DASHBOARD
Log in at the bottom left of any page using your username (or email) and password

PAGES

The promotional 'prospectus' part of your website

The promotional part of your website consists of several pages, to make up an online prospectus for your school. The titles and hierarchy of those **pages** have been carefully thought out to create a menu system that makes sense to all visitors to our site, whatever their needs or experience.

You can edit those pages, adding and removing text, pictures, pdf documents and even sound and video. You shouldn't need to make changes to pages often. An annual review is recommended.

The removal or addition of pages is protected as it impacts our navigational system. Contact Kiskadoo if you feel you need change the page structure.

POSTS

News & Regular communication with your community of parents and carers

A **post** is a news item. It can come from the school office or a teacher. Posts are automatically dated when you create them. Older posts are less prominent than newer ones.

You can control the importance and relevancy of a post by selecting tick boxes when you create it. A post can appear under the school news section, or can be added to a newsletter, or can be emailed on its own to parents at the end of the school day. Teachers can write posts that only appear in their class area of the website. They can also choose to email a post to their class parents at the end of the school day.

EVENTS

Dates & Clubs in your promotional online calendar

Your website has a calendar which shows upcoming **events**. Schools use this to show term dates and events such as Sports Days or Non-Uniform days. There is also a special calendar that shows your regular before or after school clubs. Your website may feature different views of the calendar or specific versions that just show term dates, or others that only show the clubs, but they are all part of the same 'event' system for adding, removing or editing.

PROFILE / USERS

Staff are given user accounts so they can write to the website

Each member of staff can be allocated a **user** account so that they can write to or edit the website. Each account has a username and password.

Staff can edit their own accounts by accessing their **profile**.

Accounts are given permission levels based on their role within school. Only office staff and SLT have the ability to edit promotional pages or posts made by other staff members.

You can add new members of staff or remove old ones here. Staff can reset their own passwords using an email system, or you can do it for them here.

MEDIA

A library of previous uploaded media items to your site.

Items such as photos and PDF documents that you have added to posts, pages and events are called media items. They get automatically added to this library when you upload.

You rarely need to click 'media' as adding to this library is done when you write your posts and pages and add media using the 'add media' button.