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Intro

This is a quick introductory guide to the committee sections of the new AZ Water website, specifically as relating to the committee admin process and the standardization of the look and feel of it by the committee chairs/admins.

Getting Into the System

To get into the system, you will do the following:

- Go to https://azwater.site-ym.com/
- Click Sign In in the top right
- Login in using your credentials
Finding Your Committee Page

Once you have logged in, perform the following:

Go to the committees section in the nav.

Find your committee under the appropriate grouping and click on it.
Committee Homepage

This is where all the magic happens, and what we will be administrating and standardizing.

Welcome to the AzWater Research Committee!

We are committed to help the Arizona water industry and public to meet their existing and emerging water quality and supply challenges through research and development.

Our Vision

The Research Committee is committed to the enhancement and promotion of education and research for Arizona’s water community.

Our Mission

Provide a platform for collaboration to meet current and future research needs of Arizona’s water community.

Check out our Events or Contact Us with any questions!

NOTE: For the purposes of this tutorial we will be using screenshots of the already filled out Research committee section. (Can also be seen on the site currently at the following link: https://azwater.sitemym.com/group/research-committee).
Committee Page Tools, Rights, and Navigation

Committee Page Tools

There are many different tools available in the committee pages, including: Group membership management tools, Calendar/Events, Blogs, Forums, Photos, Files, Group Homepage/Page management tools, and Group Communication tools.

We will go over all of them much more in-depth as we proceed through this guide.
### Committee Roles, Actions, and Rights

Different actions in each of these sections are available to different users depending on the users roles in the system (i.e., whether the user is a Group-Admin, a group-member, or a non-group-member). More information on this can be found in the spreadsheet below.

<table>
<thead>
<tr>
<th>Feature Type</th>
<th>Functionality</th>
<th>Admins</th>
<th>Committee Members</th>
<th>Non-Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership</td>
<td>View the membership directory</td>
<td>x</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>Membership</td>
<td>Approve/Reject Members</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Membership</td>
<td>View Group Member Logs (Histories)</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Calendar/Events</td>
<td>View the calendar</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Calendar/Events</td>
<td>Register for Events</td>
<td>x</td>
<td>x</td>
<td>If allowed by event admin</td>
</tr>
<tr>
<td>Calendar/Events</td>
<td>Add Events/Dates</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Blogs</td>
<td>View Blogs</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Blogs</td>
<td>Comment on Blogs</td>
<td>x</td>
<td>If allowed by admin</td>
<td>no</td>
</tr>
<tr>
<td>Blogs</td>
<td>Post to Blogs</td>
<td>x</td>
<td>If allowed by admin</td>
<td>no</td>
</tr>
<tr>
<td>Blogs</td>
<td>Manage Blogs</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Forums</td>
<td>View Forums</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Forums</td>
<td>Post to Forums</td>
<td>x</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>Forums</td>
<td>Manage Forums</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Photos</td>
<td>View Photos</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Photos</td>
<td>Comment on Photos</td>
<td>x</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>Photos</td>
<td>Add Photos</td>
<td>x</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>Photos</td>
<td>Add Photo Albums</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Photos</td>
<td>Manage Photos</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Files</td>
<td>Add Files to File Collections</td>
<td>x</td>
<td>If allowed by admin</td>
<td>no</td>
</tr>
<tr>
<td>Files</td>
<td>Add/Manage File Collections</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Homepage/Pages</td>
<td>Manage Homepage</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Homepage/Pages</td>
<td>Add Custom Pages</td>
<td>x</td>
<td>no</td>
<td>no</td>
</tr>
<tr>
<td>Communication</td>
<td>Message all group members</td>
<td>x</td>
<td>x</td>
<td>no</td>
</tr>
<tr>
<td>Communication</td>
<td>Email all group members</td>
<td>x</td>
<td>x</td>
<td>no</td>
</tr>
</tbody>
</table>
Committee Navigation

We will go through all of the different navigation menus and what they contain here.

**Right Nav – Visible to All**
The left nav is basically just a quick list of all of the major tools of the site (Forums, Blogs, etc.)

- Group Directory
- Calendar
- Blogs
- Forums
- Photo Gallery

**Top Nav: Group Pages – Visible to All**
This is a list of custom pages created for your group that you can use to navigate to those pages. If you haven’t yet created any pages, this list will be empty.

- Group Pages
- Directory & Features
  - Contact Us
  - Join Us
  - Links and Resources
  - Test Page by Mike

**Top Nav: Directory & Features – Visible to All**
Strict duplication of the Left Nav.

- Directory & Features
  - Group Directory
  - Calendar
  - Blogs
  - Forums
  - Photo Gallery
Top Nav: Options – Visible to Group Members
Allows the user the options to contact the group and leave it.

Top Nav: Group Admin Options – Visible to Admins only
This is the menu we will spend most of our time discussing as this is where all administration occurs.
**Top Nav: Change Homepage Layout** – Visible to Admins only
A quick link to the Homepage Layout editor (a link in the Group Admin Options dropdown).

[Change Homepage Layout]
Group Admin Options

Here we will review all of the different tools afforded admins through the Group Admin Options menu.

Homepage Options

**Education: Research Committee Homepage**

<table>
<thead>
<tr>
<th>Group Admin Options</th>
<th>Change Homepage Layout</th>
</tr>
</thead>
</table>

**Group Short Description (Appears in Group List View Only)**

We are committed to help the Arizona water industry and public to meet their existing and emerging water quality and supply challenges through research and development.

**Group Feature Menu Options**

Checked features will be shown on the group Directory & Features menu. When a feature is unchecked, it will not be displayed in the menu but the feature is still enabled.

- Group Directory
- Calendar
- Blogs
- Forums
- Photo Gallery

<table>
<thead>
<tr>
<th>Use Standard Homepage</th>
<th>Use Custom Page as Homepage</th>
</tr>
</thead>
</table>

**Group Homepage Welcome Text**

You can use the Group Homepage Layout Tool to modify the template, layout, and other options of your homepage once your welcome text has been saved.

<table>
<thead>
<tr>
<th>Editor</th>
<th>Advanced Editor</th>
</tr>
</thead>
</table>

**Group Short Description** – appears on hover for the group in list views of the group

**Group Feature Menu Options** – allows you to toggle the items that appear in Right Nav/Directory & Features section. It is recommended that you keep all features so that your committee members may have access to all possible features available to committees.

**Use Standard Homepage/Use Custom Page as Homepage** – You can choose to use the standard homepage template designed in the Group Homepage Layout Tool or one of the custom pages you have created. We recommend the standard homepage. You can also admin the text displaying on the homepage from this section as well.
Group Homepage Layout

**Education: Research Committee Homepage Layout**

**SELECT A TEMPLATE**

**CHOOSE YOUR FEATURES:**
- Group News Feed
- Group Labs
- Events
- Recently Updated Profiles
- Photo Gallery
- Welcome Message
- Recent Group Related News
- Recent Blog Activity
- Recent Forum Activity
- Group Navigation

**CREATE YOUR LAYOUT**
Drag features between the zones below to customize how the group homepage is displayed.

**HEADER ZONE**

**MAIN CONTENT ZONE**

**RIGHT RAIL**

This page allows you to customize the modules on the Homepage.

You can choose a Right or Left column layout (we will recommend the right column layout) as well as the modules that will display on the layout itself (which we recommend you keep them all).

Finally, you can arrange the placement of the modules on the page – **which we recommend you keep at the default layout**.
Custom Pages

This section allows you to create and manage Custom Pages for your committee. Custom pages are pages that can have whatever content you so decide on them.

Custom Page Configuration

<table>
<thead>
<tr>
<th>Custom Page Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
</tr>
<tr>
<td>Page Title</td>
</tr>
<tr>
<td>Show in Group Menu?</td>
</tr>
<tr>
<td>Collaboration (Wiki) Mode</td>
</tr>
<tr>
<td>Enable Bookmark Widget?</td>
</tr>
<tr>
<td>Redirection</td>
</tr>
<tr>
<td>Searchable?</td>
</tr>
<tr>
<td>Enable Voting and Score?</td>
</tr>
<tr>
<td>RSS Feed URL</td>
</tr>
</tbody>
</table>

Page Title - The page title that will appear throughout the site. Recommended to be succinct.

Show in Group Menu? – Choose whether it is accessible from the Group Pages menu. Should always be Yes.

Collaboration (Wiki) Mode – Whether the page is always available to be edited like a wiki by all group members. This is recommended to be set to No unless you have a very specific wiki need.

Enable Bookmark Widget? - Allows bookmark/share widget to display on page. Should always be set to yes so users can share your information.

Redirection – allows you to redirect the page to another URL. Not useful unless you change the location of a highly trafficked page.

Searchable? – Whether the page is searchable on the site. Recommended set to yes so that all our content is available to users.
**Enable Voting and Score?** – Whether voting and score can display on the page. Recommended no as is not a highly utilized feature.

**RSS Feed URL** – Allows you to embed an RSS feed on the page. Use on an as needed basis.

**File Collections**

- **Site-wide File Collections**
  - MikeTest
  - Private Test

Allows you to tie the page to a File Library you have curated for the group as an admin. Utilize as needed.

**Custom Page Content**

Allows you to add whatever content you want to the page using the standard graphical editor.
File Library

File Library For Education: Research Committee

Here you can create collections of files that can be placed within any of your group custom pages. File collections can be placed in "collaborative" mode, which will allow other group members to add their own files to the collection.

Instructions: Once you have created a collection, simply go to "custom pages" (within group admin options), select the page in which you would like the collection to appear, then associate the collection. You can associate multiple collections with custom pages.

Allows you to create file collections (that can be added to by either admins or everybody (wiki mode). File collections will only appear on a page if they are attached to the page while you are editing a Custom Page.

View Dates & Events, Add a New Date, and Add a New Event

See the event creation document also provided for info on this section. If you don’t have it, please contact admin@azwater.org to get it.
Photo Management

Manage Photo Albums
Allows you to create and edit photo albums here. You must first create a photo album before you can manage it/add photos to it.

View All Photos
Takes you to the Standard photos view without any filter (shows all uploaded photos).

View Pending Photos
Takes you to the Standard photos filtered for photos pending admin approval. As we default to photos being auto-approved (and recommend you keep it that way), this is not a currently in use feature.

View Accepted Photos
Takes you to the Standard photos filtered for photos receiving admin approval. As we default to photos being auto-approved, (and recommend you keep it that way), this section will be the same as all photos.

View Rejected Photos
Takes you to the Standard photos filtered for photos that have not received admin approval. As we default to photos being auto-approved (and recommend you keep it that way), this is not a currently in use feature.
Blog Management

View Blogs
Allows you to view and admin all blogs, as well as subscribe to a blog (be notified about all posts).

Start a New Blog
Allows you to create a new blog. When starting a new blog, we recommend keeping all of the defaults – that is, auto-approving all posts as well as allowing everybody to post and comment, and enabling voting on posts and comments. This will allow for the most amount of user engagement possible for your blog posters.

Forum Management

View Forum Categories/Add a New Category - allow you to manage and create all forum categories.

View Forums/Add a New Forum - allow you to manage and create all forum categories.
Member Management

**View Current Members** – allows you to view and manage all group members and group membership requests.

**View Pending Members** – same as current members, except filters for members that are pending admin approval. All member requests must be first approved by the group admin, so this is an important tab that you will use frequently to approve and deny membership requests.

**View Membership Log** – a change log providing a historical account of all membership changes made through the front-end to the group membership.

Member Communication

**Message Group** – allows you to send a site message to all group members

**Email All Group Members** – allows you to send an email to all group members
Standards and Recommendations for Committee Pages

Pages and Content Standards

While the committee format provides pages that are fully customizable by you and anyone with admin rights, in order to keep the user experience consistent across all committees – we recommend only creating certain custom pages with specific purposes that – when combined with the modules already provided – should meet all (or nearly all) of your committee needs.

These recommendations can be seen below. We will also go through the process of creating these standardized pages in the Implementation section of the document.

<table>
<thead>
<tr>
<th>Old Site Page/Content</th>
<th>New Site Page Type</th>
<th>New Site Page Name</th>
<th>New Site Page Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mission/Vision</td>
<td>Existing Module</td>
<td>Homepage</td>
<td>Welcome to [Committee Name] plus their Mission and Vision statements.</td>
</tr>
<tr>
<td>Contact Us</td>
<td>Custom Page</td>
<td>Contact Us</td>
<td>Info about (and links to, if needed) however your committee desires to be contacted.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>More info on recommendations in the Implementation section.</td>
</tr>
<tr>
<td>Mtgs Schedule</td>
<td>Existing Module</td>
<td>Calendar</td>
<td>Calendar Module Only</td>
</tr>
<tr>
<td>Links and Resources</td>
<td>Custom Page with Existing Module</td>
<td>Links and Resources</td>
<td>A list of Links and Files utilizing a Custom Page and the File Collection module, with text description above it if/as needed (for any needs the File Collection cannot meet)</td>
</tr>
<tr>
<td>Social Media</td>
<td>Custom Page</td>
<td>Contact Us Page</td>
<td>[same page as Contact Us page described above]</td>
</tr>
<tr>
<td>Photos</td>
<td>Existing Module</td>
<td>Photo Gallery</td>
<td>Photo Module Only</td>
</tr>
<tr>
<td>Member List</td>
<td>Existing Module</td>
<td>Group Directory</td>
<td>Group Directory Module Only</td>
</tr>
<tr>
<td>Projects/News</td>
<td>Custom Page with Existing Module</td>
<td>News</td>
<td>A News Oriented-blog that is created with the combination of a custom page and the Blogs module</td>
</tr>
</tbody>
</table>
Style Standards

The committee pages are setup to use a template-system that ensures a decent amount of visual consistency regardless of content and user-made decisions; however, once a free text box comes into play, you are afforded much more leeway in the content look and feel. Thus some visual standards for the free text box is needed and provided to you.

The Free Text Box - what is it?

The free text box can be seen above and is found in various locations all throughout the admin; and as mentioned before (and can be seen in its interface) it provides a multitude of styling options for your content. However, that being said, in order to make site construction (and design consistency) easy and efficient for you to achieve, we have provided a number of pre-styled content that we thoroughly request you use to style your pages.

Specifically, we have the “Heading Style” dropdown.

When accessed, this menu provides a bunch of different stylings for your committee pages that are consistent with the visual styles of the rest of the site.
As can be seen above, Headings of all sizes/weights/importance (along with “Normal” text styling) can be found in this menu. **That being said, we recommend using the header and normal stylings in conjunction with the occasional “bolded” normal style to mix up the look and feel of your text, and you should be fine.** Just be careful to ideally only have 1 Heading 1 style per page, and then use the other smaller Heading styles sparingly and consistently.
Implementation

We previously laid out what the committee pages should be and why (in the Pages and Content Standards) section, so now we’re going to provide you with quick instructions on how to make them.

Homepage

1. To become creating the homepage, go to the Group Admin Options menu and open Homepage Options and Group Homepage Layout in separate windows.

2. In Homepage Options, do the following:

Group Short Description (Appears

We are committed to help the Arizona water industry and public.

Input a small, quick group description. It will only appear in the list view of groups, so it doesn’t have to be anything heavy.

Group Feature Menu Options

Checked features will be shown on the group Director

- Group Directory
- Calendar
- Blogs
- Forums
- Photo Gallery
Leave all of the Group Feature Menu Options checked so committee/group users have access to all possible tools.

Use Standard Homepage  Use Custom Page as Homepage

Group Homepage Welcome Text

You can use the Group Homepage Layout Tool to modify the template, layout.

Welcome to the AzWater Research

We are committed to help the Arizona water industry and public to meet the development.

Make sure “Use Standard Homepage” of the two Homepage tabs, and that the regular Editor is selected for the free text box area you see here. Then, once that’s done, input the text you want to appear at the top of your homepage (including the Mission and Vision statements) in the text box.

Then click submit at the bottom of the page and close the window.

3. Then, in the Group Homepage page do the following:
Make sure the Right Column layout is selected, and that all of the possible Feature checkboxes are checked so the modules will show up on the homepage.
Then make sure the modules are in the layout shown above (this is the default layout, so no work should be needed).

4. Then click Save Layout at the bottom of the page, and you are done with the Homepage!

Contact Us Page
In order to create the Contact Us page, you will need create a Custom Page first; so we’ll go through that process now.

Creating a Custom Page

1. In order to create a custom page, first click the Custom Pages link.

2. Then click “Add New Custom Page”
3. Then fill out the following fields on the “Add New Custom Page” page as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Education: Reser</td>
</tr>
<tr>
<td>Page Title</td>
<td>PageTitle</td>
</tr>
<tr>
<td>Show in Group Menu?</td>
<td>Yes</td>
</tr>
<tr>
<td>Collaboration (Wiki) Mode</td>
<td>Enabled (edit)</td>
</tr>
<tr>
<td>Enable Bookmark Widget?</td>
<td>Yes, include b</td>
</tr>
<tr>
<td>Redirection</td>
<td>Do Not Redirect</td>
</tr>
<tr>
<td>Searchable?</td>
<td>Yes, include in</td>
</tr>
<tr>
<td>Enable Voting and Score?</td>
<td>Yes</td>
</tr>
<tr>
<td>RSS Feed URL</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The reasoning for these selections is discussed in detail in the Custom Page Configuration section in case you have any questions.

Filling in the Contact Us content
Fill out the page with any social media links your committee may have, and at least an email address contact. See the image below for a good sample of that implementation (in addition to their own custom take then below that).

**CONTACT US**

*Follow us* at [facebook link] or [Twitter link/handle]

*Contact us* at [email address] or either of the options below.

**Committee Chair: Charlie He**

**Associate Vice President | Senior Project Engineer | Southwe**

Carollo Engineers, Inc.
4600 East Washington Street, Suite 500,
Phoenix, AZ 85034
(602) 263-9500 (O); (602) 265-1422 (Fax);
(602) 474-4119 (Direct); (602) 320-8228 (Cell)
[www.carollo.com](http://www.carollo.com)
Calendar

The Calendar page/module requires no setup from you outside of creating events in the system. More information on this process can be found in the Event Creation documentation you may have received. If you don’t yet have it, contact admin@azwater.org in order to get it.

Links and Resources

A Links and Resources page can be created through the implementation of both a Custom Page and an existing system File Collections module.

To First Create a File Collection:

1. Go to the File Library section of your Group Admin Options menu.
2. Click on Add a New Collection

Instructions: Once you have clicked on Add a New Collection, then associate the collection with the Custom Page.

3. Fill out the appropriate items (Enable Collaboration (Wiki) Mode if you want group members to contribute to the file collection, or disable if you want admins to maintain total control over it yourself).
Add a New Collection, available to create a Custom Page to tie the newly created File Collection to.

1. To create the custom page, follow all of the steps laid out in the “Creating a Custom Page” section found elsewhere in this document (a quick search or look at the table of contents) will find it for you.
2. Then, go to the File Collections section of the page and find the file collection you just created and check the box next to it.
3. Once you then click Submit, the page will be created with both the file collection on it and any custom page content you have decided needed to be on it.
4. **NOTE:** It is important to remember that this process can be done again and again for however many file collections your committee needs (whether you decide to have separate pages for each collection, or put them all on one (the recommended approach for user experience/simplicity’s sake and unless another competing need requires otherwise).
**Photo Gallery**

Seeing as the Photo Gallery Module is already setup for your committee before you start using it, no setup is needed outside of adding both images and galleries to it as you and your committee see fit. However, we have the following recommendations:

- Allow Commenting on all photos so that your community may have as much interactions as possible
- Create less Albums rather than more; as the more divisions, the harder the files are to browse and find easily. Also, if possible - make sure albums have meaningful events tied to them (“2014 Golf Tournament Photos”, “Weekly meeting Photos,” “Contest Submission Photos”) as those are the easiest things for people to remember and search/browse by as they look to find photos.

**Group Directory**

Seeing as the Group Directory Module is already setup for your committee before you start using it, no setup is needed. As users request to join and are approved for membership, they will appear here, requiring no further actions on your part.
News

A News page can be created through the implementation of both a Custom Page and an existing Blog module.

To First Create the needed Blog module:

1. Go to the Start a New Blog module

2. Fill out the parameters as seen below (for more info as to why, see the Start a New Blog section of the Group Admin Options section in this document), making sure to name the Blog “Committee News.”
3. After creating the blog, you will be taken to the Manage Blogs page immediately. Find the blog you just created and click on it.

<table>
<thead>
<tr>
<th>Sort/Options</th>
<th>Blog Name / Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Committee News</td>
</tr>
<tr>
<td>0</td>
<td>Research Committee</td>
</tr>
</tbody>
</table>

4. You will then find the URL for that Blog in the navigation bar of your browser

[azwater.site-ym.com/blogpost/1195700/Committee-News](azwater.site-ym.com/blogpost/1195700/Committee-News)

5. Copy it

To then create the needed Custom Page module:
1. Open a separate tab in your browser and open the Group admin Options Custom Pages section in it.

2. Fill out the items as follows, with one small exception – paste the URL that you copied (from the Committee News blog) in the “Redirect to the URL Below” text box.

<table>
<thead>
<tr>
<th>Custom Page Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Group</strong></td>
</tr>
<tr>
<td><strong>Page Title</strong></td>
</tr>
<tr>
<td><strong>Show in Group Menu?</strong></td>
</tr>
<tr>
<td><strong>Collaboration (Wiki) Mode</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Enable Bookmark Widget? 🕵️‍♀️</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Redirection</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Searchable? 🕵️‍♀️</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Enable Voting and Score?</strong></td>
</tr>
<tr>
<td><strong>RSS Feed URL 🕵️‍♀️</strong></td>
</tr>
</tbody>
</table>

3. Click Submit
4. Now you just need to add news oriented Blog Posts to this module and you are ready to go!

**THE END**

*That’s It. Congratulations, You’re Done!*