# **Siena College** CMS Guide

Ver 2.0 Updated February 2022



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Event Calendar - Automatically feeds from Google calendar

# LOGIN & OVERVIEW

#### Login URL:

https://www.siena.vic.edu.au/admin

#### Dashboard

You can customise the widgets on your dashboard. To add a new widget click the NEW WIDGET button and configure.

To change the layout of the widgets click the SMALL SETTINGS BUTTON next to the NEW WIDGET button. Customise the position, width and remove unwanted widgets. You can setup quick posts for News items from here.

#### **My Account**

Access your account settings in the top right corner by clicking on the AVATAR and choosing MY ACCOUNT - Change your password here.



# LOGIN & OVERVIEW

#### Don't forget these basics! They will come in handy. So please study below items:

#### Saving & Drafts:

Use keyboard shortcut CTRL S to save your work. This is the fastest way to work.

SAVE DRAFTS will allow you to save and work on a page without making it live.

Save as many draft versions as you need. You can even add notes using the Pencil icon. When a page is ready to go live use the red button in the top right corner PUBLISH DRAFT

SAVE AND ADD ANOTHER will save the current page and load a new blank template so you can start on another page.

SAVE AS A NEW ENTRY will make the a new page (like cloning a page)

#### **Enabled**:

Use the Enabled lightswitch to turn off items that you will need again later.

#### **Release & Expiry dates:**

Use RELEASE and EXPIRY dates down to the nearest minute so you can 'set and forget'

#### **LIVE Preview:**

Use the LIVE PREVIEW button to split your browser window into 2 columns. the left column is the CMS and the right column is a real time preview so you can see exactly how your changes are looking on the page.

#### Share:

The SHARE button will open the page in another tab, you can then copy the url so someone else can view the page, even if it is a draft version.

#### SEO:

Pages and some other content types has an SEO tab. Customise each page, click on the TITLE and DESCRIPTION and update the text. On popular news stories you can also use the SOCIAL tab and customise the information here.

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Updated at	7/31/2018, 7:39	PM
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45	Campaign	This is the page title	
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8	Web forms	Click to add a description!	
F	Utilities		
ø	Settings		
*	Plugin Store	Focus Keywords Add relevant key words and obrases to review the SEO page score	

### Update all content found on your homepage - with the exception of items in the header and footer (look in globals for that!)

To edit homepage: ENTRIES > SINGLES > HOME (Then use tabs along top of CMS)

#### Slider

To delete or temporarily disable, use the small SETTING ICON next to the slider name. Use the MOVE ICON to drag and drop and change the slider order. To Edit an existing slider simply edit the fields and Save

#### TO ADD A NEW SLIDER:

Click on the + SLIDE BUTTON at the bottom of the page to add multiple slider images.

+ Slide

Link

+ Internal Link External Link





Item name: This is for your reference only

**Video URL:** Copy the url from your youtube or vimeo video here, you can easily do this in youtube while playing the video. Simply right click on the video and select "Copy video URL"

Image to override video: If you don't wish to play a video here you can instead select an image from

the Assets library. You will be able to upload the image here at the same time.

Heading Place a heading over the image (see example below).

Sub Heading Place a Sub Heading over the image (see example below).

Link URL: You have the option to ADD INTERNAL LINK or ADD EXTERNAL LINKS. Internal Links are links from inside your website (other pages or Assets). Click on + ADD A ROW button and select content you need to link to. Alternatively to link to another website using an EXTERNAL LINK click on ADD

EXTERNAL LINK and paste in the url.

Link Text Places the button label (e.g. 'Find out More') Don't forget to Save!

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### HOME PAGE

### **Home Quicklinks**

#### There are four home quicklinks that appear directly below the slider.

**Quicklink Name:** This appears as the label on the quicklink. **URL:** Link to internal within your site or external links.

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### **Promotional Banner**

#### A promotional image can be added to the home page directly under events.

**Promotional Image:** Upload an image to use - preferred dimension is 380 x 165px **URL:** Link to internal within your site or external links.

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The majority of pages on your website are "General pages" the main exception to this is the

#### home page and the news stories.

To view general pages go to: ENTRIES > GENERAL PAGES

#### Change the page order or menu structure

Simply click on the MOVE • icon that sits to the left of the page name and drag and drop to a new location. The hierarchy of the page is determined by the 'indent'. Pages that are indented are called CHILD pages to the PARENT page above. The website and menu will automatically update changes.

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#### Editing a page

Click on the PAGE NAME to edit. Change any fields and then SAVE to apply your changes.

#### Create a new page

Click on the NEW ENTRY button located in the top right corner.

Complete these fields in the Fixed layout tab:

Heading: This also forms the page name and URL

Header Image: Add multiple image assets to appear at the top of the page (Preferred Dimensions: 1920x510 Pixels) Page contains no content: This lightswitch if turned on will create a parent page that can not be clicked on in the menu The lightswitch is active when it is green

Page Module: You can begin to choose page modules to create the content area of your web page. Press the +ADD A BLOCK button and start adding modules.

DON'T FORGET TO SAVE!

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Ň	John	Principal's Welcome Current ~	<ul> <li>Preview</li> </ul>	A Share	Save as a Draf	t Save	*
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+ New entry



#### CRAFT CMS GUIDE

#### Adding a module

To add a module click the + Add a block button and select a module you would like to add to the page underneath the 'PAGE MODULES' segment. Each module is outlined below.

### **Standard Text Editor**

Add the main text content into this module. Following types of content can be added: Text / Buttons / Lists / tables / links / videos/ images / file downloads/ widget codes (embed codes such as iframes).

Standard Text Editor
Video Module
Photo Gallery
Image/Text Module
Image Divider
Pull Quote
Collapsible Accordion/Read more
Form
+ Add a block ~

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#### Video Module

Display video in a block with text to create better visual appeal. When the user clicks play the video open up in a light box.

111

Heading: Add a heading for the video - this might be the video title. Description: Add a brief description for the video (this can be left blank) It is recommended to keep this short. Video URL: Copy the video url from youtube or vimeo Display Video Left or Right: Choose to display video on left or right side.

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Video Module

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#### **Photo Gallery**

Photo galleries are easy to create in Craft CMS. Images can be cycled through using the arrows or can be opened in a light box and cycled through. To Add photos press the + ADD AN ASSET button which will open the asset manager in a pop up. You can upload new images or select images already uploaded. Select multiple images at once by holding CTRL + LEFT MOUSE CLICK (to select randomly) or SHIFT + LEFT MOUSE CLICK to select consecutive images. Press SELECT to insert them into the gallery. Drag and drop image thumbnails to re-order them and double click on images to quickly edit them. While editing an image you can also add a caption to the image.







#### Image/Text Module

The Image/Text Module is a great way to break up text on a web page or draw attention to feature text.

Image: Add an image by clicking on the + ADD AN ASSET button

Heading: Add a main heading

Sub Heading: Add a sub heading (not mandatory)

Normal Text: Simple text editor to add your description

Link Text: Putts a label on the button if you are including a link

Link URL: add an internal or external link that the button will link to

Display Image on Left or Right: Change the side on which the image appears on to suit other elements on the page.

Image/Text Module	$\Phi \sim -\Phi$
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### **School Tours**



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#### Image Divider Module

The Image Divider is a full width image that can utilize parallax scrolling to add visual interest. It can be a great way to add a promotional call to action or draw attention to particular items.

Image: Add an image by clicking on the + ADD AN ASSET button
Heading: Add a main heading
Sub Heading: Add a sub heading (not mandatory)
Text: Simple text editor to add your description
Link Text: Putts a label on the button if you are including a link
Link URL: add an internal or external link that the button will link to
Colour Overlay: It is a good idea to add a colour overlay to help text pop out - click the light switch to turn this on, the light switch will turn green when active.
Parallax Scroll: Parallax scroll creates an effect will scrolling down the page where the image appears to move behind the aperture.

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### Pull Quote Module

Add testimonials or inspirational quotes to your website.

#### Text: Add your quote here

Name: Add a name of the person quoted - name can also be left blank.

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- QUOTED

### **Collapsible Accordion/Read More Module**

Organise content into collapsible areas.

#### Heading: Adds a heading for the group.

Accordion: Click +Add a Row to start adding individual collapsible rows - you can add as many as required. Each row has a Heading and a Text area where you can make use of a full text editor.

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### Collapsible Accordion/Read More

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#### ROW 3



## **TABLES & FILE DOWNLOAD**

#### **Adding a Table**

Tables can be added in the Standard Text Editor. Click on the Table icon to insert a table. The fields allow you to add more rows and columns or remove them.

Add Head: Adds a header row that is styled differently to other rows.

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Row 2	Delete column	Row 2
	Delete row	
Video Madula	Delete table	

#### Adding a File Download Link

Download links are added using the standard text editor. To add a download link insert your file link by clicking the add FILE icon



Select your file from the Asset manager or upload it there. Once the link is set highlight the link and click on the ADD/ REMOVE DOWNLOAD BUTTON icon. Hover over the link and click edit to change the label and whether or not it opens in a new window.

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Row 1	Row 1
Row 2	Row 2
	Row 1 Row 2

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## IMAGES

Image can be uploaded to the website in 2 areas: 1st: Click on "assets" in the left menu 2nd: Click on the 'Image" button or "Add an asset" on a page

#### **Uploading Images**

Choose a folder from the left column. To create a new folder RIGHT CLICK on any folder and CHOOSE NEW SUBFOLDER.

Click the UPLOAD FILES BUTTON and choose your files or DRAG AND DROP your files from another window. Please keep files under 2MB or 2000px dimensions to ensure good website performance. Bigger files should be resized first before uploading.



### Inserting Images into the WYSIWYG Editor.

Click on the image and choose SELECT and the image is insert on the page at size it was uploaded. Alternatively you may want to use a TRANSFORM. This will resize the image automatically to a preset width on the page. To do this instead of using the select button use SELECT TRANSFORM button and choose a width in pixels.

#### Edit an image on page

After an image has been added to the page click on the image to display 4 options.

Use the DELETE button to remove the image of the page.

The BLUE BOX in the bottom right corner will let you free form to a custom size by dragging the box.

Edit will bring up a box with the following options:

Title: Good to use for SEO

Caption: Display a caption

**Position:** Choosing Left or Right will align the image and cause the text to wrap around the image.

Link: Hyperlink the image to another page or file.



#### **Image Editor**

To open the Image Editor (like the diagram above) choose IMAGE EDITOR after clicking on the image. Alternatively the Image editor can be opened from ASSETS in the left menu, use the checkbox next to the image to select and then choose EDIT IMAGE from the small OPTIONS BUTTON at the top of the table.

ROTATE MODE will left you rotate and flip images.

FOCAL POINT is very handy! Use this choose the focal point and centre this in a preset image space (Page headers are a good example) This will allow you to keep the main part of the photo appearing on all screen sizes.

CROP will let you remove parts of the image not required. Choose from unconstrained or a pre-set aspect ratio.

Choose to SAVE the file or SAVE A NEW ASSET so you keep the original file still on the server.



### NEWS

News is added to the latest news section of the website, the 5 most recent articles can also appear on the homepage if the "Featured News" option is selected.

To view news articles go to: ENTRIES > NEWS You can edit / hide / delete news articles. You can also filter news articles

#### To add a news articles:

Click on the NEW ENTRY BUTTON in the top right corner.

Item Name: enter the article name

News Image: Add an image to the news article. Preferred size is 275 x 275px

News Small Description: Add teaser text to the article to display in the news list.

Page Module: Add as many page modules as required to build your news article.

#### REMEMBER! POST AND EXPIRY DATES CAN BE PRESET FOR WHEN YOU NEED NEWS TO 'GO LIVE'





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Slug		0

### NEWSLETTER

Newsletter is controlled by 3 separate entries.

- Newsletter Article ENTRIES > NEWSLETTER ARTICLE
- Newsletter Edition ENTRIES > NEWSLETTER EDITION
- Newsletter Author ENTRIES > NEWSLETTER AUTHOR

If you have a new Author it is best to set up the author first before creating your article.

#### To add a newsletter Author

Click on the NEW ENTRY BUTTON in the top right corner. Name: Add Author Name Title: Add a job title/role Photo: Add Photo to display Press Save to save the new entry.

J₩ ∧M	Siena College ~ John	Entries > Newsletter Author >
ø	Dashboard	Siena College Draft 1 ~ 🖌 🕜
80	Entries	Newsletter Author
0	Globals	
	Categories	Name *
	Assets	Siena College
	Users	Title
æ	Campaign	
5	Feed Me	Photo
8	Freeform	Default w
Y	SEO	
F	Utilities 🚥	+ Add an asset
÷.	GraphQL	

#### To add a newsletter Article

Click on the NEW ENTRY BUTTON in the top right corner.

**Item Name:** Add a name for your article that is used as a reference only - this is useful for articles that will be added to a newsletter edition - You may choose to call the article Edition 1, Term 1 - Music News

News Title (Heading): This is the article name that appears ion the newsletter.

List Image: Add Photo to display in the newsletter list

Newsletter Author: Add an author that was added to Newsletter Author section

Page Module: Build out your article with page modules.

Press Save to save the new entry.



### NEWSLETTER

#### To create a newsletter Edition

Click on the NEW ENTRY BUTTON in the top right corner. To create a edition, you will first need to create your newsletter articles. You can then add any article to the edition by selecting them in the list.

Title: This is the newsletter edition title - appears in the edition header

Month/Year: Add the month and year - appears in the edition header

Header Image: This image appears in the newsletter edition header at the top.

Publish: This lightswitch makes the article live

**News Articles:** Select all articles from the list that you want to appear in the edition - this can even be older articles that were used in previous editions. You can re-order these by drag and drop just like an image gallery. You can also make quick edits to the articles by double clicking on them and editing the article content.

Press Save to save the new newsletter edition. The Newsletter can then be sent out as a email campaign.

1W	Siena College 🗸	▲ There's a licensing issue with the LJ Dynamic Fields plugin. Resolve ●			
ΛM	John	Enbins × Newslettur Edition ×			
	Dashboard	Term 1, Issue 01 Current -	Preview	r Share	Save as a Draft Save 👻
60	Entries	Newsletter Edition			
0 4	Globals	Title *		Slug	term-1-issue-01
	Assets	Jerm 1, issue 01		Author	• 🧕 John Taylor 😠
쓭	Users	Month / Year		Post Date	2/10/2020 4:10 PM
	Campaign	February 2020			
	Feed Me Freeform	Header Image Preferred Dimemion: 1920:510 pixels. Adding multiple images will put these into slider.		Expiry Date Enabled	•
	SEO Utilities	Lind Feature Image ⊨ + Add an asset		Created at	2/10/2020, 4:11 PM
	GraphQL	Publich		Updated at	2/10/2020, 4:21 PM
•	Settings Plugin Store				
		News Articles			
		Term 1, Issue 01 Feb 2020 - From the Principal 🛞			
		Term 1, Issue 01 Feb 2020 - Mission and Identity %			
		<ul> <li>Valada - President Paral State Control and Andrea State Control State Contro Control State Control State Contron State Control State Control State Control State Control St</li></ul>			



EDITING AN ARTICLE FROM THE EDITION

# EMAIL NEWSLETTER

#### Send the school newsletter to your school community

To start a new email newsletter go to: CAMPAIGN in the left menu.

### Step 1 - Campaign:

The Newsletters are listed on the campaign page. To edit a newsletter - click on it in the list.

To make a new email newsletter click on the red button in the top right corner NEW CAMPAIGN

<sup>JW</sup> Siena College							a 1
n Dashboard	Campaigns	O All V Q Search				17 Last Sent	+ New campaign
Entries     Globals	All campaigns	Title	Recipients	Opened	Clicked	Q	ID
Categories	CAMPAIGN TYPES Newsletter	2022 Term 1, Issue 2	1500	729	196	ø	55077
Sal Assets	0	• Term 1. Issue 1 2022	1453	777	296	•	53152
Campaigns		Term 4. Issue 4 2021	1570	683	212	9	49209
Mailing Lists		Term 4, Issue 3, 2021	1570	684	225	۹	48328
Sendouts Reports		Term 4, Issue 2, 2021	1698	652	173	0	47569
Settings		<ul> <li>Term 4, Issue 1, 2021</li> </ul>	1184	599	196	0	46220

Complete the following fields:

- A Title: Enter the Newsletter edition or date, this will be visible in the email
- B Header Image: You can add a header image for the newsletter. Click on + ADD AN ASSET button to choose an image from assets, you can also use this time to upload a new image by clicking on the grey button in the bottom left corner of the assets pop up box
- Newsletter: Use the + ADD AN ENTRY button to select the newsletter edition from entries that will be included in your email. This will use the newsletter article entry settings such as list image and Newsletter Short Description to add to your email.
- Mailing List: Use the + ADD AN ENTRY button to select a mailing list you will be sending the newsletter to (see page 21 for information on managing mailing lists).
- Use the Live preview to see how the Newsletter is formatting in real time.
- **F** Send Test Email: You can check how the newsletter email will appear in your inbox by sending a test email.

#### Don't forget to save!

JW Siena College	Campaigns > Newsletter >		u, T.	🛞 SIENA	
Dashboard	2022 Term 1, Issue 2		E @ Preview P View Save V	COLLEGE	
Entries     Globalts	Campaign Report		Slug 2022-term-1-issue-2		
Categories	Title .		Enabled		
📾 Assets	A 2022 Term 1, Issue 2				
<ul> <li>Campaign</li> <li>Contacts</li> <li>Mailing Lists</li> <li>Sendouts</li> </ul>	Header Image Preferred Dimensions: 1920x510 pixels. Adding multiple in mans Siena college cambervell leafy gates website heade + Add an asset & Upload files	mages will put these into slider, ir 2020 $\varkappa$	Status     Sent       Date Created     Feb 25: 2022, 4:14:55 PM       Date Updated     Feb 25: 2022, 4:52:34 PM	NEWSLETTER OUT NOW	
Reports Settings ≝ Feed Me ₩ Freeform ♀ SEO ≪ SEO	C Newsletter Term 1. Issue 2. X Mailing List 0. 2022 Term 1. Issue 2. X		Test Email     O (Dynam.com.au X     + Add a contract		
Eields	from the Newcletter	Ditters : Newsletter Articles : Term 1, Issue 2: From the Princi News Tern 1. Issue 2: From the Principal Tern 1. Issue 2: From the Principal	pal Current -	From the Principal	
Article used fo	(Created in entries) are or the email content.	From the Process List Image Cana college cambernell eluzidett Newaletter Author Ecologies Hannoy Secondry Newaletter Author # Add an othy Newaletter Shart Description In nangating the fract floar weeks of Te	in harvey it	In navigating the first four weeks of Term 1, it has been w many aspects of College life taking place READ ARTICLE	onderful to see so 5.

#### Step 2 - Mailing List:

This step is for setting up the email mailing list which you will need for creating a sendout.

First on the far left menu under Campaign select Mailing Lists. Then select under **Mailing List Types** NEWSLETTER SUBSCRIPTION you will see a list of existing mailing lists. To add a new mailing list press the red button on the right hand corner to + NEW MAILING LIST

J₩ ∧M	Siena College	▲							n	2.
æ	Dashboard	Mailing Lists	O All	Q Search				J≟ Title ∽	+ New m	ailing list
•	Entries	All mailing lists		Title	~	Subscribed	Unsubscribed	Complained	Bounced	ID
	Categories	MAILING LIST TYPES		• 2022 Term 1, Issue 2		1500	0	0	0	55032
	Assets Campaign	0		• Future, Board, Donors Term 2 2021		706	0	0	0	37942
	Campaigns			Newsletter Recipients		6	1	0	0	3124
	Mailing Lists			• Term 1, Issue 02, 2020		1503	2	0	0	15702
	Reports			• Term 1, Issue 03		0	0	0	0	19317
8	Settings Feed Me			• Term 1, Issue 04, 2020		1503	0	0	0	19842
8	Freeform 4			• Term 1, Issue 1 2022 B		891	0	0	0	53157
	SEO			Term 1. Issue 1 2022 C		562	0	0	0	53160

You will see a new screen with the option to give your mailing list a name. Press Save.

Mailing Lists $\Rightarrow$ Newsletter Subscription $\Rightarrow$	# 1 ·
Create a new mailing list	Save 🗸
Title *	Slug Enter slug
	Enabled

Next you will need to add contacts to the mailing list.

#### Add Contacts to mailing list

Click on CONTACTS located in the sub menu for Campaigns. Click on top red button NEW CONTACT to add a new single contact.



# EMAIL NEWSLETTER

#### **Import Contacts**

To Import contacts open the IMPORT tab. Create a csv file with contacts using the fields values shown. Email, Firstname, Lastname. Email is required while First Name and Last Name is optional. Save csv file (comma-separated values)

	А	В	С	
1	Email	Firstname	Lastname	
2	jwam.jt@gmail.com	JT	JWAM	
3				
4				
5				

If your first Row doesn't match the format shown above (like the example shown right) you have the opportunity to let the cms know which fields are for email, First Name and Last Name.

4	А	В	С	D
1	Contact Details	Name	Surname	
2	jwam.jt@gmail.com	Henry	Ford	
3	jt@jwam.com.au	Justin	Beepbox	
4				
5				

Next click the Choose File button to import the mailing list. Choose NEXT.

Now you can choose to ADD A MAILING LIST, select a mailing list from the entries provided in the pop up window. If you didn't create the mailing list first click on the grey button at the bottom of the window to + NEW NEWSLETTER SUBSCRIPTION MAILING LIST



Next check the light switch for Force subscribe to green (this will ensure they are all subscribed).



If the cells in the first row of the csv file you are importing don't match the format that is required for importing a mailing list you can now choose to match the cells with Email, First Name and Last Name. In the example shown below Email will be mapped to Contact Details, First Name will be mapped to Name and Last Name will be mapped to Surname. Once you have matched these press "IMPORT".

Niew Import Export Sync Import emails addresses and contact data from a CSV CSV File *	View import Export Select a mailing list to import the co Mailing Lists + Select one or more mailing list + Add a mailing list Force Subscribe + Whether contacts should be subscri	ontacts into and the field mapping for each column th which to import the contacts, ibed to the mailing list even if they were previously un	at should be imported.		
Choose a CSV file (comma-separated values) to impor Email, Firstname, Lastname Choose File No file chosen	Email • Contact Details ~				
Choose a CSV file (comma-separated values) to impor Email, Firstname, Lastname Choose File No file chosen	Email + Contact Details ~ First Name	A 1 Contact Details	B	C	
Choose a CSV file (comma-separated values) to impor Email, Firstname, Lastname Choose File No file chosen	Email + Contact Details ~ First Name Name ~	A 1 Contact Details 2 jwam.it@gmail.com	B Name Henry	C Surname Ford	

#### TIPS for mailing lists

- Emails that are sent out to your mailing list has a link for unsubscribe if anyone clicks this link and verifies the unsubscribe they will remain in your mailing list but as an unsubscribed entry this means that if you wish to re-use the mailing list emails won't be sent to unsubscribed users.
- You can import contacts into an existing mailing list by using the steps above and selecting an existing mailing list instead of creating a new one.

#### Manually Unsubscribing a user

Sometimes you may get a request from someone on your mailing ist to remove them - you can do this manually. Go to Contacts and use the search box to find the particular user.

		n. 7 -
Contacts	o All≁ Qtd	x IF Score v 🔳 🖽 🛨 New contact
All contacts	View Import Export	
MAIUNG USTS 2022 Term 1, Issue 2	Email	Country Last Activity
Term 1, Issue 1 2022 C		
Term 1, Issue 1 2022 B		Friday
Term 4 Board and Donors		
Term 4 - Board Donors		3/16/2021
Term 4 Current parents		9/9/2020
Future, Board, Donors Term 2 2021	🗇 🧘 • jt©jwam.com.au	9/8/2020
Term 2, Issue 3, 2021 - Current Parents	5 1-5 of 5 elements	Export
Term 2, Issue 2, 2021		

Select them in the list and navigate to the tab mailing lists. Here you will find all of the mailing lists - next to each list if the user is currently subscribed you will see a green SUBSCRIBED status - or if they have been unsubscribed you will see a red UNSUBSCRIBED status - click on the status to manually change these and press save.

Term 1, Issue 02, 2020	NONE	Subscribe
test	SUBSCRIBED	Unsubscribe 🗙
Newsletter Recipients	NONE	Subscribe

See Sendout on next page to learn how to send off your email to subscribers.

# EMAIL NEWSLETTER

#### Step 3 - Sendouts:

This step is setting up the email newsletter to be sent. You can setup multiple sendouts for a single newsletter if required.

Click on SENDOUTS located in the sub menu for Campaigns.

Click on top red button NEW SENDOUT

Then choose REGULAR if you will manually press the send button or SCHEDULED to automatically send

the campaign at a set date and time.



- A Title: Enter a title for your own reference (the recipients will not see this).
- B Campaign: Select your campaign you already created (see page 20)
- **c** Subject: Enter email subject
- **P** From email address: Use the default email address provided
- **E** To: Select a mailing list (See page 21 for importing a mailing list)
- F Exclude: It is also possible to omit email mailing lists
- G Send Date: Set a date and time for the email to be sent (scheduled sendouts only)
- **H** Notification Email Address: Campaign status emails are sent here.

#### Click red button SAVE AND PREVIEW

Check everything looks correct. You can send test email from here. Press button PREPARE TO SCHEDULE SENDING / PREPARE TO SEND NOW - then confirm by clicking RED BUTTON again.

Now wait for your email campaign to be sent out. See reports and importing mailing lists on next page.

### Create a new sendout A Title + B Campaign \* The campaign to send. + Choose a campaign C Subject • The email subject (emojis allowed 🏂). D From \* The name and email to send from. Siena College Newsletter <newsletter@siena.vic.edu.au> >> E To + The mailing list(s) to send the campaign to. + Add a mailing list F Exclude The mailing list(s) to exclude from this sendout. Contacts in these mailing lists will + Add a mailing list G Send Date \* The date and time at which to begin sending. 2/28/2022 1:03 PM Australia/Melbourne H Notification Email Address An email address to notify when sending this sendout is complete or fails it@iwam.com.au

# EMAIL NEWSLETTER

#### **Reports:**

Click on REPORTS then CAMPAIGNS and select a CAMPAIGN NAME to view the statistics.

It is a good idea to check each campaigns report so you can see how each newsletter is performing.



### GLOBALS

The 'globals' section will update content so changes are applied across the website.

To edit globals go to: GLOBALS in the left menu.

#### Contact

Update contact details that appear in the footer and social media links that appear in the menu. There are two tabs in the contact section, CONTACT and SOCIAL. Edit Phone number, Address and email details using the CONTACT tab. Update Social media links using the SOCIAL tab.

NV/	Siena College 🗸	
M	John	Contact
80	Dashboard	
23	Entries	Contact
D	Globals	Quicklinks
5	Categories	Settings
201	Assets	
*	Users	
	Campaign	
8	Feed Me	

ntact		Contact		
tact	Contact Social	Contact	Contact Social	
klinks	Phone Number	Quicklinks	Facebook Link	
tings	+61 3 9835 0200	Settings	https://www.facebook.com/SienaCollegeCamberwell/	
	Address			
	815 Riversdale Road, Camberwell VIC 3124		https://www.linkedin.com/company/siena-college-camberwell/	
			Instagram Link	
	Email		https://www.instagram.com/sienacollegecamberwell/	
	reception@siena.vic.edu.au			

#### Quicklinks

The quicklinks appear above the footer and in the menu. To add a quicklink scroll to the bottom of the list and click + QUICKLINK button.

Fields include:

Name: Appears under link icon

Icon: upload a white icon with a transparency setting applied.

Link: Add a internal or external link for the quicklink to direct to or alternatively add a file that will download.

Quicklinks		College Map 📳 Newsletter 🕰 Donate Now 🖂 Contact Us 🎺 Siera Connect
Contact	Quicklinks	
Quicklinks	Quicklinks	
Settings	Quedink	
	Name	SIENA 80
	College Map	COLLEGE ON
	Icon Ico school tour 16	×
	Link Irik	
	D External Link	MISSION AND IDENTITY
	Link https://siena.carboncms.com.au/uploads/sienaschoolmap.pdf	LEARNING AND TEACHING
	🗇 Internal Link	
	link ★ Add an entry	ENROLMENT
	+ Internal Link External Link	
	File Upload	
	+ Add an asset	
	O Quicklink -	
		College Map Newsletter Donate New Contact Us

### GLOBALS

#### **Settings**

There are two tabs found in the settings global, GENERAL INFO and FALLBACK IMAGE.

#### **GENERAL INFO**

The General Info Tab Allows you to update the: Header logo: (use .svg exported from Illustrator for best results). Privacy policy: This pdf can be downloaded from the menu. Menu Background Image: Changes the image that appears in the menu.



#### FALLBACK IMAGE

The Fallback Image is used when a image isn't selected on a general page or news item Fallback Image: The default image appears on news lists or newsletter items if a image isn't selected. Fallback Banner Image: This image appears on general pages where no header image has been applied.

ontact	General Info Fallback Image	
Quicklinks	Fallback Image	
Settings	Default 😠	
	Fallback Banner Image	
	Slider img x	



# WEB FORMS

### Check form submissions:

Click on WEB FORMS then SUBMISSIONS and select a WEB FORM NAME if you wish to view only a particular web form.

It is possible to manage the status of an enquiry here if you wish.

To EXPORT the data click the QUICK EXPORT button and choose the export file type / Form / and data fields to include. Then click the EXPORT button and the file will download.

#### Make a new web form

Click on WEB FORMS then FORM and select button in top right corner NEW FORM In the right column complete the following items: Name: The name or title for the form Handle: Leave this to autofill, no need to change Submission title: Leave this to autofill, no need to change Return URL: Leave blank, change this if you want to link to a particular page after submitting the form Default status: Open Formatting template: Bootstap 4 Collect IP Addresses: Tick for yes Store submitted data: Tick for yes Form Colour: Choose any colour you like! Press QUICKSAVE to save progress so far.

In the top right column click on the EMAIL icon this will setup the notification sent to you.

Email template: Choose a template - this is used for email notifications.

Admin recipients: Enter email addresses that need to be notified when a form if sent.

Now you can start adding the FIELDS to the web form.

Drag and drop from any pre set fields from the left column to the middle column. Fields can be re-positioned by drag and drop - they can even sit next to each other!

New custom fields can also be created. Choose from a field type, enter a label (name of the field) leave the handle to autofill and save. You can then drag the field into the middle column. If the field type allows more options you can adjust in the right column when it is selected.

Large forms can be divided into smaller 'pages or tabs' Use the small + button to add another tab.

Now click on EMAIL NOTIFICATIONS in the Left menu and click NEW EMAIL TEMPLATE

The first email notification to make is the autoreponder the website user receives after completing form:

Name: Enter the name of the form with autoresponder after it.

Handle: let this autofill

Description: You can leave this blank - it is only for admin reference.

Subject: Enter the email subject line

From Name: This is the Name the email appears to be sent from.

Reply-to Email: Enter reply to email here

Include Attachments: Select this field you want any uploaded files attached to the email.

**Email Body:** We recommend you copy and paste the HTML from another forms autoreponder and paste in here. Then you can make any required adjustments.

Repeat this step again a create another Email template for the autoresponder the website visitor receives. When this is completed go back to your new form and select the EMAIL field that is on the form. In the right column select the EMAIL TEMPLATE.

To insert the form on a web page. Go to the page and Select the web form from the WEB FORM field.

Form	¢ ∽ . •
Form	
Select a form	