

Chamber Music Website Instructions

<http://arts.tjhsst.edu/chamber>

Here is a guide to how to use the chamber music website. I hope this helps you. If anything is unclear or left out, please contact me (my email address is on the intranet. I'm afraid spammers will get it if I put it here).

- Edward Rice, webmaster

I. Entering Personal Information

To enter information about yourself to be placed on the chamber music website, go to <http://arts.tjhsst.edu/chamber/mediawiki-1.5.0> and perform a search for your name. Please only search for your first and last name, not your middle name. Your name should be in the format "First Last", e.g. "Edward Rice". If you haven't already made a page for yourself, the website will tell you that "No page with this exact title exists." Click on "this exact title". If you have already made a page for yourself you can edit it by clicking the "edit" tab.

Once you have an editor window open, you can now enter information about yourself in plain text. In one paragraph, describe whatever you believe is relevant about yourself (but be sure to mention your name, age, class, and instrument).

II. Entering Concert Information

To enter information about a concert, go to <http://arts.tjhsst.edu/chamber/mediawiki-1.5.0> and perform a search for "example". You can see what this example concert information looks like. Press the "edit" tab to see the source code of how this was written. You might want to copy this source code to the clipboard so you can use it as a template for the page you are making.

Now, perform a search for the date of your concert in the form "MM/DD/YY". If the month or date is only one digit, but a zero before that digit. If the page does not already exist, click the link to "this exact title" at the top of the page and paste the information you copied from the template into the editing window. If it does, click the "edit" tab at the top of the page. You may now edit the template to suit your specific concert. If you need help with the formatting, click the link to "editing help" below the text box. Most disconcertingly, you will find that inserting a return will not make it display a new line. Enter two returns to make a new line.

III. Administrative Information

If you need to perform administrative tasks to the main section of the site, you'll need to ask the webmaster for an account. All instructions below will require an administrative account. To access the administration mode for the software, go to <http://arts.tjhsst.edu/chamber/wp-admin>

IV. Editing the website content

Once you are in the control panel find "Manage" at the top. Then underneath that click "Pages." You'll now have a list of pages. Find the one you want and click "Edit". You'll now see an area to insert text. To get help with the html that you'll need to make links and make text bold/italic, click the "Quicktags:" link above the text-editing area.

V. Making a news post

To make a new news post (you can do this to announce performances, send out a newsletter, give overviews of how performances went, whatever you'd like), click "Write" on the top bar. Enter a title for the post and use the text-editing area the same way you use the editor for pages.

VI. Using the photo gallery

The photo gallery is a part of the website where you can put pictures. Go to the gallery page from the homepage. You'll need a separate account for this (ask me for one). You can make an album for each performance or event, and add photos of the event to the album. The interface should be pretty intuitive, but ask me if you have any questions and I'll get back to you as soon as possible.