Using the Chapter Admin on the IDLSoc Website

Chapter leads now have a unique admin area where they can manage everything about their chapter.

Who can access the Chapter Admin area?

Only Chapter leads can access the Chapter admin area. Access is granted by the Secretariat.

Chapter Admin
Documents
Events
Manage Contacts
Chapter Data

Accessing the area

You should login to your IDLSoc Account as normal. If access to the area has been set on your account, you should see an additional section in the side menu of the Member Dashboard as shown on the left.

If you cannot access the area, you should contact the Webmaster.

Adding Chapter Events

1. Click 'Events' then 'Add Event' in the Chapter Admin menu.
2. Enter a Title, Start/End Dates, Time, Location and Description for your event.
3. The 'Set Event Active' allows you to set the event to Active immediately or leave it to be published at a later date. If you leave it blank, you can put the event LIVE on the 'Event Management' page at a later date.
4. 'Enable Event Booking' allows you to take bookings for your events from members and non-members. If you need this functionality, you should turn it on here. You can find out more information about this later in the guide.
5. You can now click the 'Create New Event' button to publish the event.
6. Once the event has been created, you will see the ability to upload an image is now available.

Events
Add Event
Manage Events

Success! Event details saved successfuly.
If this is the first time you have saved the event, you can now **add an image** using the control at the bottom of this page.

Event Image (Optional)

Event images will display next to the event entry. This is an optional field.

Choose Files   No file chosen

Add Image

Managing Chapter Events

Any events you create for your chapter can be edited using the Events Management page.

1. Choose 'Events' then 'Manage Events' in the Chapter Admin menu.
2. This will take you to a full list of your chapter events, sorted by Upcoming, Archived and Draft events.
3. To edit an event, click the cog icon next to it. This will take you to the editor.
4. Any events that you did not publish during initial creation will be visible under the Drafts tab. These can be put LIVE by going into the editor and ticking the 'Set Event Active' box and 'Update Event'.

| Events |
| Add Event |
| Manage Events |
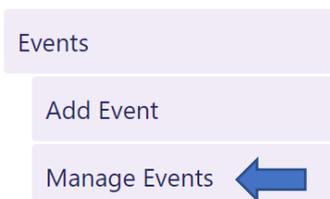
Adding Chapter Documents

Uploading a document to your chapter is very simple.

1. Choose 'Documents' then 'Add Documents' in the Chapter Admin menu.
2. Choose between a Standard Document (unrelated to any specific event) or Event Document.
3. If you chose Event Document, you should see an additional 'Event Name' field will appear, allowing you to select an event from the dropdown to attach it to. Please note, you can currently only attach a document to an event during the initial upload.
4. Continue by adding a document name, document author and date produced.
5. If you would like your file to only be viewable to members, ensure the 'Locked for members only' option is set to Y. Non-members will then see a padlock instead of any option to download the file. In addition, locked files will be stored in a secure area of the website meaning they cannot be documented by search engines.

| Documents |
| Add Document |
| Manage Documents |

Locked for members only: Y

6. Finally select the file from your device and choose the 'Upload Files' button.

Managing Chapter Documents

1. To manage previously uploaded documents, you should choose 'Documents' then 'Manage Documents' in the Chapter Admin menu.
2. This will take you to a full list of your uploaded documents.
3. To edit, simply click the pencil icon next to the document you want to make a change to.
4. To delete, use the red bin icon.

| Documents |
| Add Document |
| Manage Documents |

Chapter Contacts

1. To manage chapter contacts, you should choose 'Manage Contacts' from the Chapter Admin menu.
2. Here you have the ability to Add/Edit and Delete chapter contacts.
3. To add a new person, choose the '+ Add New Position' button at the top of the page. This will add a blank entry which you can then edit to add the necessary details.
4. To edit, click the pencil icon. After you've made the required changes, ensure you click the green save icon.

Edit   **Save**   **Delete**

Chapter Data

The chapter data page is where you can download a list of your current active members and see event bookings (for events where you turned the option on).

1. To manage chapter contacts, you should choose 'Chapter Data' from the Chapter Admin menu.
2. Here you will see two sections. One for Member List and the other for Event List.
3. To download a list of currently active members in your chapter, click the Microsoft Excel icon.
4. The Events List will show all events you have activated booking on.
5. To download a list of booked delegates, you should click the Excel icon next to the event you want to get details for.
6. In addition, you can easily view a list of booked delegates (without downloading a file) by clicking the list icon.