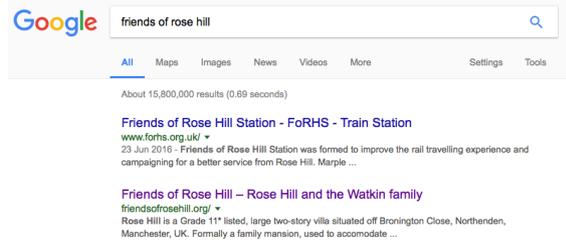


To access the Friends of Rose Hill website, open your favourite internet browser and type [www.friendsofrosehill.org](http://www.friendsofrosehill.org) in the address bar at the top of the browser.

It may be possible to search for Friends of Rose Hill with a search engine such as Google, but be aware, there is more than one organisation named Friends of Rose Hill.

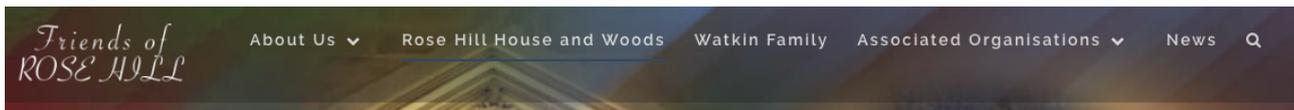


## Navigating [www.friendsofrosehill.org](http://www.friendsofrosehill.org)

When the home page loads, you will see a brief introduction with the latest posts, written by the committee. You will be contributing to these posts as the project progresses.

There are more defined, informative pages, that will tell the story of the Wakin family, the plinth and woods where it resides and the rich history of Rose Hill, including the Icebergs thriller.

These informative pages will be accessible via the navigation bar which will be available at the top of each page. Below is an example of the current navigation bar.



The navigation bar at the top of each page will hold further links that will “drop down”, revealing a menu of items relevant to each category. As further information is discovered (by you), these pages will be updated.

## Adding Content to [www.friendsofrosehill.org](http://www.friendsofrosehill.org)

You will be required to “login” to the [friendsofrosehill.org](http://friendsofrosehill.org) website, so the site knows you are permitted to add content. You can access the login page by selecting “About us” from the top navigation bar and choosing the Login button that appears or, when you visit the information pages, along the right hand side of each page, links are available to further features such as; search, recent posts and comment, calendar dates and your login.

A Username and temporary Password will be sent to your email once your details have been approved. You will be required to change your password only once, when you first login.

You should only use YOUR dedicated username and password as members will be allocated different permissions to edit the site.

When you have successfully logged in, you will have access to [friendsofrosehill.org](http://friendsofrosehill.org)’s “Dashboard”, which will allow you to add Pages, Posts, Photos and will also allow you to add comments about pages and posts.

During the time that the site is being developed, the posts and pages you will add will be held in a database until the site administrators authenticates your entries. [friendsofrosehill.org](http://friendsofrosehill.org) will be backed up each day, which means a copy of the site will be accessible should anything go wrong.

You will not damage or break the site, so you are invited to experiment and play with Dashboard

# The Dashboard - www.friendsofrosehill.org

Role	Permissions
Administrator	Has access to all administrative options and features
Editor	Can manage and publish posts. Traditionally, editors review posts submitted by contributors and then schedule them for review.
Author	Can publish their own posts when they wish.
Contributor	Can write posts but cannot publish them. Instead, they need to submit their posts for review.
Subscriber	Has basic functionality such as changing their profile and leaving comments.

Dashboard views will vary depending on your role your username has been granted.

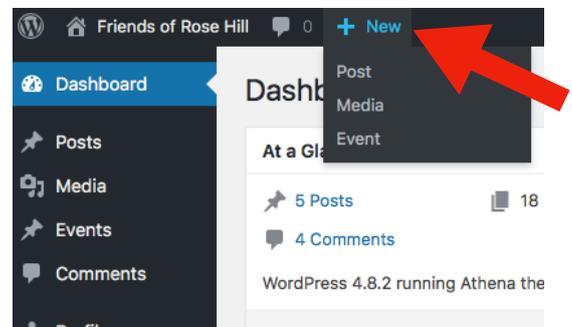
Many of you, the **committee**, will be granted **Author** roles, with **external support** as **Contributors** and the **general public** will sign up and become **Subscribers**. You may notice that not every roles allows the publishing of posts. This is because all post will need to be reviewed before publishing, especially from the general public. As the committee has the Friends of Rose Hill in their best interest, we expect the **Authors** and **Editors** to be responsible with their Posts and Pages, creating drafts for review before publishing.

As Authors, you will be presented with this Dashboard, which will allow you to add Post, Event and Media (photos, pdf etc).

To Add a Post, tap the **+New** button at the top and choose **Post**.

You'll be directed to the **Add a New Post** page where you can begin typing your post. (Remember to Enter a TITLE for your post).

When you have completed typing your POST, choose **Save Draft** and choose **Preview** to see your Post. After you choose Preview, a new page will open showing your post. To return to editing page, choose the small **Edit** button at the bottom of the post.



All saved Posts can be viewed by choosing the Posts button in the right column.

