

Education Coordinator Instructions

The education coordinator(s) will have editor administrative privileges to create, edit, and publish (approve) class proposals.

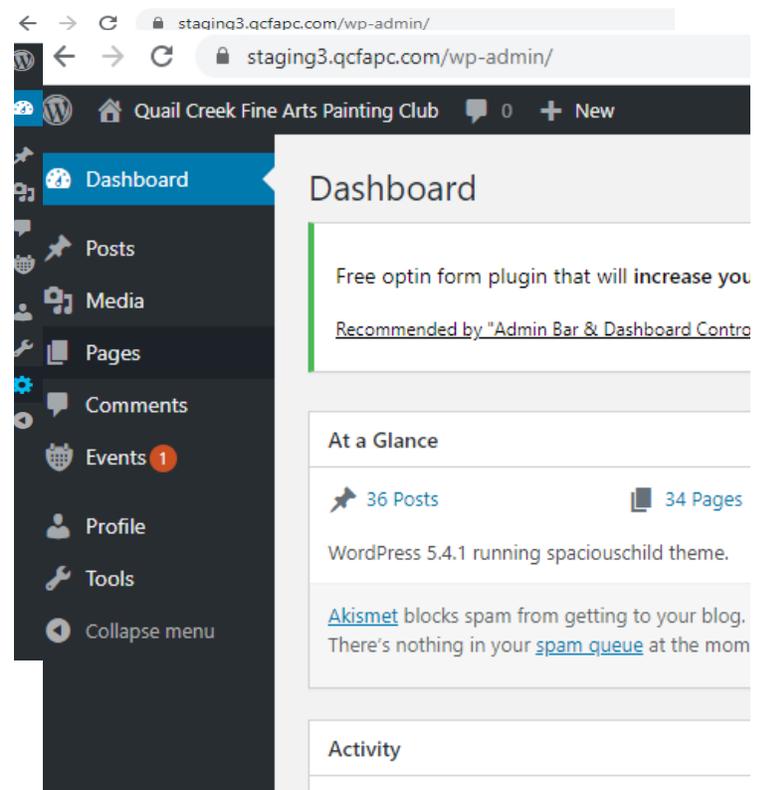
Education Coordinator Admin Screens

When you log into an account with Editor privileges, you will be taken directly into the Admin area of the website instead of to the regular site pages.

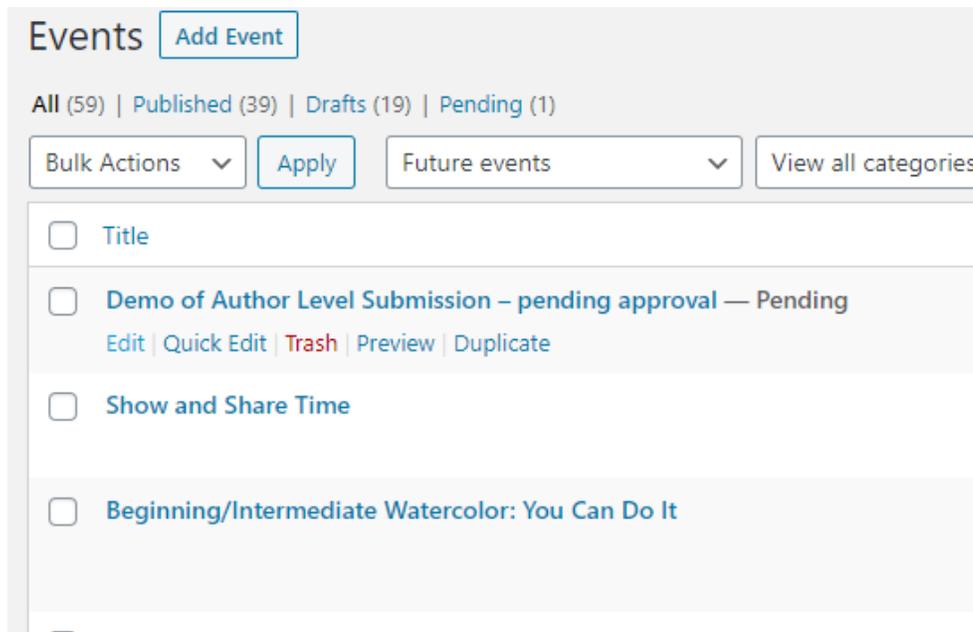
To exit the Admin area and go to the regular site, just click where there's a little house and Quail Creek Fine Arts Painting Club at the top left of the window. To return to the Admin area, just click in the same area on the little dashboard icon for Admin Dashboard.

In the Admin area, you will see this:

The only area you should go into is “Events” or possibly Media, if you want to upload additional images to use with the event.



In this second screenshot, you will see the list of existing events. Those that need to be approved with be marked “Pending”. If you hover your mouse cursor over the titles, you will see several options: Edit, Quick Edit, Trash, Preview, Duplicate. You’ll go to Edit to proofread, edit, and approve the class.

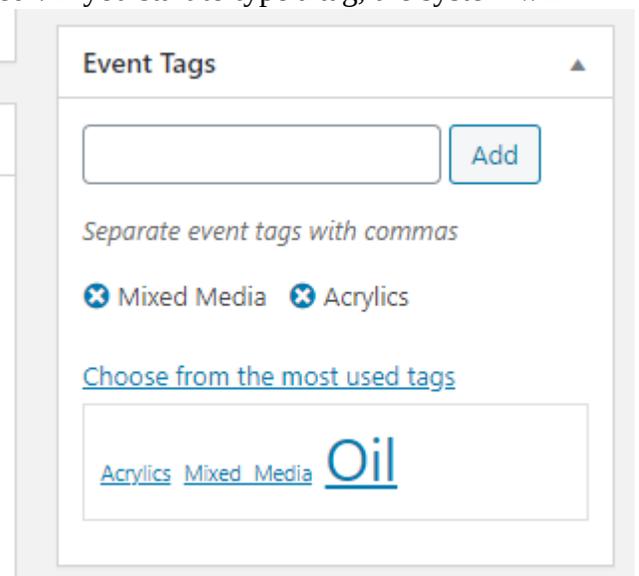


Edit

This is where some of the settings the teacher entered on the class proposal form can be changed. The explanations with each setting are pretty clear.

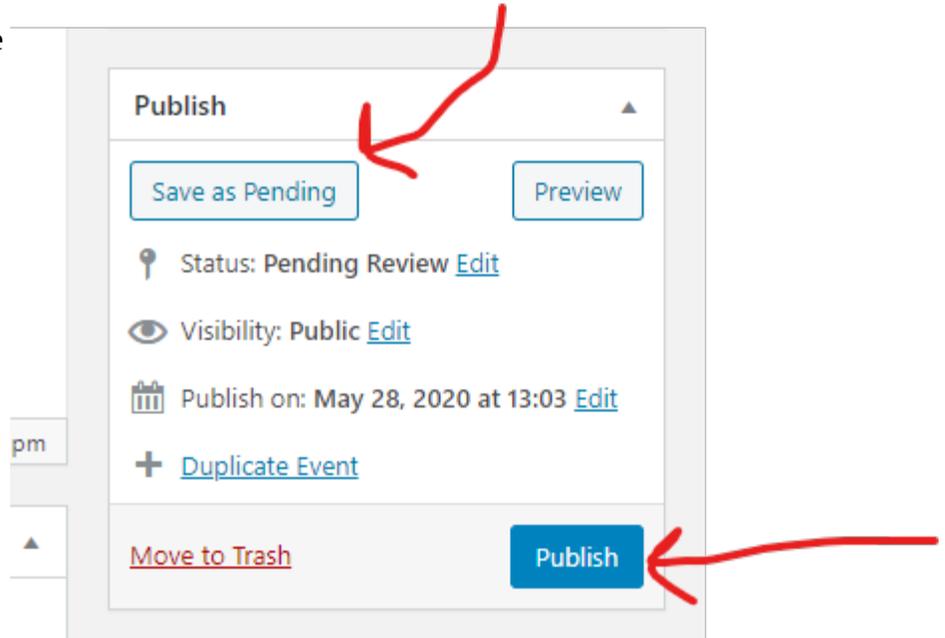
If you make changes to the event description or settings, remember to **Save as Pending** or your changes will be lost.

One thing you will have to add is the Tag. This is where you set the media type of the class. Current tags include ‘watercolor, oil, scratchboard, acrylics, mixed’. If you start to type a tag, the system will fill it in with a choice. You can add new tags, and you can have more than one per class. In this example, I have chosen mixed media and acrylics.



When you are ready to approve the event/class, click the Edit link to the right of “Status: Pending Review”, change the status to “Draft”, then click the Publish button. That will automatically add the event to the calendar.

If you change your mind, you can ‘unpublish’ by changing the Status back to “Pending Review”/



The large editing box that contains the description of the class can be edited for content, and you can add some basic formatting. It helps to know a little HTML, but it’s possible to get a decent looking class description page without it. I can show you more about that later, or you can send me an email if you want me to do a little tweaking.

Emails that are sent automatically by the system

To the Education Coordinator

- Event submitted, pending approval
- Event published or resubmitted

To the Event 'Owner' – person who filled out the proposal formatting

- Proposal approved
- Proposal reapproved

