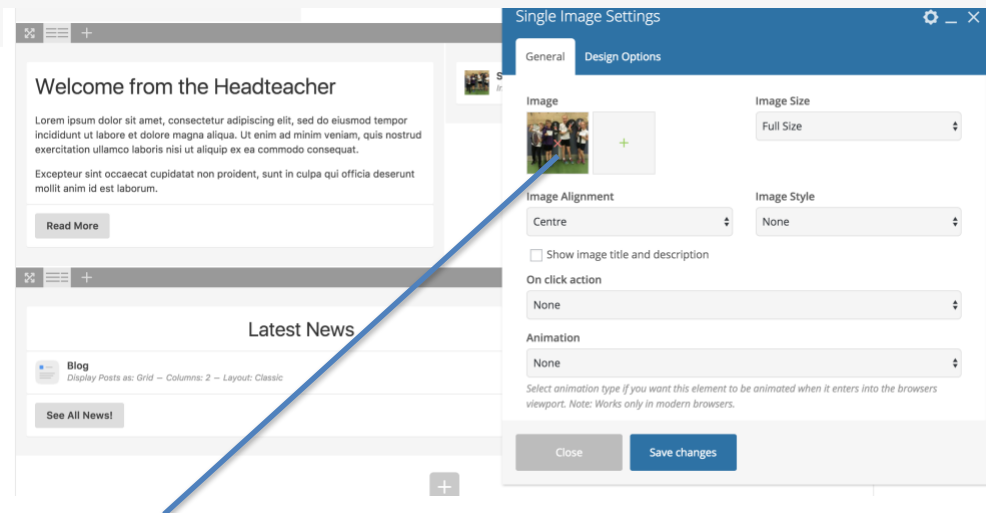
Once selected, a pop-up box will appear enabling you to edit the content as you wish. The editor layout is very similar to a word document. Once you're happy with the edits made. Select **Save changes**, and then update the page.

Editing the images

Images can be edited in the same way to slider and text blocks. To edit an image block hover over your chosen image and select the **Pen tool**, as shown below.



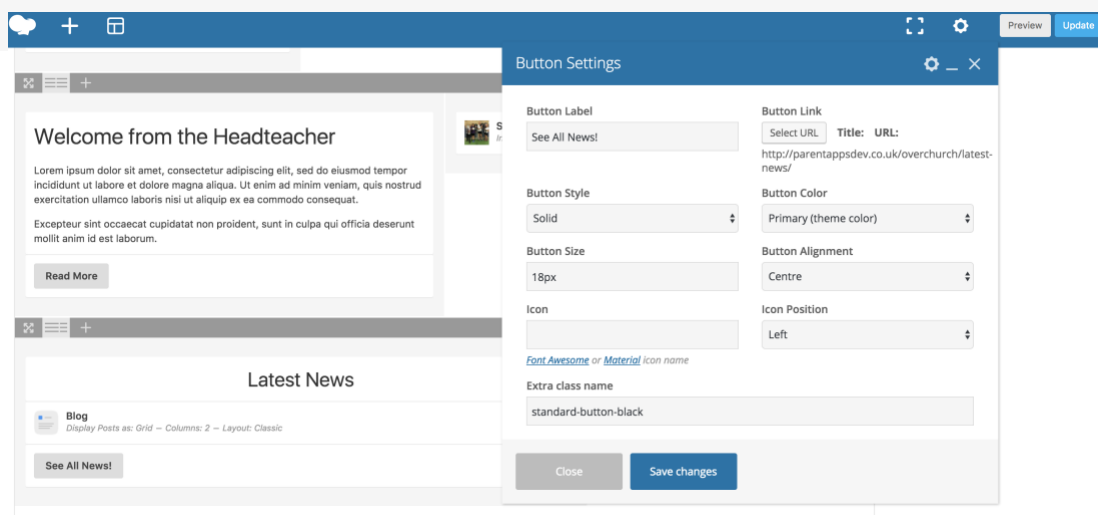
In the pop up appears you can now change the image.



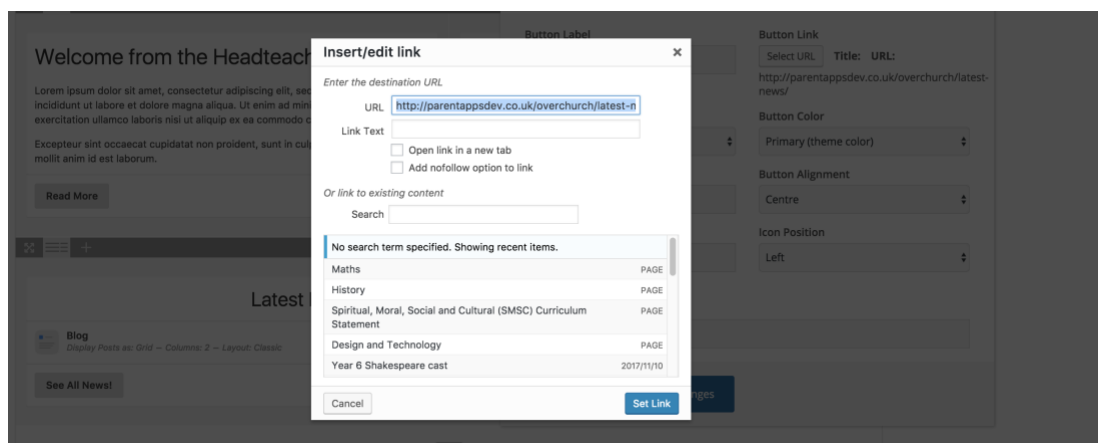
Select the **(x)** overlaid on the image to remove it. This will then change into a **(+)**. Selecting the **(+)** icon will allow you to browse through your media library – or upload an image from your desktop. Once you're happy with the change, select **Save changes** and update the page.

Editing the buttons

You'll notice on the homepage we have some buttons, these can be edited by hovering over your chosen button and selecting the pen tool, just as we do with the images and text blocks.



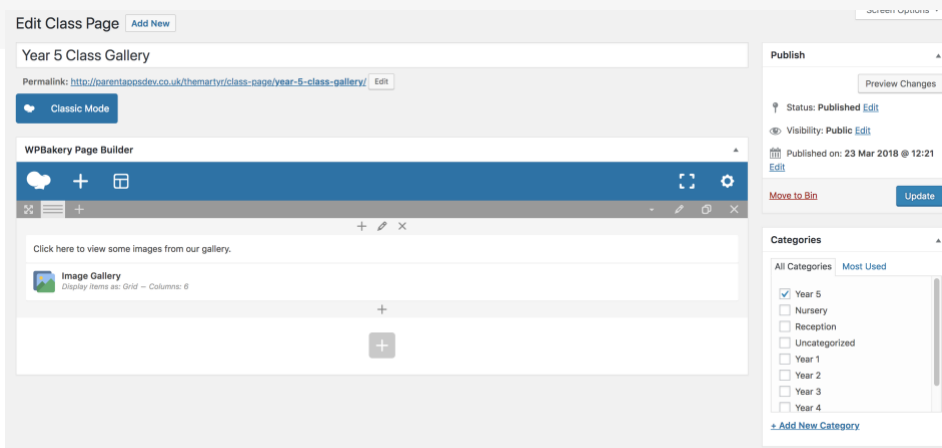
There are two things you can edit with the buttons. The first is the title. Simply insert whatever text you wish to display on the button. The second is the link for the button to go to. Click the 'Select URL' button.



In the pop-up that appears you'll be able to enter a URL for the button to link to. When you're happy with this link Select the Set Link button and Save Changes on the Button – don't forget to update the page.

Assigning your Class Page

Once you've created your class page, you'll need to assign this to a category to ensure this appears in the right page. To do this, you'll need to select your chosen category from the sidebar.



Governors Page

The Governors page is the same as the other page to edit however, this page has a table within it. To edit the table hover over your chosen table and select the green pen icon.

Board of Governors

Table

Name	Term of Office	Category	Which body appoints them
Dr P Elliott - Chair of Governors	03.11.14 - 02.11.18	LA	Overchurch Junior School
Mr M Hunter - Vice Chair	15.09.14 - 14.09.18	Community	Overchurch Junior School
Mrs L Gallagher - Staff Governor	01.05.14 - 30.04.18	Staff	Overchurch Junior School
Mr B Swarbrick	18.11.13 - 17.11.17	Parent	Overchurch Junior School
Mr P Eddon	15.09.14 - 14.09.18	Community	Overchurch Junior School
Mrs G Lowry	18.11.13 - 17.11.17	Parent	Overchurch Junior School
Mr J Lamb	01.11.15 - 31.10.19	Community	Overchurch Junior School
Mrs J McGettrick	28.02.14 - 27.02.18	Parent	Overchurch Junior School
Mr J Clark	31.03.16 - 30.03.20	Parent	Overchurch Junior School
Mr G A Lahive - Headteacher Governor			Overchurch Junior School

Once selected you'll see a pop-up appear allowing you to edit the table.

Governors

Permalink: <http://parentappsdev.co.uk/overchurch/governors/> Edit

Classic Mode Frontend Editor

WPBakery Page Builder

Board of Governors

Table

Name	Term of Office	Category	Which body appoints them
Dr P Elliott - Chair of Governors	03.11.14 - 02.11.18	LA	Overchurch J
Mr M Hunter - Vice Chair	15.09.14 - 14.09.18	Community	Overchurch J
Mrs L Gallagher - Staff Governor	01.05.14 - 30.04.18	Staff	Overchurch J
Mr B Swarbrick	18.11.13 - 17.11.17	Parent	Overchurch J
Mr P Eddon	15.09.14 - 14.09.18	Community	Overchurch J
Mrs G Lowry	18.11.13 - 17.11.17	Parent	Overchurch J
Mr J Lamb	01.11.15 - 31.10.19		
Mrs J McGettrick	28.02.14 - 27.02.18		
Mr J Clark	31.03.16 - 30.03.20	Parent	Overchurch Junior School
Mr G A Lahive - Headteacher Governor			Overchurch Junior School

Table Settings

Theme

Table

Close Save changes

To modify the text within the table, simply double click within a cell to edit the content within it.

You can also add additional rows and columns, by right clicking on the table in the popup and selecting 'Insert Row' or 'Insert Column' – just like a Word Document.

The screenshot shows the 'Board of Governors' table in the ParentApps interface. A 'Table Settings' popup is open, displaying a table with the following data:

Name	Term of Office	Category	Which body
Dr P Elliott - Chair of Governors	03.11.14 - 02.11.18	LA	Overchurch J
Mr M Hunter - Vice Chair	15.09.14 - 14.09.18		Overchurch J
Mrs L Gallagher - Staff Governor	01.05.14 - 30.04.18		Overchurch J
Mr B Swarbrick	18.11.13 - 17.11.17		Overchurch J
Mr P Eddon	15.09.14 - 14.09.18		Overchurch J
Mrs G Lowry	18.11.13 - 17.11.17		Overchurch J
Mr J Lamb	01.11.15 - 31.10.19		Overchurch J
Mrs J McGettrick	28.02.14 - 27.02.18		Overchurch J
Mr J Clark	31.03.16 - 30.03.20	Parent	Overchurch Junior School
Mr G A Lahive - Headteacher Governor			Overchurch Junior School

The 'Table Settings' popup menu is open over the table, showing options such as 'Insert rows above', 'Insert rows below', 'Insert columns on the left', 'Insert columns on the right', 'Remove row', 'Remove column', 'Duplicate this row', and 'Duplicate this column'. The 'Save changes' button is visible at the bottom of the popup.

When you're happy with your table, click the Save changes button and update the page.

Policies

To access the Policies section, click the Policies or Curriculum Policies link in the Dashboard sidebar. In the page that loads you'll see a list of all the Policies that are within the website.

The screenshot shows the 'Policies' section in the ParentApps interface. The sidebar on the left has 'Policies' selected. The main content area displays a list of policies with the following details:

Title	Date
Preventing Extremism and Radicalisation Safeguarding Policy	Published 2017/10/07
School Admissions Policy	Published 2017/10/06
Anti-bullying policy	Published 2017/10/06
Charging Policy	Published 2017/10/06
Children and families Bill	Published 2017/10/06
School Complaints Policy	Published 2017/10/06
Separated Parents Policy	Published 2017/10/06
Safeguarding Policy November 2016	Published 2017/10/06
Medical conditions Policy	Published 2017/10/06
Medicines Policy	Published 2017/10/06
Title	Date

To create a new policy, select Add New at the top of the page otherwise you can select an existing title to modify a previously created Policy.

To create a new document, select the **Add New** button at the top of the page. In the new page that loads, you'll see two options to populate.

The screenshot shows a web form titled "Add New Policy". It features a text input field labeled "Enter title here". Below this is a "Document Upload" section with a file selection area labeled "Select your chosen PDF" and a "Select file" button. On the right side, there is a "Content Template" dropdown menu currently set to "None". Below that is a "Publish" section containing buttons for "Save Draft", "Preview", and "Publish". It also includes status and visibility options: "Status: Draft Edit", "Visibility: Public Edit", and "Publish immediately Edit". A "Screen Options" dropdown is visible at the top right of the form area.

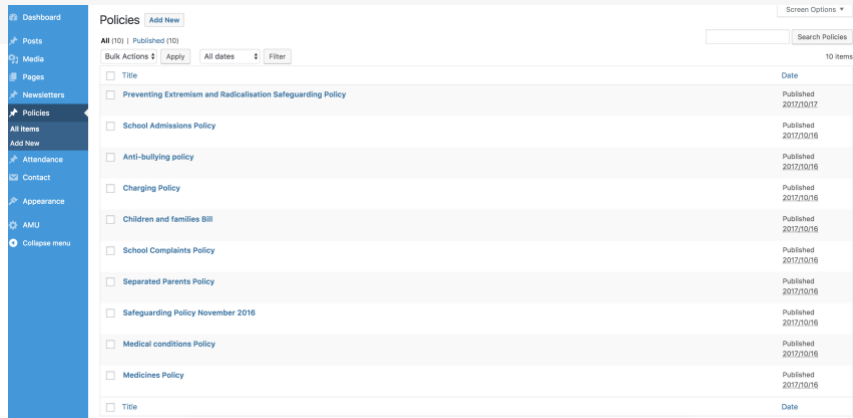
These options are as follows:

- **Title:** relates to the title of the chosen document
- **Document Upload:** click the 'Select file' button to browse your media library for your chosen file.

When you're happy with your selection, select the Publish/Update button to update the document. This will now be immediately accessible from the website

Newsletters

To access the Newsletters section, click the Newsletters link in the Dashboard sidebar. In the page that loads you'll see a list of all the Newsletters that are within the website.



To create a new Newsletter, select Add New at the top of the page otherwise you can select an existing title to modify a previously created Newsletter.

To create a new document, select the **Add New** button at the top of the page. In the new page that loads, you'll see two options to populate.

These options are as follows:

- **Title:** relates to the title of the chosen document
- **Document Upload:** click the 'Select file button to browse your media library for your chosen file.

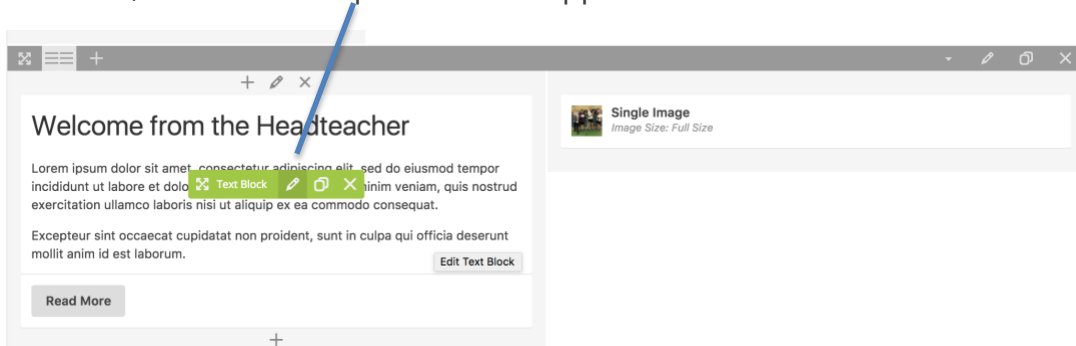
When you're happy with your selection, select the Publish/Update button to update the document. This will now be immediately accessible from the website

Curriculum Pages

To edit the Curriculum pages select the 'Edit Page' from the admin toolbar menu whilst you're on your chosen page, or search for your chosen page from the Pages list in the dashboard.

Editing the text

To edit the text, it's very similar to editing the slider. Hover over your chosen text block, and select the pen tool that appears on hover.



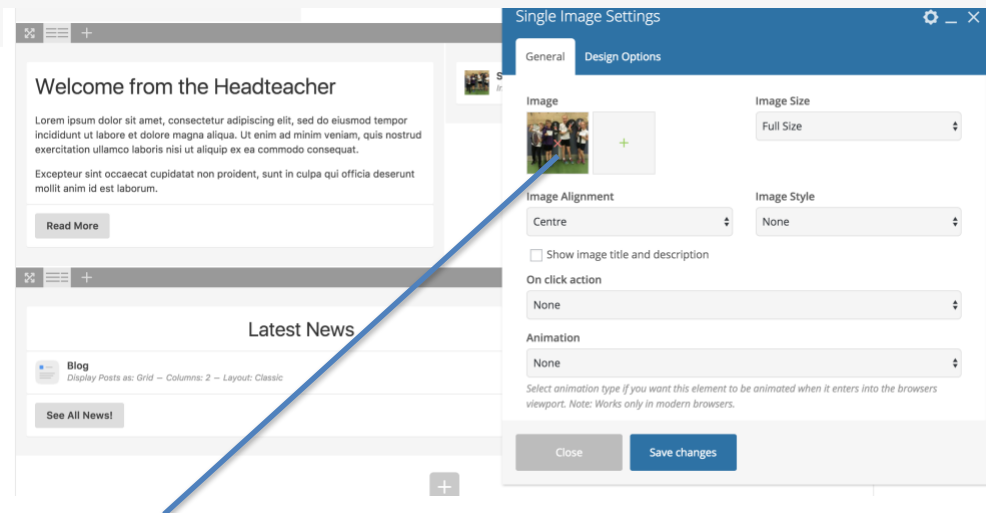
Once selected, a pop-up box will appear enabling you to edit the content as you wish. The editor layout is very similar to a word document. Once you're happy with the edits made. Select **Save changes**, and then update the page.

Editing the images

Images can be edited in the same way to slider and text blocks. To edit an image block hover over your chosen image and select the **Pen tool**, as shown below.



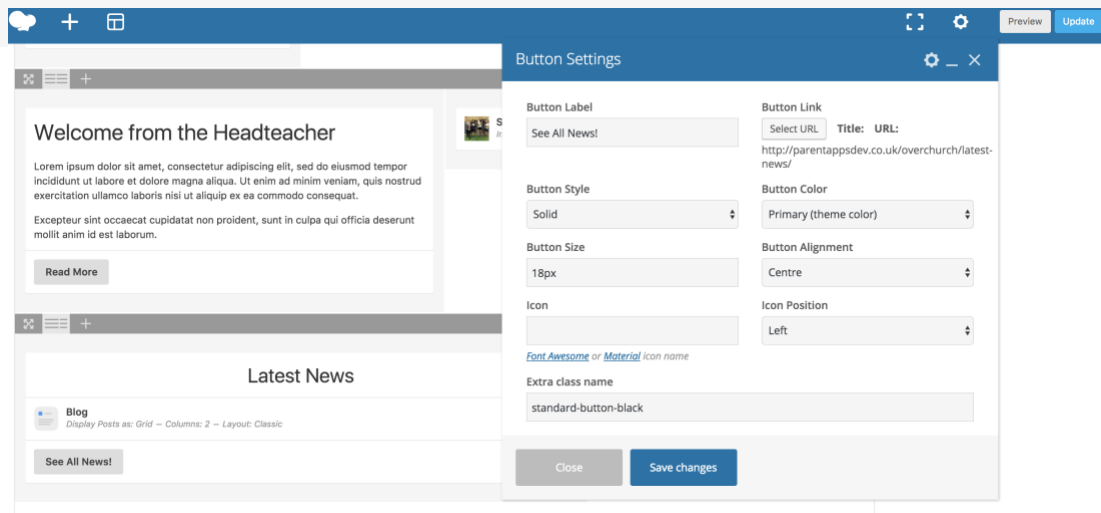
In the pop up appears you can now change the image.



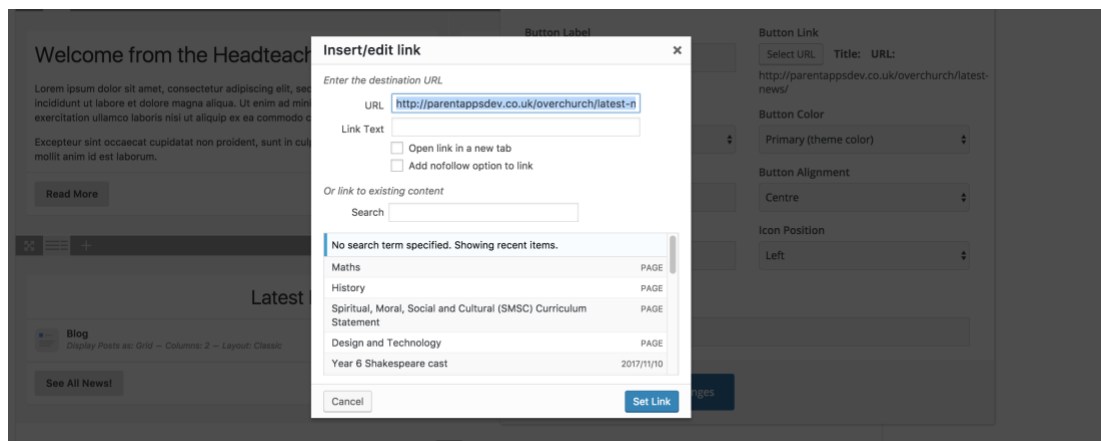
Select the **(x)** overlaid on the image to remove it. This will then change into a **(+)**. Selecting the **(+)** icon will allow you to browse through your media library – or upload an image from your desktop. Once you're happy with the change, select **Save changes** and update the page.

Editing the buttons

You'll notice on the homepage we have some buttons, these can be edited by hovering over your chosen button and selecting the pen tool, just as we do with the images and text blocks.



There are two things you can edit with the buttons. The first is the title. Simply insert whatever text you wish to display on the button. The second is the link for the button to go to. Click the 'Select URL' button.



In the pop-up that appears you'll be able to enter a URL for the button to link to. When you're happy with this link Select the Set Link button and Save Changes on the Button – don't forget to update the page.

Events

Events can be added to your calendar by selecting the 'Events' tab from the sidebar.

In the new page the loads you'll see a list of all the events you have within your website.

<input type="checkbox"/>	Title	Author	Event Categories	Tags		Start Date	End Date
<input type="checkbox"/>	Year 6 Leavers Assembly School closes 12 noon. <small>Edit Quick Edit Hide & Ignore View Access</small>	parentapps	—	—	—	12/07/2018	12/07/2018
<input type="checkbox"/>	School closes at 12 noon	parentapps	—	—	—	12/07/2018	12/07/2018
<input type="checkbox"/>	End of Year Celebration for Nursery & Reception	parentapps	—	—	—	11/07/2018	11/07/2018
<input type="checkbox"/>	Year 6 Trip to Stockport Hat Museum	parentapps	—	—	—	10/07/2018	10/07/2018
<input type="checkbox"/>	Junior Disco and Leavers Party	parentapps	—	—	—	06/07/2018	06/07/2018

Similar to the post/pages simply select the name of the event to edit it. Or hover over an event and select the delete button to delete an event. You can create a new event by selecting **Add New** at the top of the page.

When you create a new event, you'll see you have several options:

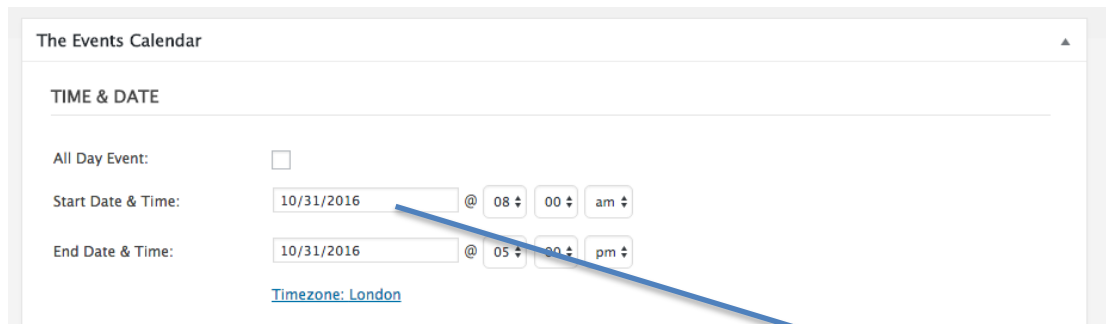
These are as follows:

- **Event Title** – title for the Event
- **Event Description** – the description for the event

Any events created will display on the calendar instantly. These events will display on the calendar.

Event Date

The event date can be specified which is slightly further down the page.



The Events Calendar

TIME & DATE

All Day Event:

Start Date & Time: 10/31/2016 @ 08 00 am

End Date & Time: 10/31/2016 @ 05 00 pm

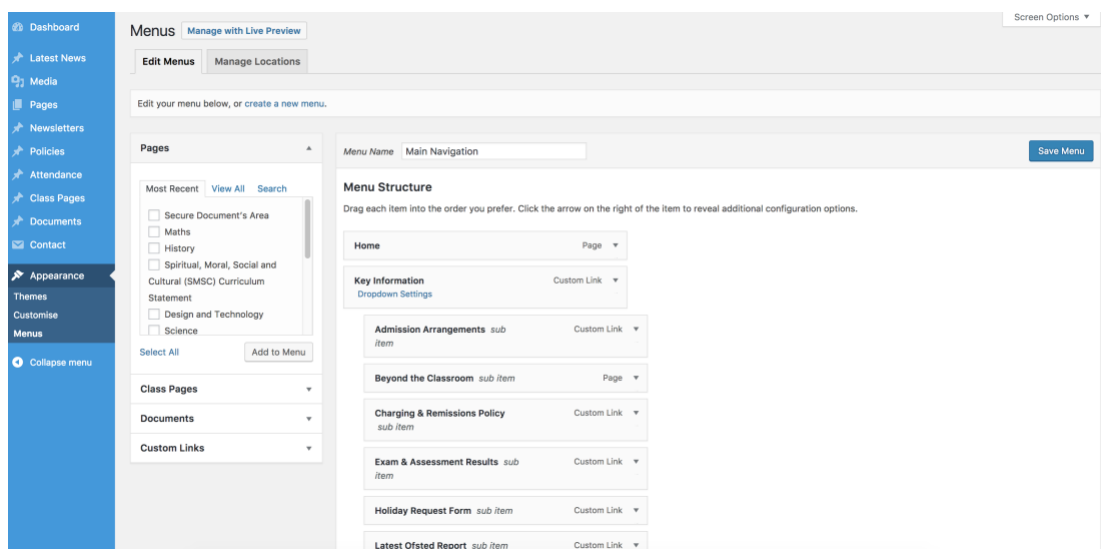
[Timezone: London](#)

Select the date that you wish the event to display on. Selecting the text field will open a modal calendar for you to choose the date/time. The same will be needed for the End Date/time

Once you're happy with the event, save and update the page. Your event will now be live on the site.

Editing the Menu

The website menu can be edited by navigating to the Pages section and then clicking on the 'Menu' option in the sidebar. In the page that load you'll see the full website menu.



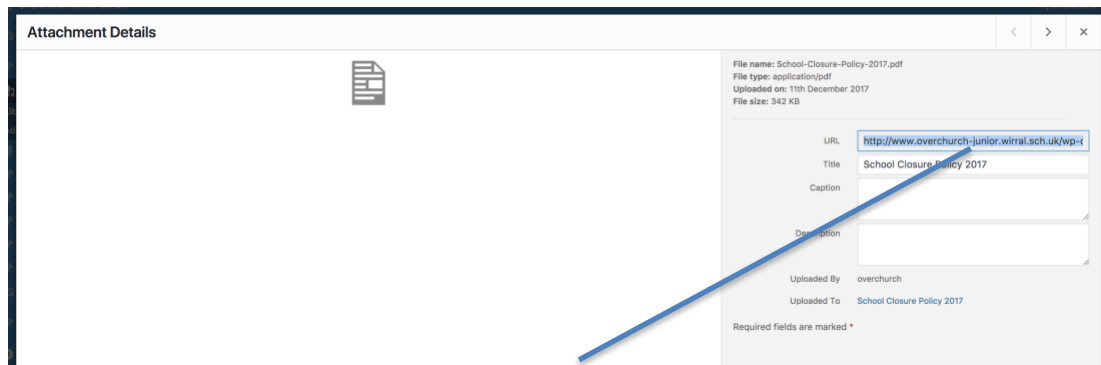
There are two things we can add to our menu. These are pages and custom links.

Adding Pages to the Menu

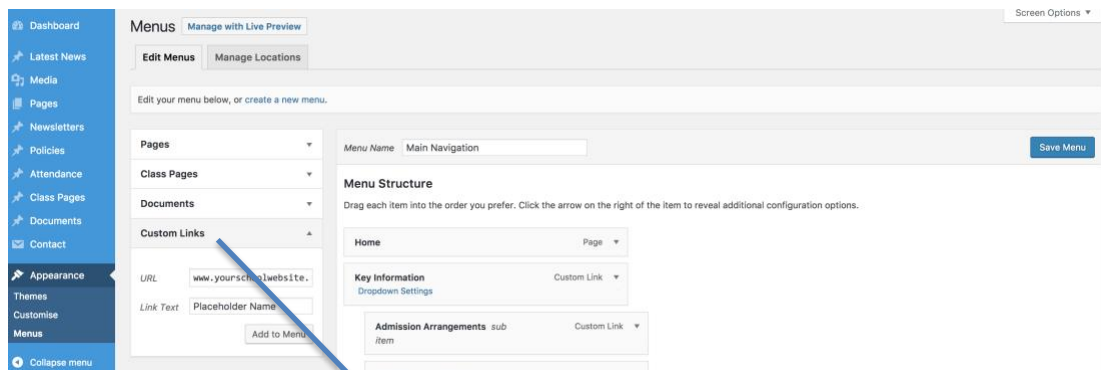
Any page you create will be added to the 'Pages' section. Simply select the checkbox next to your chosen page. Once selected, click the 'Add to Menu' button. This will automatically added your chosen page to the bottom of the menu. You can then drag and drop you chosen page to wherever you would like this to appear in the menu. Once you're happy with the position, make sure you click the 'Save Menu' button

Adding Custom links to the Menu

Adding a custom link to the menu can be anything from an external website address to a PDF file. To add a PDF file to the menu, navigate to your media library and upload your chosen PDF document.



Once selected, copy **ALL** the content in the URL field. You can do this by double clicking the text, and then using your 'copy' shortcut. Once you've copied your URL navigate back to the menu.

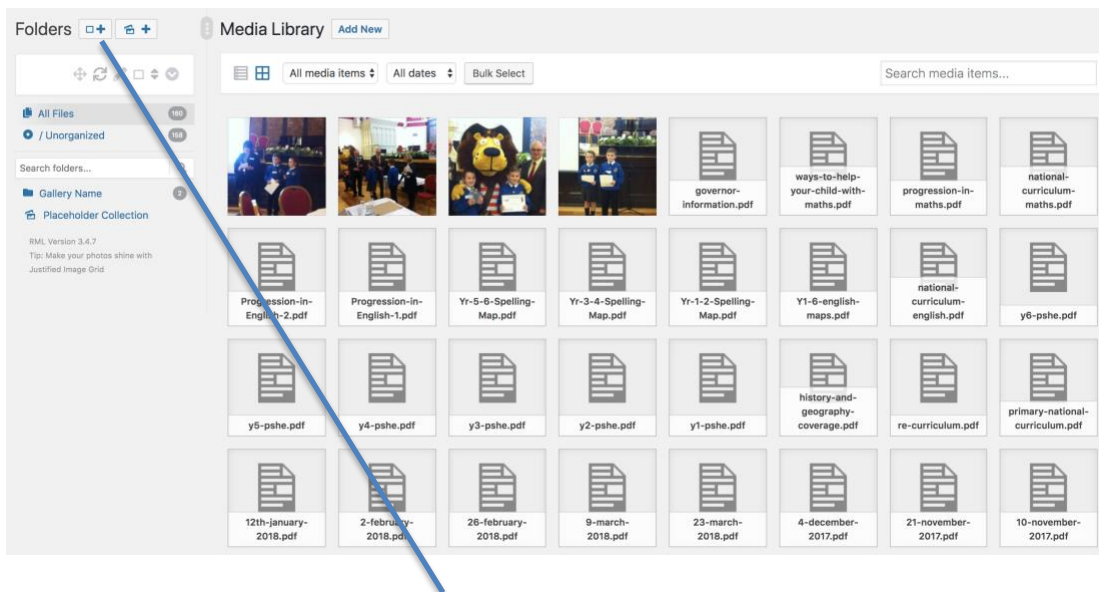


Here, select the 'Custom Links' Option from the left hand side. In the URL field you can paste the PDF document URL we copied earlier. For the Link text field you can add any text you wish. This will display for your users.

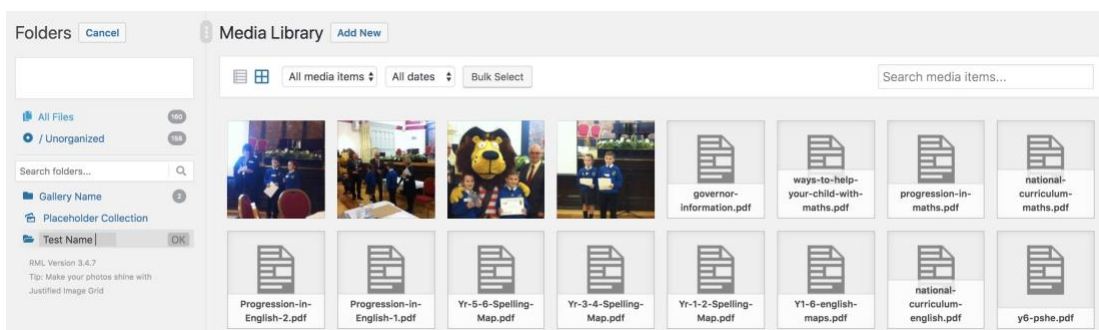
When you're happy with your options, click the 'Add to Menu' button and reposition it accordingly. Then click the 'Save Menu' button.

The Media Library

With the media library you're able to group your chosen images by folders. To access the media library, click 'Media' in the left hand sidebar. Once selected you'll see all the images you have within your site.

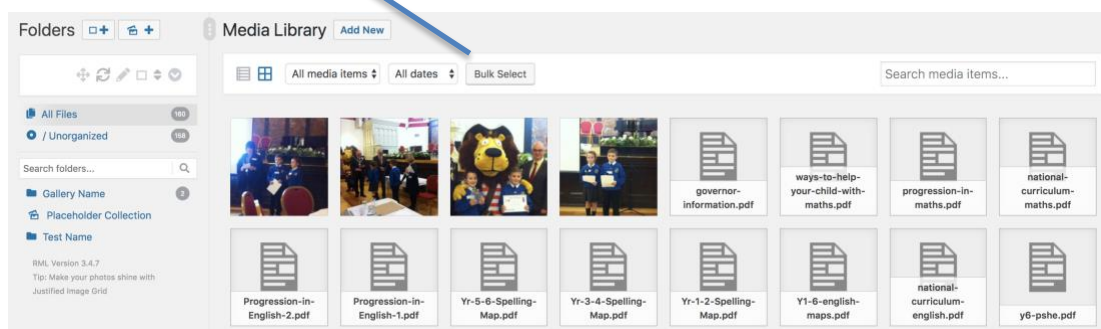


To add a new folder, click the new folder icon. Once selected you'll be able to name your chosen folder.

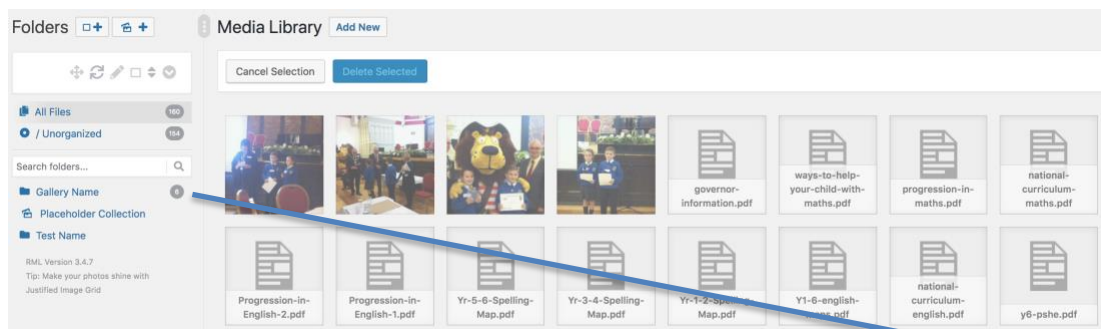


When you've typed your folder name, click Enter on your keyboard, or select the 'OK' button. Once saved you can drag your chosen images to your folder.

To do this click the 'Bulk Select' button.



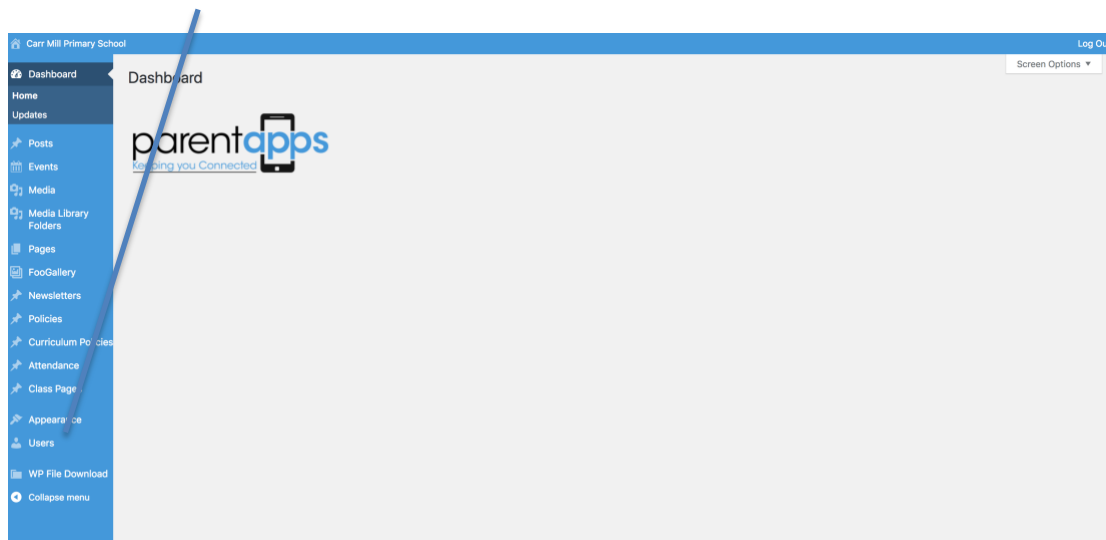
You then select your thumbnails you would like to add to your folder, this can be done by dragging images over to your chosen folder.



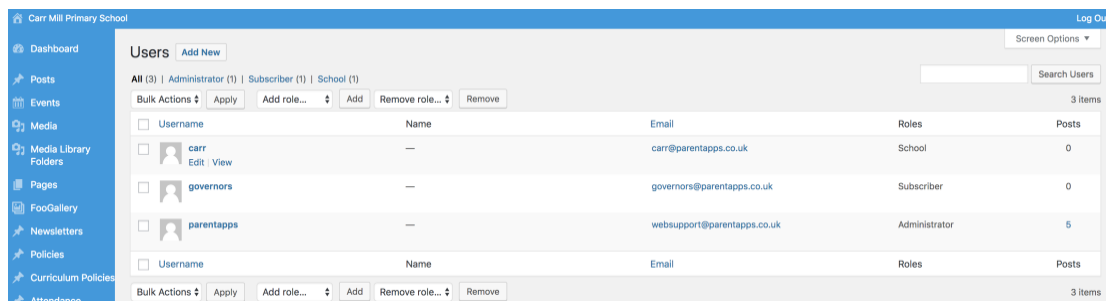
Once this has been done you'll notice the number next to your folder has increased indicating the pages have been dragged over successfully. There is no limit to how many folders you wish to create, or images you wish to drag at any time.

Creating Users

You can add new users to the website by selecting the Users link from the dashboard sidebar.



In the new page that loads you'll see a list of all the users currently within your website. You can add a new user by selecting the 'Add New' button at the top of the page.



When you click 'Add New' you'll see the following sections:

- **Username:** this is the username the customer will use to log in
- **Email:** this will be the email the customer will receive notifications
- **First Name/Last Name** – this will display as the name for posts and comments
- **Password** – this is the password the customer will be using to log in

Send user notifications checkbox - this will email the customer with their account details. In the email they received, they'll be able to change their password if needed. User Role – this **MUST** be set to School, to ensure the user doesn't have access to any area they shouldn't

Editing/Deleting Users

You can edit or delete a user, by accessing the main Users page.

Username	Name	Email	Roles	Posts
carr	—	carr@parentapps.co.uk	School	0
governors	—	governors@parentapps.co.uk	Subscriber	0
parentapps	—	websupport@parentapps.co.uk	Administrator	5

When you hover over a user you'll notice additional options to Edit or Delete a particular user. When you edit a user you'll be taken to the standard user creation page. Here you can edit the password/Names and email.

You cannot change the username, if you want a new username for a user - you'll need to delete them, and create them again.