INTERNATIONAL FIREBALL WEB SITE

NOTES ON POSTING INFORMATION - October 2012

* There are four users with full access to the site. These four users can update all pages and content. They are –
	+ - * + Ben Schulz ben@schulz.com.au
				+ Cormac Bradley cormac.bradley@rpsgroup.com
				+ Tim Saunders timsaunders76@me.com
				+ Joe Jospe joe@idealinc.com
* Each country has been assigned a limited access login. Countries that maintain their own external web sites have access to –
	+ - * + News
				+ Events
				+ Galleries
* Countries that are using the Fireball International site as their country site will have access to the above three areas plus they will also have access to their country page under the world wide tab and the for sale page.
* Specific logins have also been setup for the world championships pages so a designated organiser can post updates.
* Please refer to the Umbraco instructions on how to post items to the site.
* When adding images and documents in the media section please add them to your country folder. For images your country folder is within the worldwide images folder. For documents each country is listed under the documents heading. (Please do not post to ther folders –ie you should not post an image to be used as a news article to news, etc. this is only for the web masters).
* Please do not delete anything from the web site and limit amendments to items you have posted – do not change other peoples’ posts. If you feel a need for something to be changed notify one of the four web masters.
* Google maps can be added to an event by clicking on the icon with the little yellow arrows. (Next to the tree) To add a map you need to select a size – normally 600 x 600, and then get the URL for the map by opening the map in a separate window, clicking on the link icon and copying the URL across.
* Using tables can help with formatting pages. Ie insert a table with tree cells if you want to put three images across the page. Tables with results can also be copied in from other sources and edited to suit the page.
* Some pages have a left and a right content box. In content management the left larger box is at the top with the narrow right box below.
* For sale items once added should be sorted so that the countries are in alphabetical order. To do this load the for sale item. Then right click on the for sale tab and select the sort option. You will then be able to move the item you posted up the order so it appears in the correct spot.
* To add or update the results tab please send information to the web master. We would like to add tables for each country’s national championships.
* If you would like a supplier or a link added please send through an image, the URL and any text to one of the web masters.
* Please notify us of any changes top your country’s contact details as recorded on the contacts page.
* We are always looking to add new information to the site to keep it fresh. News articles should be published on all levels of racing, from club, regional, national and international. We also would like information on Fireball social events. In an ideal world articles should be posted within 48 hours of event completion.
* We are looking to add new pages to the site also. If you have some suggestions on content please let us know.
* The Fireball International Facebook page will be used as the forum from now on. Chat should take place on there rather on this site.
* If you have any questions or problems please ask one of the web masters.
* When a change is made to the site an email will be sent to a web master notifying them of the change so that they can check that the posting has been done correctly.
* The site is fully backed up once a week. Please be careful not to delete anything. If you have a problem contact a web master immediately.
* Have fun and lets get the information out to the members……